

Government of the Republic of the Union of Myanmar



**THE DEPARTMENT OF RURAL DEVELOPMENT
Ministry of Livestock, Fisheries and Rural Development**

**National Community Driven Development Project
World Bank Grant No: H814MM**

Request for Quotation (Shopping Method)

For Procurement of G 12-2015

Office Furniture for Townships

Issued Date: 12 October, 2015

Request for Quotation (RFQ) for the Supply of Office Furniture for Union and Project Townships

Date: October 12, 2015

Ref No: G.12-2015

Name of Supplier: _____

Scope of Request for Quotation

1. The Department of Rural Development has received the Grant from the International Development Association (IDA) towards the cost of the National Community Driven Development Project, World Bank Grant No: H814MM, and intends to apply part of the proceeds toward payments under the Purchase Order / Contract for Office Furniture for Project Townships.
2. The Department of Rural Development now invites *sealed quotations* from eligible suppliers for:

Item Number	Item	Quantity
1	Office Table with drawers on (two side)	216
2	Office Table with drawers on (one side)	108
3	Desk Chairs	324
4	Folding chairs	540
5	Shelf Book Case with doors and 2 drawers	90
6	Filing Steel Cabinet	72
7	Fax and phone stand	29
	Total	1379

Note:

(a) The Supplier must quote for all the required quantities in an item. Supplier may submit quotation for this item as further defined in this request for quotations document. Not complete quotations *shall not be* considered. *Each supplier shall offer only one model for each item*. Suppliers wishing to offer discounts in case they are awarded more than one contract will be allowed to do so providing those discounts are included in the Quotation.

3. Quotation competition will be conducted through Shopping Procedures as specified in the World Bank's Guidelines: Procurement of Goods, Works and Non-Consulting Services under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, dated January 2011 and is open to all eligible Suppliers as defined in the Procurement Guidelines.

4. A complete set of the request for quotations and further information in English may be obtained by interested eligible supplier free of charge from the address given below during office hours from 09:00 to 16:00 and <http://www.cdd.drdmyanmar.org>.

The Purchaser's address is:

Attention: *U Kyaw Soe,*

Deputy Director General,

Chairperson of the Procurement Committee

Address: NCDD Project Secretariat,
Department of Rural Development,
Ministry of Livestock, Fisheries and Rural Development,
Office No. 14,
Naypyitaw,

Country: *Myanmar*

Office Phone: 95 67 409071

Electronic mail address: drdmyanmar@gmail.com

Website: cdd.drdmyanmar.org

Submission and Opening of Request for Quotation

5. For quotation submission purposes only, the Purchaser's address is the same as that specified above (4). **The deadline for submission of quotation is: *October 30, 2015 at 16.00 p.m.***
6. Sealed quotation in **one original and two copies** must be delivered to the address given above on or before the deadline for quotations submission. The Supplier ***shall not*** have the option of submitting

Section1.

Instructions to Suppliers

1. The quotation shall be completed and signed by an authorised representative of the Supplier. In the case of a Supplier offering to supply goods that the Supplier itself does not manufacture or otherwise produce, the Supplier must show that they have been duly authorised by the goods' manufacturer to supply the goods in Myanmar.
2. In the case of any arithmetical discrepancy between the Unit Rate and the Total Amount quoted, then the Unit Rate shall prevail both for the evaluation of quotations and for the subsequent Purchase Order.
3. Depending on the final requirement, the quantities shown may increase or decrease by twenty five percent (25%) and this shall be reflected in the Contract/Purchase Order.
4. The currency that shall be used for quotation evaluation and comparison purposes to convert all quotation prices expressed in various currencies into a single currency is: *Myanmar Kyat*. The source of exchange rate shall be: *the Central Bank of Myanmar*. The date for the exchange rate shall be: *the date of the deadline for submission of the quotations*.
5. Payments made against any Purchase Order arising from **this Request for Quotation will only be made in Myanmar Kyat (MMK)**. The Unit Rate(s) offered by the Supplier, if accepted, shall remain valid and fixed for the 60 days duration of the Purchase Order.
6. Your quotation(s) should be submitted as per the following instructions and in accordance with the Terms and Conditions of supply in below Section 2 **Price Schedules, Terms and Conditions of Supply** . Please fill and sign the Section 2 Price Schedule **Terms and Conditions of Supply** and return the same to the Purchaser
 - (i) **PRICES:** The prices should be quoted in Myanmar Kyat and shall be fixed and not subject to any price adjustment.
 - (ii) **EVALUATION AND AWARD OF PURCHASE ORDER:** Evaluation will be done on the basic of item. The cost of inland transportation, insurance and other local services and fees required to convey the goods to the destinations will be included in the quoted price of the goods. Offers determined to be substantially responsive to the **technical specifications** as mentioned in **Section 3** will be evaluated by comparison of their prices. The **Section 3** Technical Specification and Warranty schedule shall be signed properly and filled by the supplier. The award will be made to the substantially responsive firm offering the lowest evaluated price and that meets the required technical specification and standard.
 - (iii) **VALIDITY OF THE OFFER:** Your quotation(s) should be valid for a period of 60 days from the date of receipt for quotation(s).
 - (iv) **QUOTATION SECURITIES AND PERFORMANCE SECURITIES:** are not required.
7. The World Bank requires compliance with its policy in regard to corrupt and fraudulent practices as set forth in **Section 5** of the Invitation for Quotation.

Documentation Required with the Submission of the Quotation

8. The Supplier shall attach the following documents to its quotation;

- (a) A duly completed and signed priced offer as per the Price Schedule, Section 2. Note that all prices shall be quoted in Myanmar MKK;
- (b) A valid Trade License (TL);
- (c) Technical Specification of the Goods to be supplied;
- (d) Catalogue for submitted Office Furnitures.

The Supplier shall confirm compliance with the Section 3 specifications. The Technical Requirements in the Section 3 Specifications should be filled, signed and dated by the Supplier.

For the Supplier:	Stamp
Company/ Supplier Name:	
Signature:	
Authorized person name:	
Designation	
Date	

**Section 2:
SHOPPING
Price Schedules, Terms and Conditions of Supply**

Date: October , 2015
 Project Name: National Community Driven Development Project
 Description of Goods: Office Furniture for Townships
 Reference No.: G.12-2015
 Purchaser: Department of Rural Development,
 Ministry of Livestock, Fisheries and Rural Development,
 Republic of the Union of Myanmar

1. Prices and Schedules for Supply

1	2	3	4	5	6	7
item No.	Description	Quantity (Number)	Unit Price MKK Including delivery to named place	Total Amount MKK (4x5)	Transportation cost included in the total cost	Delivery Final Destination
1.	Office Table with drawers on two sides	12				DRD Township Office Hpruso Township, Kayah State
2.	Office Table with drawers on one sides	6				DRD Township Office Hpruso Township, Kayah State
3.	Desk Chairs	18				DRD Township Office Hpruso Township, Kayah State
4.	Folding Chairs	30				DRD Township Office Hpruso Township, Kayah State
5.	Shelf Book Case with doors and 2 drawers	5				DRD Township Office Hpruso Township, Kayah State
6.	Filing Steel/Iron Cabinet	4				DRD Township Office Hpruso Township, Kayah State

1	2	3	4	5	6	7
item No.	Description	Quantity (Number)	Unit Price MKK Including delivery to named place	Total Amount MKK (4x5)	Transportation cost included in the total cost	Delivery Final Destination
7.	Fax and phone stand	1				DRD Township Office Hpruso Township, Kayah State
Total delivered to Hpruso		76				
8.	Office Table with drawers on two sides	12				DRD Township Office Demawso Township, Kayah state
9.	Office Table with drawers on one sides	6				DRD Township Office Demawso Township, Kayah state
10.	Desk Chairs	18				DRD Township Office Demawso Township, Kayah state
11.	Folding Chairs	30				DRD Township Office Demawso Township, Kayah state
12.	Shelf Book Case with doors and 2 drawers	5				DRD Township Office Demawso Township, Kayah state
13.	Filing Steel/Iron Cabinet	4				DRD Township Office Demawso Township, Kayah state
14.	Fax and phone stand	1				DRD Township Office Demawso Township, Kayah state

1	2	3	4	5	6	7
item No.	Description	Quantity (Number)	Unit Price MKK Including delivery to named place	Total Amount MKK (4x5)	Transportation cost included in the total cost	Delivery Final Destination
Total delivered to Demawso		76				
15	Office Table with drawers on two sides	12				DRD Township Office Kyainseikkyi Township, Kayin state
16	Office Table with drawers on one sides	6				DRD Township Office Kyainseikkyi Township, Kayin state
17	Desk Chairs	18				DRD Township Office Kyainseikkyi Township, Kayin state
18	Folding Chairs	30				DRD Township Office Kyainseikkyi Township, Kayin state
19	Shelf Book Case with doors and 2 drawers	5				DRD Township Office Kyainseikkyi Township, Kayin state
20	Filing Steel/Iron Cabinet	4				DRD Township Office Kyainseikkyi Township, Kayin state
21	Fax and phone stand	1				DRD Township Office Kyainseikkyi Township, Kayin state
Total delivered to Kyainseikkyi		76				

1	2	3	4	5	6	7
item No.	Description	Quantity (Number)	Unit Price MKK Including delivery to named place	Total Amount MKK (4x5)	Transportation cost included in the total cost	Delivery Final Destination
22	Office Table with drawers on two sides	12				DRD Township Office Palewa Township, Chin state
	Office Table with drawers on one sides	6				DRD Township Office Palewa Township, Chin state
24	Desk Chairs	18				DRD Township Office Palewa Township, Chin state
25	Folding Chairs	30				DRD Township Office Palewa Township, Chin state

1	2	3	4	5	6	7
item No.	Description	Quantity (Number)	Unit Price MKK Including delivery to named place	Total Amount MKK (4x5)	Transportation cost included in the total cost	Delivery Final Destination
31	Desk Chairs	18				DRD Township Office Myaung Township, Sagaing state
32	Folding Chairs	30				DRD Township Office Myaung Township, Sagaing state
33	Shelf Book Case with doors and 2 drawers	5				DRD Township Office Myaung Township, Sagaing state
34	Filing Steel/Iron Cabinet	4				DRD Township Office Myaung Township, Sagaing state
35	Fax and phone stand	1				DRD Township Office Myaung Township, Sagaing state
Total delivered to Myaung		76				
36	Office Table with drawers on two sides	12				DRD Township Office Banmauk Township, Sagaing state
37	Office Table with drawers on one sides	6				DRD Township Office Banmauk Township, Sagaing state
38	Desk Chairs	18				DRD Township Office Banmauk Township, Sagaing state
39	Folding Chairs	30				DRD Township Office Banmauk Township, Sagaing state

1	2	3	4	5	6	7
item No.	Description	Quantity (Number)	Unit Price MKK Including delivery to named place	Total Amount MKK (4x5)	Transportation cost included in the total cost	Delivery Final Destination
40	Shelf Book Case with doors and 2 drawers	5				DRD Township Office Banmauk Township, Sagaing state
41	Filing Steel/Iron Cabinet	4				DRD Township Office Banmauk Township, Sagaing state
42	Fax and phone stand	1				DRD Township Office Banmauk Township, Sagaing state
Total delivered to Banmauk		76				
43	Office Table with drawers on two sides	12				DRD Township Office Thnintharyi Township, Thnintharyi state

1	2	3	4	5	6	7
item No.	Description	Quantity (Number)	Unit Price MKK Including delivery to named place	Total Amount MKK (4x5)	Transportation cost included in the total cost	Delivery Final Destination
48	Filing Steel/Iron Cabinet	4				DRD Township Office Thnintharyi Township, Thnintharyi state
49	Fax and phone stand	1				DRD Township Office Thnintharyi Township, Thnintharyi state
Total delivered to Thnintharyi		76				
50	Office Table with drawers on two sides	12				DRD Township Office Moenyo Township, Bago state
51	Office Table with drawers on one sides	6				DRD Township Office Moenyo Township, Bago state
52	Desk Chairs	18				DRD Township Office Moenyo Township, Bago state
53	Folding Chairs	30				DRD Township Office Moenyo Township, Bago state
54	Shelf Book Case with doors and 2 drawers	5				DRD Township Office Moenyo Township, Bago state
55	Filing Steel/Iron Cabinet	4				DRD Township Office Moenyo Township, Bago state
56	Fax and phone stand	1				DRD Township Office Moenyo Township, Bago state

1	2	3	4	5	6	7
item No.	Description	Quantity (Number)	Unit Price MKK Including delivery to named place	Total Amount MKK (4x5)	Transportation cost included in the total cost	Delivery Final Destination
Total delivered to Bago		76				
57	Office Table with drawers on two sides	12				DRD Township Office Kyaukkyi Township, Bago state
58	Office Table with drawers on one sides	6				DRD Township Office Kyaukkyi Township, Bago state
59	Desk Chairs	18				DRD Township Office Kyaukkyi Township, Bago state
60	Folding Chairs	30				DRD Township Office Kyaukkyi Township, Bago state
61	Shelf Book Case with doors and 2 drawers	5				DRD Township Office Kyaukkyi Township, Bago state
62	Filing Steel/Iron Cabinet	4				DRD Township Office Kyaukkyi Township, Bago state
63	Fax and phone stand	1				DRD Township Office Kyaukkyi Township, Bago state
Total delivered to Kyaukyi		76				

1	2	3	4	5	6	7
item No.	Description	Quantity (Number)	Unit Price MKK Including delivery to named place	Total Amount MKK (4x5)	Transportation cost included in the total cost	Delivery Final Destination
64	Office Table with drawers on two sides	12				DRD Township Office Mindon Township, Magway state
65	Office Table with drawers on one sides	6				DRD Township Office Mindon Township, Magway state
66	Desk Chairs	18				DRD Township Office Mindon Township, Magway state
67	Folding Chairs	30				DRD Township Office Mindon Township, Magway state
68	Shelf Book Case with doors and 2 drawers	5				DRD Township Office Mindon Township, Magway state
69	Filing Steel/Iron Cabinet	4				DRD Township Office Mindon Township, Magway state
70	Fax and phone stand	1				DRD Township Office Mindon Township, Magway state
Total delivered to Mindon		76				
71	Office Table with drawers on two sides	12				DRD Township Office Nganzun Township, Mandalay state
72	Office Table with drawers on one sides	6				DRD Township Office Nganzun Township, Mandalay state

1	2	3	4	5	6	7
item No.	Description	Quantity (Number)	Unit Price MKK Including delivery to named place	Total Amount MKK (4x5)	Transportation cost included in the total cost	Delivery Final Destination
73	Desk Chairs	18				DRD Township Office Nganzun Township, Mandalay state
74	Folding Chairs	30				DRD Township Office Nganzun Township, Mandalay state
75	Shelf Book Case with doors and 2 drawers	5				DRD Township Office Nganzun Township, Mandalay state
76	Filing Steel/Iron Cabinet	4				DRD Township Office Nganzun Township, Mandalay state
77	Fax and phone stand	1				DRD Township Office Nganzun Township, Mandalay state
Total delivered to Nganzun		76				
78	Office Table with drawers on two sides	12				DRD Township Office Nyaungu Township, Mandalay state
79	Office Table with drawers on one sides	6				DRD Township Office Nyaungu Township, Mandalay state
80	Desk Chairs	18				DRD Township Office Nyaungu Township, Mandalay state
81	Folding Chairs	30				DRD Township Office Nyaungu Township, Mandalay state

1	2	3	4	5	6	7
item No.	Description	Quantity (Number)	Unit Price MKK Including delivery to named place	Total Amount MKK (4x5)	Transportation cost included in the total cost	Delivery Final Destination
82	Shelf Book Case with doors and 2 drawers	5				DRD Township Office Nyaungu Township, Mandalay state
83	Filing Steel/Iron Cabinet	4				DRD Township Office Nyaungu Township, Mandalay state
84	Fax and phone stand	1				DRD Township Office Nyaungu Township, Mandalay state
Total delivered to Nyaungu		76				
85	Office Table with drawers on two sides	12				DRD Township Office Chaungzon Township, Mandalay state
86	Office Table with drawers on one sides	6				DRD Township Office Chaungzon Township, Mandalay state
87	Desk Chairs	18				DRD Township Office Chaungzon Township, Mandalay state
88	Folding Chairs	30				DRD Township Office Chaungzon Township, Mandalay state
89	Shelf Book Case with doors and 2 drawers	5				DRD Township Office Chaungzon Township, Mandalay state

1	2	3	4	5	6	7
item No.	Description	Quantity (Number)	Unit Price MKK Including delivery to named place	Total Amount MKK (4x5)	Transportation cost included in the total cost	Delivery Final Destination
90	Filing Steel/Iron Cabinet	4				DRD Township Office Chaungzon Township, Mandalay state
91	Fax and phone stand	1				DRD Township Office Chaungzon Township, Mandalay state
Total delivered to Chaungzon		76				
92	Office Table with drawers on two sides	12				DRD Township Office Bilin Township, Mon state
93	Office Table with drawers on one sides	6				DRD Township Office Bilin Township, Mon state
94	Desk Chairs	18				DRD Township Office Bilin Township, Mon state
95	Folding Chairs	30				DRD Township Office Bilin Township, Mon state
96	Shelf Book Case with doors and 2 drawers	5				DRD Township Office Bilin Township, Mon state
97	Filing Steel/Iron Cabinet	4				DRD Township Office Bilin Township, Mon state
98	Fax and phone stand	1				DRD Township Office Bilin Township, Mon state

1	2	3	4	5	6	7
item No.	Description	Quantity (Number)	Unit Price MKK Including delivery to named place	Total Amount MKK (4x5)	Transportation cost included in the total cost	Delivery Final Destination
Total delivered to Bilin		76				
99	Office Table with drawers on two sides	12				DRD Township Office Kawhmu Township, Yangon state
100	Office Table with drawers on one sides	6				DRD Township Office Kawhmu Township, Yangon state
101	Desk Chairs	18				DRD Township Office Kawhmu Township, Yangon state
102	Folding Chairs	30				DRD Township Office Kawhmu Township, Yangon state
103	Shelf Book Case with doors and 2 drawers	5				DRD Township Office Kawhmu Township, Yangon state
104	Filing Steel/Iron Cabinet	4				DRD Township Office Kawhmu Township, Yangon state
105	Fax and phone stand	1				DRD Township Office Kawhmu Township, Yangon state
Total delivered to Kawhmu		76				
106	Office Table with drawers on two sides	12				DRD Township Office Thabaung Township, Ayeyarwaddy state

1	2	3	4	5	6	7
item No.	Description	Quantity (Number)	Unit Price MKK Including delivery to named place	Total Amount MKK (4x5)	Transportation cost included in the total cost	Delivery Final Destination
107	Office Table with drawers on one sides	6				DRD Township Office Thabaung Township, Ayeyarwaddy state
108	Desk Chairs	18				DRD Township Office Thabaung Township, Ayeyarwaddy state
109	Folding Chairs	30				DRD Township Office Thabaung Township, Ayeyarwaddy state
110	Shelf Book Case with doors and 2 drawers	5				DRD Township Office Thabaung Township, Ayeyarwaddy state
111	Filing Steel/Iron Cabinet	4				DRD Township Office Thabaung Township, Ayeyarwaddy state
112	Fax and phone stand	1				DRD Township Office Thabaung Township, Ayeyarwaddy state
Total delivered to Thabaung		76				
113	Office Table with drawers on two sides	12				DRD Township Office Kyangin Township, Ayeyarwaddy state
114	Office Table with drawers on one sides	6				DRD Township Office Kyangin Township, Ayeyarwaddy state

1	2	3	4	5	6	7
item No.	Description	Quantity (Number)	Unit Price MKK Including delivery to named place	Total Amount MKK (4x5)	Transportation cost included in the total cost	Delivery Final Destination
115	Desk Chairs	18				DRD Township Office Kyangin Township, Ayeyarwaddy state
116	Folding Chairs	30				DRD Township Office Kyangin Township, Ayeyarwaddy state
117	Shelf Book Case with doors and 2 drawers	5				DRD Township Office Kyangin Township, Ayeyarwaddy state
118	Filing Steel/Iron Cabinet	4				DRD Township Office Kyangin Township, Ayeyarwaddy state
119	Fax and phone stand	1				DRD Township Office Kyangin Township, Ayeyarwaddy state
Total delivered to Kyangin		76				
200	Office Table with drawers on two sides	12				DRD Township Office Lewe Township, Nay Pyi Taw state
201	Office Table with drawers on one sides	6				DRD Township Office Lewe Township, Nay Pyi Taw state
202	Desk Chairs	18				DRD Township Office Lewe Township, Nay Pyi Taw state
203	Folding Chairs	30				DRD Township Office Lewe Township, Nay Pyi Taw state

1	2	3	4	5	6	7
item No.	Description	Quantity (Number)	Unit Price MKK Including delivery to named place	Total Amount MKK (4x5)	Transportation cost included in the total cost	Delivery Final Destination
204	Shelf Book Case with doors and 2 drawers	5				DRD Township Office Lewe Township, Nay Pyi Taw state
205	Filing Steel/Iron Cabinet	4				DRD Township Office Lewe Township, Nay Pyi Taw state
206	Fax and phone stand	1				DRD Township Office Lewe Township, Nay Pyi Taw
Total delivered to Lewe		76				
207	Fax and phone stand	11				DRD Township Office, No. 14 Nay Pyi Taw
Total delivered to Office 14 Nay Pyi Taw		11				
Total Amount including VAT/TAXES						

Note: In case of discrepancy between unit price and Total derived from unit price, unit price shall prevail.

- Fixed Price:** The prices indicated above are firm and fixed and not subject to any adjustment during contract performance. Currency to be used is Myanmar Kyat. The price shall include transportation, insurances, and any other local charges for delivery of the goods up to final destination.

Terms and Conditions for the Supply of Goods and Payment

- Delivery Schedule:** The delivery should be completed as per above schedule.
- Testing:** An acceptance certificate shall be issued by the purchaser upon satisfactory completion of tests and inspection as mentioned below: The Helmets for Townships will be inspected by the Purchaser at the Department of Rural Development (DRD), Ministry of Livestock, Fisheries and Rural Development at address: Office No. 14 Nay Pyi Taw and later be delivered by Department of Rural Development (Union) to the final destinations (Respective Townships). The inspection will be conducted with the Supplier's presentation prior to acceptance and shall satisfy the following conditions:

- a) The item is new and is not damaged.
- b) The item conforms with the Technical Specifications detailed in the Purchase Order.
- c) The item components listed in the technical specifications are present.
- d) The item received corresponds to the description as detailed in the Supplier's Technical Specifications.
- e) Each item is operating in a satisfactory and safe manner according to specifications.

After inspection and test in the Department of Rural Development, the Purchaser shall issue the Acceptance Certificate within thirty (30) days from receipt of the Office Equipment certifying that the Office Equipment are delivered and received in order.

5. **Warranty:** Goods offered should be covered by manufacturer's warranty for minimum 1 years from the date of delivery to the Purchaser and the Acceptance Certificate has been issued. In case of defect, the Office Furniture will be brought to Nay Pyi Taw for the Supplier to remedy the defect.

6. The Terms and Conditions hereinafter may only be varied with the written agreement of the Purchaser and no terms and conditions put forward at any time by the Supplier shall form any part of the Contract.

- (a) The supply of the goods shall be completed within (one) month from the date of issue of the Purchase Order;
- (b) After completing of the supply of the goods, the Supplier shall submit an original Invoice, and two (2) copies supported by the Acceptance Certificate issued by the purchaser, to the Purchaser. The invoice shall show the cost of the goods and VAT/Taxes separately;
- (c) Payment against the Invoice shall be arranged by the Purchaser, within thirty (30) days, but only against the actual supplied quantities of goods as listed in the Purchase Order;
- (d) Payments against VAT/Taxes and other impositions shown in the Supplier's invoice shall be exempt;
- (e) the Purchaser may, by written notice sent to the Supplier, terminate the Purchase Order (or Contract if applicable) in whole or in part at any time for its convenience if:
 - (i) the Supplier fails to deliver any or all the goods within the time period(s) specified in the Purchase Order,
 - (ii) the Supplier fails to perform any other obligation(s) under the Purchase Order,
 - (iii) the Supplier, in either of the above circumstances does not cure its failure within a period of (5) five calendar days after receipt of a notice of default from the Purchaser specifying the nature of the default(s), and
 - (iv) the Supplier, in the judgment of the Purchaser, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under the Purchase Order.
- (f) The Supplier shall provide the warranty, as stipulated in the Invitation for Quotation document, for the goods to be supplied and confirm that if any faults are detected within the warranty period in the supplied/ installed goods, the Supplier shall be bound to rectify the fault or replace the goods as the case may be.

7. **Failure to Perform:** The Purchaser may cancel the Purchase Order if the Supplier fails to deliver the Goods, in accordance with the above terms and conditions, in spite of being given 30 days notice by the Purchaser, without incurring any liability to the Supplier.

NAME OF THE SUPPLIER: _____
Authorized Signature: _____
Signing Person Name: _____
Mailing address: _____
Date: _____

Technical Specifications

Ref:Item	Minimum Specification	Statement of Compliance
		Suppliers must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the supplied goods offered. Statements of “Comply” or “Not Comply” of must be supported by evidence in a Suppliers Quotation and cross-referenced to that evidence. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the quotation under evaluation liable for rejection. A statement either in the Suppliers statement of compliance or the supporting evidence that is found to be false either during evaluation or the execution of the contract may be regarded as fraudulent and render the Supplier or supplier liable for prosecution.
1	Office Table with drawers on two sides	
	<u>Drawers</u>	
	<ul style="list-style-type: none"> • Right side 3 drawers with separate key for each drawer • Left side One Long drawer with key 	
	Laminated Table Tip Wood	
	<u>Dimensions (WDH)</u>	
	2×4 ½ × 2 ½ feet	
	Good Quality	
	Warranty 1 year	
2	Chairs	
	<u>Dimensions(W × D × H)</u>	
	44 × 55 × 92 cm (1 inches= 2.54 cm)	
	<u>Metal Type</u>	
	<ul style="list-style-type: none"> • Iron (Frame and Structure) 	
	<u>Internal Filler</u>	
	<ul style="list-style-type: none"> • Sponge 	
	Warranty 1 year	
4	Folding chairs	
3	Open Shelf Book Case with 2 drawers	

Ref:Item	Minimum Specification	Statement of Compliance
	<p>25mm thick Steel surface protected with PVC edging c/w 2 adjustable shelves</p> <p><u>Dimensions(W × D × H)</u></p> <ul style="list-style-type: none"> • 18.6 inches × 32.6 inches × 5 feet 6 inches • 15 inches height for each <p><u>Two drawers</u></p> <ul style="list-style-type: none"> • At same row • Dimensions (W × D × H) <ul style="list-style-type: none"> • 9 inches × 16.3 inches× 10 inches 	
	Warranty 1 year	
4	<p>Shelf Book Case with doors and 2 drawers</p> <p>25mm thick steel surface protected with PVC edging c/w 2 adjustable shelves</p> <p><u>Dimensions(W × D × H)</u></p> <ul style="list-style-type: none"> • 18.6 inches × 32.6 inches × 5 feet 6 inches • 15 inches height for each <p><u>Two drawers</u></p> <ul style="list-style-type: none"> • At same row • Dimensions (W × D × H) <ul style="list-style-type: none"> • 9 inches × 16.3 inches× 10 inches 	
	Warranty 1 year	
6	<p>Filing Steel Cabinet</p> <ul style="list-style-type: none"> • 4 drawers with separate lock <p><u>Width of filing cabinet</u></p> <ul style="list-style-type: none"> • Letter-size and Legal size paper • Minimum 18 inches <p><u>Diameter</u></p> <ul style="list-style-type: none"> • At least 24 inches <p><u>Height</u></p> <ul style="list-style-type: none"> • 1 feet and 3 inches <p><u>Color</u></p> <ul style="list-style-type: none"> • Silver 	

Ref:Item	Minimum Specification	Statement of Compliance
7	Fax and Phone Stand	
	Warranty 1 year	

The Supplier is required to mention make / model (as applicable) of the goods to be supplied and must attach the appropriate original printed literature, brochures and performance manuals for the various items listed.

For the Supplier:	Stamp
Company/ Supplier Name:	
Signature:	
Authorized person name:	
Designation	
Date	

Section 4

[This Page will be filled by the Department of Rural Development; the Supplier(s) do not have to fill at invitation for quotation stage]

SHOPPING
Purchase Order

Purchase Order No.	:	G-12-2015
Date of Purchase Order	:	
Name of the Purchaser:	:	Department of Rural Development, Ministry of Livestock, Fisheries and Rural Development
Complete Postal Address of Purchaser	:	Office No. 14, Department of Rural Development, Nay Pyi Taw, Myanmar
Telephone No.	:	+95 67-409071
Fax No.	:	+95 67-409413

Subject: Supply of Office Furniture for Union and Project Townships

TO: {Please insert Supplier's name and address}

Dear Sir:

Your price Quotation Ref No.: _____, Dated _____ for the supply of the above goods Reference No.: Office Furniture for townships is accepted by the Purchaser for an amount of MMK _____/- (_____kyats) as per the Terms and Conditions described in Section 2 to this Purchase Order. Please complete the delivery of the supply in accordance with the terms and conditions contained in the attachment to this Purchase Order.

Please acknowledge receipt within seven (7) days from the date of receipt of this signed Purchase Order.

Sincerely,

Purchaser

Supplier

U Kyaw Soe
Deputy Director General
Department of Rural Development

Supplier's Name: -----Co.,Ltd
Authorized Signature -----
Names of Signed person -----
Position : -----
Phone: -----
Place: -----
Date: -----

Date: -----

Section 5
Bank's Policy – Corrupt and Fraudulent Practices
(The text in this **Section 5** shall not be modified)

Fraud and Corruption

1.16 It is the Bank's policy to require that Borrowers (including beneficiaries of Bank loans), bidders, suppliers, contractors and their agents (whether declared or not), sub-contractors, sub-consultants, service providers or suppliers, and any personnel thereof, observe the highest standard of ethics during the procurement and execution of Bank-financed contracts.1In pursuance of this policy, the Bank:

- a) defines, for the purposes of this provision, the terms set forth below as follows:
- b) "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- c) "fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;³
 - a. "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;⁴
 - b. "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;⁵
 - i. "obstructive practice" is deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of the Bank's inspection and audit rights provided for under paragraph 1.16(e) below.
- d) will reject a proposal for award if it determines that the bidder recommended for award, or any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- e) will declare misprocurement and cancel the portion of the loan allocated to a contract if it

determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the loan engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the procurement or the implementation of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur, including by failing to inform the Bank in a timely manner at the time they knew of the practices;

- f) will sanction a firm or individual, at any time, in accordance with the prevailing Bank's sanctions procedures, including by publicly declaring such firm or individual ineligible, either indefinitely or for a stated period of time: (i) to be awarded a Bank-financed contract; and (ii) to be a nominated sub-contractor, consultant, supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract;

- g) will require that a clause be included in request for bidding documents and in contracts financed by a Bank loan, requiring request for bidders, suppliers and contractors, and their sub-contractors, agents, personnel, consultants, service providers, or suppliers, to permit the Bank to inspect all accounts, records, and other documents relating to the submission of request for quotations and contract performance, and to have them audited by auditors appointed by the Bank.