

**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 Goods: G.13-2015 Diesel Generators (18 units)**

Issued Date: **October 12, 2015**

## Request for Quotation (RFQ) for the Supply of Diesel Generators 10KVA

Date: 12 October, 2015

Ref No: G.13-2015

(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, IDA Grant No: H814MM, and intends to apply part of the proceeds toward payments under the contract/Purchase Order for Diesel Generator 10KVA.

2. The Department of Rural Development now invites sealed quotations from eligible Suppliers for:

Ref. Number	Item	Description	Unit	Qty	Delivery to:
G-13	1	Diesel Generator 10KVA	units	18	DRD- Office N0.14 Nay Pyi Taw

## **Submission and Opening of Request for Quotation**

5. For quotation submission purposes only, the Purchaser's address is: The address is the same as that specified above (4). **The deadline for submission of quotation is: 30 October , 2015** (Time: by 16.00 p.m).
  
6. Sealed quotation in **one original and two copies** must be delivered to the address

## Section 1

### 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 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 or USD and shall be fixed and not subject to any price adjustment.
  - (ii) **EVALUATION AND AWARD OF PURCHASE ORDER:** Evaluation will be done on the basis 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 standards of and financial capabilities.

- (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 Diesel Generator 10 KVA.

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:	<b>Stamp</b>
Company/ Supplier Name:	
Signature:	
Authorized person name:	
Designation	
Date	

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

Date: ,2015  
 Project Name: National Community Driven Development Project  
 Description of Goods: Diesel Generators 10KVA for Project townships  
 Reference No. : G.13-2015

lopment

**1. Prices and Schedules for Supply of Reference No. G.13-2015**

1	2	3	4	5	6	7	8
Item No.	Description	Unit	Quantity	Unit Price MKK/USD Including delivery to named place	Total Amount MKK/USD (4x5)	Delivery Time after signed Purchase Order	Delivery to Destination
1	Diesel Generator 10KVA	units	18			2 weeks	Office No. 14, Department of Rural Development Nay Pyi Taw
<b>Total Amount including VAT/TAXES</b>							

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 to the final destinations(18 Project 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, model number, brand name and manufactured country 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 DRD Office, Nay Pyi Taw, the Purchaser shall issue the Acceptance Certificate within fourteen (14) days from receipt of the goods certifying that the goods are delivered and received in Purchase order.

5. 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 Purchase Order.

- (a) the Supplier shall not be required to submit a performance security;
- (b) the supply of the goods shall be completed within **two weeks** from the date of issue of the Purchase Order;
- (c) after completion of the supply of the goods, the Supplier shall submit an original Invoice, and two (2) copies, to the Purchaser.
- (d) payment of 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;
- (e) the Purchaser may, by written notice sent to the Supplier, terminate the Purchase Order in whole or in part at any time for its convenience:
  - (i) if the Supplier fails to deliver any or all the goods within the time period(s) specified in the Purchase Order, or
  - (ii) if the Supplier fails to perform any other obligation(s) under the Purchase Order, or
  - (iii) if the Supplier, in either of the above circumstances does not cure

its failure within a period of (3) three calendar days after receipt of a notice of default from the Purchaser specifying the nature of the default(s), or

- (iv) if 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 this Purchase Order.

**6. 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 15 days notice by the Purchaser, without incurring any liability to the Supplier.

NAME OF THE SUPPLIER: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Signing Person Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Date: \_\_\_\_\_



### Section 3 Technical Specifications

Ref: No.	Minimum Specification	Statement of Compliance
		<p>Suppliers must state here either “Comply” of “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.</p> <p>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.</p>
G.13	<p><b>Diesel Generator 10KVA</b> <b>10kw, Diesel, Electronic Starter, Low Noise</b> <b>1 Year Warranty</b></p>	

The Supplier should also provide a priced schedule of consumables that are expected to be required on the basis of a normal utilization of the supplied goods over a period of four (4) years.

For the Supplier:	<b>Stamp</b>
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**

<b>Purchase Order No.</b>	:	G-13-2015
<b>Date of Purchase Order</b>	:	
<b>Name of the Purchaser:</b>	:	Department of Rural Development
<b>Complete Postal Address of Purchaser</b>	:	Office No. 14, Department of Rural Development, Nay Pyi Taw, Myanmar
<b>Telephone No.</b>	:	+95 67-409071
<b>Fax;</b>	:	+95 67-409413

**Subject: Supply of Diesel Generator 10KVA**

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. G-13 Generators 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,

countersigned by

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), 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. In 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;

"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;

- 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;
- 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;
  - 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.
- c) will reject a proposal for award if it determines that the Supplier 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;
- d) will declare miss-procurement 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;

- e) will sanction a firm or individual, at any time, in accordance with the prevailing Bank's sanctions procedures,<sup>6</sup> 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<sup>7</sup> sub-contractor, consultant, supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract;
  
- f) will require that a clause be included in bidding documents and in contracts financed by a Bank loan, requiring Suppliers, 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 bids and contract performance, and to have them audited by auditors appointed by the Bank.