

**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.21-2015**

**Office Equipment (4 items)**

Issued Date: **October 12**, 2015

## Request for Quotation (RFQ) for the Supply of Office Equipment (4 items)

Date: **October 12**, 2015

Ref No: G.21-2015

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 Equipment (4 items) for Project Townships.
2. The Department of Rural Development now invites *sealed quotations* from eligible suppliers for:

Reference No.	Description	Unit	Qty.	Delivery to:
G.21-2015	Fax and Scanner	unit	18	Department of Rural Development, Office No.(14),Nay Pyi Taw
	Photo Copier	unit	18	
	Color Printer	unit	18	
	Projector with Screen	unit	18	

**Note:** 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 their quotations electronically. Quotations must be received by the Purchaser at the address and no later than the date and time **specified in the Paragraph (5)**. The Purchaser shall not consider any quotation that arrives after the deadline for submission of quotations. Any quotations received by the Purchaser after the deadline for submission shall be declared late, rejected, and returned unopened to the Suppliers.
7. The quotation shall be completed and signed by an authorised representative of the Supplier. Your quotation in **English language** should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English Language or other) for the item quoted in sealed envelope clearly marked. **QUOTATION FOR G.21-2015 Office Equipment (4 items) "DO NOT OPEN BEFORE THE DATE OF DEADLINE *October 30, 2015 at 16.00 pm. Local Time.*"**
8. There will be no public opening of quotations; the Purchaser is not bound to accept the lowest quotation or any quotation and reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

## 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 equipment (4 items).

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: **October** 30, 2015  
 Project Name: National Community Driven Development Project  
 Description of Goods: Office Equipment (4 items)  
 Reference No.: G.21-2015  
 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	8
Item No.	Description	Unit	Qty.	Unit Price MKK Including delivery to named place	Total Amount MKK (4x5)	Delivery Time after signed purchase order	Delivery Final Destination
1	Fax and Scanner	unit	18			2 weeks	Office No. (14), Department of Rural Development, Nay Pyi Taw
	Photo Copier	unit	18				
	Color Printer	unit	18				
	Projector with Screen	unit	18				
<b>Total Amount including VAT/TAXES</b>							

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

2. **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**

3. **Delivery Schedule:** The delivery should be completed as per above schedule.
4. **Testing:** An acceptance certificate shall be issued by the purchaser upon satisfactory completion of tests and inspection as mentioned below: Office Equipment (4 items) 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 Equipment 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: \_\_\_\_\_



**Section 3**  
**Technical Specifications**

Reference No.	Specification	Statement of Compliance
		Quotation must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in the 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 quotation 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 quotation or supplier liable for prosecution.
G21-2015	<b><u>Office Equipment (4 items)</u></b>	
1	<b><u>Fax and Scanner</u></b> All-in-one fax, scanner and copier, A4	
2	<b><u>Photo Copier</u></b> CPU 400 MHz, 512 MB RAM, A3, 30 PPM, 2200 Sheet Paper Capacity, 1200 * 1200 DPI , Touch Screen Display, LAN Port, USB Port	
3	<b><u>Color Printer</u></b> A3, Inkjet Type with Ink Tank, 8 ppm, at least four colors	
4	<b><u>Projector with Screen</u></b> Brightness 3000 Lumens Contrast Ratio 10000:1, Lamp life 3000 hours, 90 inch motorized screen Video Modes: 720p, 1080i, 576p 480p, 480i Native Resolution: 1280x1024	
	<b>Parts &amp; Service Warranty (for 4 Items) 1 Year</b>	

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:	<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.21-2015
<b>Date of Purchase Order</b>	:	
<b>Name of the Purchaser:</b>	:	Department of Rural Development, Ministry of Livestock, Fisheries and 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 No.</b>	:	+95 67-409413

**Subject: Supply of Office Equipment (4 items)**

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.21 -2015: Office Equipment (4 items) for townships are 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.<sup>1</sup>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;
- 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;<sup>3</sup>
  - 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;<sup>4</sup>
  - 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;<sup>5</sup>
    - 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

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<sup>7</sup>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.