

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 Quotations (Shopping Method)

For Procurement of Goods: Computer Equipment (Tablets)

Issued Date: January 22, 2015

Request for Quotation (RFQ) for the Supply of Computer Equipment (Tablets)

Date: January 22, 2015

Ref No: G1.3c

Section I Instructions to Request for Quotation

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 for Computer Equipment.
2. The Department of Rural Development now invites sealed quotations from eligible suppliers for:

Reference No.	Description	Qty.	Delivery to:
G1.3c	Tablets	300 units	Office No.14, Department of Rural Development, Nay Pyi Taw

Note:

(a) The Supplier must quote for all the required quantities in an item. ***Each supplier shall offer only one model for that item.*** Alternative quotations ***shall not be*** considered. 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. Request for quotation 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 09:30 to 16:00.

The Purchaser's address is:

Attention: *U Khant Zaw,*

Deputy Chief Engineer,

Address: NCDD Project Secretariat,

Department of Rural Development,

Ministry of Livestock, Fisheries and Rural Development,

Office No. 14,

Naypyitaw,

Country: *Myanmar*

Fax + 95 67 409413,

Electronic mail address: *kzaw.dda@gmail.com, ksaung@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 address is the same as that specified above (4). **The deadline for submission of quotation is: February 5, 2014** (Time :12.30 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 *may have* the option of submitting their quotations electronically but **original quotation should be sent in person or mail**. 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.

8. 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.

9. 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.

Evaluation and Comparison of Quotations

10. There will be no public opening of quotations; the Purchaser is not bound to accept the lowest quotation and reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

11. 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*.

12. Evaluation will be done on the basis of *Items (contracts)*. Quotations will be evaluated and the contract will be awarded item by item basis. 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. Supplier shall be responsible for the delivery of the goods to the destination in Attachment 2.

Offers determined to be substantially responsive to the technical specifications as mentioned in Annex 1 will be evaluated by comparison of their prices. The technical specification shall be signed properly and filled by the supplier. **The award will be made to the firm offering the lowest evaluated price and that meets the required technical specifications.**

VALIDITY OF THE OFFER:

Your quotation(s) should be valid for a period of 60 days from the date of

receipt for quotation(s) as indicated in Paragraph 5 of this Instruction to Request for Quotation

Contract Award

13. Promptly after notification, the Purchaser shall send the successful Supplier the Purchase Order. **Within fifteen (15) days** of receipt of the Purchase Order, the Supplier shall sign, date, and **return it to the Purchaser**.

The World Bank requires compliance with its policy in regard to corrupt and fraudulent practices as set forth in Attachment 3 to the Contract.

Payment

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 fixed for the duration of the Purchase Order.

Documentation Required with the Submission of the Quotation

- 14.. The Supplier shall attach the following documents to its quotation;
- (a) A duly completed and signed priced offer as per the Purchase Order and the Priced Quotation. Note that all prices shall be quoted in US Dollars or Myanmar Kyat;
 - (b) A valid Trade License;
 - (c) Technical Specification of the Goods to be supplied.

Terms and Conditions for the Supply of Goods

15. 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.

For the Supplier:	Stamp
Signature	
Print Name	
Designation	
Date	

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

SHOPPING

Purchase Order

Purchase Order No.	:	G1.3c/2014
Date of Purchase Order	:	
Name of the Purchaser:	:	Department of Rural Development
Complete Postal Address of Purchaser	:	Office No. 14, Department of Rural Development, Nay Pyi Taw, Myanmar
Telephone No.	:	+95 67-409413
Fax No.	:	+95 67-409029, +95 67-409413

Subject: Supply of Computer Equipment

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

Dear Sirs:

Your price Quotation Ref No.: _____, Dated _____
for the supply of the above goods Item No.: _____ is accepted by the Purchaser for an amount of _____ as per the Terms and Conditions described in Attachment 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,

Department of Rural Development

Date:-----

countersigned by

Supplier's Name: -----

Authorized Signature -----

Names of Signed person -----

Place: -----

Date: -----

Attachment 2:

SHOPPING
Price Schedules, Terms and Conditions of Supply

Date:

Project Name: National Community Driven Development Project

Description of Goods: Computer Equipment

Reference No.: G1.3c

Purchaser: Department of Rural Development, Ministry of Livestock,
Fisheries and Rural Development, Republic of the Union
of Myanmar

1. Prices and Schedules for Supply of Computer Equipment

1	2	3	4	5	6	7	8
Item/ Reference No	Description	Unit	Quantity	Unit Price MKK/USDs Including delivery to named place	Total Amount MKK/USD (4x5)	Delivery Time after signed Purchase Order	Delivery to Destination
G1.3c	Tablets	units	300			2 weeks	Office No. 14, Department of Rural Development, Nay Pyi Taw
Total Amount including VAT/TAXES							

1. 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 US Dollars or Myanmar Kyat. The price shall include transportation, insurances, and any other local charges for delivery of the goods up to final destination.

3. Delivery Schedule: The delivery should be completed as per above schedule.
4. Payment: Payment of the contract price shall be made in **Myanmar Kyat** within 30 calendar days of receipt of the goods upon submission of an invoice supported by the Acceptance Certificate issued by the Purchaser.
5. Testing: An acceptance certificate shall be issued by the Purchaser upon satisfactory completion of tests and inspection as mentioned below:

The Computer Equipment (Tablets) 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 DRD to the final destinations. 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 and model number 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/equipment certifying that the goods/equipment are delivered and received in order.

6. Warranty: Goods offered should be covered by manufacturer's warranty for minimum 1 year from the date of delivery to the Purchaser.
7. Required Technical Specifications: Technical Specifications are as indicated in Annex 1

8. The Supplier confirms compliance with above specifications. In case of deviations supplier to list all such deviations. The Technical Requirements in Annex 1 should be filled, signed and dated by the Supplier.

9. Failure to Perform: 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:

- (a) if the Supplier fails to deliver any or all the goods within the time period(s) specified in the Purchase Order, in spite of being given 15 days notice by the Purchaser, without incurring any liability to the Supplier, or
- (b) if the Supplier fails to perform any other obligation(s) under the Purchase Order, or
- (c) 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
- (d) 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.

NAME OF THE SUPPLIER: _____

Authorized Signature: _____

Place: _____

Date: _____

Annex 1: Technical Specifications

Item	Minimum Specification	Statement of Compliance
		<p>Quotation must state here either “Comply” of “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.</p>
G1.3c	<u>Tablets</u>	
3.1	Screen -7”	
3.2	Processor – Quad Core1.3	
3.3	RAM – 1G	
3.4	Storage – 32 GB	
3.5	Camera – 5 MP	
3.6	Wi –Fi @3G	
3.7	GPS	
3.8	Power Bank 5000 mAH	
3.9	Android Version 4.2 Or Above	
3.10	Original Carrying Case	

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.

Signature of Supplier	Supplier’s Stamp
Name of Supplier	
Date	

Attachment 3

Bank's Policy – Corrupt and Fraudulent Practices

(The text in this Attachment 3 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,⁶ 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 nominated⁷ 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.