

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 (IDA) Grant No: H814MM

Request for Quotation (Shopping Method)

For Procurement of G9-2015 MS Office

Issued Date: August 7, 2015

Request for Quotation (RFQ) for the Supply of MS Office

Date: August 7, 2015

Ref No: G 9-2015

(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 MS Office for Union and Project townships.

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

Ref. Number	Item	Description	Unit	Qty	Delivery to:
G-9	1	300 copies of MS Office	unit	300	DRD- Office N0.14 Nay Pyi Taw

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 the Shopping Procedures as specified in the 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 Invitation for quotations and further information in English may be obtained by interested eligible Suppliers free of charge from the address given below during office hours from 09:30 to 16:00 and <http://www.cdd.drdmyanmar.org>.

The address is:

U Kyaw Soe,
Deputy Director General,
Department of Rural Development,
Ministry of Livestock, Fisheries and Rural Development,
Office No. 14, Nay Pyi Taw,
Myanmar.
Office Phone +95 67 409413
Email addresses: drdmyanmar@gmail.com

Submission and Opening of Request for Quotation

5. For quotation submission purposes only, the address is the same as that specified above (4). **The deadline for submission of quotation is: *August 28, 2015*** (Time: by 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

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 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**

(iv) **QUOTATION SECURITIES AND PERFORMANCE SECURITIES:** are not required.

7. The World Bank requires compliance with its policy in regard to corrupt and fraudu

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

Date: August ,2015
 Project Name: National Community Driven Development Project
 Description of Goods: Microsoft Office for Union and Project townships
 Reference No.: G .9-2015
 Purchaser: Department of Rural Development
 Ministry of Livestock, Fisheries and Rural Development
 Republic of the Union of Myanmar

1. Prices and Schedules for Supply of Reference No. G.9-2015

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	300 copies of MS Office	unit	300			3 weeks	Office No. 14, Department of Rural Development Nay Pyi Taw
Total Amount including VAT/TAXES							

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.

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 issues by the purchase upon satisfactory completion of tests and inspection. The Microsoft Office 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 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, model number, brand name and manufactured country detailed in the 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 twenty one (21) days from receipt of the goods certifying that the goods are delivered and received in 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 21 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>Specification stating the corresponding performance parameter of the supplied goods offered. Statements of 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>

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:	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.	:	
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;	:	+95 67-409413

Subject: Supply of MS Office

Dear Sir:

Your price Quotation Ref No.: _____, Dated _____ for the supply of the above goods Reference No. MS Office 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

: -----Co., Ltd
Authorized Signature

Names of Signed person -----
Position-----

Phone-----

Place: -----

Date:-----

Date: -----

Section 5

Corrupt and Fraudulent Practices

(The text in this Section 5 shall not be modified.)

Fraud and Corruption

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)

- e) will sanction a firm or individual, at any time, in accordance with the prevailing 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;

- 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.