

**MEKONG RIVER COMMISSION**

**SUPPLIES TENDER No: RFP17-027**

**VIDEO CONFERENCE SYSTEM FOR NATIONAL MEKONG COMMITTEES (CAMBODIA, LAO PDR, THAILAND AND VIETNAM)**

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| Section IV. Tendering Forms |

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Tenderer Information Form

*[The* Tenderer *shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

Date: *[insert date (as day, month and year) of* Tender *Submission*]

Procurement Reference No.: *[insert number of Tendering* *process]*

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|  |
| --- |
| 1. Tenderer’s Legal Name *[insert Tenderer’s legal name]* |
| 2. In case of JV, legal name of each party: *[insert legal name of each party in JV]* |
| 3. Tenderer’s actual or intended Country of Registration: *[insert actual or intended Country of Registration]* |
| 4. Tenderer’s Year of Registration: *[insert Tenderer’s year of registration]* |
| 5. Tenderer’s Legal Address in Country of Registration: *[insert Tenderer’s legal address in country of registration]* |
| 6. Tenderer’s Authorized Representative Information Name: *[insert Authorized Representative’s name]* Address: *[insert Authorized Representative’s Address]* Telephone/Fax numbers: *[insert Authorized Representative’s telephone/fax numbers]* Email Address: *[insert Authorized Representative’s email address]* |
| 7. Attached are copies of original documents of: *[check the box(es) of the attached original documents]** Articles of Incorporation or Registration of firm named in 1, above, in accordance with ITT Sub-Clauses 4.1 and 4.2.
* In case of JV, letter of intent to form JV or JV agreement, in accordance with ITT Sub-Clause 4.1.
 |

Joint Venture Partner Information Form

*[The Tenderer* *shall fill in this Form in accordance with the instructions indicated below].*

Date: *[insert date (as day, month and year) of Tender* *Submission*]

Procurement Reference No.: *[insert number of Tendering process]*

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|  |
| --- |
| 1. Tenderer’s Legal Name: *[insert Tenderer’s legal name]* |
| 2. JV’s Party legal name: *[insert JV’s Party legal name]* |
| 3. JV’s Party Country of Registration: *[insert JV’s Party country of registration]* |
| 4. JV’s Party Year of Registration: *[insert JV’s Part year of registration]* |
| 5. JV’s Party Legal Address in Country of Registration: *[insert JV’s Party legal address in country of registration]* |
| 6. JV’s Party Authorized Representative InformationName: *[insert name of JV’s Party authorized representative]*Address: *[insert address of JV’s Party authorized representative]*Telephone/Fax numbers: *[insert telephone/fax numbers of JV’s Party authorized representative]*Email Address: *[insert email address of JV’s Party authorized representative]* |
| 7. Attached are copies of original documents of:*[check the box(es) of the attached original documents]** Articles of Incorporation or Registration of firm named in 2, above, in accordance with ITT Sub-Clauses 4.1 and 4.2.
 |

Technical Proposal Submission Form

[*Location, Date*]

To: Mekong River Commission Secretariat P.O. Box 6101, 184 Fa Ngoum Road, Unit 18, Ban Sithane Neua, Sikhottabong District, Vientiane 010000, Lao PDR.

Ladies and gentlemen,

We, the undersigned, offer to provide the goods for Provision and installation of Video conference system for NMCs in Cambodia, Lao PDR, Thailand and Vietnam in accordance with your Request for Proposal dated [*Insert Date*] and our Technical Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, i.e., before [*Insert Date*], we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Notes on Technical Proposal:**

The **Technical Proposal** shall be sealed in an envelope clearly marked “Technical Proposal”.

*The Terms of Reference attached reflect MRC’s present thinking on the participatory and step-wise approach. The Contractors are explicitly encouraged to reflect and further develop these in their Technical Proposal.*

In accordance with the Terms of Reference attached the Technical Proposal shall cover the following:

*(i) Cover Letter:* A cover letter signed by a person with authorization from board of director or management of the consultancy firm. The letter shall state association arrangements, if any, with attachment of the necessary document(s) issued by the associated firm(s), certifying such arrangements. Maximum 1 page excluding attachment(s).

(ii**)** *Experience of the Firm:*Maximum two (2) pages introducing the firm’s background, organisation and general experience of the firm and associated firm(s). Experience with similar projects being carried out or completed within the last ten (10) years in similar shall be highlighted. Plus maximum twenty (20) project data sheets, each one page, to illustrate the firm’s relevant experience. No generic promotional material shall be included.

(iii) *Comments on the Terms of Reference:* Provide comments on the TOR to improve performance in carrying out the assignment. Innovativeness will be appreciated in consideration of workable suggestions that could improve the quality of the consultancy services.

*(iv) Response to the* Important Questions to Be Responded

Tender/Financial Submission Form

*[The Tenderer* *shall fill in this Form in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions shall be accepted.]*

Date: *[insert date (as day, month and year) of Tender Submission]*

Tender No.: *[insert number of Tendering process]*

Invitation for Tender No.: *[insert No of IFT]*

Alternative No.: *[insert identification No if this is a Tender* *for an alternative]*

To: *[insert complete name of Purchaser]*

We, the undersigned, declare that:

1. We have examined and have no reservations to the Tender Documents, including Addenda No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_*[insert the number and issuing date of each Addenda];*
2. We offer to supply in conformity with the Tender Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[insert a brief description of the Goods and Related Services];*
3. The total price of our Tender, excluding any discounts offered in item (d) below, is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*[insert the total Tender* *price in words and figures, indicating the various amounts and the respective currencies];*
4. The discounts offered and the methodology for their application are:

 **Discounts.** If our Tender is accepted, the following discounts shall apply.\_\_\_\_\_\_\_*[Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies.]*

 **Methodology of Application of the Discounts.** The discounts shall be applied using the following method:\_\_\_\_\_\_\_\_\_\_ *[Specify in detail the method that shall be used to apply the discounts];*

1. Our Tender shall be valid for the period of time specified in ITT Sub-Clause 20.1, from the date fixed for the Tender submission deadline in accordance with ITT Sub-Clause 24.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
2. If our tender is accepted, we commit to obtain a performance security in accordance with ITT Clause 44 and GCC Clause 18 for the due performance of the Contract;
3. We, including any subcontractors or suppliers for any part of the contract, have nationality from eligible countries\_\_\_\_\_\_\_\_ *[insert the nationality of the Tenderer, including that of all parties that comprise the Tenderer, if the Tenderer is a JV, and the nationality each subcontractor and supplier]*
4. We have no conflict of interest in accordance with ITT Sub-Clause 4.2;
5. We declare that:-
* We fulfil the MRC eligibility requirements as stated in the Tender documents and hereby attach all the required Articles of Incorporation, Documents of Constitution, or Registration Documents to that effect;

|  |
| --- |
| * We have the legal capacity to enter into the contract;
* We are not insolvent, in receivership, bankrupt or being wound up, their business activities have not been suspended, and we are not the subject of legal proceedings for any of the foregoing;
* We have fulfilled our tax obligations to pay taxes and social security contributions, and for that purpose, documentary evidence is hereby attached to demonstrate that we meet this criterion ;
* We, our servants, or agents have not offered any inducement to any employees of the Purchaser;
* We are not declared ineligible by the Purchaser in accordance with the MRC’s Policies and domestic legislation of a Member State as defined in the Tender documents;
* Our country of origin is not under sanction with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, which is required to be complied by member states.
 |

1. The following commissions, gratuities, or fees have been paid or are to be paid with respect to the Tendering process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]*

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Recipient | Address | Reason | Amount |
|   |   |   |   |
|   |   |   |   |

 (If none has been paid or is to be paid, indicate “none.”)

(l) We understand that this Tender, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.

(m) We understand that you are not bound to accept the lowest evaluated Tender or any other Tender that you may receive.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[insert signature of person whose name and capacity are shown]*

In the capacity of \_\_\_\_\_\_\_*[insert legal capacity of person signing the Tender* *Submission Form]*

Name:\_\_\_\_\_\_\_\_\_\_\_\_ *[insert complete name of person signing the Tender Submission Form]*

Duly authorized to sign the Tender for and on behalf of:\_\_\_\_\_ *[insert complete name of Tenderer]*

Dated on \_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_ *[insert date of signing]*

Price Schedule Forms

*[The Tenderer shall fill in these Price Schedule Forms in accordance with the instructions indicated. The list of line items in column 1 of the* ***Price Schedules*** *shall coincide with the List of Goods and Related Services specified by the Purchaser in the Schedule of Requirements.]*

**FORM FIN-2 PROCUREMENT PRICES**

**FOR LOT 1 – MRCS, Vientiane, Lao PDR**

|  |  |  |  |
| --- | --- | --- | --- |
| **Equipment** | **Qty** | **Unit Price** | **Total Price** |
| RealPresence Collaboration Server 1800 IP only 2x1080p60/5x1080p30/10x720p/20xSD resource configured & licensed system. Maintenance contract required. (This will use for centralize at MRCS in Vientiane) | 1 |  |  |
| RPCS/RMX 1800 SVC Resource Enablement License. Required for SVC and SVC/AVC mixed operation on licensed resources. | 1 |  |  |
| Premier, One Year, RMX 1800 IP only 2x1080p30/5x720p/10xSD resource configured & licensed system. | 1 |  |  |
| Premier, One Year, RMX 1800 IP only 2x1080p60/5x1080p30/10x720p/20xSD resource configured & licensed system. | 1 |  |  |
| Yearly warranty for the existing videoconferencing system(VSX 7000e) at MRCS in Vientiane | 2 |  |  |
| Transportation and delivery | 1 |  |  |
| Installation and configuration | 1 |  |  |
| Configure the existing videoconferencing system(point-to-point) to multiple point system( group videoconferencing) | **2** |  |  |
| ***Warranty period (at least 1 year)*** | ***2*** |  |  |
| ***Maintenance contract (year)*** | ***1*** |  |  |
| **TOTAL FOR LOT 1** |  |  |  |

**FOR LOT 2 – CNMC, Phnom Penh, Cambodia**

|  |  |  |  |
| --- | --- | --- | --- |
| **Equipment** | **Qty** | **Unit Price** | **Total Price** |
| RealPresence Group 500-720p: Group 500 HD codec, EagleEyeIV-12x camera, mic array, univ. remote, NTSC/PAL. Cables: 2 HDMI 1.8m, 1 CAT 5E LAN 3.6m, 1 HDCI digital 3m, Power: EURO-Type C, CE 7/7. Maintenance Contract Required. | 1 |  |  |
| Premier, One Year, RealPresence Group 310-720p: Group 500 HD codec, EagleEyeIV-12x camera | 1 |  |  |
| LCD TV screen 55” | 1 |  |  |
| Yearly service Fiber optic Internet connection to country office | 1 |  |  |
| yearly reserved Public IP for using with the equipment | 1 |  |  |
| Transportation and delivery | 1 |  |  |
| Installation and configuration | 1 |  |  |
| ***Warranty period (at least 1 year)*** |  |  |  |
| ***Maintenance contract (year)*** | ***1*** |  |  |
| **TOTAL FOR LOT 2** |  |  |  |

**FOR LOT 3 – LNMC, Vientiane, Lao PDR**

|  |  |  |  |
| --- | --- | --- | --- |
| **Equipment** | **Qty** | **Unit Price** | **Total Price** |
| RealPresence Group 500-720p: Group 500 HD codec, EagleEyeIV-12x camera, mic array, univ. remote, NTSC/PAL. Cables: 2 HDMI 1.8m, 1 CAT 5E LAN 3.6m, 1 HDCI digital 3m, Power: EURO-Type C, CE 7/7. Maintenance Contract Required. | 1 |  |  |
| Premier, One Year, RealPresence Group 310-720p: Group 500 HD codec, EagleEyeIV-12x camera | 1 |  |  |
| LCD TV screen 55” | 1 |  |  |
| Yearly service Fiber optic Internet connection to country office | 1 |  |  |
| yearly reserved Public IP for using with the equipment | 1 |  |  |
| Transportation and delivery | 1 |  |  |
| Installation and configuration | 1 |  |  |
| ***Warranty period (at least 1 year)*** |  |  |  |
| ***Maintenance contract (year)*** | ***1*** |  |  |
| **TOTAL FOR LOT 3** |  |  |  |

**FOR LOT 4 – TNMC, Bangkok, Thailand**

|  |  |  |  |
| --- | --- | --- | --- |
| **Equipment** | **Qty** | **Unit Price** | **Total Price** |
| RealPresence Group 500-720p: Group 500 HD codec, EagleEyeIV-12x camera, mic array, univ. remote, NTSC/PAL. Cables: 2 HDMI 1.8m, 1 CAT 5E LAN 3.6m, 1 HDCI digital 3m, Power: EURO-Type C, CE 7/7. Maintenance Contract Required. | 1 |  |  |
| Premier, One Year, RealPresence Group 310-720p: Group 500 HD codec, EagleEyeIV-12x camera | 1 |  |  |
| LCD TV screen 55” | 1 |  |  |
| Yearly service Fiber optic Internet connection to country office | 1 |  |  |
| yearly reserved Public IP for using with the equipment | 1 |  |  |
| Transportation and delivery | 1 |  |  |
| Installation and configuration | 1 |  |  |
| ***Warranty period (at least 1 year)*** |  |  |  |
| ***Maintenance contract (year)*** | ***1*** |  |  |
| **TOTAL FOR LOT 4** |  |  |  |

**FOR LOT 5 – VNMC, Hanoi, Vietnam**

|  |  |  |  |
| --- | --- | --- | --- |
| **Equipment** | **Qty** | **Unit Price** | **Total Price** |
| RealPresence Group 500-720p: Group 500 HD codec, EagleEyeIV-12x camera, mic array, univ. remote, NTSC/PAL. Cables: 2 HDMI 1.8m, 1 CAT 5E LAN 3.6m, 1 HDCI digital 3m, Power: EURO-Type C, CE 7/7. Maintenance Contract Required. | 1 |  |  |
| Premier, One Year, RealPresence Group 310-720p: Group 500 HD codec, EagleEyeIV-12x camera | 1 |  |  |
| LCD TV screen 55” | 1 |  |  |
| Yearly service Fiber optic Internet connection to country office | 1 |  |  |
| yearly reserved Public IP for using with the equipment | 1 |  |  |
| Transportation and delivery | 1 |  |  |
| Installation and configuration | 1 |  |  |
| ***Warranty period (at least 1 year)*** |  |  |  |
| ***Maintenance contract (year)*** | ***1*** |  |  |
| **TOTAL FOR LOT 5** |  |  |  |

**FOR LOT 6 – MRC RFMMC, Phnom Penh, Cambodia**

|  |  |  |  |
| --- | --- | --- | --- |
| **Items** | **Qty** | **Unit Price** | **Total Price** |
| Configure the existing videoconferencing system(point-to-point) to multiple point system( group videoconferencing)  | 2 |  |  |
| **Warranty:** Yearly warranty for the existing videoconferencing system(Polycom HDX 7000) at RFMMC in Phnom Penh | 2 |  |  |
| ***Maintenance contract (year)*** | *2* |  |  |
| **TOTAL FOR LOT 6** |  |  |  |

 **TOTAL FOR ALL 6 LOTS**

|  |  |
| --- | --- |
| Lots | Total in USD |
| Lot 1 - MRCS |  |
| Lot 2 - CNMC |  |
| Lot 3 - LNMCS |  |
| Lot 4 - TNMC |  |
| Lot 5 - VNMC |  |
| Lot 6 - RFMMC |  |
|  **TOTAL** |  |

Tender Security (Bank Guarantee)

*[The Bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.]*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
[Bank’s Name, and Address of Issuing Branch or Office]*

**Beneficiary:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[Name and Address of Purchaser]*

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

**TENDER GUARANTEE No.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We have been informed that *[name of the Tenderer]* (hereinafter called "the Tenderer") has submitted to you its Tender dated (hereinafter called "the Tender") for the execution of *[name of contract]* under Invitation for Tender No. *[IFT number]* (“the IFT”).

Furthermore, we understand that, according to your conditions, Tenders must be supported by a Tender guarantee.

At the request of the Tender, we *[name of Bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[amount in figures]* (*[amount in words]*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Tenderer is in breach of its obligation(s) under the Tender conditions, because the Tenderer:

(a) has withdrawn its Tender during the period of Tender validity specified by the Instruction to Tenderers; or

(b) having been notified of the acceptance of its Tender by the Purchaser during the period of Tenderer validity, (i) fails or refuses to execute the Contract Form; or (ii) fails or refuses to furnish the performance security, if required, in accordance with the Instructions to Tenderers.

This guarantee will expire: (a) if the Tenderer is the successful Tenderer, upon our receipt of copies of the contract signed by the Tenderer and the performance security issued to you upon the instruction of the Tenderer; or (b) if the Tenderer is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of your notification to the Tenderer of the name of the successful Tenderer; or (ii) twenty-eight days after the expiration of the Tenderer’s Tender.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*[signature(s)]*

Manufacturer’s Authorization

*[The Tenderer shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This* *letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Tenderer shall include it in its Tender, if so indicated in the T****DS.****]*

Date: *[insert date (as day, month and year) of Tender* *Submission]*

Tender No.: *[insert number of tendering process]*

Alternative No.: *[insert identification No if this is a Tender* *for an**alternative]*

To: *[insert complete name of Purchaser]*

WHEREAS

We *[insert complete name of Manufacturer],* who are official manufacturers of*[insert type of goods manufactured],* having factories at [insert full address of Manufacturer’s factories], do hereby authorize *[insert complete name of Tenderer]* to submit a Tender the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods],* and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 27 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Dated on \_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_ *[insert date of signing]*