# REQUEST FOR PROPOSAL

# No. RFP17-044

**ORGANISATION OF A TEAM BUILDING RETREAT**

**FOR MRCS STAFF IN JULY 2017**

**TECHNICAL & FINANCIAL PROPOSAL FORMS**

**Form Tech-1 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 consulting services for [*Insert title of assignment*] 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Form Tech-2 Statement of Availability**

*[Insert Supplier logo and paper heading]*

**STATEMENT OF AVAILABILITY**

To: Mekong River Commission Secretariat Date:

Procurement Office Ref. No.:

Dear Mr Pham Tuan Phan, Chief Executive Officer

**Subject:** *RFP17-044 MRCS Retreat in July 2017/ Statement of Availability*

I (We), the undersigned …………………………………………………………………………….

State that the proposed named expert(s) listed below is/are available to carry out the services relating to the Request for Proposal mentioned above as from ………………, for the period initially envisaged in the proposal submitted.

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Expert’s Name** | **Title/Position** | **Duration** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| … |  |  |  |

I (We) understand that failure to make the named expert(s) listed above available for the performance of the services may lead to the cancellation of the Contract if the justification provided for the personnel change is not accepted by the Mekong River Commission Secretariat in advance

Signature and stamp:

Name on behalf of the Bidder:

Title:

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

**SECTION VI**

**FINANCIAL PROPOSAL FORMS**

**FORM FIN-1 FINANCIAL 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 consulting services for [*Insert title of assignment*] in accordance with your Request for Proposal dated [*Insert Date*] and our Technical Proposal. Our attached Financial Proposal is for the sum of [*Insert amount(s) in words and figures*1].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Contract execution.

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:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1 Amounts must coincide with the ones indicated under Total Cost of Financial Proposal in Form FIN-2.

**FORM FIN-2 BREAKDOWN OF COSTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ref** | **Item** | **Unit** | **Quantity** | **Unit Price** | **Total** |
| 1 | Transportation, incl.   * transportation means (VIP coaches/vans), * drivers and guides/support staff, * insurance, * drinking water and refreshment during the trip, * custom clearance (if any) | Unit | 2-7 |  |  |
| 2 | Accommodation (single room/2 nights), incl.   * support staff, * breakfast, * internet access, * gym and swimming pool, * etc. | Person | 80-90 |  |  |
| 3 | Meeting room for at least 80 persons, incl.   * coffee break (3 in total), * lunch (2 in total), * drinking water, * meeting equipment (microphone, sound system, LCD and screen), * materials printing, presentation file, * banner, * decorative flowers, * registration table, * etc. | Day | 1.5 |  |  |
| 4 | Meal arrangements on the 1st (meals and drinks included)   * Team lunch (1 in total) * Team dinner (1 in total) | Person | 80-90 |  |  |
| 5 | Professional fees (and per diem) for preparation and facilitation of both indoor and outdoor activities, incl. materials handouts and prizes:   * Main facilitator (1 person) * Facilitators (2 persons) * Support staff (1-3 persons) | Day | 5  4  3-9 |  |  |