



Mekong River Commission

P.O. Box 6101, 184 Fa Ngoum Road, Unit 18,
Ban Sithane Neua, Sikhottabong District, Vientiane 01000, Lao PDR
Telephone: (856-21) 263 263. Facsimile: (856-21) 263 264

23 May 2018

Request for Quotations No. RFQ18-057

The Mekong River Commission Secretariat (MRCS) is seeking a qualified and specialized construction company to renovate our office building, including clean the concrete roof, install exhaust fan in storages, water leaking, drainage for rest rooms and facade tile. Detailed Technical Specifications and Quantities to be supplied are provided in Annex I attached.

1. The quotation shall be quoted in USD for a fixed price excluded all taxes and remaining valid at least for 30 days after the deadline for submission of quotations;
2. Documents to be supplied with the bid:
 - The Bid Submission Form: The format is provided in the Annex II for your use. A format is attached as example.
3. The quotation shall be submitted to MRC Procurement Unit not later than **6 June 2018, 3:00 AM** in a sealed envelope clearly marked “**RFQ18-057: Renovation work of the MRC building concrete roof, install exhaust fan in storages, water leaking, drainage for rest rooms and facade tile; - DO NOT OPEN BEFORE THE SUBMISSION DEADLINE**”. The sealed envelope shall be addressed to the Mekong River Commission Secretariat at the following address:

Mekong River Commission Secretariat
Administration Division
Procurement Unit
P.O. Box 6101, Unit 18 Ban Sithane Neua
Sikhottabong District, Vientiane 01000, Lao PDR
Tel: (856) 21 263 263; Fax: (856) 21 263 264

Alternatively, bidders have the option of submitting their Quotation electronically by email to the Procurement Unit account: procurement@mrcmekong.org. The subject of the email should be clearly marked “**RFQ18-057: Renovation work of the MRC building concrete roof, water leaking, drainage for rest room and install exhaust fan in storage and facade tile; - DO NOT OPEN BEFORE THE SUBMISSION DEADLINE**”.

E-mails will be opened only by the authorized officer with password to access to the account and at the time of the session.

Please be aware that bids emailed to MRCS will be rejected if they are received after the deadline for bid submission. As an email may take some time to arrive after it is sent, especially if it contains a lot of information, we advise all bidders to send email submissions well before the deadline.

4. MRCS may annul the bidding process and reject all quotations at any time prior to contract award, without thereby incurring any liability to the bidders, according to the revised Procurement Manual posted in MRC website: <http://www.mrcmekong.org/working-with-mrc/tenders/>.
5. MRCS will evaluate the quotation received by quotation basis. Purchase Order will be awarded to the supplier whose quotation is the lowest substantially technical compliant offers.
6. The evaluation criteria list is attached in the Annex III
7. The renovation shall be completed at MRCS **within 30 days** after the issuance of the Contract or Purchase Order. Failure to respect the delivery date gives MRCS the right to cancel the Contract or Purchase Order.
8. Payment will be done to the supplier's bank account or in cheque payable to the supplier within 30 days upon the basis of an original invoice and after acceptance of receipt and commissioning reports by MRCS offices.
9. MRCS as International Organization is exempt from import taxes to Cambodia. Support to clearance documents will be provided if required.
10. For better understanding of the location, a mandatory site visit will be organized at MRCS, at the above-mentioned address, **on 24-25 May 2018 from 2:00PM to 3:00PM.**

Please feel free to contact us if you have any query or need further clarification.

We appreciate receiving your quotation.

Sincerely yours,

Naruepon Sukumasavin
Director Administration Division

ANNEX 1
Technical Specifications and Quantities of renovation and equipment
(Model detailed Price Schedule – Proforma)

No	Description	Estimated Quantity	Unit price	Total
1.	Clean up the concrete roof gutter of MRC building, Main conference room and conference rest room	310.2m ²		
2	Install exhaust fan Hatari or equivalent			
2.1	Furniture storage	2 units		
2.2	Document storage	3 units		
2.3	Cleaning materials storage	2 units		
3.	Repair water leaking rest rooms			
3.1	Repair water leaking at the women rest room, first and second floor (right side)	1 job		
3.2	Repair the drainage pipe at the men rest room, 1 st , 2 nd , 3 rd & 4 th floor (right side)	1 job		
4	Repair front façade tiles in front of lobby (first floor)	22 pcs		

Remark: The contractor shall be responsible for: Safety, Cleanliness, Losses or Damages cause from the negligence of its staffs

ANNEX II

[Insert Supplier logo and paper heading]

BID SUBMISSION FORM

To: Mekong River Commission
Procurement Office

Date: _____
Ref. No.: _____

Dear Mr. Naruepon Sukumasavin,
Director Administration Division

Subject: Supply of

Having examined the Request for Quotation by Email/Fax (or published in the MRCS website) dated dd/mm/yy, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply in conformity with the required specifications in the Request for quotation for the sum of [total bid amount in words and figures].

We undertake, if our Quotation/Proposal is accepted, to deliver the goods in accordance with our offered terms of conditions as informed below.

Our Quotation/Proposal is valid until: [please insert the date (at least for 30 days after the deadline for submission of quotations)].

Local representatives: Name & address

Offered Price:

Item No	Offered items	Qty (set)	Unit price (USD)	Total (USD)
1				
2				
3				
TOTAL (VAT excluded)				

GRAND TOTAL (VAT excluded)				
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- Delivery after order: _____ day(s)
- Terms of payment requirement: _____

Signature and stamp: _____

Name on behalf of Supplier: _____

Title: _____

ANNEX III

PRE-QUALIFICATION CRITERIA

Ref	Evaluation criteria	Supplier A	Supplier B
		Y/N	Y/N
1	Submission form duly signed by authorized person		
2	Proposal validity: at least 30 days		
	Prequalification	Y/N	Y/N

TECHNICAL EVALUATION CRITERIA

Ref	Evaluation criteria	Supplier A	Supplier B
		Y/N	Y/N
1	Technical Requirement		
2	Delivery/completion period		
3	Warranty period		
	Technical Compliance	Y/N	Y/N