



Mekong River Commission
For Sustainable Development

Request for Quotation

No. RFQ25-04

(Two-Envelope Bidding Process)

Supply of Spare Parts for the MRC Hydrometeorological Stations

Request for Quotation

Dear Sir/Madam,

The Mekong River Commission Secretariat (MRCS) is hereby inviting your company to submit a quotation for the [Supply of Spare Parts for the MRC Hydrometeorological Stations](#).

In order to be eligible for consideration, please take note of the following requirements and conditions pertaining to the supply of the above-mentioned goods.

Currency of Quotation	United State Dollars (USD)
Expected delivery	8 weeks after issuing Purchase Order
Price Quotation	Exclusive all taxes
Validity of Quotation	45 days after deadline of quotation
Annexes to this RFQ	<ul style="list-style-type: none">• Technical Specifications and Quantities (Annex I)• Bid Submission Form (Annex II)• Price Schedule (Annex III)• Supplier Declaration Form (Annex IV)
Bid Evaluation	<ul style="list-style-type: none">• MRCS will evaluate quotations received on <u>single package basis</u>.• Technical offers will be evaluated first. Only those that fully comply with the specified requirements will proceed to the financial evaluation stage.• Purchase Order will be awarded to the supplier(s) whose quotation is substantially technical compliance and lowest offer.
Document to be submitted	<p>Bidders must submit two sealed envelopes, one containing the technical offer and the other financial offer, enclosed together in an outer single envelope.</p> <p><u>Technical Offer</u></p> <ul style="list-style-type: none">• Compliance with the technical specifications provided in Annex I• Proper completion and response to Annex II of Bid Submission Form and Annex IV of Supplier Declaration• Valid legal business registration / Patent or VAT Registration Certificate (s)• Bid Security in amount of USD 15,000 with validity beyond 4 weeks of bid expiry date¹ <p><u>Financial Offer</u></p> <ul style="list-style-type: none">• Duly accomplished Form of Annex III of Price Schedule

¹ The Bid Security is a document issued by the bank, and its validity must extend at least four (4) weeks beyond the bid validity expiry date. For example, if the bid validity expires on 06 April 2026, the Bid Security must remain valid until at least 04 May 2026 (bid validity date + an additional 4 weeks)

Clarification	Bidders requiring any clarification of the RFQ documents may submit their queries to procurement@mrcmekong.org no later than seven (7) days prior to the tender submission deadline .
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The quotations must be submitted to the MRC Procurement Unit no later than **17 February 2026, 15:00 (Local time)**, into two envelopes following the above instruction.

The outer envelope shall be clearly marked "**RFQ25-04 Supply of Spare Parts for the MRC Hydrometeorological Stations**" - **DO NOT OPEN BEFORE THE SUBMISSION DEADLINE**". The sealed envelopes 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

Electronic Submission Option

Alternatively, bidders are allowed to submit their offers by email. Bidders who intend to submit electronic offers must follow the following submission instructions:

- Bidders can submit an offer by email. The offer shall be separated in two files: one for technical offer and one for financial offer.
- The file for the **financial offer** shall be protected by a **password** which shall be kept with the bidders. If the company passed the technical requirement MRC would then request the password to open the financial offer file. However, if the company loses the password or in case the file could not be opened the MRC would not assume responsibility.
- The file shall be in the form of MS Word or MS Excel (MS Office 2007 at least) or PDF version 7.
- Please send the electronic offer to procurement@mrcmekong.org
- Please be aware that bids or offers emailed to the 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.
- Maximum size for electronic submission: The maximum size per email that MRC can receive is **10MB**. Bidders may need to split offers into parts to fit this limit.

Please note that the offer must arrive in the aforementioned mailbox before the submission deadline.

Additional Notes

1. 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 on MRC website: <https://www.mrcmekong.org/procurement-notices/>.
2. Failure to respect the delivery date gives MRCS the right to cancel the Purchase Order. **Failure to respect the delivery date gives MRCS the right to apply a penalty of 0.01% of the total cost of the order per day.**

3. Full payment will be paid to the Supplier's bank account within 30 days after certifying satisfactory delivery. All delivered spart parts must be inspected and confirmed to be functioned properly and payment will be processed upon receiving the original invoice duly accepted by MRCS.
4. MRCS as International Organization is exempted from import taxes/VAT to its member countries – Cambodia, Laos, Thailand and Vietnam. Support to clearance documents will be provided if required.

We appreciate receiving your quotation.

Sincerely yours,

Phetsamone Khanophet
Director of Administration Division
Mekong River Commission Secretariat

ANNEX I
Technical Specifications and Quantities
of Goods to be supplied
(Model detail to be attached to the Bid Submission Form)

TABLE 1: Offer to Comply with Technical Qualification

Ref	Minimum Technical Specifications of goods required	Qty	Yes/No	Technical Specifications of goods to be offered
1	Water Level Measurement			
1.1	<p>Water Level Measurement (on river bank)</p> <ul style="list-style-type: none"> • Measurement range of 0-30 m. • Resolution 1 mm. • Accuracy ± 5 mm. • Measurement time: at least every 1 minute. • Operating temperature range: 0° to + 60°C. • Able to connect with a measuring tube or cable to the sensor for a minimum of 100 m long and must be installed unbroken from the sensor to the data logger. • Must operate with Solar Power and auxiliary battery. • If not OTT brand, ensure to be compatible with other OTT equipment and system used in the existing MRC hydromet stations • Warranty: 2 years <p>Example of spare part's picture</p>	14 sets		<p>Brand name: Model:</p>

				
1.2	<p>Water Level Measurement(on the bridge)</p> <ul style="list-style-type: none"> • Measurement range of approx. 0.5 - 30 m. • Non-contact pulse radar. • Resolution 2 mm. • Accuracy: 5 mm. • Measuring time: at least every 1 minute. • Operating temperature: 0 to +60 °C. • Data line for the equipment: minimum 200 m long and must be able to connect to a Data Logger. • Must operate with Solar Power and auxiliary battery. • If not OTT brand, ensure to be compatible with other OTT equipment and system used in the existing MRC hydromet stations • Warranty: 2 years <p>Example of spare part's picture</p> 	5 sets		<p>Brand name: Model:</p>
2	<p>Data Logger</p> <ul style="list-style-type: none"> • Capable of recording and storing data from both water level and rainfall sensors and other water quality parameters such as 	14 sets		<p>Brand name: Model:</p>

	<p>conductivity, dissolved oxygen, pH, Turbidity and water temperature, up to at least 10 parameters (current system contains 8 parameters).</p> <ul style="list-style-type: none"> • Minimum storage capacity of 1 year of data. • Remote communication capabilities for real-time data transmission to a central database at the MRC premise and cloud database. • Ability to operate in a harsh environment, with protection against extreme temperatures, humidity, and power fluctuations. • Ability to connect or to be compatible with other OTT sensors that are currently installed in the existing station. • Operating system: real-time operating system with power management for minimal power consumption. • If not OTT brand, ensure to be compatible with other OTT equipment and system used in the existing MRC hydromet stations • Warranty: 2 years <p>Example of spare part's picture</p> 		
3	<p>Measuring Tube/Gas Tube</p> <ul style="list-style-type: none"> • Capable to connect with the system of water level measurement (between OTT CBS Bubble sensor for water level measurement and Bubble chamber EPS 50) for a minimum of 100 m long • Warranty: 2 years 	12 sets	<p>Brand name: Model:</p>

	Example of spare part's picture 			
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TABLE 2: Offer to Comply with Other Conditions and Related Requirements

Ref	Other Conditions and Related Requirements	Your Response	
		Yes, we comply	No, we cannot comply
1	Submission form duly signed by authorized person- Form of Annex II		
2	Copy of Certificate of business registration		
3	Quotation validity: at least 45 days		
4	Supplier Declaration Form (signed with date) – Form of Annex IV		
5	Expected delivery 8 weeks		
6	Bid Security in amount of USD 15,000 with validity beyond 4 weeks of bid expiry date		

Signature and stamp : _____

Name on behalf of Supplier: _____

Title: _____

Evaluation Criteria for Selection

a. Preliminary Examination Criteria

Bids will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per the criteria below on a **Pass/Fail basis**.

No.	Other Conditions and Related Requirements	Your Response	
		Yes we comply	No we cannot comply
1	Submission form duly signed by authorized person- Form of Annex II		
2	Copy of Certificate of business registration		
3	Quotation validity: at least 45 days		
4	Supplier Declaration Form (signed with date) – Form of Annex IV		
5	Expected delivery 8 weeks		
6	Bid Security in amount of USD 15,000 with validity beyond 4 weeks of bid expiry date		

b. Specification Evaluation

The evaluation of specifications will be applied to Technical Evaluation Criterion 1. Only bidders that fully comply with all requirements marked “Yes” will receive the full score of **70 points**.

If below specifications are not fully complied, meaning not all items are marked “Yes”, the technical evaluation criterion 1 will receive a score of **zero (0) points**.

Ref	Minimum Technical Specifications	Qty	Comply Yes/No
1	Water Level Measurement		
1.1	Water Level Measurement (on river bank) <ul style="list-style-type: none"> • Measurement range of 0-30 m. • Resolution 1 mm. • Accuracy ± 5 mm. • Measurement time: at least every 1 minute. • Operating temperature range: 0° to + 60°C. • Able to connect with a measuring tube or cable to the sensor for a minimum of 100 m long and must be installed unbroken from the sensor to the data logger. • Must operate with Solar Power and auxiliary battery. 	14 sets	

	<ul style="list-style-type: none"> • If not OTT brand, ensure to be compatible with other OTT equipment and system used in the existing MRC hydromet stations • Warranty: 2 years 		
1.2	<p>Water Level Measurement(on the bridge)</p> <ul style="list-style-type: none"> • Measurement range of approx. 0.5 - 30 m. • Non-contact pulse radar. • Resolution 2 mm. • Accuracy: 5 mm. • Measuring time: at least every 1 minute. • Operating temperature: 0 to +60 °C. • Data line for the equipment: minimum 200 m long and must be able to connect to a Data Logger. • Must operate with Solar Power and auxiliary battery. • If not OTT brand, ensure to be compatible with other OTT equipment and system used in the existing MRC hydromet stations • Warranty: 2 years 	5 sets	
2	<p>Data Logger</p> <ul style="list-style-type: none"> • Capable of recording and storing data from both water level and rainfall sensors and other water quality parameters such as conductivity, dissolved oxygen, pH, Turbidity and water temperature, up to at least 10 parameters (current system contains 8 parameters). • Minimum storage capacity of 1 year of data. • Remote communication capabilities for real-time data transmission to a central database at the MRC premise and cloud database. • Ability to operate in a harsh environment, with protection against extreme temperatures, humidity, and power fluctuations. • Ability to connect or to be compatible with other OTT sensors that are currently installed in the existing station. • Operating system: real-time operating system with power management for minimal power consumption. • If not OTT brand, ensure to be compatible with other OTT equipment and system used in the existing MRC hydromet stations • Warranty: 2 years 	14 sets	
3	<p>Measuring Tube/Gas Tube</p> <ul style="list-style-type: none"> • Capable to connect with the system of water level measurement (between OTT CBS Bubble sensor for 	12 sets	

	<p>water level measurement and Bubble chamber EPS 50) for a minimum of 100 m long</p> <ul style="list-style-type: none"> • Warranty: 2 years 		
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c. Technical Evaluation

The evaluation panel will fully evaluate the technical part. The panel will determine which of the Technical Proposals pass the minimum agreed technical score specified in the table below.

The threshold for technical proposals is set at a minimum score of 70 points or 70% out of 100 points (100%). Technical proposals which do not reach this minimum score will not be considered for financial evaluation.

No	Technical Evaluation Criteria	Max. Scores
1	Meet all minimum technical specification for the complete set of equipment (technical compliance) including providing technical documents, evidence of its <u>compatibility</u> with other OTT equipment and system used in the existing MRC hydromet stations	70
2	Global brand recognition and acceptance (local after sale services, easily accessible spare parts) with evidence of wide use in the Mekong countries	15
3	Proven knowledge and experience of the company to support member countries in troubleshooting any equipment-related issues	15
Total		100

d. Financial Evaluation

The financial evaluation shall be based on the lowest price of those bidding firms which submitted responsive Technical Proposals. The formula for determining the financial scores is the following:

$S_f = 100 \times F_m / F$, in which S_f is the financial score, F is the lowest price, and F is the price of the proposal under consideration.

S_f = Financial Score

F_m = Lowest Evaluated Price

F = Price quoted by the bidder

e. Final evaluation and negotiations:

The final ranking of the proposals will be based on the quality of technical proposals and lowest cost.

The total score will be calculated as the weighted sum of the technical and financial scores, with the weights given to the technical and financial scores being:

70/30 where the technical proposal = 70 and the financial proposal = 30.

With regard to contract negotiations, the MRCS reserves the right to invite the next-ranked firm to negotiate, if negotiations with the first-ranked firm do not result in a contract.

Bidders who pass the minimum score, but are unsuccessful based on the calculation of the technical and financial scores, will be notified after the contract with the winner has become effective.

ANNEX II

[Insert Supplier logo and letterhead]

BID SUBMISSION FORM

To: Mekong River Commission
Procurement Office

Date: _____
Ref. No.: _____

Dear Mr. Phetsamone Khanophet,
Administration Division Director

Subject: Supply of

Having examined the Request for Quotation by Email (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.

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

Our quotation is valid until: *[please insert the date (at least for 45 days after the deadline for submission of quotations)].*

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

We remain,

Yours sincerely,

Authorised Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

ANNEX III

[Insert Supplier logo and letterhead]

PRICE SCHEDULE

To: Mekong River Commission
Procurement Office

Date: _____
Ref. No.: _____

Dear Mr. Phetsamone Khanophet,
Administration Division Director

Subject: Supply of

Please complete the price schedule by entering the unit price and total cost into the table below.

Item No	Offered Equipment	Qty (set)	Unit price (USD)	Total (USD)
1	Water Level Measurement			
1.1	Water Level Measurement (on river bank)	14 sets		
1.2	Water Level Measurement (on bridge)	5 sets		
2	Data Logger	14 sets		
3	Measuring Tube/Gas Tube	12 sets		
Sub-Total				
TOTAL (TAX & VAT excluded)				

Note: The customs formalities should be included. However, the MRCS shall provide the supporting document for TAX exemption requested and handover to a selected company for further process including: MOFA, Department of Customs and other relevant agencies if required.

- Delivery after order: _____ week(s)
- Payment term: within 30 days after received goods.

Signature and stamp: _____

Name on behalf of Supplier: _____

Title: _____

SUPPLIER DECLARATION FORM

As an important and highly visible inter-governmental organization the Mekong River Commission Secretariat (MRCS) has a special obligation to ensure that its mission is performed to the highest standards. To this end, a Fraud Prevention and Anti-Corruption (FPAC) Mechanism (as provided to bidders) has been adopted that applies to the MRCS activities and those involved in it. The FPAC Mechanism includes a commitment to ensuring that opportunities for fraud and corruption are reduced to the lowest possible level of risk.

As part of the risk mitigation and due diligence processes set out in the FPAC Mechanism, the MRCS requires all prospective service providers and their legal representatives to undertake that they shall comply with the standards set out in the FPAC Mechanism.

Full Name of Individual/Entity:			
Current Business Natures	<input type="checkbox"/> Water Resource Management (WRM) and Development Services <input type="checkbox"/> Consultancy services including Research on WRM <input type="checkbox"/> Training Services <input type="checkbox"/> Communication, PR, Advertisement <input type="checkbox"/> Research Institution or Development Studies <input type="checkbox"/> Freelancer/general consultancy <input type="checkbox"/> Others (please specify): _____		
	Key Detail of the Current Business:		
Business Structure (if applicable): <input type="checkbox"/> Partnership <input type="checkbox"/> Join Venture <input type="checkbox"/> Limited Liability <input type="checkbox"/> Company Corporation <input type="checkbox"/> None of the above	Business Type: <input type="checkbox"/> For Profit <input type="checkbox"/> Non-Profit (NGO) <input type="checkbox"/> Public Entity <input type="checkbox"/> Community Based Organization (CBO) <input type="checkbox"/> Private business		
Registration or Formation of business (if applicable): _____ _____ _____ _____	Country/State:		
	Time of registration (date/month/year):		
	Percentage of Ownership:		
	Business license number:		
The entity/person identified above here by declares and/or confirms that the entity/person including any person having powers of representation, decision-making or control over them or a member of their administrative, management or supervisory body: <ul style="list-style-type: none"> • has not been sentenced by final judgment on one or more of the following charges: participation in a criminal organization, corruption, fraud, money laundering, terrorist financing, terrorist offences or offences linked to terrorist activities, child labour or trafficking in human beings; • is not in a situation of bankruptcy, liquidation, termination or suspension of business activities, insolvency or arrangement with creditors or any like situation arising from a procedure of the same kind, or is subject to a procedure of the same kind; 			

- has not received a judgment with res judicata force, finding an offence that affects their professional integrity or serious professional misconduct, including but not limited to: misrepresenting information required for the verification of the absence of grounds for exclusion or in the performance of a contract; entering into agreement with other persons or entities with the aim of distorting competition; violating intellectual property rights; attempting to influence the decision-making process of a contracting authority; or attempting to obtain confidential information;
- has complied and continues to comply with their obligations as regards payment of taxes, social security contributions and dues, according to the applicable statutory provisions;
- is not an entity created to circumvent tax, social or other legal obligations (empty shell company), have ever created or are in the process of creation of such an entity;
- has not been involved in mismanagement or other irregularities related to the use of MRC funds or public funds of another source;
- is not in a situation of conflict of interest in relation to the procurement process and any resulting contract;
- none of its officers, employees or subcontractors has or have been sanctioned for any offence listed in this Declaration Form;
- understands the provisions of the MRC FPAC Mechanism and has not and shall not be involved in any activities that are inconsistent with the standards of conduct set out in the FPAC Mechanism;
- if shortlisted, shall treat as confidential any information provided to it by the MRC Secretariat;
- understands that the MRC Secretariat may publish the name of shortlisted bidders in accordance with the provisions of the MRC Procurement Manual;
- understands that should circumstances pertaining to this Supplier Declaration Form change or new information emerge prior to the award of the goods or services to be procured then the entity/person is under an obligation to bring such information to the MRC Secretariat's attention forthwith.

Consent:	Agrees to the MRC rules for protection of personal data.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Agrees to the MRC publishing information regarding the bidder in accordance with its Procurement Manual.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Agrees to the MRC's established rules and regulations, and disciplinary measures will be undertaken as per terms and condition set in the contract should any violation occurred.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Signature and Date:	<p><i>I declare, on behalf of the entity or myself, that I have the power to represent the entity in making the declarations contained in this Supplier Declaration Form, that to the best of my knowledge the statements made in this Supplier Declaration Form are complete, true and correct and undertake to provide verification for any information that the MRC Secretariat may request:</i></p>		

VERIFICATION MATRIX

(Indicative only to illustrate possible use)

Evaluation and due diligence options	Criteria		
	Fit for purpose	Ability to deliver	Value for money
Legal existence check			
Written offer / proposal documents complete			
Supplier declaration form*			
Financial statements			
Terrorism and sanctions database check.			
Reference checks			
Site visit			
Audited accounts			
Credit check			
Company's office/charities register check			
Accepts the MRCS Terms & Conditions			
Security check			
Overall comments and recommendations for the mitigation of risks of any risks found or follow up actions as required:			

Note: • Risk identified and mitigation measures described

Prepared by
(name, title, and team)

Signature

Date

Reviewed by
(name, title, and team)

Signature

Date