



*Mekong River Commission Secretariat*

**Request for Quotation no. RFQ10-055**

**Supply and installation of Electric Wire, LAN and Telephone Cable in RFMMC building in Cambodia**

**Cambodia, March 2010**

## SECTION I

### INVITATION FOR QUOTATION

#### **Supply and installation of Electric Wire, LAN and Telephone Cable in RFMMC building in Cambodia**

The Mekong River Commission Secretariat (hereinafter “the Employer”) hereby invites sealed Quotations from eligible supplier for the supply of equipment called “Supply and installation of Electric Wire, LAN and Telephone Cable in RFMMC building in Cambodia” in accordance with the terms and conditions mentioned in the Request for Quotation.

This Request for Quotation (RFQ) includes the following documents:

Section I	Invitation for Quotations
Section II	Instructions to Bidders
Section III	Term of Reference
Section IV	Forms

The quotations shall be submitted in one outer sealed envelope. The envelope shall be clearly marked “Supply and installation of Electric Wire, LAN and Telephone Cable in RFMMC building in Cambodia; RFP No. 10 – 055 - DO NOT OPEN BEFORE DEADLINE SUBMISSION DATE”.

**Deadline for submission of quotations is 30 April 2010, 15.00 hours local time.**

All correspondence related to the tender shall be addressed to:

**Regional Flood Management and Mitigation Centre (RFMMC)**

Finance and Administration Unit (RFP 10-055)

P.O. Box 623

576 National Road # 2, Sangkat Chak Angre Krom,

Khan Meanchey, Phnom Penh, Cambodia

Telephone: (855-23) 425 353

Facsimile: (855-23) 425 363

Email: [srengkong@mrcmekong.org](mailto:srengkong@mrcmekong.org), [kiettisack@mrcmekong.org](mailto:kiettisack@mrcmekong.org)

Nguyen Thu Mai  
Chief, Finance and Administration Section

## SECTION II

### INSTRUCTION TO BIDDERS

#### 1. Quotations to be considered

- a. **Eligibility:** Quotations which comply with the conditions and terms as stipulated in the Request for Quotation documents will be considered.
- b. **Conflict of Interest:** MRC considers a conflict of interest to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.
- c. **Amendment of RFQ:** At any time before the submission of Quotation, MRC may amend the RFQ by issuing an addendum in writing or by standard electronic means. Supplier having informed MRC about their intention to submit a quotation will be informed directly. Any changes will be posted on MRC's website. MRC reserves the right to extend the submission deadline if the amendment is substantial.

#### 2. Procurement package

The RFQ consists of single package.

#### 3. Clarification

Any additional information required in the preparation of the bid should be requested in writing to the address indicated in this RFQ at or before 26 April 2010. The MRCS will reply in writing and all replies will be posted on the MRC's website: [www.mrcmekong.org](http://www.mrcmekong.org) **section "Tenders"**.

#### 4. Language of the Quotation

The Quotations prepared by the bidders and all correspondence and documents relating to the Quotation exchanged by the bidders and the MRCS shall be written in the English language. Any printed literature furnished by the bidders may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Quotation, the English translation shall govern.

#### 5. Quotation Currencies.

All prices shall be quoted in US dollars.

#### 6. Period of Validity of Quotations

Quotations shall remain valid for 120 days after the date of Quotations submission prescribed by the MRC.

#### 7. Submission of Quotations

##### 7.1 Sealing and Marking of Quotations

The Quotations shall be submitted in one outer sealed envelope. The envelope shall be clearly marked "Proposal: RFP No. 10 – 055. Supply and installation of Electric Wire, LAN and Telephone Cable in RFMMC building in Cambodia; - DO NOT OPEN BEFORE DEADLINE SUBMISSION DATE". The sealed envelope shall be addressed to the Mekong River Commission Secretariat at the following address:

**Regional Flood Management and Mitigation Centre (RFMMC)**

Finance and Administration Unit (RFP 10-055)

P.O. Box 623

576 National Road # 2, Sangkat Chak Angre Krom,

Khan Meanchey, Phnom Penh, Cambodia

Telephone: (855-23) 425 353

Facsimile: (855-23) 425 363

Email: [srengkong@mrcmekong.org](mailto:srengkong@mrcmekong.org), [kiettisack@mrcmekong.org](mailto:kiettisack@mrcmekong.org)

## **7.2 Deadline for Submission of Quotations**

The deadline for submission of the bids is **30 April 2010 15:00 pm** local time.

Quotations should contain details of the criteria for selection mentioned below. The bid shall be prepared in English and one (1) original and three (3) copies must be submitted. The sealed bid envelope must be received by the Mekong River Commission Secretariat on or before the hour and date fixed for receipt of bids, in accordance with the invitation for bids.

## **7.3 Confirmation of participation**

The company who is willing to submit their Quotations should confirm by fax/email to MRCS Finance and Administration Unit (FAU) no later than 9 April 2010.

## **7.4 Bid preparation**

### **7.4.1 Site visit and pre-bid meeting**

In order to provide sufficient information to the bidders, we will organize the site visit for the interested bidders and to answer of any question. The site visit and Pre-Bid meeting shall take place at the following date, time and place:

**- Date: 22 April 2010**

**- Time:**

- **14:00 pm for site visit**
- **15:00 pm for pre-bid conference (meeting)**

**- Place:**

***RFMMC office as above mentioned address***

### **7.4.2 Document to be submitted along the bid**

1. Bid Submission Form (Form 1), the bidders allow to use different or their own format
2. Technical Specification
3. Copy of still valid of business registration certificate

4. Other supporting document e.g. catalogue, brochure, financial capability, previous contract...etc.

## **8. Late Quotations**

Any Quotations received by RFMMC's FAU after the deadline for submission of Quotations will be rejected.

## **9. Criteria for Selection.**

### 9.1. Bid Price

The bid price shall be fixed during the bid validity and **shall excluding TAX fee**

### 9.2. Incoterm 2000

The bid price shall be quoted Delivery Duty Paid (DDP) final destination RFMMPC office in Phnom Penh, Cambodia.

### 9.3. Delivery and Installation

All goods shall deliver and completely install within 30 days after received Purchase Order from the purchaser.

### 9.4. Payment Term

- 30% advance payment shall be made after the contract signed and upon received the original signed invoice from the company.
- 70% after work completed and purchaser is satisfaction of inspection and test.

### 9.5 Warrantee

The supplier shall provide one year warrantee of the supplied goods after the date of acceptance of goods inspection and test and satisfaction by the purchaser.

9.6. The contract shall award to the best evaluated bids, the company may propose a better options in order to completely implementation the contract as required in the TOR.

## **10. Association**

Quotations submitted by an association of two or more firms as partners shall comply with the stipulations:

- (i) The Quotations shall be signed so as to be legally binding on all partners.
- (ii) One firm shall be nominated as the lead firm of the association.
- (iv) The lead firm shall be liable for the execution of the Contract in accordance with the Contract terms.
- (v) The lead firm shall receive instructions for and on behalf of any and all partners.

## **11. Rejection of quotations**

Should any Quotations fail to comply with the terms and conditions stipulated in this Request for Quotations, or be incomplete, conditional or obscure, or contain additions not called for or irregularities of any kind, or does not respond to important aspects of the RFQ, and particularly the Technical specification, it may be rejected as non-responsive.

MRCs reserves the right to accept or reject any quotation, and to annul the bidding process and reject all quotations at any time prior to contract award, without thereby incurring any liability to the bidders.

## **SECTION III**

### **Term of Reference**

# **Scope of Work for Supply and installation of Electric Wire, LAN and Telephone Cable in RFMMC building in Cambodia**

## **A. Background**

The MRC Council has decided that MRC Secretariat would be co-hosted in two locations, the Office of the Secretariat in Phnom Penh (OSP) and the Office of the Secretariat in Vientiane (OSV).

The present building of the Regional Flood Management and Mitigation Centre (RFMMC) which is located at #576, National Road #2, Sangkat Chak Anred Krom, Meanchey, Phnom Penh will be the location of OSP.

Since the space of the existing floor layouts in the building of RFMMC is not enough to host the OSP, the redesign of the floor layouts in particular on the third floor was proposed by MRC Secretariat and got approval by the Cambodian Ministry of Water Resources and Meteorology so that it would have enough space to house the OSP. The re-arrangement of the floor layouts has been taking into consideration the minimum altering of the building interior structures and avoiding changes of the existing standard seating arrangements as much as possible.

The redesign of the floor layouts is to accommodate more staff members within the present space size in the building without making any change to the main building structures and foundation. The rearrangement will be made mainly on the third floor as the original design of this floor is for the big conference room, not for the office purpose. There will be only minor changes on the other two floors (first floor and second floor).

Among the works of redesigning the floor layouts, running local area network (LAN) cables, telephone lines, electric wiring network, installation of lighting system and switches are required so that the newly arranged office space be ready for the new staff members who commence their work starting from the end of June 2010.

## **B. Installation of Lighting System on the Ceiling and Electric Wiring Network**

### ***1. Scope of Work for Lighting System***

The successful bidder shall supply a package of the lighting system equipment/material including fluorescent lamps, lamp boxes, electric wires, switches, automatic breakers, surface mounting box and professional installation electric system as indicated in the drawings of **Annex 1** and **Annex 2**.

Each of the newly designed room (R304, R305, R 306 and R307) shall have its separated lead line (separated electric wire) from the main electricity equipped with one appropriate automatic breaker, not for only lighting system but also for office general uses and for air conditioners. From the main electricity in the each room there shall be a sub-main line for lighting system, for office general uses and for each air conditioner which is equipped with an appropriate automatic breaker.



The electric wires shall be run inside conduits above the ceiling or in the walls/partitions as appropriate.

### ***2. Scope of Work for Electric Wiring Network***

The successful bidder shall provide the electric wires and sockets as indicated in the drawing attached here as **Annex 2** for office general uses. All electric wires shall be run inside the conduits and each conduit is either inserted into the partitions or deepened into the walls except those conduits installed in the existing room settings (R301, R302 and R304).

The electric wire for each air conditioner as indicated in the drawing attached here as **Annex 3** shall be a separated line from the main to the location of each air-conditioner and each line shall be equipped with an automatic breaker.

### ***3. Detailed Requirements and Specifications***

<b>No</b>	<b>Item</b>	<b>Required Spec</b>	<b>Qty</b>	<b>Remarks</b>
1	Double ceiling fluorescent lamp boxes and accessories	size: W0.30m x L1.20m EMP 240 (Singapore) or equivalence	62 sets	
2	Fluorescent lamps	Length: 1.20m, OSCRAM or equivalence	124 units	
3	Electric sockets (wall plate)	2 faces/ports (3-pin plug and 2-pin plug), TSL or STC or equivalence	36 unit	
4	Switches (wall plate)	one box of 4 switches, TSL or STC or equivalence	31 units	
5	Electric wires for lighting	size 1 x 1.5	N/A	
6	Automatic breakers	Merlin Gerin, France or equivalence	N/A	As appropriate
	Boxes for breakers/Surface Mounting Box	CCM10 (Singapore) or equivalence	4 units	As appropriate
7	Electric wires for office general uses	Size 1 x 2.5	N/A	
8	Electric wires for air cons	size 1x 2.5 for 2 to 2.5Hp and size: 1 x 4 for 3Hp	N/A	
9	Conduits	N/A	N/A	

## **C. Installation of LAN and Telephone Cables**

### ***1. Scope of Work***

The successful bidder shall provide a telephone connector box/Main Distributor Frame (MDF) and two LAN switches (48-ports) as the main distributor of telephone lines and LAN cables on this floor. PABX and IT sever room is located on the first floor and the second floor respectively and therefore it is required that the main line/cable connecting from the third floor to the first floor (for telephone line) and to the second floor (for LAN cable). The main telephone connector box and LAN switches shall be affixed to the wall in room 306 as indicated in the drawing of **Annex 2**.

The telephone cable from the main telephone connector to each telephone socket shall be 2 pairs per line and each LAN socket/point shall have two ports. The telephone lines and LAN cables shall be in the same conduits and run parallel with the conduits for electric wires.

In addition, on the second floor, it is required to install: (i) two telephones lines and LAN cables for two sockets/points (=4 ports) in a newly established room (R201); (ii) one telephone line and LAN cables for 2 sockets/points (=4 ports) in room 208; and (iii) two telephone lines and LAN cables for 4 sockets/points (=8 ports) in room 207. The telephone lines and LAN cables shall be connected directly to the main telephone connector box on this floor and to IT server room respectively.

## **2. Detailed Requirements and Specifications**

<b>No</b>	<b>Item</b>	<b>Required Specs.</b>	<b>Qty</b>	<b>Remarks</b>
1	Telephone connector box/Main distributor frame(MDF)	MDF 3 x 4	1 set	
2	Main telephone cable from PABX to Telephone connector box on third floor	50p	1 pcs	
3	PVC telephone cables	2 pairs per line, 1/0.50mm x 4w, Keystone, TOIDA, LSL1-2 or equivalence	N/A	As appropriate
	Telephone sockets (wall plate)	N/A	38 units	33pcs on 3rd floor and 5pcs on 2nd floor
4	48-port LAN switch	Linksys Cisco SMB SRW248G4 48-Port 10/100 + 4-Port Gigabit Switch or equivalence	2 sets	
5	Main LAN cable from IT server room to LAN Switches on third floor	NA	1 pcs	
6	LAN cables	cat 5e, AMP	N/A	
7	LAN sockets (wall plate)	socket of 2 ports, AMP (1point/socket=2faces/ports) or equivalence	47 units	39units for 3rd floor and 8units for 2nd floor
8	Conduits	N/A	N/A	As appropriate

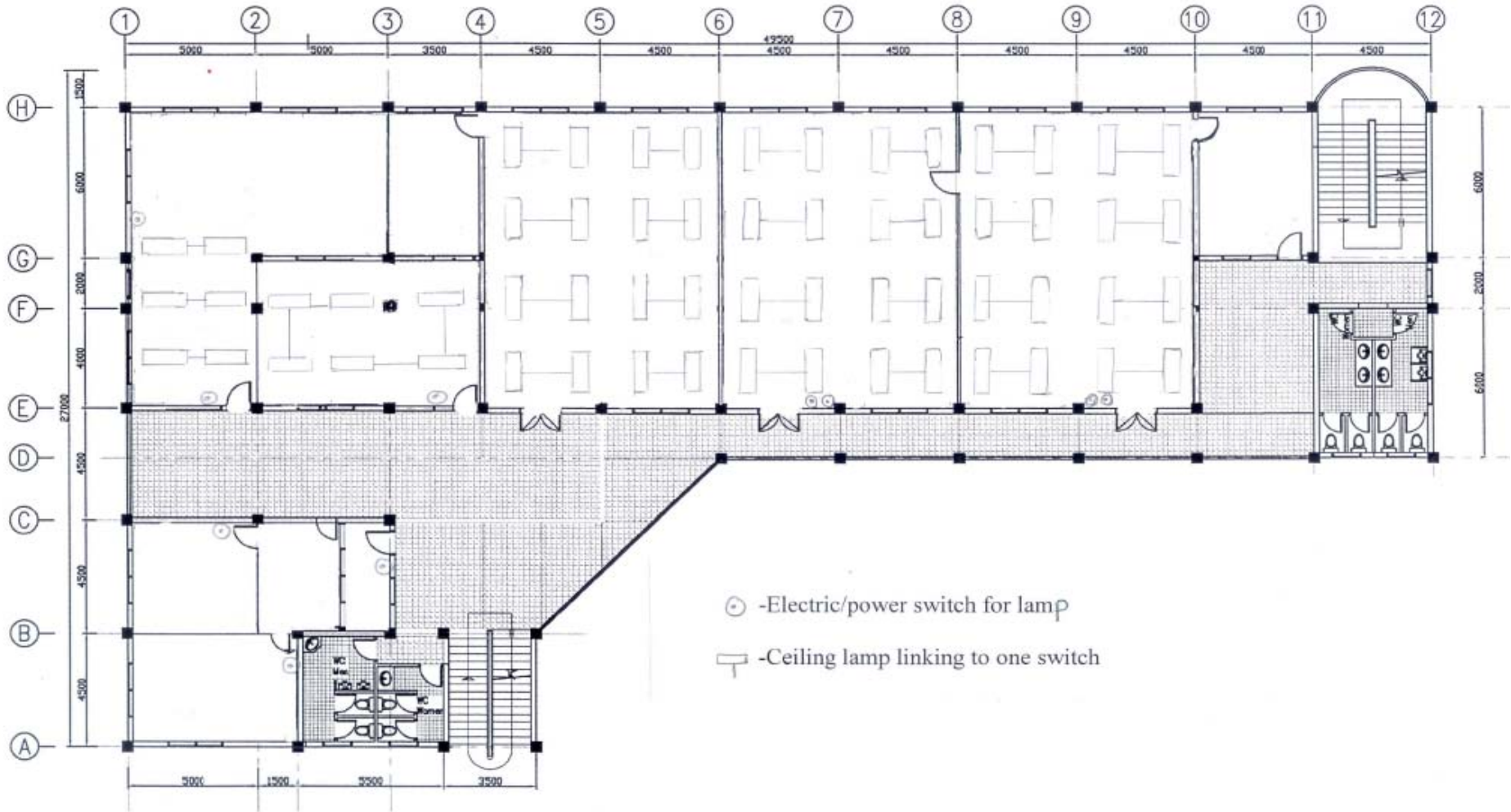
## **D. Remarks**

1. In order to have work completed smoothly, it is required that the successful bidder cooperate closely with the contractor for redesigning floor layouts and coordinate work with each other.
2. All the materials quoted shall be brand new and from certain source (e.g. product of certain company and country where they made/produced).

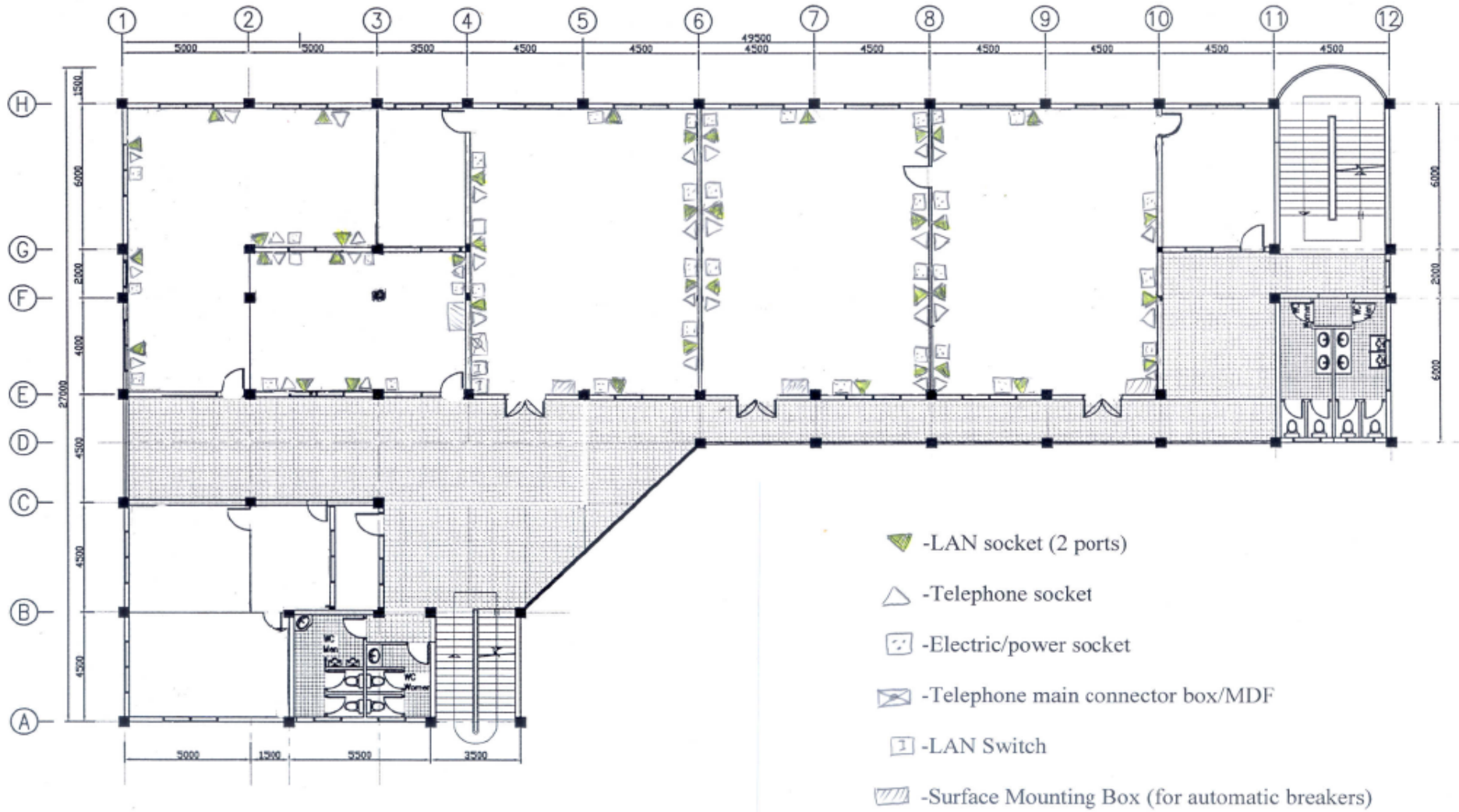
3. Any figure provided in this proposal is indented to be descriptive and informative only. They are not accurate figures. It is the responsibility of the successful bidder to double check the figures in order to successfully achieve the scope of work in a professional manner and meet all requirements set by MRC.
4. The amount or quantity of LAN cables, telephone cables and electric wires are not provided. It is the responsibility of the successful bidder to supply as appropriate, taking into consideration of all technical aspects and quality of work.
5. The result of the accomplished work shall be in general accepted standard for both quality and professionalism.
6. The successful bidder shall be aware that there are staffs working in the building and therefore the company during the renovation shall ensure a minimum interruption to the working staff during the working hour.

Some work may be can not do during the office hour.

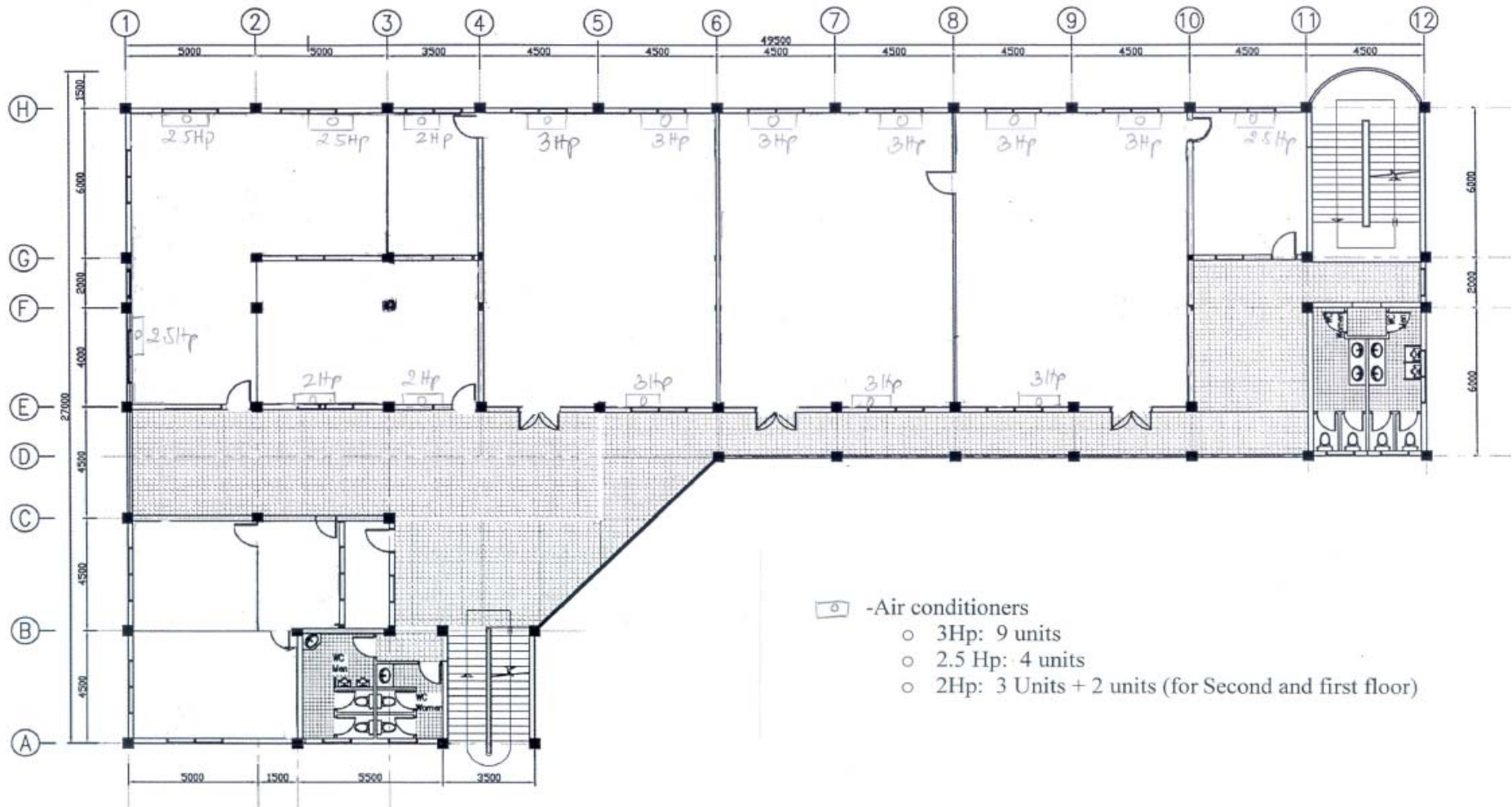
**Annex 1: Lighting System**



**Annex 2: LAN, Telephone, and Electric Network**



**Annex 3: Electric Wiring for Air conditioner and its Location**



## **SECTION IV**

### **Forms**

## Form 1

*[Insert Supplier logo and paper heading]*

### Bid Submission Form

To: Mekong River Commission

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

Ref. No.: \_\_\_\_\_

Dear Sir,

Subject: Supply and installation of Electric Wire, LAN and Telephone Cable in RFMMC building in Cambodia a (PR10-055)

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Having examined the Request for Quotation by Email/Fax etc date dd/mm/yy, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to Supply and installation of Electric Wire, LAN and Telephone Cable in RFMMC building in Cambodia 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 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]*.

#### **Offered Price:**

<b><u>Sr.</u></b>	<b><u>Offered Equipment</u></b>	<b><u>Qty</u></b>	<b><u>Unit price</u></b> <b><u>DDP</u></b>	<b><u>Total</u></b>
1				
2				
3				

- Warranty offer: \_\_\_\_\_ year(s)
- Delivery after order: \_\_\_\_\_ week(s)
- Terms of payment requirement: \_\_\_\_\_
- Fix price  Yes  No

Signature and stamp: \_\_\_\_\_

Name on behalf of Supplier: \_\_\_\_\_

Title: \_\_\_\_\_