



Mekong River Commission Secretariat

Request for Quotation no. RFQ10-058

**Supply and Installation of Office Furniture
For RFMMC Office in Cambodia**

Cambodia, March 2010

SECTION I

INVITATION FOR QUOTATION

Supply and Installation of Office Furniture For RFMMC Office 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 Office Furniture for RFMMC Office 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	Scope of Work for Supply of Office Furniture
Section IV	Forms

The quotations shall be submitted in one outer sealed envelope. The envelope shall be clearly marked “Supply and Installation of Office Furniture for RFMMC Office in Cambodia; RFP No. 10 – 058 - DO NOT OPEN BEFORE DEADLINE SUBMISSION DATE”.

Deadline for submission of quotations is 29 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 10-058)
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, 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 21 April 2010. The MRCS will reply in writing and all replies will be posted on the MRC's website: 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 – 058. Supply and Installation of Office Furniture for RFMMC Office 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 10-058)

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, kiettisack@mrcmekong.org

7.2 Deadline for Submission of Quotations

The deadline for submission of the bids is **29 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

Not applicable

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

100% after goods delivery, completed of installation 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. Purchaser will evaluate the proposal/quotation by lot wise basis, however if there is no supplier could provide the quotation for all items the evaluation will evaluate by item-wise.

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

Scope of Work for Supply of Office Furniture

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.

In addition to the re-arrangement of the floor layouts, the office furniture are also required for the newly arranged working space so that we are ready to accommodate the new staff members who commence their work starting from the end of June 2010.

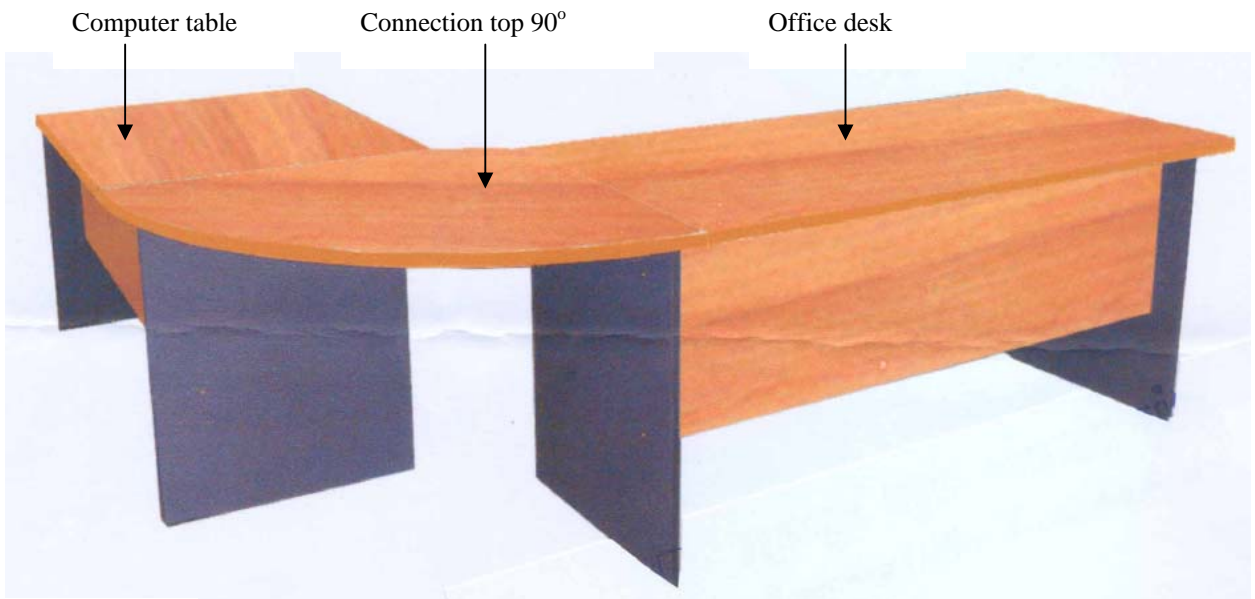
B. Supply of New Office Furniture

The successful bidder shall supply several types of the brand new office furniture as indicated in the below table and properly set up at the certain locations in the building of RFMMC:

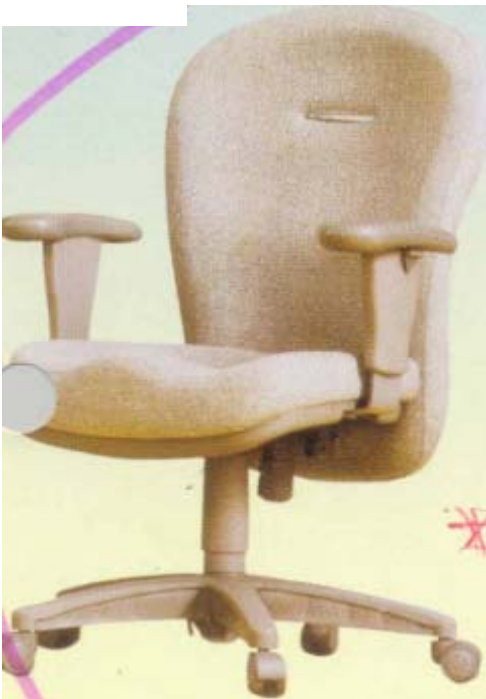
No	Item	Required Spec	Qty	Remarks
1	Full set of Office desk <ul style="list-style-type: none">○ Office desk with 2 drawers○ Connection top 90°○ Computer table with keyboard tray	Made of compressed wood/chipboard veneer with brown color. Dimension: L1.50mxW0.70m x H75 Dimension: L1.20mxW0.70mx H0.75m	53 sets	
2	Office desk (only) A single office desk with 2 drawers	Made of compressed wood/chipboard veneer with brown color. Dimension: L1.50mxW0.70m x H75m	18 Sets	
3	Rotary Chair	Blue color, DE-G13 Korea or equivalence	71 units	
4	Visitor chair	Dark gray color, chrome legs, SG-768C or equivalence	112 units	
5	Metal cabinet	Dimension:	30	

		L0.90mxW0.47xH1.80m Gray color, Malaysia or equivalence	units	
6	Wooden shelf	<ul style="list-style-type: none"> ○ 4 levels of shelves ○ Frames (thick 0.05m x 0.03) and shelves (thick 0.015m) are made from hard wood (duong cham). ○ Rear wall are made from plywood (thick 0.006m) and side walls are made of hard wood. ○ The level of the first shelf from the bottom is 0.10m ○ Hard wood shall be dried enough. ○ The finished product shall be coated with high gloss pure polyurethane Dimension: L1.35x W0.40m x H1.25m	30 units	
7	Oval table (small)	Made of compressed wood/chipboard veneer with brown color. Dimension: L1.80m x W0.90xH0.75	1 unit	
8	Oval table (big)	Made of compressed wood/chipboard veneer with brown color. Dimension: L3m x W1.2m x H0.75m	2 units	
9	Round table	Made of compressed wood/chipboard veneer with brown color. Diameter 1m	5 units	
10	Conference table	Made of Plywood with high pressure laminate, white color, folding metal legs (chrome) Dimension: L1.52m x W0.60m x H.72m TF-60150, Thailand or equivalence	20 units	
11	Conference chair	TL25V, blue color, Vietnam	60 unit	

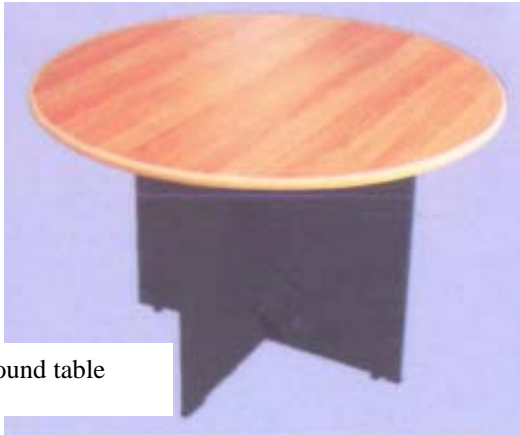
Pictures of Office Furniture



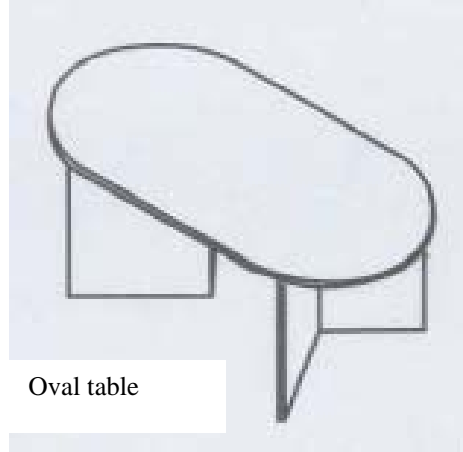
Rotary Chair



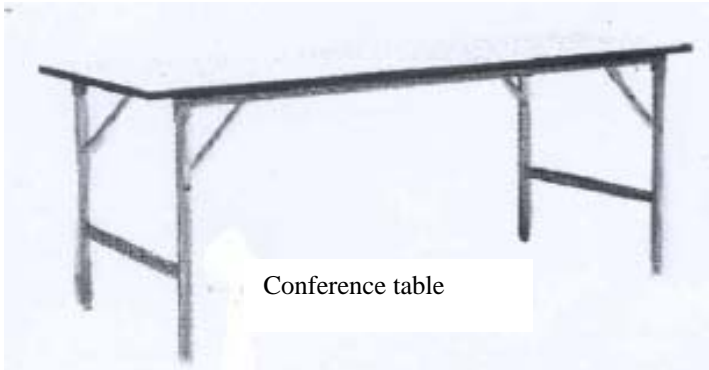
Visitor Chair



Round table



Oval table



Conference table



Conference chair



Metal cabinet



Wooden shelf

C. Remarks

1. All the furniture quoted shall be brand new and from certain source (e.g. product of certain company and country where they made/produced).
2. The materials and dimensions provided above are indented to be descriptive and informative only. The supplier shall describe clearly the materials and dimensions of the products participating in the bidding.
3. All prices quoted shall include the delivery and set-up costs at RFMMP at the above address
4. Delivery – all furniture must be delivered and install in RFMMC office within 30 days

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 Office Furniture for RFMMC Office in Cambodia (PR10-058)

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 Office Furniture for RFMMC Office 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:

<u>Sr.</u>	<u>Offered Equipment</u>	<u>Qty</u>	<u>Unit price</u> <u>DDP</u>	<u>Total</u>
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: _____