

Invitation to TENDER

Dear Sirs/Madams,

[Yangon, Myanmar]

We write on behalf of ADRA Myanmar to invite you to submit a tender in relation to provision of Tablet.

Attached are the tender documents consisting of:

* Instructions
* Standard Declaration
* Condition of Contract
* Application FORM

Please note that costs incurred by the tenderer in preparing and submitting the tender proposals will not be reimbursed.

Please contact me if you have any questions about the tendering procedure.

We look forward to receiving your tender at the address specified in the Instructions.

You may download the document from ADRA Myanmar Website [www.adramyanmar.org](http://www.adramyanmar.org)/tenders

Yours sincerely,

Signature:

Name:

**INSTRUCTIONS**

Contracting Authority: ADRA Myanmar

Type of Contract: Supply Contract

Project: VESI and SEAQEII

Location: Hpa Ann and Lashio

Funded by: NORAD and LIFT

Type of Submission: တင္သြင္းမည္႕တင္ဒါပုံစံမ်ား၏ စာရြက္တုိင္းတြင္ ကုမၸဏီတံဆိပ္တုံးႏွင့္ လက္မွတ္ပါရွိရမည္ျဖစ္ၿပီး အထက္ေဖာ္ျပထားေသာ လိပ္စာသုိ႕ ပုိ႕ရမည္႕ရက္စြဲမတုိင္မွီ ခ်ိတ္ပိတ္စာအိတ္ျဖင့္ပုိ႕ေပးရမည္။ “Original tender documents need to be stamped and signed on each page and to be send in a [closed/sealed] envelope” before the deadline to the address mentioned above.

Submission Deadline: 17th December 2019, 1:00PM at ADRA Myanmar, R­oom A 3-2, E condo, North Bazar Road, Dagon Township, Yangon, Myanmar

Public Opening: 18th December 2019, 10:00AM

ADRA would like to receive your offer for the following supplies:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Item Description  | Brand/ Items’ Specification  |  Unit | Quantity | Delivery date |
| Lot-A | Car  | FORD Ranger XL Double Cab 2.2 L (Manual Transmission)4WD | Unit of Car | 4 | As early as possible |
| Or |
| Lot-B | Car | Nissan NAVARA PLUS (2019) Manual Transmission 4WD | Unit of Car | 4 | As early as possible |

1. **Standard Declaration**

**Exclusion Criteria:** Candidates or tenderers shall be excluded from participation in procurement procedures if:

(a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

(b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;

(c) they have been guilty of grave professional misconduct proven by means ADRA can justify;

(d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or in which ADRA resides and where the contract is to be implemented;

(e) they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;

(f) they are currently subject to an administrative penalty.

Points (a) to (d) of the first sub-paragraph shall not apply in the case of purchase of supplies on particularly advantageous terms from a supplier/provider which is definitively winding up its business activities, or from the receivers or liquidators of a bankruptcy, through an arrangement with creditors, or through a similar procedure under national law.

(g) if supplier offers any bribery in terms of cash or kind to ADRA or partner staff

**Selection & Award Criteria:** The tender committee will evaluate eligible tenderers considering the following criteria:

* Best value for money (best price-quality ratio).
* Ability to deliver the proposed goods according to time and location.
* Previous experiences of ADRA with the shop/company.
* No corrupt, fraudulent, collusive or coercive practices.
* No exploitation of child labour, basic environmental and social standards (i.e. employment rights and safe & secure working conditions

**CONDITIONS OF CONTRACT**

1. **General**
2. The original contract will be in English.
3. The shop/company delivers all supplies without damages according to the specifications, quantity, delivery time and -location specified.
4. ADRA reserves the right of monitoring and oversight related to all documentation and activities.
5. The contractor shall submit detail supply schedules together with each proposed item.
6. ADRA reserves and maintains the right to divide the contract into lots and/or award the lots to various bidders.

**Financial**

1. ADRA will transmit all payments to the shop/company to the specified location on the agreed date.
2. All delivery costs and transport cost are included, e.g. port charges, customs duties, import duties, unloading costs, internal transport, storage and handling charges until the first point of storage specified by the shop/company, or demurrage charges.
3. If the shop/company, intentionally or by negligence, has caused a loss to the project budget ADRA will terminate the contract.
4. Late Penalties: deduction of 1% of the contract value per day.
5. Guarantee and liability clause: in case of non-performance of the terms of the contract, ADRA is entitled to recover financial compensation for the damage done to the project.
6. The final payment will be done upon approval of the completed works or supplies to the satisfaction of ADRA at the project location.
7. The payment will be made in Myanmar Kyats by bank transfer only upon presentation of a commercial invoice and satisfactory reception of works.

 **Final**

1. In case of changes of the contents of the contract (substitute brand or other) the shop/company will promptly notify ADRA in writing about the new conditions and need to wait for ADRA's approval. In case of failure the shop/company must pay back to amount of the respective item / ADRA will not pay for the item. All transportation charges incurred for the return of the item will be the responsibility of the shop/company.
2. Force Majore: neither Party shall be in fault or breaching its obligations if the performance is prevented by any event of force majeure arising after the date when the contract became effective.

Shop/Company Representative:

Name:

Signature:

Position: Stamp:

1. **Offer Presentation**
2. The offer should indicate the **validity of the offers and delivery time frame.**
3. The deadline for the delivery and submission of the offer is no more than (5) working days from the date of this publication **NOT LATER Than 1:00 PM (13.00HRS)** Local time on the 17***th December 2019***. ADRA Myanmar reserves the right to reject all late submissions.
4. The offers shall be written in English and/or Myanmar, but English is preferred.
5. The envelope must state the name and address of the bidder and the following information:

*The envelope must have the words:* ***“Not to be opened before Opening Meeting”*** *in the RIGHT-Hand side corner, written in English/Myanmar, but English is preferred.*

1. Their nationality in their tenders and provide the usual proof of nationality under the Myanmar legislation. The offer should provide copy of **company registration or license certificate**
2. The cost of preparation shall be borne by the bidder.
3. The envelopes must be clearly marked: **“Tender for CAR**”The documents must be in **hard copy.** The offer shall be submitted in a sealed envelope to ADRA Myanmar Country Office, Yangon.

**Application FORM**

*please fill out in English (if possible*

**Publication Number of the Tender:**

**Contact Details:**

|  |  |
| --- | --- |
| **Shop / Company** Name |  |
| Address |  |
| **Contact Person** Name & NRC |  |
| Title / Profession |  |
| Company License/Reg ID |  |
| Bank Acount Detail |  |
| Phone / Mobil |  |
| Email / Fax |  |

**The following (Materials, Supplies / Services) are requested**

**All prices must be valid for the contract period and TAX payment regulation must be included.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No. | Item Description  | Brand/ Items’ Specification  | Unit | Quantity | Unit Price | Total Price |
| Lot-A | CAR | FORD Ranger XL Double Cab 2.2 L (Manual Transmission) 4WD | Unit  | 4 |  |  |
| Or |
| Lot-B | Car | Nissan NAVARA PLUS (2019) Manual Transmission 4WD | Unit | 4 |  |  |

**Deadline of submission of the Tender: 17th December 2019, 1:00PM**

(No discounts can be accepted after the deadline.)

Hereby I accept the Standard Declaration & Conditions of Contract:

(Name) (Signature)

(Stamp)