



Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

Ministry of Public Works and Transport
Department of Water Supply
Loan 4511-LAO: Water Supply and Sanitation Improvement Sector Project
Package: G-02

No: 25478/DWS
Date: 23 Oct 2025

Request for Quotation

To: **All Eligible Bidders**

1. The Ministry of Public Works and Transportation, Department of Water Supply has received financing from the Asian Development Bank (ADB) toward the cost of Water Supply and Sanitation Improvement Sector Project (WSSISP), and it intends to apply part of the proceeds of this financing to payments for the procurement of **Office Equipment** under this Request for Quotation.
2. The Department of Water Supply (DWS) now invites you to submit a sealed Quotation for the supply of the Office Equipment, the delivery period is within **30** days after signing contract, Details as following:

No.	Package Number	Unit	Quantity	Remark
1	Desktop Computer (type 1)	Set	4	
2	Desktop Computer (type 2)	Set	14	
3	Battery Backup (UPS)	Set	18	
4	Notebook	Set	18	
5	Printer A4	Set	13	
6	Photocopier (Black & White)	Set	2	
7	Photocopier (Color)	Set	1	
8	Scanner A4	Set	8	
9	Scanner A4 & A3	Set	2	
10	Shredder	Set	2	
11	Projector and Screen	Set	3	
12	Video Conference	Set	1	
13	Smart TV	Set	1	
14	Audio System	Set	1	

3. Bidding will be conducted through Request for Quotation procedure specified in the Law on Public Procurement Law No 30/NA, dated 2 Nov 2017 and the Instruction of Implementation of Law on Public Procurement, No. 0477/MOF, dated 13 Feb 2019.

1. The Quotation shall be delivered on or before **15:00 hrs. on 28/11/2025** to Meeting Room at the Department of Water Supply, Ministry of Public Works and Transport in Vientiane Capital and all Quotations will be opened at **15:00 hrs. on 28/11/2025** in the presence of the Tender Committee and the Bidder's representatives who choose to attend.

Water Supply and Sanitation Improvement Sector Project (WSSISP)
04th Floor, Project Management Unit, DWS
Dongpalane Road, Dongpalane Village, Sisatthanake District, Vientiane Capital
Tel: (021) 451826

Director General
Department of Water Supply



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Section 1: Instruction to the Bidders [ITB]

1. **Description of Goods:** The Department of **Water Supply** (the Procuring Entity) invites quotations for the Goods of **Office Equipment**. The successful Bidder is expected to deliver the goods within the time specified under Section 3: Condition of the Contract paragraph 6.
2. The successful Bidder is expected to deliver the goods within the time specified under Section 3: Condition of the Contract paragraph 6.
3. **Eligible Bidders:**
The Bidder shall provide information specified in Section 2: Bidder Information Sheet (items 1-5).

4. **Fraud and Corruption:**

ADB requires borrowers (including beneficiaries of ADB financed activity) and their personnel, as well as firms and individuals participating in an ADB- financed activity, including but not limited to bidders, suppliers, and contractors, agents, subcontractors, subconsultants, service providers, sub-suppliers, manufacturers (including their respective officers, directors, employees and personnel) under ADB-financed contracts, to observe the highest standard of ethics during the procurement and execution of such contracts in accordance with ADB's Anticorruption Policy (1998, as amended from time to time). In pursuance of this policy, ADB

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;
 - (ii) "fraudulent practice" means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
 - (iii) "coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - (iv) "collusive practice" means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;
 - (v) "abuse" means theft, waste, or improper use of assets related to ADB-related activity, either committed intentionally or through reckless disregard;
 - (vi) "conflict of interest" means any 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;

- (vii) “integrity violation” means any act, as defined under ADB’s Integrity Principles and Guidelines (2015, as amended from time to time), which violates ADB’s Anticorruption Policy including (i) to (vi) above and the following: obstructive practice, violation of ADB sanctions, retaliation against whistleblowers or witness, and other violations of ADB’s Anticorruption Policy, including failure to adhere to the highest ethical standards.
- (b) will reject a proposal for award if it determines that the bidder recommended for award or any of its officers, directors, employees, personnel, subconsultants, subcontractors, service providers, suppliers or manufacturers has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations in competing for the contract;
- (c) will cancel the portion of the financing allocated to a contract if it determines at any time that representatives of the Borrower or of a beneficiary of ADB-financing engaged in corrupt, fraudulent, collusive, coercive or obstructive practices or other integrity violations during the procurement or the execution of that contract, without the Borrower having taken timely and appropriate action satisfactory to ADB to remedy the situation including by failing to inform ADB in a timely manner at the time they knew of the integrity violations;
- (d) will impose remedial actions on a firm or an individual, at any time, in accordance with ADB’s Anticorruption Policy and Integrity Principles and Guidelines(both as amended from time to time), including declaring ineligible, either indefinitely or for a stated period of time, to participate in ADB financed, administered or supported activities or to benefit from an ADB financed, administered or supported contract, financially or otherwise, if it at any time determines that the firm or individual has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practice or other integrity violations;

and

- (e) will have the right to require that a provision be included in bidding documents and in contracts financed, administered or supported by ADB, requiring bidders, suppliers, contractors, consultants, manufacturers, service providers and other third parties engaged or involved in ADB-related activities, and their respective officers, directors, employees and personnel to permit ADB or its representative to inspect their site, assets, accounts and records and other documents relating to the bid submission and contract performance and to have them audited by auditors appointed by ADB.

All Bidders, Consultants, contractors, suppliers, manufacturers, service providers, and other third parties engaged or involved in ADB-related activities, and their respective officers, directors, employees and personnel, are obliged to cooperate fully in any investigation when requested by ADB to do so. As determined on a case by case basis by ADB, such cooperation includes, but is not limited to, the following:

- a. being available to be interviewed and replying fully and truthfully to all questions asked;
- b. providing ADB with any items requested that are within the party’s control including, but not limited to, documents and other physical objects;

- c. upon written request by ADB, authorizing other related entities to release directly to ADB such information that is specifically and materially related, directly or indirectly, to the said entities or issues which are the subject of the investigation;
- d. cooperating with all reasonable requests to search or physically inspect their person and/or work areas, including files, electronic databases, and personal property used on ADB activities, or that utilizes ADB's Information and Communications Technology (ICT) resources or systems (including mobile phones, personal electronic devices, and electronic storage devices such as external disk drives);
- e. cooperating in any testing requested by ADB , including but not limited to, fingerprint identification, handwriting analysis, and physical examination and analysis;
- f. preserving and protecting confidentiality of all information discussed with, and as required by, ADB.

All Bidders, consultants, contractors and suppliers shall require their officers, directors, employees, personnel, agents to ensure that, in its contract with its sub-consultants, Subcontractors, and other third parties engaged or involved in ADB-related activities, such sub-consultants, Subcontractors, and other third parties similarly are obliged to cooperate fully in any investigation when requested by ADB to do so.

The Employer hereby puts the Bidder on notice that the Bidder or any Joint Venture partner of the Bidder (if any) may not be able to receive any payments under the Contract if the Bidder or any of its Joint Venture partners, as appropriate, is, or is owned (in whole or in part) by a person or entity subject to applicable sanctions.

5. Content of the request for quotations:

- Section 1: Instruction to Bidders
- Section 2: Bidder Information Sheet
- Section 3: Conditions of contract
- Section 4: Quotation Submission Form
- Section 5: Schedule of Items and Prices
- Section 6: Technical Specification
- Section 7: List of Goods and Delivery Schedule
- Section 8: Drawing/Brochure
- Section 9: Contract Forms

1. Form 1: Notification of Award
2. Form 2: Contract Agreement

6. Documents comprising the Quotation: Quotation submitted by the Bidders shall comprise the following documents:

- a. Quotation Form with an original letter naming the person authorised to sign on behalf of the Bidder.
- b. Schedule of Items and Prices
- c. Technical Specification of the Goods to be supplied
- d. Bidder Information Sheet
- e. List of Goods and Delivery Schedule
- f. The appropriate original printed literature / brochures for the various items listed.
- g. Bid Securing declaration

h. Manufacturer's Authorisation

7. **Quotation and Evaluation criteria:** The Bidder's quotation shall be for all items required and specified in Section 5: Schedule of Items and Prices. The Procuring Entity has the right to reject quotations that:

1. Do not respond to all the items specified in the Schedule of Items.
2. The proposed technical specifications do not meet the requirements in a substantial way.

The Procuring Entity will award the contract to the Bidder whose quotation has been determined to be substantially responsive to the Request for Quotation and who has offered the lowest evaluated quotation.

8. **Validity of Quotation:** The Quotation shall remain valid for the period of 30 days after the deadline for submission of quotations specified in ITB 15. If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of Suppliers for the project for two years

9. **Submission of Quotation:** Each Bidder shall submit only one Quotation

10. **Currency of Quotation:** All prices shall be quoted in United States Dollar.

11. **Bid Price:** The quoted price shall include taxes including profit tax, duty, inland transportation, insurance and costs incidental to delivery of the goods to their final destination. The quoted price shall be fixed for the duration of contract.

12. **Warranty:** At least **01** years.

13. **After sale Services** (*when applicable*): Not applicable.

14. **Preparation and Sealing of Quotation:** The Bidder shall prepare one original of the documents comprising the quotation as described in ITB 5 and marked "Original". In addition, the Bidder shall also submit 2 copies and marked "Copy". In the event of any discrepancy between the original and the copies, the original shall prevail. The original and each copy of the Quotation shall be typed or written in indelible ink and shall be signed by a person duly authorised to sign on behalf of the Bidder. The name and position held by each person signing the authorisation must be typed or printed below the signature. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person(s) signing the Quotation.

15. **Place and deadline of submission of Quotation:** The Quotation shall be delivered to the following address. Any Quotation received after the deadline prescribed in this paragraph will be rejected and returned unopened to the Bidder.

Water Supply and Sanitation Improvement Sector Project (WSSISP)
04th Floor, Project Management Unit, DWS
Dongpalane Road, Dongpalane Village, Sisatthanake District, Vientiane Capital
Tel: (021) 451826
Deadline for submission at 15:00 hrs. on 28/11/2025

16. **Opening of Quotations** will be held as specified below address and the request for Quotation will be opened in the presence of the Tender Committee and the Bidders' representatives who choose to attend. The Bidders names, modifications or withdrawals, quotation prices, discounts will be announced at the opening. The Procuring Entity shall provide to all attendees written minutes of the bid opening. No bid shall be rejected at the bid opening, except for late quotations.

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Tel: (021) 451826
Bid Opening at **15:00 hrs. on 28/11/2025**

17. **Immediately after completion of the opening proceedings**, a copy of the opening record shall be posted at a prominent location, accessible to the public, outside the office of the Procuring Entity and shall be retained at the same location until the contract award has been notified. A copy of the bid opening record shall be provided to all Bidders who submitted quotations.
18. **Confidentiality:** After the opening of Quotations, information relating to the examination, clarification, and evaluation of Quotations and recommendations for award shall not be disclosed to Bidders or other persons not officially concerned with the evaluation process until after the award of the Contract is announced.
19. **Evaluation and Comparison of Quotation:** The Procuring Entity will award the contract to the Bidder whose quotation has been determined to be substantially responsive to the Request for Quotation and who has offered the lowest evaluated quotation. In evaluating the quotations, the tender committee will determine for each quotation the evaluated price by adjusting the quotation by marking any correction for any arithmetic errors as follows:
- a. Where there is a discrepancy between amount in figures and in words, the amount in word will govern,
 - b. Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected.
20. **The Procuring Entity's right:** Depending on the final requirement, the Procuring Entity may increase or decrease the quantity or items list by 15 percent. If any such change causes an increase or decrease in the quantity or items list, the rationale for the change shall be specified in the bid evaluation report for the procurement. The Procuring Entity reserves the right to accept or reject any quotations, and to cancel the process of the competition and reject all quotations, at any time prior to the award of the contract, without thereby incurring any liability to affected Bidders or any obligation to inform the affected Bidders of grounds.
21. **Complaints:** Any Bidder has the right to complain, if it has suffered or may suffer loss or damage due to a breach of a duty imposed by the Procuring Entity based on the Law on Public Procurement No. 30/NA, date 2 November 2017 and Instruction of Implementation of Law on Public Procurement, Ministry of Finance No. 0477/MOF, 13 February 2019. The Complaint shall be submitted to the Procuring Entity and Public Procurement Division (PPD) of Ministry of Finance.

22. **Signing of Contract:** Prior to the expiration of the Bid Validity Period, the Procuring Entity shall send to the successful Bidder the Notification of Award in Section 9 including the Contract Agreement. The successful Bidder shall sign, date and return to the Procuring Entity, the Contract Agreement within fourteen (14) days of its receipt.
23. **The signed Contract Agreement** shall be registered by the Supplier, in accordance with the Instruction on Implementation of Law on Public Procurement.
24. **Publication of Contract Award (ADB):** Within fourteen (14) Business Days after the date of transmission of the Notification of Award, the Procuring Entity shall publish the Contract Award Notice on relevant ministry public website or Facebook page or Local newspaper as well as in a prominent location, accessible to the public, outside the office of the Procuring Entity, (a) name of each Bidder who submitted a bid; (b) prices as read out at quotation opening; (c) name and evaluated price of each quotation that was evaluated; (d) name of Bidders whose quotations were rejected and the reasons for rejection; (e) name of the winning Bidder, contract price, explanation if it is different from the quoted price, as well as the duration and summary scope of the contract awarded.

Section 2: Bidder Information Sheet

The Bidder is required to furnish:

1. Bidder's Legal Name, Address,
2. Copy of Business Licenses
3. Business Operating License year 2025, or Business Licence Extension Certification
4. Tax payment Certificate year 2024 or Tax payment Extension and
5. Original letter naming the person authorised to sign on behalf of the Bidder, if any.

Section 3: Conditions of Contract

6. **1. The following documents forming the contract** shall be interpreted in the following order of priority:

- a. the signed Contract Agreement
- b. The conditions of contract
- c. Schedule of Items and Prices
- d. Technical Specification of the Goods
- e. List of Goods and Delivery Schedule
- f. The appropriate original printed literature / brochures for the various items listed.

2. This Contract shall be amended only by written agreement between the Procuring Entity and the Supplier or Service provider.

3. Fraud and Corruption:

ADB requires borrowers (including beneficiaries of ADB financed activity) and their personnel, as well as firms and individuals participating in an ADB- financed activity, including but not limited to bidders, suppliers, and contractors, agents, subcontractors, subconsultants, service providers, subsuppliers, manufacturers (including their respective officers, directors, employees and personnel) under ADB-financed contracts, to observe the highest standard of ethics during the procurement and execution of such contracts in accordance with ADB's Anticorruption Policy (1998, as amended from time to time). In pursuance of this policy, ADB:

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 - (i) "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;
 - (ii) "fraudulent practice" means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
 - (iii) "coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - (iv) "collusive practice" means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;
 - (v) "abuse" means theft, waste, or improper use of assets related to ADB-related activity, either committed intentionally or through reckless disregard;
 - (vi) "conflict of interest" means any 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;

(vii) “integrity violation” means any act, as defined under ADB’s Integrity Principles and Guidelines (2015, as amended from time to time), which violates ADB’s Anticorruption Policy including (i) to (vi) above and the following: obstructive practice, violation of ADB sanctions, retaliation against whistleblowers or witness, and other violations of ADB’s Anticorruption Policy, including failure to adhere to the highest ethical standards.

- (b) will reject a proposal for award if it determines that the bidder recommended for award or any of its officers, directors, employees, personnel, subconsultants, subcontractors, service providers, suppliers or manufacturers has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations in competing for the contract;
- (c) will cancel the portion of the financing allocated to a contract if it determines at any time that representatives of the Borrower or of a beneficiary of ADB-financing engaged in corrupt, fraudulent, collusive, coercive or obstructive practices or other integrity violations during the procurement or the execution of that contract, without the Borrower having taken timely and appropriate action satisfactory to ADB to remedy the situation including by failing to inform ADB in a timely manner at the time they knew of the integrity violations;
- (d) will impose remedial actions on a firm or an individual, at any time, in accordance with ADB’s Anticorruption Policy and Integrity Principles and Guidelines(both as amended from time to time), including declaring ineligible, either indefinitely or for a stated period of time, to participate in ADB financed, administered or supported activities or to benefit from an ADB financed, administered or supported contract, financially or otherwise, if it at any time determines that the firm or individual has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practice or other integrity violations;

and

- (e) will have the right to require that a provision be included in bidding documents and in contracts financed, administered or supported by ADB, requiring bidders, suppliers, contractors, consultants, manufacturers, service providers and other third parties engaged or involved in ADB-related activities, and their respective officers, directors, employees and personnel to permit ADB or its representative to inspect their site, assets, accounts and records and other documents relating to the bid submission and contract performance and to have them audited by auditors appointed by ADB.

All Bidders, Consultants, contractors, suppliers, manufacturers, service providers, and other third parties engaged or involved in ADB-related activities, and their respective officers, directors, employees and personnel, are obliged to cooperate fully in any investigation when requested by ADB to do so. As determined on a case by case basis by ADB, such cooperation includes, but is not limited to, the following:

- a. being available to be interviewed and replying fully and truthfully to all questions asked;

- b. providing ADB with any items requested that are within the party's control including, but not limited to, documents and other physical objects;
- c. upon written request by ADB, authorizing other related entities to release directly to ADB such information that is specifically and materially related, directly or indirectly, to the said entities or issues which are the subject of the investigation;
- d. cooperating with all reasonable requests to search or physically inspect their person and/or work areas, including files, electronic databases, and personal property used on ADB activities, or that utilizes ADB's Information and Communications Technology (ICT) resources or systems (including mobile phones, personal electronic devices, and electronic storage devices such as external disk drives);
- e. cooperating in any testing requested by ADB, including but not limited to, fingerprint identification, handwriting analysis, and physical examination and analysis;
- f. preserving and protecting confidentiality of all information discussed with, and as required by, ADB.

All Bidders, consultants, contractors and suppliers shall require their officers, directors, employees, personnel, agents to ensure that, in its contract with its sub-consultants, Subcontractors, and other third parties engaged or involved in ADB-related activities, such sub-consultants, Subcontractors, and other third parties similarly are obliged to cooperate fully in any investigation when requested by ADB to do so.

The Employer hereby puts the Bidder on notice that the Bidder or any Joint Venture partner of the Bidder (if any) may not be able to receive any payments under the Contract if the Bidder or any of its Joint Venture partners, as appropriate, is, or is owned (in whole or in part) by a person or entity subject to applicable sanctions.

4. **Price adjustment and variation:** Price adjustment and variation are not applicable to this contract.
5. **Payment:** As per Ministry of Finance's Instruction No. 1266 dated 15 May 2023, bid currency shall be United States Dollar (USD) and payments for goods shall be in Lao Kip using the exchange rate as published by the Bank of Lao PDR on the date of payment. The payment for the Supplier shall be made in Lao Kip by transfer to the account of the supplier within **30** days of delivery of goods to the final destination and acceptance as specified in Clause 8 (packaging of goods) and clause 9 (Inspection). 100% of the contract price shall be paid against submission of the Certificate of Acceptance, one original and two copies of the invoice. Payment of VAT/Taxes and other impositions shown in the Supplier's invoice shall be made in accordance with the current regulations, at the time of settlement of the invoice.
6. **Delivery time:** All goods shall be delivered to the Procuring Entity within 30 days from the date of contract signed.
7. **Late delivery:** If the Supplier delivers the specified goods later than the delivery period specified in clause 6, the Procuring Entity has the right to reduce the payment to the supplier by 0.05% of the total price of contract for each day of delay beyond the delivery time. The deduction is up to a maximum of the 10%, and then the Procuring Entity may terminate the contract.

- 8. Packaging of goods:** The Supplier shall warrant those goods are contained or packaged adequately to protect the goods from loss or damage when transporting to the final destination of delivery.
- 9. Inspection:** Within 3 days of delivery, the Procuring Entity shall inspect the goods delivered to ensure compliance with the requirement of contract. If no fault is found, a certificate of acceptance should be issued to the Supplier.
- 10. Intellectual Property infringement:** The Supplier warrants the use by the Procuring Entity of the goods sold under this contract does not infringe any patent, design, trade name or trademark. In addition, the supplier shall, pursuant to this warranty, indemnify, defend and hold the Procuring Entity harmless from any action or claim pertaining to the alleged infringement of patent, design, trade name or trade mark arising in connection with the goods sold under this contract.
- 11. Warranty:** The Supplier shall provide the warranty of 3 years from the date of delivery to the Procuring Entity. And if any faults are detected within the warranty period in the supplied/installed goods, the Supplier shall be bound to rectify the fault or replace the goods 3 days;
- 12. Termination of Contract:** The Procuring Entity may, by written notice sent to the Supplier, terminate the Contract in whole or in part at any time for its convenience:
- i. if the Supplier or Service provider fails to deliver any or all the goods or service within the time period(s) specified in this contract, or
 - ii. if the Supplier or Service provider fails to perform any other obligation(s) under this contract, or
 - iii. if the Supplier or Service provider, in either of the above circumstances does not cure its failure within a period of (3) three calendar days after receipt of a notice of default from the Procuring Entity specifying the nature of the default(s), or
 - iv. if the Supplier or Service provider, in the judgment of the Procuring Entity, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this contract.
- 13. Settlement of disputes:** During contract implementation, if any dispute arises between the two parties, relating to any aspects of this Agreement, the parties shall first attempt to settle the dispute through mutual and amicable consultation. In the event of agreement not being reached, the complaint shall be submitted to the Procuring Entity and Public Procurement Division (PPD) of Ministry of Finance. If the procurement is financed by The World Bank and ADB or other financial institutions the complaint should also be copied to the concerned institution.

Section 4: Quotation Form

Letter of Quotation

Insert Logo of the Company
Insert Address:

Request for Quotation No:

Date:

To:

[Insert Name and address of the Procuring Entity]

Having examined the Request for Quotations, the receipt of which is here by duly acknowledged. We, the undersigned, offer to supply *[Insert name of contract]* in conformity with the said Request for Quotation in total Price:

1. *[Insert Value in figures in USD]*
2. *[Insert Value in words in USD]*

We undertake, if our Quotation is accepted, to deliver the goods or service in *[days]* from the date of the signed contract, in accordance with the delivery time specified in clause 6 of the Conditions of Contract.

We are not participating as Bidders in more than one Quotation in this price comparison process. Our Quotation shall be valid for *[number days]* after the deadline for submission of Quotations.

We: (a) are a national of an ADB member country; (b) have not been associated with the firm that prepared the design and specifications of the contract that is subject of this request for quotation; (c) are not owned by the Purchaser; (d) are not currently sanctioned or temporarily suspended by the Asian Development Bank; and (e) to the best of our knowledge, is not prohibited from being contracted in compliance with a decision of the United Nations Security Council.

We declare that ourselves and any Suppliers for any part of the Contract have not been declared ineligible by the Government and/or World Bank/ADB on charges of engagement in corrupt, fraudulent, collusive, coercive or obstructive practices. We, furthermore, pledge not to indulge such practices in the duration of the Contract.

We understand that your written Notification of Award shall constitute the acceptance of our Quotation and shall become a binding contract between us, until a formal contract is prepared and executed.

We understand that you are not bound to accept the lowest or any Quotation that you may receive.

Signature and Stamp of Supplier

Name of Supplier



Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

Bid Securing Declaration

To: [Procuring Entity]

We, the undersigned, declare that:

We understand that, according to your conditions, quotations must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract around the Country, financed by World Bank, ADB and Government of Lao PDR for the period of time of at least **two years** starting on *the date of quotation opening*, if we are in breach of our obligation(s) under the quotation conditions, because we:

have withdrawn our Quotation during the period of quotation validity specified in the Letter of Quotation; or

having been notified of the acceptance of our Quotation by the Purchaser during the period of the Quotation validity, (i) fail or refuse to execute the Contract.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Quotation.

Signed: [insert signature of person whose name and capacity are shown] In the capacity of [insert legal capacity of person signing the Bid-Securing Declaration]

Name: [insert complete name of person signing the Bid-Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____ [insert date of signing]

[**Note:** In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.]

Manufacturer's Authorization

[Suppliers shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer.]

Date: *[insert date (as day, month and year) of Quotation Submission]*
RFQ No.: *[insert number of bidding process]*

To: *[insert complete name of Purchaser]*

WHEREAS

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Supplier]* to submit a quotation for the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 11 of the Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Section 5: Schedule of Items and Prices

Item	Name of goods or Non-Consulting service and Description	Unit	Quantity (1)	Unit Rate (USD) Included all duties and taxes, transportation, insurance to final destination ¹ (2)	Total Amount USD (3) = (1) x (2)
1	Desktop (type 1)	Set	4		
2	Desktop (type 2)	Set	14		
3	Battery Backup (UPS)	Set	18		
4	Notebook	Set	18		
5	Printer A4	Set	13		
6	Photocopier (Black & White)	Set	2		
7	Photocopier (Color)	Set	1		
8	Scanner A4	Set	8		
9	Scanner A4 & A3	Set	2		
10	Shredder	Set	2		
11	Projector and Screen	Set	3		
12	Video Conference	Set	1		
13	Smart TV	Set	1		
14	Audio System	Set	1		
I	Total Cost				
II	VAT 10%				
III	Contract Registration Fee ²				
	Grand Total (<i>write in number</i>)				
	Grand Total (<i>write in word</i>)				

Delivery Offered	<i>[Insert number of days/weeks/Months]</i>
Warranty Provided	<i>[Insert number of days/weeks/Months]</i>

NOTE: Note If the bidder does not enter the value of item II, III, it is considered that those cost are included in the total of the contract price including the profit tax which shall be under responsibility of bidder.

Date:

Signature of Supplier and Stamp

Insert Name of Supplier or Service provider

¹ The unit price shall include all taxes, duties, inland transportation and cost incidental to delivery, as well as insurance to final destination.

² The contract registration fee is in accordance with Ordinances of the President No.002 in the attachment

Section 6: Technical Specification of the Goods Required

“Summary of Technical Specifications. The Goods and Related Services shall comply with following Technical Specifications and Standards:

Office equipment

Manufacturer:			
Model:			
Country of origin:			
Item	REQUIRED PARAMETER	COMPLIANCE*	REMARKS**
		Insert 'Y' or 'N'	
1	Desktop Computer (type 1)		
General	New, Brand name		
CPU	Intel Core i7 or greater		
RAM	16 GB DDR or greater		
Memory Slot	2 x DDR4 UDIMM (288-pin) sockets or greater		
Max Memory	Supports 8 GB and 16 GB DDR4 UDIMMs		
Hard Disk	SSD 512 GB, 2 TB 7200 rpm SATA or greater		
Monitor	23.8” FHD or greater		
Graphics	NVIDIA GeForce GTX 1050 Ti		
Optical Drive	DVD-Writer		
Connection	Wireless, Bluetooth		
Accessories	Keyboard, Mouse, Mouse Pad		
2	Desktop Computer (type 2)		
General	New, Brand name		
CPU	Intel Core i7 or greater		
RAM	16 GB DDR or greater		
Hard Disk	1 TB 7200 rpm 2.5" SATA Hard Drive		
Monitor	23.8 FHD (1920 x 1080) or greater		
Graphics	NVIDIA GeForce MX110 with 2GB GDDR5		
Connection	Wireless, Bluetooth		
	Keyboard, Mouse		
3	Battery Back up (UPS)		
General	New, Brand name		
Rating	Wireless, Bluetooth		
	2 Outlets offer Power Surge Protection		
UPS input & output	230 V		
Total outlets	2 Outlets provide Battery		
	Back up and Surge Protection		
	Stand by UPS system		
4	Notebook		
General	New, Brand name		
CPU	Intel Core i7 (11th or 13th generation) or greater		
RAM	16GB DDR4 RAM or greater		
Storage	1 TB NVMe SSD		

Display	13.3-inch, FHD (1920x1080) or WUXGA (1920x1200) for sharp visuals		
Graphics	Intel Iris Xe Graphics or UHD Graphics		
Connectivity	Wireless, Bluetooth		
	Pen and Touch Screen		
5	A4 Printer		
General	New, Brand name		
Print Technology	MicroPiezo Heat-Free™ inkjet technology		
Print resolution	Up to 5760 x 1440 dpi		
Print speed	7.7 cpm (black), 3.8 cpm (color)		
Borderless printing	Up to 4R size		
Copy speed	7.7 cpm (black), 3.8 cpm (color)		
Maximum Copy Resolution	600 x 600 dpi		
Scanner Type	Flatbed color image scanner		
Sensor Type	Contact Image Sensor (CIS)		
Optical Resolution	1200 x 2400 dpi		
Connectivity	USB 2.0, Wi-Fi, Wi-Fi Direct		
Paper Sizes	A4, A6, A5, B5, 10 x 15 cm, 13 x 18 cm, 16:9, DL, No. 10, C6, Letter, Legal.		
Paper Tray Capacity	100 sheets.		
Ink system	Integrated ink tanks with spill-free refills, Uses individual ink bottles for refills.		
6	Photocopier (Black & White)		
General	New, Brand name		
Machine type	A3 Monochrome Laser Multifunctional		
Core Functions	Print, Copy, Scan, Send and Optional Fax		
Processor Speed	1.6GHz Dual Core Processor		
Control Panel	Standard: 7 inch TFT LCD WVGA Colour Touch panel		
Memory	Standard: 2.0GB RAM		
Storage	Standard: 64GB eMMC, Optional: 256GB SSD		
Interface Connection	NETWORK Standard: 1000Base-T/100Base-TX/10-Base-T, Wireless LAN (IEEE 802.11 b/g/n), Wi-Fi Direct Connection. OTHERS Standard: USB 2.0 (Host) x2, USB 2.0 (Device) x1		
Paper Supply Capacity	Standard: 1,200 sheets; Maximum: 2,300 sheets (with Cassette Feeding Unit-AW1)		
Paper Output Capacity	Standard: 250 sheets; Maximum: 645 sheets (with Inner Finisher-L1 and Copy Tray-T2)		
Finishing Capabilities	Collate, Group, Offset, Staple, Hole Punch, Eco Staple, Staple On Demand		
Supported Media Types	Main Body Cassette (Upper/Lower): Thin, Plain, Recycled, Color, Heavy, Bond, Pre-Punched, Letterhead, PostCard		
Supported Media Sizes	Upper Cassette: Standard size: A4, A5, A5R, A6R, B5 Custom Size: 105.0 x 148.0 mm to 297.0 x 215.9 mm		
Dimensions (W x D x H)	565 x 687 x 891 mm		

Weight	Approximate 66 kg in cluding toner		
7	Phocopier (Color)		
General	New, Brand name		
Machine type	A3 Color Laser Multifunctional		
Core Functions	Print, Copy, Scan, Send and Optional Fax		
Processor Speed	1.6 GHz Dual Core Processor		
Control Panel	17.8 cm/7 inch TFT LCD WVGA Colour Touch panel		
Memory	Standard: 2.0GB RAM		
Storage	Standard: (eMMC) 64GB Optional: (SSD) 256GB		
Interface Connection	NETWORK: Standard: 1000Base-T/100Base-TX/10Base-T, Wireless LAN (IEEE 802.11 b/g/n)		
Paper Supply Capacity	Standard: 1,200 sheets Maximum: 2300 sheets (with optional Cassette Feeding Unit-AW1)		
Paper Output Capacity	Standard: 250 sheets Maximum: 650 Sheets (with optional Inner Finisher-L1 and Copy Tray-T1)		
Finishing Capabilities	Collate, Group, Offset, Staple, Hole Punch, Eco Staple, Staple On Demand		
Supported Media Types	Multi-purpose Tray: Thin, Plain, Heavy, Recycled, Coated, Color, Tracing, Bond, Transparency, Label, Pre-punched, Letterhead, Envelope		
Supported Media Sizes	Multi-purpose tray: Standard size: SRA3, A3, A4, A4R, A5, A5R, A6R, B4, B5, B5R Custom size: 98.4 x 139.7 mm to 320.0 x 457.2 mm Envelopes: COM10 No.10, Monarch, ISO-C5, DL Envelope custom size: 98.0 x 98.0 mm to 320.0 x 457.2 mm		
Dimensions (W x D x H)	565 x 687 x 891 mm		
Weight	Approximate 74.7 kg including toner		
8	Scanner A4		
General	New, Brand name		
Scanner Type	Sheet-fed, one-pass duplex scanner		
Optical Resolution	600 x 600 dpi		
Minimum Document Size	50.8 x 50.8 mm		
Maximum Document Size	215.9 x 6096 mm		
ADF Capacity	50 sheets		
Automatic Duplex Scanning	Yes		
Scan Speed	35 ppm / 70 ipm		
Daily Duty Cycle	Up to 4,000 pages		
Connectivity	USB 3.0		
Paper Thickness	27 - 413 gsm		

Output File Formats	JPEG, TIFF, PDF (Searchable, PDF/A, Password), BMP (Windows Only), PNG, DOCX, XLSX, PPTX		
9	Scanner A4 & A3		
General	New, Brand name		
Scanner Type	A3 sheet-fed, one-pass duplex color scanner		
Optical Resolution	600 x 600 dpi		
Minimum Document Size	50.8 x 69 mm		
Maximum Document Size	304.8 x 5588mm		
ADF Capacity	A4: 120 sheets, A3: 60 sheets		
Automatic Duplex Scanning	Yes		
Scan Speed	ADF Monochrome (Simplex / Duplex): 200 dpi: 90 ppm / 180 ipm 300 dpi: 90 ppm / 180 ipm 600 dpi: 26 ppm / 52 ipm ADF Color (Simplex / Duplex): 200 dpi: 90 ppm / 180 ipm 300 dpi: 90 ppm / 180 ipm 600 dpi: 26 ppm / 52 ipm		
Daily Duty Cycle	up to 40,000 pages / day		
Connectivity	USB 3.0		
Paper Thickness	20 - 413 gsm		
Output File Formats	Epson Scan 2: JPEG, TIFF, Multi-TIFF, PDF, Searchable PDF, BMP, PNG Document Capture Pro (Win): JPEG, JPEG2000, BMP, PDF, TIFF, Multi-TIFF, PNG, DOCX, XLSX, PPTX		
10	Shredder		
General	New, Brand name		
Sheet Capacity	12 sheets of 80gsm paper		
Shreds	Credit Cards, CDs, Staples		
Cut Type	Micro		
Particle Size	2 x 10mm		
Duty Cycle	15 minutes		
Bin Size	29 litres or greater		
Noise Level	< 60dB		
Display	LCD		
Shred Speed	3.5m/min		
Dimensions	L425 x W290 x H695mm		
11	Projector and Screen		
General	New, Brand name		
Projector Technology	3LCD, RGB liquid crystal shutter		
Contrast Ratio	16,000:1		
Aspect Ratio	16:10		
Resolution	Full HD 1080p (1920 x 1080).		
Brightness	3,500 lumens (White & Color)		
Screen Size	34 inches to 332 inches.		
Throw Ratio	1.22 - 1.47:1		

Zoom	Manual, 1 - 1.2		
Lamp Life	6,000 hours (Normal), 12,000 hours (Eco)		
Connectivity	USB 2.0 Type A, USB 2.0 Type B, HDMI (x2), VGA, Composite		
Other Features	Optional Wi-Fi, Horizontal and Vertical Keystone Correction, Built-in speaker, Split-Screen Function.		
Tripod Screen Stand	100.0 inches, 4:3 Aspect Ratio		
12	Video Conference		
General	New, Brand name		
Camera	Ultra-HD imaging system with 4K sensor, 5x HD zoom (5x optical, 3x digital),		
	Resolution support: 4K, 1440p, 1080p, 900p, 720p, and SD at 30fps; 1080p and 720p at 60fps		
Audio	Rally Mic Pods with a 4.5m diameter pickup range and eight beamforming elements.		
Connectivity	Plug-and-play USB connectivity, Supports USB Type-C, USB Type-A (for future use), USB Type-B, and RJ45 (for future use)		
Expansion	Rally Plus comes standard with two mic pods and two speakers for larger rooms, Can be expanded with additional mic pods for larger participant groups (up to 46 with 7 Mic pods).		
13	Smart TV		
General	New, Brand name		
Display	Resolution: 3840 x 2160 (4K UHD)		
	Screen Size: 85 inches		
	Display Type: LED		
	Color Technology: Dynamic Crystal Color (some models)		
Smart Feature	Operating System: Tizen OS		
	Smart Apps: Access to various streaming services like Netflix, Amazon Prime, YouTube, etc.		
	Connectivity: Wi-Fi, Ethernet, Bluetooth		
	Voice Assistants: Compatible with Bixby, Alexa, and Google Assistant		
Audio	Speaker Output: 20W (2-channel)		
	Sound Technologies: Dolby Digital (some models), Adaptive Sound		
Connectivity	HDMI Ports: 3 (including HDMI 2.1 features like ALLM, VRR, eARC on some models)		
	USB Ports: 2 or 3 (depending on the model)		
14	Audio System		
General	New, Brand name		
Chairman's microphone	1 set		
Participant's microphone	10 set		
Microphone line size 10 m	2 set		
Microphone line size 6 m	4 set		
Sound amplifier (150W)	1 set		
Wireless microphone	1 set		
Wall speaker (82W)	2 set		

Rack size t2U	1 set		
Equipment tray size 1U	3 set		
Circuit Breaker, PDR-112V	1 Set		
14	Operation Manual		
14.1	Operation and service manual: English or Thai		
15	Warranty		
5.1	At-least 12 Months		

Signature and Stamp of Supplier or Service provider: _____

Insert Name of Supplier or Service provider: _____

Section 7: List of Goods and Delivery Schedule

Item	Name of goods or non-Consulting service and Description	Unit	Quantity	Point of Delivery	Date of Delivery
1	Desktop Computer	Set	18	DWS	30 days
2	Battery Backup (UPS)	Set	18	DWS	30 days
3	Notebook	Set	18	DWS	30 days
4	Printer A4	Set	13	DWS	30 days
5	Printer All in one (Black & White)	Set	2	DWS	30 days
6	Printer All in one (Color)	Set	1	DWS	30 days
7	Scanner A4	Set	8	DWS	30 days
8	Scanner A4 & A3	Set	4	DWS	30 days
9	Shredder	Set	2	DWS	30 days
10	Projector and Screen	Set	3	DWS	30 days
11	Video Conference	Set	1	DWS	30 days
12	Smart TV	Set	1	DWS	30 days
13	Audio System	Set	1	DWS	30 days

Signature and Stamp of Supplier or Service provider: _____

Insert Name of Supplier or Service provider: _____

Section 8: Pictures of required goods

The Supplier is required to mention make or model, as applicable, of the goods to be supplied and must attach the appropriate original printed literature / brochures for the various items listed.

Section 9: Contract Forms

This Section contains forms which, once completed, will form part of the Contract.

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Form 1: Notification of Award



Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

Notification of Award

Contract No:

Date:

To:

[enter name of Supplier]

This is to notify you that your quotation dated *[insert date]* for the procurement of the Goods for *[name of project/Contract]* for the Contract Price of USD/ *[amount in figures and words]*, as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by *[name of the Procuring Entity]*.

You are requested to proceed with the procurement of the Goods on the basis that this Notification of Award shall constitute the formation of a Contract, which shall only become binding upon signing the Contract Agreement within fourteen (14) days.

We attach the draft Contract Agreement and Conditions of Contract for your perusal and signature.

Signature(s)

Duly authorised to sign for and on behalf of
[Procuring Entity]

Form 2: Contract Agreement



Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

Contract Agreement

THIS AGREEMENT is made the *[day]* day of *[month]* *[year]* between Department of Water Supply (DWS), Ministry of Public Works and Transportation, Dongpalane Village, Sisatthanake District, Vientiane Capital, Laos PDR. (hereinafter called “the Procuring Entity”) and *[insert name and address of Supplier]* (hereinafter called “the Supplier”).

WHEREAS the Procuring Entity invited for quotation for *insert name of contract*) and has accepted a Quotation by the Supplier for the supply of those goods in the sum of USD *[insert Contract Price in figures and in words]* (hereinafter called “the Contract Price.

NOW THIS AGREEMENT WITNESS AS FOLLOWS:

Article 1. The documents forming the Contract shall be interpreted in the following order of priority:

- (a) the signed Contract Agreement
- (b) The conditions of contract
- (c) Schedule of Items and Prices
- (d) Technical Specification of the Goods Required
- (e) List of Goods and Delivery Schedule.
- (f) The appropriate original printed literature / brochures for the various items listed.

Article 2. In consideration of the payments to be made by the Procuring Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring Entity to provide the goods and related services and to remedy any defects therein in conformity in all respects with the provisions of the Contract.

Article 3. The Procuring Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and related services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the time and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Lao PDR on the day, month and year first written above.

Signed, Sealed and delivered by the said

Signed, Sealed and delivered by the said

In the presence of (for Procuring Entity)

In the presence of (for Supplier)

Witness:

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