



**Lao People's Democratic Republic**  
Peace Independence Democracy Unity Prosperity

Ministry of Public Works and Transport

Department of Water Supply

ADB Loan 4511-LAO: Water Supply and Sanitation Improvement Sector Project

Package: G-03

No 02979, DWS  
Date: 10/02/2026

## Request for Quotation

To: **All Eligible Bidders**

1. The **Department of Water Supply** under **Ministry of Public Works and Transport** will apply a part of proceeds from Asian Development Bank (ADB) to finance the procurement of the **Furniture** under this Request for Quotation.
2. The **Department of Water Supply** (the Procuring Entity) invites you to submit a sealed Quotation for the supply and delivery period is within **30** days after signing contract, Details as following:

No.	Package Number	Unit	Quantity	Remark
1	Office Desk (type 1)	Set	2	
2	Office Desk (type 2)	Set	1	
3	Office Desk (type 3)	Set	27	
4	Office Desk (type 4)	Set	12	
5	Office Desk (type 5)	Set	6	
6	Meeting Desk (type 1)	Set	16	
7	Meeting Desk (type 2)	Set	9	
8	Meeting Chair	Set	128	
9	Office Chair (type 1)	Set	5	
10	Office Chair (type 2)	Set	35	
11	4-Layer Steel Filing Cabinet (Without Door)	Set	30	
12	Steel Cabinet With 4 Drawers for Documents	Set	30	
13	Safe Deposit Box	Set	1	

3. Bidding will be conducted through Request for Quotation procedure specified the ADB Procurement Policy (2017, as amended from time to time) and Procurement Regulations for ADB Borrowers (2017, as amended from time to time).
4. The Quotation shall be delivered on or before **14:00 hrs. on 30/03/2026** at the Following address and all Quotations will be opened at **14:00 hrs. on 30/03/2026** 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 / 020 5455 5197 / 020 5231 3744 / 020 22224746 /

Director General *John*  
Department of Water Supply



**Viengnam DOUANGPHACHANH, Ph.D.**

## **Section 1: Instruction to the Bidders [ITB]**

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

**The ADB defines, for the purposes of this provision, the terms set forth below as follows:**

- a. ADB's anticorruption policy requires borrowers (including beneficiaries of ADB financed activity), as well as Bidders, suppliers, and contractors under ADB-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy,<sup>12</sup> in the context of these Guidelines, ADB 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) "Integrity violation" means any act, as defined under ADB's Integrity Principles and Guidelines, which violates ADB's Anticorruption Policy including corrupt, fraudulent, coercive, or collusive practice, abuse, and obstructive practice.
  - (vi) "obstructive practice" means (a) deliberately destroying, falsifying, altering or concealing of evidence material to an ADB investigation; (b) making false statements to investigators in order to materially impede an ADB investigation; (c) failing to comply with requests to provide information, documents or records in connection with an OAI investigation; (d) threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or (e) materially impeding ADB's contractual rights of audit or access to information.
- b. will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations in competing for the contract in question;
- 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;

- 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, or coercive or other prohibited practices; and

- e. will have the right to require that a provision be included in bidding documents and in contracts financed by ADB, requiring Bidders, suppliers and contractors to permit ADB or its representative to inspect their accounts and records and other documents relating to the bid submission and contract performance and to have them audited by auditors appointed by ADB.

**4. 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  
    Form 1: Notification of Intention to Award  
    Form 2: Notification of Award  
    Form 3: Contract Agreement

**5. 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;

**6. 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:

- 6.1 Do not respond to all the items specified in the Schedule of Items.
- 6.2 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.

7. **Validity of Quotation:** The Quotation shall remain valid for the period of **90** calendar days after the deadline for submission of quotations specified in ITB 14.
8. **Submission of Quotation:** Each Bidder shall submit only one Quotation.
9. **Currency of Quotation:** All prices shall be quoted in USD.
10. **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.
11. **Warranty:** Warranty at least **12** months.
12. **After sale Services:** The Supplier should also provide a priced schedule of consumables, spare parts and routine maintenance that are expected to be required on the basis of a normal utilization of the equipment over a period of **12** months.
13. **Preparation and Sealing of Quotation:** The Bidder shall prepare one original of the documents comprising the quotation as described in ITB 4 and marked "Original". In addition, the Bidder shall also submit 3 (three) 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.
14. **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 / 020 5455 5197 / 020 5231 3744 / 020 22224746 /  
Deadline for submission at **14:00 hrs. on 30/03/2026**

15. **Bid Securing Declaration** - Bidders are required to provide bid/quotation securing declaration using the form under Section 4. According to the declaration, a bidder that withdraws or modifies his quotation during the quotation validity period, or refuses to sign a procurement contract in accordance with the Quotation documents while the quotation is still valid, agrees to not participate in future bid/quotation for a period of two (2) years as specified in the declaration.
16. **Modification and withdrawal of Quotations:** The Bidder may withdraw its Quotation after submission, provided that written notice of the withdrawal is received by the Procuring Entity prior to the deadline for submission. No Quotations shall be modified after the deadline for submission of Quotations specified above in ITB 14. Withdrawal of a quotation between the deadline for submission of quotation and expiration of the validity may result in ineligibility of the Bidder.
17. **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.

18. **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.
19. **Confidential:** 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.
20. **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.
21. **The Procuring Entity's right:** Depending on the final requirement, the Procuring Entity may increase or decrease the quantity or items list by *[insert number of 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.
22. **Notification of Intention to Award:**
  - A. Prior to the expiration of the period of validity of the quotation, the Procuring Entity shall send to each Bidder the Notification of Intention to Award the Contract to the successful Bidder by using the relevant form for Notification of Intention to Award FORM1-Section 9: Contract forms.
23. **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.
24. **Debriefing by the Procuring Entity (WB/ADB):** On receipt of the Procuring Entity's Notification of Intention to Award, an unsuccessful Bidder has three (3) Business Days to make a written request to the Procuring Entity for a debriefing. The Procuring Entity shall provide a debriefing to all unsuccessful Bidders whose request is received within this deadline. Where a request for debriefing is received within the deadline, the Procuring Entity shall provide a debriefing within five (5) Business Days, unless the Procuring Entity decides, for justifiable reasons, to provide the debriefing outside this timeframe. In that case, the standstill period shall automatically be extended until five (5) Business Days after such debriefing is provided. If more

than one debriefing is so delayed, the standstill period shall not end earlier than five (5) Business Days after the last debriefing takes place. The Procuring Entity shall promptly inform, by the quickest means available, all Bidders of the extended standstill period. Where a request for debriefing is received by the Procuring Entity later than the three (3)-Business Day deadline, the Procuring Entity should provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of Public Notice of Award of contract. Requests for debriefing received outside the three (3)-day deadline shall not lead to extension of the standstill period. Debriefings of unsuccessful Bidders may be done in writing. The Bidders shall bear their own costs of attending such a debriefing meeting. The complaint should be copied to the relevant financial institutions (WB or ADB).

25. **Signing of Contract:** Prior to the expiration of the Bid Validity Period and upon expiry of the Standstill Period, or any extension thereof, and upon satisfactorily addressing any complaint that has been filed within the Standstill Period, the Procuring Entity shall send to the successful Bidder the Notification of Award in Section 8 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.
26. **The signed Contract Agreement** shall be registered by the Supplier, in accordance with the Instruction on Implementation of Law on Public Procurement.
27. **Publication of Contract Award (WB/ADB):** Within fourteen (14) Business Days after the date of transmission of the Notification of Intention to 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 and 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;
6. Bid Securing Declaration;

### **Section 3: Conditions of Contract**

**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.

#### **3. Fraud and Corruption:**

**The Asia Development Bank (ADB) defines Fraud and Corruption, for the purposes of this provision, as the terms set forth below as follows:**

- a. ADB's anticorruption policy requires borrowers (including beneficiaries of ADB financed activity), as well as Bidders, suppliers, and contractors under ADB-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy,<sup>12</sup> in the context of these Guidelines, ADB 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. "integrity violation" means any act, as defined under ADB's Integrity Principles and Guidelines, which violates ADB's Anticorruption Policy including corrupt, fraudulent, coercive, or collusive practice, abuse, and obstructive practice.
  - vi. "obstructive practice" means (a) deliberately destroying, falsifying, altering or concealing of evidence material to an ADB investigation; (b) making false statements to investigators in order to materially impede an ADB investigation; (c) failing to comply with requests to provide information, documents or records in connection with an OAI investigation; (d) threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or (e) materially impeding ADB's contractual rights of audit or access to information.
- b. will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged incorrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations in competing for the contract in question;

- 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;
- 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, or coercive or other prohibited practices; and
- e. will have the right to require that a provision be included in bidding documents and in contracts financed by ADB, requiring Bidders, suppliers and contractors to permit ADB or its representative to inspect their accounts and records and other documents relating to the bid submission and contract performance and to have them audited by auditors appointed by ADB.

- 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 **45** 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** (Thirty) days from 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 **0.01%** 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 **12** months, 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 within 30 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:

- (a) 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
- (b) if the Supplier or Service provider fails to perform any other obligation(s) under this contract, or
- (c) if the Supplier or Service provider, in either of the above circumstances does not cure its failure within a period of (7) seven calendar days after receipt of a notice of default from the Procuring Entity specifying the nature of the default(s), or
- (d) 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

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:

- *[Insert Value in figures in USD]*
- *[Insert Value in words in USD]*

We undertake, if our Quotation is accepted, to deliver the goods or service in 45 (forty-five) 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 **90 calendar days** after the deadline for submission of Quotations.

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.]

## 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 <sup>1</sup> DDP Incoterm (2)	Total Amount USD (3) = (1) x (2)
1	Office Desk (type 1)	Set	2		
2	Office Desk (type 2)	Set	1		
3	Office Desk (type 3)	Set	27		
4	Office Desk (type 4)	Set	12		
5	Office Desk (type 5)	Set	6		
6	Meeting Desk (type 1)	Set	16		
7	Meeting Desk (type 2)	Set	9		
8	Meeting Chair	Set	128		
9	Office Chair (type 1)	Set	5		
10	Office Chair (type 2)	Set	35		
11	4-Layer Steel Filing Cabinet (Without Door)	Set	30		
12	Steel Cabinet With 4 Drawers for Documents	Set	30		
13	Safe Deposit Box	Set	1		
I	Total Cost				
II	VAT 10%				
III	Contract Registration Fee <sup>2</sup>				
	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 dose 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. Besides that, the price in the bidding documents shall include the cost of the transporting goods to Vientiane Capital, Xaisomboun and Xienkhoaung Province.

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

Signature and Stamp of Supplier or Service provider: \_\_\_\_\_

Insert Name of Supplier or Service provider: \_\_\_\_\_

The attachment: Ordinance of the President No.002 on the Fees and Service Charges

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

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



ສາທາລະນະລັດ ປະຊາທິປະໄຕ ປະຊາຊົນລາວ  
ສັນຕິພາບ ເອກະລາດ ປະຊາທິປະໄຕ ເອກະພາບ ວັດທະນະທາວອນ

ເລກທີ...002...ປປທ  
ລົງວັນທີ 17 ມິຖຸນາ 2021

## ລັດຖະບັນຍັດ ຂອງປະຫານປະເທດ

ສາທາລະນະລັດ ປະຊາທິປະໄຕ ປະຊາຊົນລາວ

### ວ່າດ້ວຍຄ່າທ່ານງົມ ແລະ ຄ່າບໍລິການ

- ອີງຕາມ ລັດຖະທ່ານນຸ່ມ ແຫ່ງ ສາທາລະນະລັດ ປະຊາທິປະໄຕ ປະຊາຊົນລາວ ໜ້າດຕາ 67 ຂໍ 2;
- ອີງຕາມ ກົດໝາຍວ່າດ້ວຍຮາກນຸ່ມຄອງລ່ວມສາອາກອນ ສະບັບເລກທີ 66/ສພຊ, ລົງວັນທີ 17 ມິຖຸນາ 2019;
- ອີງຕາມ ຜັງສີສະເໜີຂອງ ດະນະປະຈໍາສະໜາແຫ່ງຊາດ ສະບັບເລກທີ 04 /ຄປຊ, ລົງວັນທີ 19 ມິນາ 2021.

### ປະຫານປະເທດ

ສາທາລະນະລັດ ປະຊາທິປະໄຕ ປະຊາຊົນລາວ ອອກລັດຖະບັນຍັດ:

#### ພາກທີ 1 ມີດບັນຍັດທົ່ວໄປ

##### ມາດຕາ ຈຸດປະສົງ 1

ລັດຖະບັນຍັດສະບັບນີ້ ກໍານົດ ຫຼັກການ, ລະບຽບການ, ມາດຕະການ ກ່ຽວກັບການກໍານົດ  
ຄ່າທ່ານງົມ ແລະ ຄ່າບໍລິການວິຊາການ ຂອງຂະແໜງການລັດ ເພື່ອຄຸມຄອງການຈັດເຕັມ  
ຄ່າບໍລິການຢ່າງລວມຊຸນ ແລະ ຈັດຕັ້ງປະຕິບັດຢ່າງເປັນເອກະພາບ ໃນຂອບເຂດທົ່ວປະເທດ, ພັນໃສ່  
ຮັບປະກັນໃຫ້ຄ່າທ່ານງົມ ແລະ ຄ່າບໍລິການ ໄດ້ມອບເຂົ້າງົງປະມານແຫ່ງລັດ ຢ່າງຄົບຖ້ວນ ຕາມກໍານົດເລາ  
ແລະ ປະກອບໜ່ວນເຂົ້າໃນການຈັດຕັ້ງປະຕິບັດແຜນພັດທະນາເສດຖະກິດ-ສັງຄົມ ແລະ ແມ່ນງົບປະມານ  
ແຫ່ງລັດ.

##### ມາດຕາ 2 ຄ່າທ່ານງົມ ແລະ ຄ່າບໍລິການ

ຄ່າທ່ານງົມ ແມ່ນຄ່າສິດຄຸມຄອງບໍລິຫານລັດ ທີ່ເຕັມເປັນເງິນຈາກ ບຸກຄົນ, ບົດບຸກຄົນ ຫຼື ການຈັດຕັ້ງ  
ທີ່ເກືອນໄຫວ່າງດ້ານເສດຖະກິດ ແລະ ສັງຄົມ ໄດ້ຜ່ານຂະແໜງການຂອງລັດ ດ້ວຍການເບິ່ງຍືນ ແລະ/ຫຼື  
ອະນຸຍາດ;

6	ຫັງສີດໍອາບຸການນໍາເຂົ້າຊື່ວຄາວ ສ້າລັບພາຫະນະ ແລະ ອຸປະກອນຕ່າງງານ ທີ່ໄດ້ຮັບນະໂຍບາຍນໍາເຂົ້າຊື່ວຄາວ	50.000
7	ຫັງສີອະນຸຍາດນໍາອອກຄືນ ສ້າລັບ ພາຫະນະ ແລະ ອຸປະກອນຕ່າງງານ ທີ່ໄດ້ຮັບນະໂຍບາຍນໍາເຂົ້າຊື່ວຄາວ	50.000

#### ມາດຕາ 15 ຄ່າຍົການ

ຄ່າບໍລິການ ຂະແໜງການ ແຜນການ ແລະ ການລົງທຶນ ໃຫ້ຈັດເກັບ ດັ່ງນີ້:

ລ/ດ	ເນື້ອໃນລາຍການ	ອັດຕາ (ກີບ)
1	ແບບເພີມໃນຄ່າອຸງກົງລົງທຶນ	50.000
2	ແບບເພີມເອກະສານເປີດບັນຫຼິກຄວາມເຂົ້າໃຈ, ສັນຍາໄຄງານລ້າຍປະຫານ	500.000
3	ຂໍ້ມູນການລົງທຶນ	50.000
4	ການອອກໃບທະບຽນອີສາຫະກິດ, ໃບປົງປິນຕົວເລກອາກອນ, ເຊັດກາປະຫັບ, ເຊັດບັດພັກເຊົາ ແລະ ວິຊາຫຼຸດກິດ	50.000

#### ໝວດທີ 2 ຂະແໜງການ ການເງິນ

#### ມາດຕາ 16 ຄ່າທ່ານງຸມ

ຄ່າທ່ານງຸມ ຂະແໜງການ ການເງິນໃຫ້ຈັດເກັບ ດັ່ງນີ້::

##### 1. ຄ່າທ່ານງຸມ ການຈົດທະບຽນເອກະສານ

ການຈົດທະບຽນເອກະສານ ແມ່ນການຈົດເນື້ອໃນຫຼີ້ຂອງເອກະສານເຂົ້າໃນປິ້ນທະບຽນ ເພື່ອ  
ຮຸດປະລົງເກັບກໍາຂໍ້ມູນສະຖິຕິການເກືອນໄຫວ່າ ຫາຍກຳນາເສດຖະກິດ-ສັງຄົມ, ເຊັດໃຫ້ເອກະສານມີຄຸນຄ່າຫາງ  
ດັກກິດໝາຍ, ສັນປະກັນການປົກປັກອີກສາ ແລະ ສ້າມີເອກະສານ ເພື່ອເປັນຖານຂໍ້ມູນ, ສັງລາຍເອັບເຫົ້າ  
ວິນປະມານ ແລະ ປະກອບລໍວນເຂົ້າໃນການພື້ນທະນາເສດຖະກິດ-ສັງຄົມ.

ບັນດາເອກະສານ ທີ່ຈະຈົດທະບຽນຢູ່ຂະແໜງການເງິນ ດ້ວຍຖືກຕ້ອງຕາມກິດໝາຍ ແລະ ລະບຽບ  
ການ: ເອກະສານທີ່ພື້ນລະຫວ່າງລັດ ແລະ ເອກະສຸນທີ່ບໍ່ໄຊ້ງົບປະມານຂອງລັດ, ເງິນຊ່ວຍເຫຼືອລ້າ, ເງິນ  
ກຸງປົມໝາຍໃນ ແລະ ດ້າງປະເທດ, ສັນຍາລະຫວ່າງບໍລິສັດ, ສັດວິສາຫະກິດ ຫຼື ວິສາຫະກິດລັດທີ່ຮຸນຮ່ວມກັນ  
ບຸກຄົນ, ມີຕິບຸກຄົນເອກະຊົນ ຫຼື ສັນຍາ ລະຫວ່າງ ເອກະຊົນກັນເອກະຊົນ.

##### 1.1. ຄ່າທ່ານງຸມຈົດທະບຽນເອກະສານ ເກັບອັດຕາງວ 50.000 ກີບ/ຄ້າ ຕາມລາຍການ ດັ່ງນີ້:

- 1) ຫັງສິລືມອອກກໍາມະລິດສືບທອດມູນມະຄະຕິກ (ສັງຫາລົມະຊັບ);
- 2) ການເລືອນເວລາໃຊ້ຍື່ນລືມ ຫຼື ສີບຕໍ່ຄໍາປະກັນ (ສັງຫາລົມະຊັບ);
- 3) ເອກະສານອື່ນງົງທີ່ບໍ່ຈໍາເລີນຕ້ອງຈົດທະບຽນ ແຕ່ຊັງກວນນໍາມາຈົດທະບຽນ (ສັງຫາລົມະຊັບ);
- 4) ບົດບັນທຶກແບ່ງປັນທຶນຂອງບໍລິສັດທີ່ຖືກບຸບ ໃຫ້ແກ່ຂາຮຸນ;
- 5) ບົດບັນທຶກແບ່ງປັນຊັບ ລະຫວ່າງຊຸມມີກຳມະລິດອ່ອມ;
- 6) ສັນຍາຊື້-ໝາຍ ສັດ ຫຼື ດິນຜະລິດກະສິກໍາຫຼາປະເທດ;
- 7) ກິດລະບຽບຂອງບໍລິສັດ;
- 8) ສັນຍາຮັບໃຊ້ອື່ນ;
- 9) ສັນຍາຊວດຈໍາ ສັງຫາລົມະຊັບ;
- 10) ການຕັດແກ້ໄສໜາ;



- 11) ចាប់ដិសមូលបានមេໃទកនេ លើចំបាត់បាត់និតាថម្រវាទ់រាជរាជក្រឹង ឲ្យការិយាល័យ;  
12) ការណែនាំបាត់ការិយាល័យខ្លួនពីឈឺ;  
13) ចូលរួមឱ្យរាជរាជក្រឹងបានចិនដិសមូលតាម។

## 1.2. ការងាររូមចិត្តកម្មបរុបແບບតិចតាមរាយការណ៍ការងារ

ລ/ດ	ເນື້ອໃນລາຍການ	ເຊົ້າລ້າປະຫານ (ກີບ)	ເຊົ້າລ້າປະຫານຕໍ່າ (ກີບ)
1	ສັນບາໃຫ້ເຊົ້າ-ລ້າປະຫານ ແລະ ໄທີ່ອື່ນເຊົ້າ-ລ້າປະຫານເກົ່າງວັນລັງທາມລົມະຊັບ ແລະ ອະລັງທາມ ມະຊັບ ທີ່ບໍ່ມີຄົນກັບທ່ານ ເວັນຄ່າຈິດທະບຽນແບນເຕັດຖານຕາມມູນຄ່າຊັບ		
1.1	ແຕ່ 200.000 ຂາ 2.000.000 ກີບ	50.000	40.000
1.2	ຫຼາຍກວ່າ 2.000.000 ຂາ 10.000.000 ກີບ	70.000	50.000
1.3	ຫຼາຍກວ່າ 10.000.000 ຂາ 50.000.000 ກີບ	100.000	60.000
1.4	ຫຼາຍກວ່າ 50.000.000 ຂາ 100.000.000 ກີບ	200.000	100.000
1.5	ຫຼາຍກວ່າ 100.000.000 ຂາ 250.000.000 ກີບ	300.000	200.000
1.6	ຫຼາຍກວ່າ 250.000.000 ຂາ 500.000.000 ກີບ	400.000	300.000
1.7	ຫຼາຍກວ່າ 500.000.000 ຂຶ້ນໄປ	500.000	400.000
2	ສັນບາໃຫ້ລ້າປະຫານ ເນື້ອຊຸກກົ່ນ, ລ້າຫຼວດ, ຊຸດຄົ່ນຊັບພະຍາກອນແລ້ວທາດ, ຄ່າຊັບພະຍາກອນ ເກົ່າງປ່າຍອງດີງ, ຄ່າຊັບພະຍາກອນນຳທ່າມະຊາດ ເພື່ອລັບໃຊ້ໄຄງການເຊື່ອນໄຟມີນຳເປົກ, ຄ່າຊັບ ພະຍາກອນທ່າມະຊາດລ້າລັບແຕ່ຫຼຸລະກິດ ແລະ ບໍລິການ.		
2.1	ແຕ່ 400.000.000 ກີບລົງມາ	600.000	1.000.000
2.2	ຫຼາຍກວ່າ 400.000.000 ຂາ 2 ຕີ່ກີບ	3.000.000	5.000.000
2.3	ຫຼາຍກວ່າ 2 ຂາ 10 ຕີ່ກີບ	15.000.000	25.000.000
2.4	ຫຼາຍກວ່າ 10 ຕີ່ກີບຂຶ້ນໄປ	30.000.00	50.000.000
3	ການໄອນກັນມະສິດ		
3.1	ສັນບາຊື້-ຂາຍພາຫະນະດ້ານ, ອຸປະກອນເກົ່າງໃຊ້ຫຼຸກປະເພດ ແລະ ເກົ່າງຈັກຕ່າງງົງ ທີ່ຊື້ເຕັ້ມາໃໝ່		
-	ແຕ່ 5.000.000 ກີບ ລົງມາ	50.000	
-	ຫຼາຍກວ່າ 5.000.000 ຂາ 10.000.000 ກີບ		100.000
-	ຫຼາຍກວ່າ 10.000.000 ຂາ 50.000.000 ກີບ		250.000
-	ຫຼາຍກວ່າ 50.000.000 ຂາ 100.000.000 ກີບ		500.000
-	ຫຼາຍກວ່າ 100.000.000 ຂາ 300.000.000 ກີບ		1.000.000
-	ຫຼາຍກວ່າ 300.000.000 ກີບ ຂຶ້ນໄປ		2.000.000
3.2	ສັນບາຊື້-ຂາຍ ພາຫະນະດ້ານ, ອຸປະກອນເກົ່າງໃຊ້ຫຼຸກປະເພດ ແລະ ເກົ່າງຈັກປະເພດຕ່າງງົງ ທີ່ຊື້ເຕັ້ມາ ແລະ ນຳໃຊ້ ບຸ ສປປ ລາວ ແລ້ວ, ການຊື້-ຂາຍແລ້ວທາດ, ເກົ່າງປ່າຍອງດີງ, ຖ່ານໄມ້, ການຊື້-ຂາຍໄມ້ ທ່ອນ, ນຳເກົ່າງງົງ, ດ້ໄມ້ (ເກົ່າງງົງໄມ້), ນຳແປຮູບ, ນຳເຕີ່ງລ້າລັດຮູບ ແລະ ນຳລ້າລັດຮູບ, ສັນບາຊື້-ຂາຍ ພື້ນແບບຫຼຸບບັບໃຊ້ພາຍໃນປະເທດ		
-	ແຕ່ 5.000.000 ກີບ ລົງມາ	50.000	
-	ຫຼາຍກວ່າ 5.000.000 ຂາ 10.000.000 ກີບ		100.000
-	ຫຼາຍກວ່າ 10.000.000 ຂາ 50.000.000 ກີບ		500.000



-	ຫຼາຍກວ່າ 50.000.000 ຫາ 100.000.000 ກີບ			1.000.000	
-	ຫຼາຍກວ່າ 100.000.000 ຫາ 300.000.000 ກີບ			2.000.000	
-	ຫຼາຍກວ່າ 300.000.000 ຫາ 1 ຕີ ກີບ			3.000.000	
-	ຫຼາຍກວ່າ 1 ຕີ ກີບ ຂຶ້ນໄປ			4.000.000	
4	ສັນຍາໄອນສັບເລື້ອເວັນທີນວິທະກະກິດ ພາຫະນະ, ເຄືອງຈັກ, ພັນເງິນ ຫຼື ວັດຖຸ ແລະ ອຸປະກອນ ເຄື່ອງໃຊ້ ສູງບໍ່ແມ່ນທີດິນ				
4.1	ແຕ່ 10.000.000 ກີບ ວິງມາ			50.000	
4.2	ຫຼາຍກວ່າ 10.000.000 ຫາ 50.000.00 ກີບ			100.000	
4.3	ຫຼາຍກວ່າ 50.000.000 ຫາ 100.000.000 ກີບ			150.000	
4.4	ຫຼາຍກວ່າ 100.000.000 ກີບ ຂຶ້ນໄປ			200.000	
5	ສັນຍາຮ່ວມປະກອບທຶນ ເພື່ອດໍາເນີນທຸລະກິດປະເພດຕ່າງງານ				
5.1	ມູນຄ່າແຕ່ 400.000.000 ກີບ ວິງມາ			200.000	
5.2	ມູນຄ່າຫຼາຍກວ່າ 400.000.000 ກີບ ຂຶ້ນໄປ			500.000	
6	ສັນຍາປະເມັດຕ່າງງານ				
ລ/ດ	ເນື້ອໃນລາຍການ	ແຕ່ 10 ວັນກີບ ວິງມາ	ຫຼາຍກວ່າ 10-50 ວັນກີບ	ຫຼາຍກວ່າ 50-100 ວັນກີບ	ຫຼາຍກວ່າ 100 ວັນກີບ ຂຶ້ນໄປ
			ອັດຕາ (ກີບ)		
6.1	ສັນຍາກຸ່ມເງິນ ຫຼື ຂຶ້ນເຊິ່ງຂອງ	30.000	40.000	50.000	100.000
6.2	ຫັນສີໄອນນີ້ສິນ	40.000	50.000	100.000	200.000
6.3	ສັນຍາມອບ-ໄອນ ຫຼື ໄອນກິດຈະການ, ສັນຍາການຄ້າໝາຍໃນ ແລະ ດ້າງປະເທດ, ສັນຍາການຄ້າກັບຕ່າງປະເທດ, ສັນຍາການຜະລິດ, ສັນຍາການບໍລິການ ແລະ ສັນຍາການຂາຍຫຼຸນ	30.000	50.000	100.000	200.000
6.4	ສັນຍາປະກັນໄຟ	20.000	30.000	40.000	100.000
6.5	ສັນຍາຄໍາປະກັນຂະໜາດສັບແລະ ສັງຫາລືມະສັບ ຫຼື ບຸກຄົນ ທີ່ບໍ່ໄດ້ເຫັນກັບທີ່ດິນ	20.000	30.000	40.000	50.000
7	ສັນຍາຮັບເຫຼີມ, ອອກແຍຍ, ສົ່ວມແລງທີກອາຄານ, ຕິດຕາມກາວດກາກ່າໜ້າງ, ທີ່ປົກສອງໄຄງ່ງການ, ສັນຍາດັດເຕືອງ ແລະ ບໍລິການຕ່າງງານ, ສັນຍາຂ້ອມແປງພາຫະນະພືດສະຖຸ, ສັນຍາຂາຍນ້ຳມັນ, ບໍລິການຄົ້ນຄວາມຖື ແລະ ອິ່ນງານ.				
ລ/ດ	ເນື້ອໃນລາຍການ		ຕົວໜ່ວຍ	ອັດຕາ (ກີບ)	
1	ແຕ່ 500.000 ກີບ ວິງມາ		ຕົ້ງ	30.000	
2	ຫຼາຍກວ່າ 500.000 ຫາ 5.000.000 ກີບ		ຕົ້ງ	50.000	



3	ຫຼາຍກວ່າ 5.000.000 ຫາ 25.000.000 ກີບ	ຕົງ	60.000
4	ຫຼາຍກວ່າ 25.000.000 ຫາ 50.000.000 ກີບ	ຕົງ	70.000
5	ຫຼາຍກວ່າ 50.000.000 ຫາ 100.000.000 ກີບ	ຕົງ	100.000
6	ຫຼາຍກວ່າ 100.000.000 ຫາ 250.000.000 ກີບ	ຕົງ	250.000
7	ຫຼາຍກວ່າ 250.000.000 ຫາ 500.000.000 ກີບ	ຕົງ	500.000
8	ຫາຍກວ່າ 500.000.000 ຫາ 1 ຕື້ ກີບ	ຕົງ	1.000.000
9	ຫຼາຍກວ່າ 1 ຫາ 3 ຕື້ ກີບ	ຕົງ	2.000.000
10	ຫຼາຍກວ່າ 3 ຫາ 5 ຕື້ ກີບ	ຕົງ	4.000.000
11	ຫຼາຍກວ່າ 5 ຫາ 10 ຕື້ ກີບ	ຕົງ	7.000.000
12	ຫຼາຍກວ່າ 10 ຫາ 25 ຕື້ ກີບ	ຕົງ	17.750.000
13	ຫຼາຍກວ່າ 25 ຫາ 50 ຕື້ ກີບ	ຕົງ	37.500.000
14	ຫຼາຍກວ່າ 50 ຫາ 100 ຕື້ ກີບ	ຕົງ	75.000.000
15	ຫຼາຍກວ່າ 100 ຫາ 150 ຕື້ ກີບ	ຕົງ	90.000.000
16	ຫຼາຍກວ່າ 150 ຕື້ ກີບ ຂັບໄປ	ຕົງ	95.000.000

2. ຄ່າທ່ານງົມ ຂໍ້ມູນຂ່າວສານການເງິນ

1	ໃບບັງວິນ ມາດະເຈານເຊົາການເຊື່ອມຕໍ່ມູນ ທາງເກີນພື້ນຖານ ໄກງວ່າງເດືອນເຂົາບ ແລະ ສູດຄໍາເຊິ່ງທາຖານຂໍ້ມູນລວມຊຸມ ຂອງ ກະຊວງການເງິນ	ປີ	500.000
2	ຄ່າທ່ານງົມ ສະມາຊຸກໃນການນໍາໃຊ້ລະບົບຖານຂໍ້ມູນລວມຊຸມ ຂອງ ກະຊວງການເງິນ	ປີ	250.000

3. ຄ່າທ່ານງົມ ການບັນທຶກ

1	ໃບຂະນຸທັດ ດໍາເນີນທຸລະກິດບັນຊີ ທີ່ ກວດສອບ	ຕົງ	500.000
2	ໃບຂະນຸທັດ ໄປຄແກມບັນຊີ ທີ່ ພັດທະນາຂັ້ນ ເພື່ອຊົມໃຊ້ເງິນ: - ສໍາເລັບທີ່ວ່ອນຊີເວັບຕົ້ນຊີແຫ່ງລັດ - ສໍາເລັບທີ່ວ່ອນວ່ອນຊີບັນຊີວິສະຫະກິດ	ຕົງ	500.000 500.000
3	ໃບຂະນຸທັດ ໄປຄແກມບັນຊີ ພັດທະນາຂັ້ນ ເພື່ອຈັດຈໍາຫ່ານ	ຕົງ	500.000
4	ໃບຂະນຸທັດນັກກວດສອບຕາມກົດໝາຍ	ຕົງ	200.000
5	ໃບຂະນຸທັດ ບ່ຽນແປງການນໍາໃຊ້ມາດຕະຖານ ການລາຍງານ ການເງິນ ແລະ ບ່ຽນແປງປິການບັນຊີ	ຕົງ	500.000

ກະເໜີດ ການເກັບຄ່າທ່ານງົມອອກຂະນຸທັດຕໍ່ຫຼາງ ແມ່ນເກັບກີ່ກະງວດຕະຫຼອດການດໍາເນີນຫຼຸລະກິດ.

4. ຄ່າທ່ານງົມນໍາມັນເຊື້ອໄຟ

ລດ	ເນື້ອໃນລາຍການ	
1	ນໍາມັນແຂດຕັ້ງພື້ນດັບ	ອີງຕາມໄກງວ່າງລາຄານໍາມັນເຊື້ອໄຟແຕ່ລະໄວຍະ
2	ນໍາມັນແຂດຕັ້ງທ່ານະຄາ	



## 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:

<b>Manufacturer:</b>			
<b>Model:</b>			
<b>Country of origin:</b>			
Item	<b>REQUIRED PARAMETER</b>	<b>COMPLIANCE*</b> Insert 'Y' or 'N'	<b>REMARKS**</b>
<b>1</b>	<b>Office Desk (type 1)</b>		
General	New, Brand Name		
Dimensions	180x160x75 cm		
Features	With the Drawer and keys		
Storage	With Storage		
Tabletop Materials	Engineered Wood		
Shape	L-Shape		
Color	Walnut wood or white brown		
<b>2</b>	<b>Office Desk (type 2)</b>		
General	New, Brand Name		
Dimensions	160x160x75 cm		
Features	With the Drawer and keys		
Storage	With Storage		
Tabletop Materials	Engineered Wood		
Shape	L-Shape		
Color	Walnut Wood		
<b>3</b>	<b>Office Desk (type 3)</b>		
General	New, Brand Name		
Dimensions	160x70x75 cm		
Foldable Frame	Steel		
Features	have 3 drawers with key in the Left and right		
Color	Light gray or gray		
<b>4</b>	<b>Office Desk (type 4)</b>		
General	New, Brand Name		
Dimensions	120x60x75 cm		
Foldable Frame	Steel		
Features	With 3 drawers and keys		
Color	Light gray or gray		
<b>5</b>	<b>Office Desk (type 5)</b>		
General	New, Brand Name		
Dimensions	120x60x75 cm		
Foldable Frame	Steel		
Features	Wheels of Tables have lockable casters for easy movement and stability, Scratch resistance and waterproof		
Tabletop Materials	Wood + metal,		
Color	Walnut wood		
<b>6</b>	<b>Meeting Desk (type 1)</b>		

General	New, Brand Name		
Dimensions	120x60x75 cm		
Foldable Frame	The frame is typically made of steel and folds for storage		
Tabletop Materials	Common materials include wood or equivalent		
Legs	Legs may have leveling screws for uneven floors		
Wheels	Tables have lockable casters for easy movement and stability		
Material Durability	Scratch resistance and waterproof		
Color	White or Brown		
<b>7</b>	<b>Meeting Desk (type 2)</b>		
General	New, Brand Name		
Dimensions	240x120x75 cm		
Material	Wood + metal		
Material Durability	Scratch-resistant and waterproof		
Color	gray		
<b>8</b>	<b>Meeting Chair</b>		
General	New, Brand Name		
Dimensions	58x52x92 cm		
Armrests	May be height-adjustable and/or padded for added comfort.		
Base	Stability and mobility		
Upholstery	Fabric, leather, or mesh, with different levels of breathability and durability		
Adjustable lumbar support	Adjustable lumbar support to maintain the natural curve of the spine.		
Color	Black		
<b>9</b>	<b>Office Chair (type 1)</b>		
General	New, Brand Name		
Dimensions	65x64x118 cm		
Armrests	Armrests can be fixed, height-adjustable (1D, 2D, or 3D)		
Base and Casters	A five-star base with casters (wheels) allows for easy mobility and stability.		
Mechanism	Chairs may feature mechanisms for tilting the backrest and locking it in a desired position		
Upholstery	Fabric, leather, or mesh, with different levels of breathability and durability		
Adjustable lumbar support	Support for the lower back, reducing strain and promoting better posture		
Color	Black		
<b>10</b>	<b>Office Chair (type 2)</b>		
General	New, Brand Name		
Dimensions	58x52x92 cm		
Armrests	May be adjustable to provide support for the arms and shoulders, reducing tension		
Base and Casters	Enables easy movement and mobility around the workspace.		
Mechanism	Chairs may feature mechanisms for tilting the backrest and locking it in a desired position		
Upholstery	Fabric, leather, or mesh, with different levels of breathability and durability		
Adjustable lumbar support	Helps maintain the natural curve of the lower back, reducing strain and pain		
Color	Black		

<b>11</b>	<b>4-Layer Steel Filing Cabinet (Without Door)</b>		
General	New, Brand Name		
Dimensions	176x92x31 cm		
Material	Steel		
Loading Capacity	40-45 Kg		
Color	Light gray or gray		
<b>12</b>	<b>Steel Cabinet With 4 Drawers for Document</b>		
General	New, Brand Name		
Dimensions	133x46x62 cm		
Material	Steel		
Drawer Capacity	Can hold up to 35 kg of files per drawer		
Color	Light gray or gray		
<b>13</b>	<b>Safe Deposit Box</b>		
General	New, Brand Name		
Lock type	Electronic Lock and Manual Lock		
Material	Steel Plate		
Dimensions	62x35x42 cm		
Weight	69 Kg		
Color	Light gray or Black gray		
<b>14</b>	<b>Operation Manual</b>		
14.1	Operation and service manual: English or Thai		
<b>15</b>	<b>Warranty</b>		
15.1	At-least 12 Months		

### **IMPORTANCE NOTICE TO BIDDERS**

1. Bidders are required to complete this section in full
2. Where there is no information, it will be treated as not available

#### Legend:

\* Check 'Y' for yes if the offer complies fully with the required parameter  
 Check 'N' for no if the offer does not comply fully with the required parameter

\*\* Add notations in this column to substantiate or explain the compliance status of the offer  
 Use additional or separate sheet, if necessary.

Signature and Stamp of Supplier or Service provider: \_\_\_\_\_

Insert Name of Supplier or Service provider: \_\_\_\_\_

## Section 7: List of Goods and Delivery Schedule

### 1. DWS

Item	Name of goods or non-Consulting service and Description	Unit	Quantity	Point of Delivery	Date of Delivery
1	Office Desk (type 1)	Set	2	DWS	30 days
2	Office Desk (type 2)	Set	1	DWS	30 days
3	Office Desk (type 3)	Set	17	DWS	30 days
4	Office Desk (type 4)	Set	0	DWS	30 days
5	Office Desk (type 5)	Set	6	DWS	
6	Meeting Desk (type 1)	Set	16	DWS	30 days
7	Meeting Desk (type 2)	Set	1	DWS	30 days
8	Meeting Chair	Set	48	DWS	30 days
9	Office Chair (type 1)	Set	3	DWS	30 days
10	Office Chair (type 2)	Set	15	DWS	30 days
11	4-Layer Steel Filing Cabinet (Without Door)	Set	20	DWS	30 days
12	Steel Cabinet With 4 Drawers for Documents	Set	20	DWS	30 days
13	Safe Deposit Box	Set	1	DWS	30 days

### 2. Xaisomboun Province

Item	Name of goods or non-Consulting service and Description	Unit	Quantity	Point of Delivery	Date of Delivery
1	Office Desk (type 1)	Set	0	Xaisomboun	30 days
2	Office Desk (type 2)	Set	0	Xaisomboun	30 days
3	Office Desk (type 3)	Set	5	Xaisomboun	30 days
4	Office Desk (type 4)	Set	6	Xaisomboun	30 days
5	Office Desk (type 5)	Set	0	Xaisomboun	
6	Meeting Desk (type 1)	Set	0	Xaisomboun	30 days
7	Meeting Desk (type 2)	Set	4	Xaisomboun	30 days
8	Meeting Chair	Set	40	Xaisomboun	30 days
9	Office Chair (type 1)	Set	1	Xaisomboun	30 days
10	Office Chair (type 2)	Set	10	Xaisomboun	30 days
11	4-Layer Steel Filing Cabinet (Without Door)	Set	5	Xaisomboun	30 days
12	Steel Cabinet With 4 Drawers for Documents	Set	5	Xaisomboun	30 days
13	Safe Deposit Box	Set	0	Xaisomboun	30 days

**3. Xiengkhoaung Province**

<b>Item</b>	<b>Name of goods or non-Consulting service and Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Point of Delivery</b>	<b>Date of Delivery</b>
1	Office Desk (type 1)	Set	0	Xiengkhoaung	30 days
2	Office Desk (type 2)	Set	0	Xiengkhoaung	30 days
3	Office Desk (type 3)	Set	5	Xiengkhoaung	30 days
4	Office Desk (type 4)	Set	6	Xiengkhoaung	30 days
5	Office Desk (type 5)	Set	0	Xiengkhoaung	
6	Meeting Desk (type 1)	Set	0	Xiengkhoaung	30 days
7	Meeting Desk (type 2)	Set	4	Xiengkhoaung	30 days
8	Meeting Chair	Set	40	Xiengkhoaung	30 days
9	Office Chair (type 1)	Set	1	Xiengkhoaung	30 days
10	Office Chair (type 2)	Set	10	Xiengkhoaung	30 days
11	4-Layer Steel Filing Cabinet (Without Door)	Set	5	Xiengkhoaung	30 days
12	Steel Cabinet With 4 Drawers for Documents	Set	5	Xiengkhoaung	30 days
13	Safe Deposit Box	Set	0	Xiengkhoaung	30 days

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

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.

### **Table of Content**

Form 1: Notification of Intention to Award .....	26
Form 2: Notification of Award .....	29
Form 3: Contract Agreement .....	30

**Form 1: Notification of Intention to Award**

*[This Notification of Intention to Award shall be sent to each Bidder that submitted a Bid.]*

*[Send this Notification to the Bidder's Authorized Representative named in the Bidder Information Form]*

For the attention of Bidder's Authorized Representative

Name: *[insert Authorized Representative's name]*

Address: *[insert Authorized Representative's Address]*

Telephone/Fax numbers: *[insert Authorized Representative's telephone/fax numbers]*

Email Address: *[insert Authorized Representative's email address]*

***[IMPORTANT: insert the date that this Notification is transmitted to Bidders. The Notification must be sent to all Bidders simultaneously. This means on the same date and as close to the same time as possible.]***

**DATE OF TRANSMISSION:** This Notification is sent by: *[email/fax]* on *[date]* (local time)

**Notification of Intention to Award**

**Procuring Entity:** *[insert the name of the Procuring Entity]*

**Project:** *[insert name of project]*

**Contract title:** *[insert the name of the contract]*

**Country:** *[insert country where RFB is issued]*

**Loan No. /Credit No. / Grant No.:** *[insert reference number for loan/credit/grant]*

**RFB No:** *[insert RFB reference number from Procurement Plan]*

This Notification of Intention to Award (Notification) notifies you of our decision to award the above contract. The transmission of this Notification begins the Standstill Period. During the Standstill Period you may:

- a) request a debriefing in relation to the evaluation of your Bid, and/or
- b) submit a Procurement-related Complaint in relation to the decision to award the contract.

**1. The successful Bidder**

<b>Name:</b>	<i>[insert name of successful Bidder]</i>
<b>Address:</b>	<i>[insert address of the successful Bidder]</i>
<b>Contract price:</b>	<i>[insert contract price of the successful Bid]</i>

**2. Other Bidders** *[INSTRUCTIONS: insert names of all Bidders that submitted a Bid. If the Bid's price was evaluated include the evaluated price as well as the Bid price as read out.]*

<b>Name of Bidder</b>	<b>Bid price</b>	<b>Evaluated Bid price (if applicable)</b>
<i>[insert name]</i>	<i>[insert Bid price]</i>	<i>[insert evaluated price]</i>
<i>[insert name]</i>	<i>[insert Bid price]</i>	<i>[insert evaluated price]</i>

[insert name]	[insert Bid price]	[insert evaluated price]
---------------	--------------------	--------------------------

### 3. Reason/s why your Bid was unsuccessful

**[INSTRUCTIONS: State the reason/s why this Bidder's Bid was unsuccessful. Do NOT include: (a) a point by point comparison with another Bidder's Bid or (b) information that is marked confidential by the Bidder in its Bid.]**

### 4. How to request a debriefing

**DEADLINE: The deadline to request a debriefing expires at midnight on [insert date] (local time).**

You may request a debriefing in relation to the results of the evaluation of your Bid. If you decide to request a debriefing your written request must be made within three (3) Business Days of receipt of this Notification of Intention to Award.

Provide the contract name, reference number, name of the Bidder, contact details; and address the request for debriefing as follows:

**Attention:** [insert full name of person, if applicable]

**Title/position:** [insert title/position]

**Agency:** [insert name of Procuring Entity]

**Email address:** [insert email address]

If your request for a debriefing is received within the 3 Business Days deadline, we will provide the debriefing within five (5) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (5) Business Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end.

The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.

If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of the Contract Award Notice.

### 5. How to make a complaint

**Period: Procurement-related Complaint challenging the decision to award shall be submitted by midnight, [insert date] (local time).**

Provide the contract name, reference number, name of the Bidder, contact details; and address the Procurement-related Complaint as follows:

**Attention:** [insert full name of person, if applicable]

**Title/position:** [insert title/position]

**Agency:** [insert name of Procuring Entity]

**Email address:** [insert email address]

At this point in the procurement process, you may submit a Procurement-related Complaint challenging the decision to award the contract. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Standstill Period and received by us before the Standstill Period ends.

Further information:

For more information see the Procurement Regulations for IPF Borrowers (Procurement Regulations) [<https://policies.worldbank.org/sites/ppf3/PPFDocuments/Forms/DispPage.aspx?do cid=4005>] (Annex III). You should read these provisions before preparing and submitting your complaint. In addition, the World Bank's Guidance "How to make a Procurement-related Complaint" [<http://www.worldbank.org/en/projects-operations/products-and-services/brief/procurement-new-framework#framework>] provides a useful explanation of the process, as well as a sample letter of complaint.

In summary, there are four essential requirements:

1. You must be an 'interested party'. In this case, that means a Bidder who submitted a Bid in this bidding process and is the recipient of a Notification of Intention to Award.
2. The complaint can only challenge the decision to award the contract.
3. You must submit the complaint within the period stated above.
4. You must include, in your complaint, all of the information required by the Procurement Regulations (as described in Annex III).

## 6. Standstill Period

**DEADLINE: The Standstill Period is due to end at midnight on [insert date] (local time).**

The Standstill Period lasts ten (10) Business Days after the date of transmission of this Notification of Intention to Award.

The Standstill Period may be extended as stated in Section 4 above.

If you have any questions regarding this Notification, please do not hesitate to contact us.

On behalf of the Procuring Entity:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title/position: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email

**Form 2: Notification of Award**

Lao People's Democratic Republic  
Peace Independence Democracy Unity Prosperity

**Notification of Award**

Contract No:  
To:

Date:

*[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 Kip *[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 you furnishing a Performance Security and an Environmental, Social, Health and Safety Performance Security *[Delete ESHS Performance Security if it is not required under the contract]* within fourteen (14) days, in accordance with ITB 20, and 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]*



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 Procurement of the **Furniture** and has accepted a Quotation by the Supplier for the supply of those goods in the sum of Kip *[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.
- (a) 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 Contractor)

Witness: