**Procurement Request Form**

Funding: **Programme: SR :**

**Requesting Date:**

**Attachment 1**



Enclosures: Specification of the Requested Items Some examples:

Type1: Printing Materials (Forms/register/IEC/Manuals/Reports/Booklets/Advocacy Materials/ etc.)

* 1. Design
  2. Size
  3. Quality of the Paper

Type 2: Reproduction of other Materials

1. Quality of the Requested Materials
2. Design

Type 3: TV Spot

1. Duration of the Program
2. Expecting time and number for the broadcasting per period
3. Desired channel or channels
4. Mention if the desired Channel is free for broadcasting

Type 4: Printing of Campaigns Materials in newspaper

1. Duration
2. Expecting time and number per period
3. Name of the desired newspaper or newspapers
4. Mention if the desired newspaper is free for broadcasting

**Attachment 2**

**Procurement Plan for individual procurement of value more than MMK 1, 00,000 or USD 1,000 (Illustration)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Budget Line Number** | **Category** | **Description of Items** | **Quantity** | **Available Budget (MMK or USD)** | **Procurement Process to be carried out in** | **Planned Date to invite Quotation** | **Planned Date to submit the process for review** |
| 1 | 15 | Renovation | Partition | 1 | 2,000 | Sittwe | Oct-17 | Oct-17 |
| Painting |
| Electrical Wiring |
| 2 | 20 | Meeting Package | Refreshment | 45 | 3,000 | Central | Nov-17 | Nov-17 |
| Accommodation | 10 |
| Meeting Venue | 1 |
| 3 | 23 | IT Equipment | Desktop Computer | 3 | 2,850 | Mandalay | Oct-17 | Nov-17 |
| UPS | 3 |

1. Procurement Plan for a quarter shall be submitted before the end of the previous quarter.
2. All similar items for which suppliers are same, requirement shall be pooled together for procurement.
3. If the suppliers are available at township level, the procurement shall be carried out at the township level to avoid freight cost.

**For shortlisting the suppliers:**

**Procurement of ……… (Description of Goods/Services/Works)….**

RFQ Number :

Name of Programme :

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.** | **Company Name** | **Contact Address** | **Contact Person** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

Dear Sir/Madam,

**REQUEST FOR QUOTATION (RFQ)**

**Goods/Services**

Date: ……………….

**Subject: Request for Quotation for supply of ……………………………………………. RFQ Number: ………………………………**

1. The ……………………………………..( *write the name of the SR*) is pleased to invite you to submit quotation for supply of ………………………………………(*write the product name*) as described in Annex II to this Request for Quotation.
2. We would appreciate receiving your quotation on or before **………………….. (***write date***)** not later than **…………… (***Write time***)** via e-mail […………………..](mailto:mayt@unops.org) Or Fax………………

The quotation can also be submitted by hand at the address provided below.

**------------------------------------------**

**------------------------------------------**

**Please specify above reference number on your quotation**.

1. Any requests for clarification should be referred to: Fax: ………………….

E-Mail: …………………..

Phone: …………………..

1. Your quotation shall include the following:
   1. Price Table (Annex I)
   2. ……………………… (*write other requirements, if any*)

c. ………………………

**The bidder shall quote for**

*any number of items* **/** *all the items* **(***select one)*

1. Quotations will be evaluated based on the best value, i.e. best quality and cost- effectiveness of the proposed offers. The following aspects will be considered for the evaluation:
2. Compliance with all requirements as specified in Technical Specifications Annex II
3. Cost-effectiveness of price quotation
4. Evaluation will be carried out for *each item separately*/ *all items together* **(***select one).*
5. ***Contract Period will be (select 1 or 2 years) starting from contract signing date. (For LTA service)***
6. A contract may be awarded to the bidder having submitted the quotation representing the best value for money. However, Purchaser reserves the right to accept or reject any quotation, and to cancel the process and reject all quotations, at any time prior to the award of contract, without thereby incurring any liability to the Bidders or any obligation to inform the Bidders of the grounds for such action.
7. The Purchaser will effect payment after delivery within …………… days of receipt of the products.

Yours sincerely,

………………….

*(Name of SR)*

**ANNEXURE I – Price table**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Lot No.*** | ***Item Description*** | ***Unit*** | ***QTY*** | **Unit Price (MMK)** | **Total Price (MMK)** | **Delivery time offered** |
| **1.** |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |
| **6.** |  |  |  |  |  |  |
| **7.** |  |  |  |  |  |  |
| **8.** |  |  |  |  |  |  |

**Delivery Time required**: ………………… days after award

**Delivery Term:** Free Delivery

VALIDITY PERIOD FROM DATE OF OFFER SUBMISSION SHALL BE: **30 Days**

Date Authorized Signature

**ANNEXURE II: Technical Specification**

|  |  |  |
| --- | --- | --- |
| ***Sch. No.*** | ***Item Description*** | ***Technical Specification*** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |
| 7. |  |  |
| 8. |  |  |

Date Authorized Signature

**REQUEST FOR QUOTATION (RFQ) (Renovation)**

Date: Day/Month/Year

Dear Sir/Madam,

Subject : Request for Quotation Renovation of **Warehouse**

Project : The ……………………………..

**Case reference: --------------------------**

1. The **------------** is pleased to invite you to submit a quotation for renovation of **Warehouse** in **Mandalay as** described in Annex 1 to this Request for Quotation.
2. The sealed quotation should be submitted at the address provided below before **5:00 PM** on **00 June 2016.** Quotations can also be submitted by email to **………………………..** or fax **(+95) 02…………….** Please specify above project and reference number on top of your quotation.
3. Any requests for clarification should be referred to:

Contact Person: **……………………………………….**

Office: **………………………………..**

Address: **……………………………….**

Telephone: **(+95) 02 ……………………..**

Fax: **(+95) 02 …………………………………..**

E-Mail: **………………………………………….**

1. The contractors could visit the site during office hour before the submission of their offer and meet the concerned officer to understand the nature and amount of work required.
2. Your quotation shall include the following:
3. The work to be done along with the price.
4. The bidder shall quote in MMK.
5. The ………………. evaluates the quotations based on best value, i.e. best quality and cost-effectiveness of the proposed offers. THE …………………. will select the contractor whose proposal is found most suitable and provides best value for money.
6. The…(Add the name of the program) reserves the right to accept or reject any quotation, and to cancel the process and reject all quotations, at any time prior to the award of contract, without thereby incurring any liability to the Offers or any obligation to inform the Offers of the grounds for such action.
7. The quality of materials that will be used shall comply with any applicable standard.
8. The payment to the contractor will be made within 30 days of receipt of the completion of work with the submission of Invoice and the satisfactory completion certificate issued by ……………………………..

We look forward to receiving your quotation.

Yours sincerely,

Name : …………………………………

Title : …………………………………

Office : …………………………………

**Annexure – I : Price Schedule Form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Lot No** | **Description** | **Areas** | **Unit Price (MMK)** | **Total Price (MMK)** |
| **1** | **Renovation of  ……………………** | **……………………** |  |  |
| **Total Amount** | | |  |  |

Delivery Period : Within (………..) days from date of confirmation

Delivery Place : On-Site

Payment: : The payment to the contractor will be made within 30 days of receipt of the completion of work with the submission of Invoice and the satisfactory completion certificate issued by …………………………..

Date Authorized Signature

**Annexure – II : BOQ and Estimates**

Detail and technical specification

1. All welding must be good quality and smoothly polish.

2. The material size and quality use must be as mention in drawing and price table.

3. All steel structure must be painted.

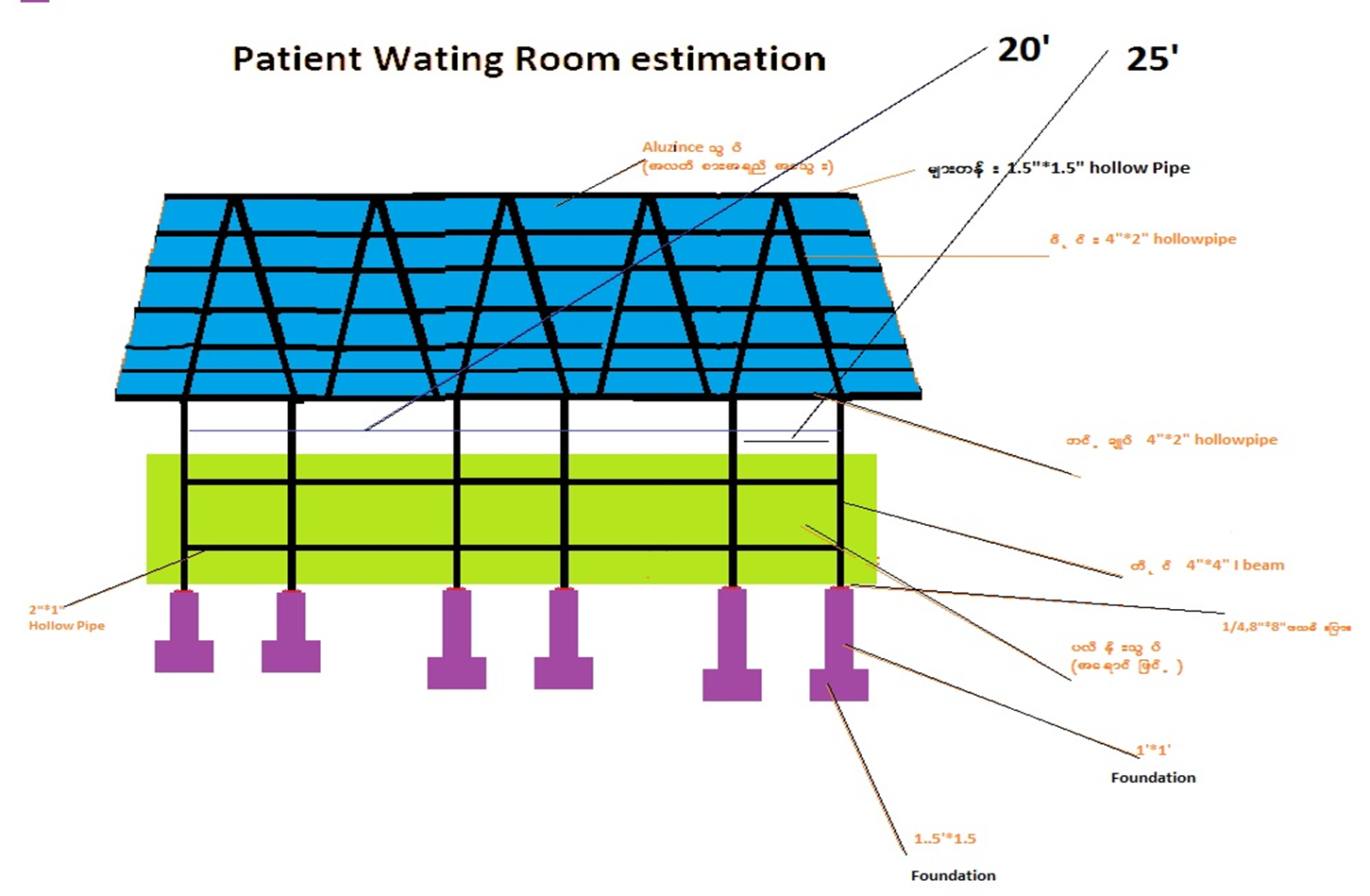
4. Style of the joint must be flexible not fixed, easily de-assemble.

5. Steel structure related material include except for mason work.

6. The building size of wide, Length and Height must at least be (25 feet, 20 feet and 9 feet)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Category of Item | Details of item | Unit | Quantity | Unit Price (MMK) | Total Price  (MMK) | Remarks |
|
|
| 4\*4 I Beam | Market available best quality | Ft | 57 |  |  | Total costs have to be submitted for construction of the whole structure including footing founding with market available best quality and quantity as per mention technical requirement and draft drawing. |
| 4"\*2 Hollow Square Pipe | Market available best quality | Ft | 355 |  |
| 2"\*1" Hollow Square Pipe | Market available best quality | Ft | 100 |  |
| 1.5"\*1.5" Hollow Square Pipe | Market available best quality | Ft | 322 |  |
| 2.5'\*1 Zince Sheet(Medium Quality) | Market available best quality | Ft | 300 |  |
| Roof Top cover | Market available best quality | Ft | 23 |  |
| 4'\*1' Plain Sheet | Market available best quality | Ft | 42 |  |
| Painting | Market available best quality | Gallon | 2 |  |
| Ancole Bolt | Market available best quality | Number | 24 |  |
| 1/4",8"\*8" Steel Plate | Market available best quality | Number | 6 |  |
| 1/4",4"\*4" Steel Plate | Market available best quality | Number | 6 |  |
| Accessories material(such as nail,rapid,Welding rod,bolts,Paiting brush,Tarpitine etc) | Market available best quality | Batch |  |  |
| Labour cost for Steel Structure | Market available best quality | Squre Ft |  |  |
| Labour cost for Meson | Market available best quality | Batch |  |  |
| Sand | Market available best quality | Sud | 0.5 |  |
| Cement | To provide the brand name | Bag | 3 |  |
|  | Total |  |  |  |  |  |

Date Authorized Signature



**Sample form to be filled up in case of Telephone Quotation**

|  |  |
| --- | --- |
| Case Reference No |  |
| Name of Project |  |
| Items Description |  |
| Date and Time phone call was made |  |
| Unit: |  |
| Quantity: |  |
| Supplier |  |
| Name of the supplier’s person who provided the quote |  |
| Unit Price: |  |
| Total Price: |  |
| Supplier Address and details |  |
| Supplier Telephone No. |  |

Above quotation was taken by ……………………………………………

Reviewed by: ……………………………………………………….

**Evaluation Report**

**Procurement of write the name of product**

Date: Submission date of BER

Name of Project: Project name and ID

Case Reference: Describe the procurement case reference number

1. Description of the product: write the description of product
2. Quantity: write the quantity of product
3. Date of Issue of RFQ: write the issue date of RFQ
4. Deadline for submission: write the submission deadline date
5. Number of suppliers invited: 4 suppliers are invited as per below;
   1. Supplier A
   2. Supplier B
   3. Supplier C
   4. Supplier D
6. Number of quotations received: 3 Quotations were received from the following suppliers
   1. Supplier A
   2. Supplier B
   3. Supplier C
7. Members of evaluation team: 3 Members
   1. Evaluation Member A – Chairman
   2. Evaluation Member B – Member
   3. Evaluation Member C – Member
8. Justification for low response (if less than 3 quotations received)

Option 1 - Not applicable because 3 quotations are received.

Option 2- Provide the justification and reasonableness of cost

1. Date of completion of evaluation: Evaluation Completion Date
2. Name of selected supplier: Awarded Supplier
3. Award Amount: Awarded Value
4. Justification for award (price comparison statement to be enclosed):

Provide the strong justification of recommendation for award. Describe the whole evaluation process

|  |  |  |
| --- | --- | --- |
| Name of Member - A | Name of Member - B | Name of Member - C |
| Functional Title | Functional Title | Functional Title |
| Project Name | Project Name | Project Name |

**No COI Certificate**

To: Procurement Specialist

PSM Unit, Yangon, Myanmar

Subject : Confirmation of No Conflict of Interest in the procurement process

RFQ Number : **…………………………………………………………….**

Dear Sir,

We , hereby confirmed that there is no “Conflict of Interest” involved in the above procurement conducted by National …………………………….. Program and supplier being recommended for award has no relation with any staff involved in the ………………programme.

Yours Sincerely,

Name : Position