



Standard Procurement Documents



Request for Quotations – Goods

1st Edition

December 2020



***PICSA Project, Department of Irrigation,
Ministry of Agriculture and Forestry***

Request for Quotations Goods

for

Underground Water Level Meter

Ref No: PICSA/C1/G/2023-04

Issue date: 08 September 2023



Foreword

This bidding document has been prepared by PIRSA project, Department of Irrigation, Ministry of Agriculture and Forestry, Lao PDR and is based on the 1st edition of the IFAD-issued standard procurement document governing requests for quotations - goods, available at www.ifad.org/project-procurement. This bidding document is to be used for the procurement of goods using shopping as procurement method in projects that are financed by IFAD.

IFAD does not guarantee the completeness, accuracy or translation, if applicable, or any other aspect in connection with the content of this document.

REQUEST FOR QUOTATIONS

Reference Number: PICSA/C1/G/2023-04

08 September 2023

Underground Water Level Meter

Addressed to: Eligible Equipment Suppliers in Vientiane capital and in Lao PDR

The Government of Lao PDR *has received* Financing Loan from the International Fund for Agricultural Development (“the Fund” or “IFAD”) towards the cost of Partnership for Irrigation and Commercialisation of Smallholder Agriculture Project (PICSA) (“the client” or “procuring entity”) and intends to apply part of this financing to the purchase for which this request for quotations (RFQ) is issued.

The use of any IFAD financing shall be subject to IFAD’s approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD’s rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with Partnership for Irrigation and Commercialisation of Smallholder Agriculture Project (PICSA).

1. This procurement is based on the national shopping method as laid out in the IFAD Procurement Handbook that can be accessed via the IFAD website at www.ifad.org/project-procurement.

2. The bidder shall not have any actual, potential or reasonably perceived conflict of interest. A bidder with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. A bidder, including their respective personnel and affiliates, are considered to have a conflict of interest if any of them a) has a relationship that provides them with undue or undisclosed information about or influence over the evaluation process and the execution of the contract, b) participates in more than one quotation under this procurement action, c) has a business or family relationship with a member of the purchaser’s board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of this request for quotation, (ii) the selection process for this procurement, or (iii) execution of the contract. A bidder and the supplier have an ongoing obligation to promptly disclose any situation of actual, potential or reasonably perceived conflict of interest during the preparation of the quotation, the evaluation process or the contract execution. Failure to properly disclose any of said situations in a promptly manner may lead to appropriate actions, including the disqualification of the bidder, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations¹.

¹ The policy is accessible at: www.ifad.org/anticorruption_policy.

3. All bidders are required to comply with the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations (hereinafter, “IFAD’s Anticorruption Policy”) while competing for, or in executing, the contract.
 - a. If determined that a bidder or any of its personnel or agents, or its sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers, and/or the latter’s personnel or agents, has, directly or indirectly, engaged in any of the prohibited practices as defined in IFAD’s Anticorruption Policy or in sexual harassment, exploitation and abuse as defined in IFAD’s Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse² in competing for, or in executing, the contract, the quotation may be rejected or the contract may be terminated by the purchaser.
 - b. In accordance with the IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations, the Fund may investigate and, when applicable, sanction entities and individuals, including by debarring them, either indefinitely or for a stated period of time, to participate in any IFAD-financed or IFAD-managed activity or operation. A debarment includes, *inter alia*, ineligibility to: (i) be awarded or otherwise benefit from any IFAD-financed contract, financially or in any other manner; (ii) be a nominated sub-contractor, consultant, manufacturer, supplier, sub-supplier, agent or service provider of an otherwise eligible firm being awarded an IFAD-financed contract; and (iii) receive the proceeds of any loan or grant provided by the Fund. The Fund may also unilaterally recognize eligible debarments by any of the international financial institutions signatories to the Agreement for Mutual Enforcement of Debarment Decisions.
 - c. Bidders and any of their personnel and agents, and their sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers, and the latter’s personnel and agents are required to fully cooperate with any investigation conducted by the Fund, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and records (including electronic records) relating to this bidding process or the execution of the contract and to have such accounts, premises, records and documents audited and/or inspected by auditors and/or investigators appointed by the Fund.
 - d. Bidders have the ongoing obligation to disclose in their quotation and later in writing as may become relevant: (i) any administrative sanctions, criminal convictions or temporary suspensions of themselves or any of their key personnel or agents for corrupt, fraudulent, collusive, coercive or obstructive practices, and (ii) any commissions or fees paid or to be paid to agents or other parties in connection with this bidding process or the execution of the contract. Bidders must disclose the name and contact details of the agent or other party and the reason, amount and currency of the commission or fee paid or to be paid. Failure to comply with these disclosure obligations may lead to rejection of the quotation or termination of the contract.

² The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>.

- e. Bidders shall keep all records and documents, including electronic records, relating to this bidding process available for a minimum of three (3) years after notification of completion of the process or, in case the bidder is awarded the Contract, execution of the contract.

4. The Fund requires that all beneficiaries of IFAD Funding or funds administered by IFAD, including the purchaser, any bidders, implementing partners, service providers and suppliers, observe the highest standards of integrity during the procurement and execution of such contracts, and commit to combat money laundering and terrorism financing consistent with IFAD's Anti-Money Laundering and Countering the Financing of Terrorism Policy.³

5. *PICSA project, Department of Irrigation, Ministry of Agriculture and Forestry, Lao PDR* invites you to submit your price quotation in a pro forma invoice format for the supply of the items listed in **Annex 1** of this RFQ.

6. Your quotation in the required format should be addressed to:

[insert name of office]

Attn: *[insert name of officer & title]*

[insert postal address and/or street address]

[insert postal code, city and country]

Tel: *[include the country and city code]*

Fax: *[include the country and city code]*

E-mail: *[include e-mail address]*

7. The quotation should be accompanied by:

- a. a copy of your business registration;
- b. completed price form and delivery schedule;
- c. adequate technical documentation and catalogue(s) and any other pertinent information.

8. The deadline for receipt of your quotation is 10:00 AM of 22 September 2023 Lao Local Time (+07)

9. Quotations should be submitted Hardcopy in physical form (only), by the deadline and to the address stated above.

³ The policy is accessible at <https://www.ifad.org/en/document-detail/asset/41942012>.

10. Bidders must quote all items in the RFQ. A partial quote will not be accepted. If a quotation shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. An item not listed in the quotation shall be assumed not to be included in the quotation.

[If procurement is in lots, replace the clause above with the following:

Bidders can quote for and win one or more lots. Bidders must quote for all the items within a lot, and for all quantities within an item. A partial quote will not be accepted. If a quotation shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. An item not listed in the quotation shall be assumed not to be included in the quotation.]

11. **Evaluation.** The purchaser shall award the contract to the bidder whose offer has been determined to be the lowest priced quotation and is substantially responsive to the request for quotation, provided further that the bidder is determined to be qualified to perform the contract satisfactorily.

The purchaser's evaluation of a quotation may take into account, in addition to meeting the minimum technical and qualification requirements, the following factors;

(a) **Delivery schedule. (as per Incoterms 2010)** The items are required to be delivered within the time as specified in the delivery schedule. Quotations offering delivery beyond this delivery time shall be treated as non-responsive.

(b) **Deviation in payment schedule.** Bidders shall state their quoted price for the payment schedule in the payment terms below. Quotations shall be evaluated on the basis of this base price. Bidders requesting payment terms other than those stipulated in clause 10 below shall have their quotations treated as non-responsive.

12. **Prices.** Prices shall be in **USD**. Prices quoted in currencies other than **USD** will be evaluated after converting the currency into **USD** at the exchange rate prevailing at **reliable Commercial Bank** on the date of the deadline of submission for quotations.

13. **Payment.** Payment will be made in full within 30 days after delivery and acceptance of goods.

14. **Delivery.** Prices should be quoted EXW/CIP *Department of irrigation* in accordance with INCOTERMS 2010. Ex-Works (EXW) applies to national bidders while carriage-and-insurance-paid (CIP) applies to bidders not registered in the purchaser's country.

15. **Delivery Schedule.** All items should be delivered *60 days* after signature of contract. Bidders must state an exact delivery time in the quotation.

16. **Warranty.** Items offered should be covered by at least 12 months' warranty from the date of delivery to the purchaser/procuring entity (in the form of Bank Guaranty). Goods offered shall be new, unused and based on the manufacturer's current and most recent model.

17. **Origin.** *[Please state country of origin of the goods, if applicable].*

18. **Brand.** *[Please state brand, make and model of goods quoted for].*

19. **Validity.** Your quotation should be valid for a period of 60 days from the date of your quotation.

20. **Purchase Order.** The purchase order shall be issued by the PICSA project, Department of Irrigation, Ministry of Agriculture and Forestry, Lao PDR before the end of the validity of the quotation to the eligible bidder who submitted the lowest evaluated quotation. The purchase order terms and conditions are attached in annex 2. Prior to the issuance of the purchase order and after the completion of the evaluation process, the purchaser/procuring entity reserves the right to increase or decrease the requested quantities under this RFQ. The maximum increase allowed to be done to the quotation prior to purchase order signature is +15% and the maximum decrease is -15%.

Yours sincerely,

.....

Director General (DOI)

Annex 1

Schedule of Requirements

All specifications are stated in **minimum terms**, except where ranges, approximations, maximum levels or exactitudes are stated.

1. The specification of Ground water level meter (20 Units)

2.

No	Specification detail	Unit (set)	Quantity	Unit cost	Total cost	Place of Delivery (PICSA project, DOI, MAF), Delivery Period (expressed in form of number of days following Purchase Order signature) 60 days after contract signed
1	Ground water level meter	set	20			
2	Measurement reading in millimeter unit (measurement Unit)					
3	The equipment consists of the sensor for water level measurement (stainless material);					
4	The water level sensor is attached the red-light to show water level with sound of respond occur in the main measuring equipment					
5	The total length of the measurement cable is 50 meters with cable width of 9.8 mm (PE coating Ruler tape).					
6	Total weight of the equipment is not more than 4.5-6 Kg					
7	Warranty 1 year					
Total Estimate cost						

Annex 2
Quotation form

RFQ Submission Sheet (Form 1)

RFQ No: **PICSA/C1/G/2023-04**
Bid Package No: C 1.4.60

Date:.....

To:

Having examined the Request for quotation Documents, the receipt of which is here by duly acknowledged, We, the undersigned, offer to supply and deliver (.....Name of Goods andEquipment) in conformity with the said RFQ documents for the sum of the total bid (.....insert amount in numberwords).

We undertake, if our bid is accepted, to deliver the goods in (.....days, weeks, months), calculated from the date of the contract signing, in accordance with the delivery schedule specified in the schedule of requirement.

Our RFQ shall be valid for the period stated in the RFQ document (60 days) or (..... Number of days) and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We declare that ourselves, and any Subcontractors or Suppliers for any part of the Contract, have nationalities from eligible countries and that the goods and related services will also be supplied from eligible countries. We also declare that we, and any Subcontractors or Contractors for any part of the Contract have not been declared ineligible by the Government of Lao PDR on charges of engaging in corrupt, fraudulent, collusive or coercive practices. We furthermore, pledge not to indulge in such practices in the competing for or in executing the contract and are aware of the relevant provisions of the bid document.

If our bid is accepted, we commit to obtaining a Performance Security in the amount stated in the RFQ Data Sheet.

We understand that your written Notification of Award shall constitute the acceptance of our Bid 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 evaluated Bid or any other Bid that you may receive.

Signed

.....

In the capacity of:.....

Duly authorised to sign the Bid on behalf of the Bidder:.....



Price Schedule for Goods (Form 2)

RFQ No: **PICSA/C1/G/2023-04**

Bid Package No: C 1.4.60

Date:

A: PRICE OF GOODS

1	2	3	4	5	6	7	8	9
Item N° .	Description Of Item	Country of Origin	Unit Of Supply	Qty Of units Required	Unit price ¹	Total price Per Unit (Col. 5x6)	Other Costs: installation Training and others ²	Total Price (Col. 7+8)
1	Under Ground Water Level Meter		Unit	20				
Grand Total								

1: Unit Price shall be in internal market price.

2: Price of other related (incidental) services, if any

Name of Bidder _____ Signature of Bidder _____ Date _____



Specifications Submission Sheet (Form 3)

RFQ No: **PICSA/C1/G/2023-04**

Bid Package No: C 1.4.60

Date:

Item No	Technical Specifications proposed by PICSA	Technical Specifications Submitted by Supplier
1	Ground water level meter	
2	Measurement reading in millimeter unit (measurement Unit)	
3	The equipment consists of the sensor for water level measurement (stainless material);	
4	The water level sensor is attached the red-light to show water level with sound of respond occur in the main	
5	The total length of the measurement cable is 50 meters with cable width of 9.8 mm (PE coating Ruler tape).	
6	Total weight of the equipment is not more than 4.5-6 Kg	
7	Warranty 1 year	

Name of Bidder _____ Signature of Bidder _____ Date _____



Form G – 4: Self-Certification Form

This Self-Certification Form is to be completed by the Bidder. The Bidder shall submit the completed form together with the Bid/Proposal to the Department of Irrigation by email: Picsa.ifad2020@gmail.com. Instructions for completing this form are provided below.

Full Legal Name of Bidder:	
Full Legal Name of Bidder's Legal Representative and position:	
Title of Procurement:	Water level Meter

I hereby certify that I am the authorized representative of **[Name of the Bidder]**, as well as that the information provided above is true and accurate in all material respects and understand that any material misstatement, misrepresentation or failure to provide the information requested in this certification may result in sanctions and remedies, including the permanent ineligibility to participate in IFAD-financed and/or IFAD-managed activities and operations, in accordance with the IFAD Procurement Guidelines, the IFAD Procurement Handbook and other applicable IFAD policies and procedures, including **IFAD's Policy on Preventing Fraud and Corruption in its Activities and Operations** (accessible at www.ifad.org/anticorruption_policy).

Authorized Signature: _____ **Date:** _____

Printed Name of Signatory: _____

- The Bidder certifies that itself, its proprietor(s), Agents, Sub-Consultants, Sub-Contractors, Consortium and Joint Venture partners have **NOT** engaged in fraudulent, corrupt, collusive, coercive or obstructive practices in connection with the present procurement process.
- The Bidder certifies that itself, its proprietor(s), Agents, Sub-Consultants, Sub-Contractors, Consortium and Joint Venture partners are **NOT** subject to a criminal conviction, administrative sanctions and/or temporary suspensions for engaging in fraudulent, corrupt, collusive, coercive or obstructive practices.
- The Bidder certifies that itself, its proprietor(s), Agents, Sub-Consultants, Sub-Contractors, Consortium and Joint Venture partners are **NOT** subject to a debarment recognized under the Agreement for Mutual Enforcement of Debarment Decisions (the "Cross-Debarment Agreement")⁴.
- The Bidder certifies that itself, its proprietor(s), Agents, Sub-Consultants, Sub-Contractors, Consortium and Joint Venture partners have no actual or potential conflicts of interest⁵ that could impact their capacity to serve the best interest of the **Department of Irrigation** and/or the Fund.
- The Bidder certifies that **NO** gratuities, fees, commissions, gifts or anything else of value have been paid or exchanged or are to be paid or exchanged with respect to the present bidding process.

OR

- [To be completed only if previous box was not checked]**

The Bidder declares that the following gratuities, fees, commissions, gifts or anything else of value have been exchanged, paid or are to be exchanged or paid with respect to the present bidding process:

- [Name of Recipient/Address/Date/Reason/Amount]
- [Name of Recipient/Address/Date/Reason/Amount]
- [Name of Recipient/Address/Date/Reason/Amount]

⁴The Cross-Debarment Agreement was entered into by the World Bank Group, the Inter-American Development Bank, the African Development Bank, the Asian Development Bank and the European Bank for Reconstruction and Development, additional information may be located at: <http://crossdebarment.org/>.

⁵Conflicts of interest arise where private or personal interests of a bidder may influence or appear to influence the impartial and objective performance of their duties. Private or personal interests include situations where a bidder appears to benefit improperly, directly or indirectly, or allows a third party to benefit improperly, from their association with an enterprise or organization that engages in business directly or indirectly with the Project.

INSTRUCTIONS FOR COMPLETING THE SELF-CERTIFICATION FORM

The Bidder shall verify that its itself, its proprietor(s), Agents, Sub-Consultants, Sub-Contractors, Consortium and Joint Venture partners are **NOT** subject to a debarment that meets the requirement for recognition under the Agreement for Mutual Enforcement of Debarment Decisions (the "Cross-Debarment Agreement").

The Bidder shall perform the following procedures to verify that itself, its proprietor(s), Agents, Sub-Consultants, Sub-Contractors, Consortium and Joint Venture partners are **NOT** listed on the World Bank Listing of Ineligible Firms and Individuals (accessible at: <https://www.worldbank.org/en/projects-operations/procurement/debarred-firms>) on the grounds of "Cross-Debarment".

The World Bank Listing of Ineligible Firms and Individuals is a searchable database that returns a positive or negative search results page upon submission of a name to be searched, in order to document the eligibility.

The Bidder should print out, date, and attach the results page(s) to the Self-Certification Form, which should read, "No Matching Records found".

If an adverse record(s) has/have been found – i.e. the results page(s) shows one or more individuals or entities, including the Bidder itself are ineligible on the grounds of "Cross-Debarment" – and the Bidder believes the finding is a "false positive", they should immediately notify the Department of Irrigation.