**Request for Quotation for domestic air tickets *# PRN060***

*23 August. 24.*

Saphathong Tai village, Sisatanath District,

VTE capital, Laos. Tel 021 413 290/020 5237 1671

Dear Sir/ Madam,

You are invited to submit your tender in response to the attached Request for Quotations.

SNV intends to enter into a contract to supply *domestic air tickets* with the winning bidder. The overarching project within which this assignment will sit is funded by the *all of SNV’s project* and thus subject to their terms and conditions in the Lead Contract with SNV.

Your quotations are due to SNV no later than 10th September 2024 at 17.00, local time. Late bids will be disqualified.

In the attached package you will find:

* Request for Quotations (RFQ)
* Specification/Quotation
* Past and current experiences
* Due Diligence form
* A Sample Contract.

We look forward to receiving your quote,

Kind regards,

Procurement team

**Request for Quotations for a Domestic air tickets**

**Reference #: PRN060**

**CLOSING DATE: 10th September 2024**

# SECTION 1

## 1.0 INSTRUCTIONS

### 1.1 INTRODUCTION

**SNV NETHERLANDS DEVELOPMENT ORGANISATION** would like to invite interested Vendors to perform the contract of supply of domestic air tickets to SNV’s office in Laos.

### 1.3 INVITATION TO BID

You are invited to submit your tender documents to SNV Office in Saphanthong Tai Village, Vientiane capital, Laosso they may be evaluated. SNV requires prospective Vendors to supply mandatory information for tender.

### 1.4 EXPERIENCE

Prospective Vendors must have carried out successful supply and delivery of similar items of similar size and complexity. Potential Vendors must demonstrate the willingness and commitment to meet the tender criteria.

### 1.5 RFQ DOCUMENT

This document includes questionnaire forms and documents required of prospective Vendors.

In order to be considered for the tender, prospective Vendors must submit all the information requested herein.

### 1.6 SUBMISSION OF DOCUMENTS

**One copy** of the complete quotation and other information requested should besubmitted to reach as a single bound document with all pages serialised and stamped or initialled by the appointed authorised signatory to the following address:

SNV/Netherlands Development Organization

PO Box 9781, Saphanthong Road, Vientiane, Lao PDR.

Tel: 021 413290-1 Fax: 021 414 068

Email: laprocurement@snv.org

Contact detail: Mr. Chorly Pachia (020 5231671)

 ***No later than 17.00 hours on 10th September 2024***

The RFQ Reference ***PRN060*** should be clearly **indicated *on the envelope*** alongside with the firm’s company name.

### 1.7 QUESTIONS ARISING FROM DOCUMENTS

Questions that may arise from the RFQ documents should be directed to *Procurement Responsible,* laprocurement@snv.org whose address is given in 1.7 above.

### 1.8 ADDITIONAL INFORMATION

**SNV** reserves the right to request submissionof additional information from prospective Vendors.

All data submitted will be maintained securely by SNV and used only for programming purposes. Data will be destroyed after *10* years in accordance with national law.

# SECTION 2

### 2.1 TAXES ON IMPORTED GOODS

The Vendors will have to pay custom duty and VAT as applicable for the domestic air tickets to be supplied.

### 2.2 CUSTOMS CLEARANCE

The Vendors shall be responsible for custom clearance of the domestic air tickets*.*

### 2.3 CONTRACT PRICE AND CONTRACT

The contract shall be of unit price type. A sample contract is included in this package.

### 2.4 PAYMENTS AND CURRENCIES

Payments are made within 30 days of receipt of a valid invoice. Payments will be made in *LAK*. The Quotation shall be expressed in *LAK.*

### 2.5 BID VALIDITY

Your tender must be valid for *30* days.

# SECTION 3

### 3.1 WITHDRAWAL OF RFQ

Should a condition arise between the time the firm has tendered the bid and the opening date which in the opinion of the SNV could substantially change the performance and qualification of the Vendor or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitment, SNV reserves the right to reject the tender from such a Vendor.

### 3.2 EVALUATION CRITERIA

SNV will determine the winning supplier on the basis of cost and relevant experience.

Goods to be delivered to SNV’s offices in *Laos* at the address listed in 1.7 above. All costs of delivery to be included in the offer.

# SECTION 4

**All firms must provide:**

1. Firm Data shown in Section 4
2. Signed Sworn Statement as in Section 5

#### 4. 1 FIRM DATA

|  |  |
| --- | --- |
| Name of Vendor |  |
| Trading Name (if different from above) |  |
| Postal Address |  |
| Physical location of Business Premises  | Town |
| Street |
| Plot No. |
| Building name  |
| Floor |
| Primary Contact Person | Name |
| Mobile number |
| Email |
| Nature of organisation (e.g. Sole Proprietorship, NGO, Public Limited Company, Partnership, etc.) |  |
| **Names of the Proprietor, Directors or Partners and their nationality**  |
| Name, nationality and position held |  |
| Name, nationality and position held |  |
| Name, nationality and position held |  |
| Name, nationality and position held |  |
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| Name, nationality and position held |  |
| Name, nationality and position held |  |
| Name, nationality and position held |  |
| Vendor’s Operations  | Year established/registered:  |
| Duration of Operation: |
| Objectives, Mandate, Mission: |
| Outside of your registered physical premises listed above, list the address of any and all offices from which you operate to provide services |  |
| Vendor Registration No. and Country of Registration (Attach Copy)  | Country of Registration:Number: |
| VAT Registration No. (Attach Copy) | Number |
| Tax Identification Number Registration.(Attach Copy) | Number |
| Trade Licence/ Business Permit (Attach Copy) | Number |

#### 4.2 ELIGIBILITY

|  |
| --- |
| Do any of the following apply to your Firm/ Company or Organisation, or to (any of) the Director(s) / Partner(s) / Proprietor(s)  |
| Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons? | *Yes / No* | *If Yes give details* |
| Have you been convicted of a criminal offence related to business or professional conduct? | *Yes / No* | *If Yes give details* |
| Have you had any contracts terminated for poor performance in the last five years, or any contracts where damages have been claimed by the client? | *Yes / No* | *If Yes give details* |

#### 4.3 CONFLICT OF INTEREST

Please provide answers to the following statements:

|  |  |
| --- | --- |
| To the best of your knowledge, have you or any employee or staff member of your organisation or firm, ever been employed by SNV? | *Yes or No* |
| If Yes, provide the name of the person in your organisation, and a description of the employment period, including job title, the duration of the employment period, the country of employment. |  |
| Is any employee or staff member of your firm, company or organisation related (by blood, marriage or otherwise) to any employee of SNV in Laos? | *Yes or No* |
| If yes, please provide the name of your staff and the name of the SNV staff member they are related to. State the nature of the relationship. |  |

#### 4.4 FINANCIAL DATA

Vendors must provide copies of the following documents:

* Annual report (incl. financial report) of last 2 financial years
* External independent audit report with management letter of the last financial year
* Organisation chart and/or bylaws
* Proofs and confirmations that statutory social insurance contributions, taxes, etc. required by the national laws have been paid las two years.

# SECTION 5

#### 5.1 Sworn Statement

Having studied the information provided for the above project we/I hereby state:

1. The information furnished in our application is accurate to the best of my/our knowledge.
2. We enclose all the required documents and information required for the RFQ

Date: ……………………………………………………………………………………………..…………………..

Applicant’s Name: …………………………………………………………………………………..…………..

Represented by: ………………………………………………………………………………………………….

Signature: …………………………………………………………………………………….…………………….

Designation: ………………………………………………………………………………….…………..……….

(Full name and designation of the person signing and stamp or seal.)

#### Specification/Quotation

(Attached)

#### Sample Contract





















