

Request for Quotation for Polo T-shirt # PRN0486/25

03 Oct. 25.

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 purchase **Polo T-shirt** with the winning bidder. The overarching project within which this assignment will sit is funded by World food programme and thus subject to their terms and conditions in the Lead Contract with SNV.

Your quotations are due to SNV no later than 17 October 2025 at 17.00, local time. Late bids will be disqualified.

In the attached package you will find:

- Request for Quotations (RFQ)
- Specification/Quotation
- Due Diligence form
- A Sample Contract.

We look forward to receiving your quote,

Kind regards,

Procurement team

Request for Quotations for Polo T-shirt

Reference #: PRN0486/25

CLOSING DATE: 17 October 2025

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 **Polo T-shirt** 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, Laos so 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 be submitted 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: laprourement@snv.org
Contact detail: Mr. Chorly Pachia (020 5231671)

No later than 17.00 hours on 17 October 2025

The RFQ Reference **PRN0486/24** 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*, laprourement@snv.org whose address is given in 1.7 above.

1.8 ADDITIONAL INFORMATION

SNV reserves the right to request submission of 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 **Polo T-shirt** to be supplied.

2.2 CUSTOMS CLEARANCE

The Vendors shall be responsible for custom clearance of the **Polo T-shirt**.

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:

- (a) Firm Data shown in Section 4
- (b) 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	
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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:

- a) The information furnished in our application is accurate to the best of my/our knowledge.
- b) 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

No.	DESCRIPTION	Unit	Qty	Price/each (LAK)	Total (LAK)	Remark
1	Polo t-shirt (Blue color with logo in the back, cotton) (S=200, M=600, L=600, XL=300) for GAFSP project	each	1700			
2	Polo t-shirt (Blue color with logo in the back, cotton) (S=200, M=750, L=650, XL=300) for Sriwmp Project	each	1950			
Total before Tax						
Tax						
Total final cost						
Note: 1. The above cost including deliver to SNV office in VTE capital 2. Need sample comes with the tender documents						

Sample Polo Shirt



Sample Contract

		Netherlands		SNV Laos	
		Development		Saphanthong Tai Village, Sisattanak District	
		Organisation		Unit 19, House no. 415	
				Vientiane, Laos PDR,	
				O: 021 414 091; 021 413290 - 291	
				P.O.box.9781	
Purchase Order (PO)					
Supplier ID:	1027181	PRN#:	040		
To:	KK Shop	PO#:	PLO/CP/0513		
Attn:	Mr. XXX	Date:	03/06/2024		
Address:	VTE capital	SNV Project #:	SP2017-02.02		
Tel	020 xxx	Delivery address:	SNV, VTE		
Email		Delivery date:			
		Payment terms	14 days due net		

Line #	Description	Quantity	Unit	Unit price USD	Total price USD
1	Editing and publishing an Article on the world enviroment day	1	Each	100	100
					-
					-
					-
					-
					-
					-
					-
Note:				Sub-total (Included Tax)	100.00
				Tax %	5% 5.00
				GRAND TOTAL (Net)	95.00
					USD

Prepared by:		Approved by: (SNV)		Approved by: (Vendor)	
Name:	XXX	Name:	XXXX	Name:	
Position:	XXX	Position:	XXXX	Positior	
Date:	03/06/2024	Date:	03/06/2024	Date:	03/06/2024

	Terms and conditions						
1.0	SNV PURCHASE ORDER TERMS AND CONDITIONS						
	These Purchase Order Terms and Conditions (the 'Contract') apply to all orders for the purchase of Goods, Works and Services between you ('the Vendor') and SNV as the Buyer ('SNV'). No other terms apply unless specified in the Contract or otherwise agreed in writing between SNV and the Vendor. For any contradiction between these terms and conditions and those set out in an existing agreement between the Vendor and SNV, the agreement shall prevail.						
2.0	DEFINITIONS						
2.1	Purchase Order (PO) means the SNV generated document that authorizes a purchase of Goods, Works and/or Services to which these standard Terms and Conditions (T&Cs) are attached or incorporated. A PO sets forth the descriptions of Goods, Works and/or Services, quantities, unit prices, total cost, payment terms, the date by which performance of the Vendor's obligation must be completed (need by date) other associated terms and conditions, and identifies the						
2.2	Vendor means the Party indicated on the cover page of the PO that is contracting with SNV for the sale of Goods, Works and/or Services.						
2.3	Buyer means SNV.						
2.4	Goods means the Goods that are required to be delivered by the Vendor pursuant to a PO, and include all materials, component parts, packaging and labelling of such Goods.						
2.5	Services means any professional Services to be provided by the Vendor to SNV in accordance with the terms of a PO.						
2.6	Works means the delivery of Goods by the Vendor as well as Services to install, build or finish the Goods according to SNV's specifications as outlined in the PO.						
2.7	Delivery date means the date by which delivery for Goods, Works or performance of Services as specified in a PO needs to be completed.						
2.8	Specifications means the requirements, attributes and specifications for the Goods, Works or Services that are set out in the applicable PO. Specifications also include: a) Documentation published by the Vendor relating to the Goods, Works or services. b) Operational and technical features and functionality of the Goods, Works or Services. c) Standards or levels of service performance for Services; and d) SNV business requirements that are expressly set out in a PO.						
3.0	CONDITIONS OF PURCHASE						
3.1	Acceptance and Terms and Conditions						
	3.1.1 Every PO shall remain open for acceptance three days after receipt thereof by the Vendor, and if not accepted within the three days, then SNV shall have the right to withdraw the PO.						
	3.1.2 The Vendor shall accept a PO and any amendments by signing the PO.						
	3.1.3 Any queries concerning the issued PO(s) should be channeled to:						
	3.1.4 By acceptance of this PO, the Vendor agrees to be bound by, and to comply with all T&Cs, and any accompanying variations. These T&Cs may be modified only by a written document signed by the duly authorized representative of SNV and the Vendor.						
	3.1.5 Goods, Works and/or Services shall be supplied not later than the need by date indicated on the PO.						
	3.1.6 SNV reserves the right to accept all Goods, Works and/or Services supplied after the expiry of the need by date mentioned therein.						
3.2	Shipment and delivery						
	3.2.1 All shipping documents, invoices and correspondence regarding the supply or otherwise of the said Goods, Works and/or Services shall contain the PO Number specified in the PO.						
	3.2.2 The Vendor shall ship the Goods referred to in this PO in accordance with the agreed Incoterms on the date specified by SNV. The applicable standard shall be Incoterms 2020. If the Vendor fails to ship the Goods on the said date for any reason whatsoever, SNV shall have the right to obtain such Goods from any other source.						
	3.2.3 The Vendor shall compensate SNV for any loss suffered by SNV in connection with the failure of Vendor to ship the Goods referred to in this PO on the said date. The Vendor may request in writing change of delivery date before expiry in consultation with SNV.						
	3.2.4 Goods, Works and/or Services delivered to SNV by the Vendor must be confirmed by way of Delivery Note.						

3.3 Rights of Inspection and Title and Risk						
	3.3.1 SNV retains the right to inspect and approve all Goods, Works and/or Services and to reject any or all of the said Goods, Works and/or Services that do not meet the specifications.					
	3.3.2 Goods rejected for whatever reason remain the property of the Vendor for which risk shall not pass to SNV whether kept at SNV premises or not and no liability whatsoever for loss or damage shall be claimed against SNV.					
	3.3.3 The Goods referred to in this PO shall be subject to inspection by SNV within a reasonable time after receipt thereof by SNV.					
	3.3.4 If any of the Goods or Services are found at any time to be defective in material form or workmanship, or otherwise not in conformity with the requirements of this PO, including any applicable drawings and specifications, SNV reserves the right to reject and return the said Goods at the Vendor's expense. Payment, if any, made for any Goods rejected under this condition shall be promptly refunded by the Vendor by issuing a credit note, cheque or making an electronic bank transfer to SNV's bank account.					
3.4 Price						
	3.4.1 SNV shall be under no obligation to pay a price higher than the price agreed with the Vendor before the date of shipment and detailed on the face of the PO. In the absence of express agreement as to price, SNV shall pay to the Vendor the price last offered by the Vendor to SNV for identical Goods, materials or Services or the market price of identical Goods, materials or Services at the date of receipt thereof by SNV, whichever is lower.					
	3.4.2 No extra charges of any kind will be allowed unless specifically agreed to in writing by SNV. If the Vendor reduces its prices for such Goods, Works and/or Services during the term of this PO, the Vendor shall correspondingly reduce the prices of Goods, Works and/or Services sold thereafter to SNV under this PO.					
3.5 Invoices, Payments and Taxes						
	3.5.1 Invoices shall be rendered within 7 days of completing Works/Services or delivering Goods and shall contain the PO and item number, description of Goods, Works and/or Services, quantities, unit prices, date(s) and total purchase price. Each invoice must refer to only one PO.					
	3.5.2 Unless subject to a separate agreement, the Vendor will be paid in full within 30 business days upon receipt of the invoice unless otherwise agreed in accordance with the payment terms appearing on the body of the PO. All Vendor invoices and statements shall be sent to					
	3.5.3 The Vendor shall pay those taxes imposed by law upon or in connection with the Goods, Works, Services referred to in this PO. In the event that SNV shall be required by law to make any deductions or withholding tax then SNV shall, at the cost and expense and for the account of the Vendor, comply with such applicable legislation and remit the amounts to the appropriate authorities.					
3.6 Third Party Intellectual Property Indemnity						
	The Vendor shall hold and indemnify SNV, its officers, agents, servants and users of its products or Services harmless from liability for the infringement of any third party's intellectual property relating to any Goods and/or material supplied by Vendor.					
3.7 Compliance						
	3.7.1 The PO is placed by SNV on the understanding that the Vendor's acceptance hereof serves as a warranty that no statute, or any other legal regulation, has been violated in the manufacture or sale of the Goods and/or the performance of Services referred to in this					
	3.7.2 The Vendor shall be required to obtain and pay for any license, permit, inspection or listing by any public body or certification organization required in connection with the manufacture, performance, completion or delivery of any good and/or service.					

3.8 Entire Agreement	
3.8.1	This Contract contains the entire agreement between the Parties for to the purchase of the Goods, Works and/or Services hereof and, unless the T&Cs herein are replaced in accordance with varied superseding agreement signed by mutual consent of the Parties, whether oral or written, express or implied, in relation to the subject matter between them.
3.8.2	SNV reserves the right to vary the T&Cs of this PO as a direct result of new legislation, statutory instrument, government regulations or licenses, amendments or recommendations from regulatory bodies, changes to SNV business rules or similar events provided the Vendor is notified of such variations.
3.9 Governing Law	
3.9.1	The T&Cs of this Contract are governed by the laws of the Netherlands jurisdiction, excluding conflict of law rules and choice of law principles that provide otherwise. The United Nations Convention on the International Sale of Goods will not apply to this Contract.
3.9.2	Any dispute arising out of or in connection with this Contract, if not resolved amicably within a period of thirty days be referred for final and exclusive arbitration to the Netherlands Arbitration Institute under its applicable commercial arbitration rules. The arbitral tribunal will
3.9.3	Any award or determination made by the tribunal shall be final and binding upon the Parties and be carried without delay. All aspects of the arbitration shall be considered
3.9.4	Notwithstanding the Arbitration provisions, the Parties shall not be precluded from seeking urgent injunctive relief from any court with competent jurisdiction.
3.10 Environment	
3.10.1	SNV requires the Vendor to assume responsibility for the environmental impacts caused by its activities in recognition of ecological limits and environmental sustainability. The Vendor is also expected to monitor and continually improve on its environmental performance. Vendor agrees to comply with all applicable legislation in this respect.
3.10.2	Failure to comply may result in SNV rejecting a shipment at source/origin and if shipment costs have been incurred by SNV, and reverse logistics are needed, return costs will be fully borne by the Vendor. SNV will set off the amounts from the invoices payable to the Vendor.
3.11 Corrupt Practices	
SNV requires that the Vendor as well its subcontractors, employees, directors, shareholders and officers to observe the highest standard of ethics during the procurement and execution of this Agreement. In pursuit of this, SNV:	
3.11.1	Defines, for the purposes of this clause the following terms:
i.	"Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another Party including offences listed under all applicable laws, regulations and sanctions relating to anti-bribery, and anti-corruption;
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 a 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.

	3.11.2 Will terminate this Contract with immediate effect if it determines at any time that representatives of the Vendor engaged in corrupt, fraudulent, collusive or coercive practices during the procurement or the execution of this Contract; and
	3.11.3 Will sanction the Vendor, its shareholders, directors and other officers including declaring them ineligible, either indefinitely or for a stated period of time, to be awarded a SNV contract if it at any time determines that they have, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing this contract or any other agreement entered into with SNV.
	3.12 General
	3.12.1 Cancellation of Order - In the absence of terms to the contrary, where the Vendor fails to perform their obligations under, or is otherwise found to be in breach of any of the provisions of, this PO, SNV shall be entitled at its option and upon issuing a written notice of seven (7) days to the Vendor, to terminate this order and no Goods, Works and/or Services shall be receipted against such cancelled order.
	3.12.2 Confidentiality - Each Party agrees that it shall ensure that its trustees, employees, officers and directors shall hold in confidence all the commercial and other engagements and all information, documentation, data and know-how disclosed to it by the other Party and designated as "confidential" both relating to all orders made ("Confidential Information") and shall not disclose to any third Party or use Confidential Information other than in connection with the performance of its obligations pursuant to this PO or any part thereof without the
	3.12.3 Mutual Indemnity - The Parties agree to indemnify and to hold each other, their agents and employees harmless against all claims, proceedings, damages, costs, expenses and losses whatsoever whenever and howsoever arising out of any negligent, inadvertent or willful act or omission of their employees, servants or agents in the fulfilment of their respective obligations
	3.12.4 Publicity - The Vendor shall not use any of SNV's trademarks or intellectual property (including without limitation such logos, brands, service marks) without the prior written consent
	3.12.5 Personal Data protection - The Parties may provide each other with Personal Data during the performance of this Contract, the processing and transfer will be done in accordance with applicable data protection law, including the EU General Data Protection Regulation 2018. Each Party is a data controller in respect of Personal Data. Parties agree that they will process such personal data only to the extent necessary and implement and maintain appropriate technical and organizational measures as defined under applicable legislation to protect that personal data against unauthorized or unlawful processing, accidental loss, destruction, or damage.