CARE International in Lao PDR, Nongsangthor Road, Ban Nongsangthor, Saysettha District, Vientiane Capital Lao PDR, P.O Box: 4328, Tel: (856-21) 217 727, 212 991, Fax: (856-21) 217 727, E-mail: Lao.info@care.org

Date: 17 November 2026

INVITATION FOR BIDS (IFB) Framework Agreement

for the Supply and Delivery of Water Supply Construction Materials

CARE International in Lao PDR (CARE Laos) is supporting rural communities in the northern provinces of Laos to improve access to clean water through community water supply construction projects. In accordance with CARE International procurement policies, we seek to establish a long-term **Framework Agreement** with a qualified vendor.

CARE Laos hereby invites legally registered suppliers and hardware/construction material vendors in Lao PDR to submit sealed or official electronic bids, including a fully priced Bill of Quantities (BoQ), for the supply and delivery of water supply construction materials.

Mandatory Submission Requirements:

Priced Bill of Quantities (BoQ): The CARE BoQ completed in full, showing the unit price and total price for every line item, signed and stamped by the bidder. For each item, bidders should state the maximum quantity the quoted unit price applies to and are encouraged to offer reduced unit prices for larger quantities (e.g., price tiers by quantity range). As this is a Framework Agreement, BoQ quantities are indicative only and actual orders may vary. Bids without a completed BoQ will not be considered.

- **Supplier Profile:** Company profile clearly stating the company name, physical address, and contact details.
- **Legal & Tax Compliance:** Copies of a valid Business Registration Certificate and Tax Registration Certificate.
- **Vendor Questionnaire:** Completed and signed CARE Vendor Questionnaire (provided by CARE upon request).
- **Technical Specifications:** Product catalog or photos indicating item specifications and country of origin. *(The BoQ template is available upon request; see Inquiries & BoQ Requests below.)*
- **Commercial Terms:** Clear indication of payment terms (credit terms preferred) and delivery terms, including lead time and delivery location(s).
- **Logistics & Delivery:** All unit prices in the BoQ must include transportation and delivery costs to the designated target villages. Bidders must also submit a proposed delivery plan covering all provinces of Lao PDR, showing for each province:

a) (a) the transportation cost included in the unit prices, with the calculation basis (e.g., cost per trip, per ton, or per km, and the distance from the bidder's warehouse);
b) (b) the delivery lead time; and
c) (c) the transport method and any access limitations (e.g., rainy season). CARE will not pay any delivery charges beyond those stated in the bid.

- **Currency & Validity:** All quotations must be submitted in **Lao Kip (LAK) only** and clearly state the **quotation validity period** and whether prices include VAT.
- **Warranty:** Clear specification of warranty terms for all supplied materials.

Inquiries & BoQ Requests: For further information regarding material specifications, the Bill of Quantities, or delivery locations, please contact:

- **Email:** phetphouthone.soulinethavong@care.org
- **WhatsApp / Tel:** 020 55751333

Submission Instructions: All bidding and supporting documents must be submitted no later than **23 November 2026 at 16:00 (Vientiane time)** via either of the following methods:

Sealed Hardcopy: Deliver to the CARE International in Lao PDR office at Nongsangthor Road, Ban Nongsangthor, Saysetha District, Vientiane Capital, Lao PDR (P.O. Box 4328). Tel: (+856-21) 217 727

- **Electronic Bid:** Submit via email to **Lao.contracts@care.org** with the subject line "IFB – Water Supply Construction Materials – [Company Name]".

All bids must be marked for the attention of: CARE Tender Committee
Subject: Water Supply Materials

Please note: bid documents will not be returned. CARE reserves the right to accept or reject any bid, in whole or in part, and only shortlisted suppliers will be contacted.