Subject: Tender for school supplies 2020

ADRA Thailand is presenting an open tender for the supply of school materials to schools in the refugee camps along the Thai-Myanmar border. All bids will have to be submitted by 10 March, 2020 at 17.00 pm.

The tender evaluation meeting will take place on 11 March, 2020 at 9.30 am at: ADRA Thailand Main Office, 178/95 World Club Land, Soi 2 Moo 7, T. Nongkwai, A Hang Dong, Chiang Mai.

The tender will take place under the following conditions, to which the suppliers will agree:

1. The school supplies will be purchased according to the purchaser’s needs, as included in the attached lists (offer forms). In their offers, the suppliers will follow the product specifications as indicated in the product lists.
2. The supplier will submit their offers using the Offer Form as attached to this invitation letter. The format cannot be changed by the supplier. The bidders will submit both an electronic version (CD Rom/USB) and a paper copy of their offer.
3. The supplier will include a completed registration and vendor information form in their offer. The forms are attached to this invitation letter.
4. All prices will include VAT.
5. The bidding documents must be sealed with a company stamp.
6. During the tender evaluation, both technical and financial criteria will be used to select the winning bid. If none of the bids meets the technical and financial criteria, the purchaser has the right to reject all bids submitted.
7. An authorized representative of the organizations bidding may be present at the tender opening meeting.
8. The supplier will bring its latest financial statement and a letter of registration from the Ministry of Commerce (not issued later than 3 months back) to the evaluation meeting.
9. For the notebooks to be provided under the school supplies agreement, different logos have to be printed on the covers. Details will be given during the tender evaluation meeting.
10. The supplier will take responsibility for transporting and delivering supplies to each of the refugee camps. Costs for transportation will have to be covered by the supplier and need to be included in its offer. Information on the road conditions to the camps is attached.

Lot 1: procurement and distribution of school supplies to Ban Mai Nai Soi on 7 May and Ban Mae Surin on 8 May in Mae Hong Son province

Lot 2: procurement and distribution of school supplies to Mae Ra Ma Luang on 28 April, and Mae La Oon camp on 29 April in Mae Hong Son province.

Lot 3: procurement and distribution of school supplies to Nu Po camp on 21 April, Umpium Mai camp on 20 April and Mae La camp by 23 April in Tak province.

Lot 4: procurement and distribution of school supplies to Tham Hin camp in Ratchaburi province on 5 May, and Ban Don Yang in Kanchanaburi province on 7 May. Dates will be finalized after tender evaluation meeting.

11. The supplier and a staff member from the organization will sign a delivery note at the reception center in the camps.
12. Up to 2 months after delivery, the supplier takes responsibility for any damaged or missing items, which is the result of mistakes made by the purchaser or its representatives. The supplier will add/replace any item that is damaged or missing.
13. When the supplier has not provided all the goods according to the attached list, the delivery is considered incomplete and the supplier will reimburse the payment.

If you have any questions, please do not hesitate to contact kelly@adrathailand.org or kanika@adrathailand.org by 6 March 2020

Elvis Walemba  
Program Director  
ADRA Thailand  
Chiang Mai, 7 February 2020

Attachments:

A. Offer form ADRA  
B. Standard declaration form TH/ENG  
C. Sample contract  
D. Offer summary sheet  
E. Vendor registration form  
F. Road conditions description  
G. Work plan  
H. Notebook printing sample – front & back with LOGO

See attachments HERE