

Improved Serviced Delivery (ISD) - GIZ

Sayon Building, #42, Samdach Pan St. (214)

Sangkat Boeung Raing, Khan Daun Penh

Phnom Penh, Cambodia.

RFQ No. FY24.GFA-003

Date: 30 April 2024

Request for Quotation

Dear Sir/Madam

GFA Consulting Group is one of the leading German consulting companies working in international development cooperation. The Cambodian-German-Swiss ISD Programme (Mar/2022 Dec/2025) financed by the German Federal Ministry for Economic Cooperation Development (BMZ) and the Swiss Development Cooperation, has the following objective: Districts and municipalities in the selected partner provinces use strategies and improved processes for service delivery in priority sectors. GFA is responsible for improving access to the One-Window Service Offices and supporting the participatory development of climate-sensitive water management strategies as well as for support to procurement and the management of short-term experts to support the overall programme.

GIZ-ISD is currently considering seeking a computer shop to procure 6 units of Laptops, 4 units of Tablets, 2 units of printers, and 2 units of router Wi-Fi Hotspot (please see the specification as attached) at the competitive and economical prices for its office. You are therefore requested to provide your price quotation in U.S. dollars.

Instruction to Bidders:

- a) Delivery terms: specify the required delivery time/ date.
- b) All prices should be quoted in US Dollars.
- c) The offers shall be complete in all aspects, signed, stamped and dated clearly.
- d) The offers should be the latest standards issued by the respective manufacturer.
- e) GFA is not obliged to accept the lowest or any offer.
- f) Quotations will be rejected under the following:
 - a. Submitted in improperly sealed envelopes or previously opened (as required)
 - b. Unsolicited
 - c. Incomplete in aspects
 - d. Do not meet the required specifications.
 - e. Request for quotes received after closing date.
- h. Payment terms: Receipt and acceptance by the Purchaser.
- i. Warranty and maintenance period: The Supplier/ Manufacturer shall provide GFA all manufacturers' warranties, but not limited to the warranty that the items shall free from defects.

If you are interested, please send us quotation by **May 17, 2024 5:00PM**: via email (Chansidavuth.prak@gfa-group.de)

Thank you very much for your valuable interests. Much appreciate it if you could submit quotation before the deadline.

Best regards,

Attachment1: Purchaser's Schedule of Requirements and Technical Specifications

No	Description of Specifications	Unit	Quantity
1	Laptop Lenovo ThinkPad E14 Gen5 <ul style="list-style-type: none"> • Processor i7/13 • Screen: 14 inches • RAM : 16GB (DDR5) • Storage : 512GB SSD • OS : Windows 11 Pro License More requirement: Quote valid date: Status of stock: (Please specify in stock or need to order if so, how long.....?) Term of Payment: Warranty:	Unit	6
2	Galaxy Tab A9+ 5G More requirement: Quote valid date: Status of stock: (Please specify in stock or need to order if so, how long.....?) Term of Payment: Warranty:	Unit	4
3	Epson Eco Tank L6270 A4 More requirement: Quote valid date: Status of stock: (Please specify in stock or need to order if so, how long.....?) Term of Payment: Warranty:	Unit	2
4	Router Wi-Fi TP-Link M7350 5G LTE More requirement: Quote valid date: Status of stock: (Please specify in stock or need to order if so, how long.....?) Term of Payment: Warranty:	Unit	2

Comparative sheet

Description of requested goods/services: Venue with 2 time refreshment, 1 lunch, 2 dinners, and accommodation with breakfast for participants for The soft skill training to selected staff of 10 OWSOs at Siem Reap Province on 23 November 2023

Requested for quotation in writing by GFA: 10 November 2023

Deadline for the submission of quotations: 15 November 2023

No	Suppliers		Details of Quotation			Financial Comparison		
	Name of Supplier	Location	Quotation submitted to GFA	Specification/description of the offered good/service (identifying differences between quotations, if applicable)	Cost per unit in USD	Quantity	Total value of quotation in USD	
1	Regency Angkor Hotel	Siem Reap	10-Nov-2023	1. Meeting Package: venue, 2-time refreshments, and 1 lunch meeting for 25-35 pax on 23 Nov 2023	18.00	35	630.00	
				2. Accommodation with breakfast for 2 days from 22 to 24 November 2023	90.00	4	360.00	
				3. Dinner for Participants for 2 nights on 22 and 23 November 2023	24.00	8	192.00	
2	Angkor Palace Resort & Spa	Siem Reap	14-Nov-2023	1. Meeting Package: venue, 2-time refreshments, and 1 lunch meeting for 25-35 pax on 23 Nov 2023	38.00	35	1,330.00	
				2. Accommodation with breakfast for 2 days from 22 to 24 November 2023	156.00	4	624.00	
				3. Dinner for Participants for 2 nights on 22 and 23 November 2023	78.00	8	624.00	
3	Empress Angkor Resort & Spa	Siem Reap	13-Nov-2023	1. Meeting Package: venue, 2-time refreshments, and 1 lunch meeting for 25-35 pax on 23 Nov 2023	28.00	35	980.00	
				2. Accommodation with breakfast for 2 days from 22 to 24 November 2023	100.00	4	400.00	
				3. Dinner for Participants for 2 nights on 22 and 23 November 2023	36.00	8	288.00	

Number of chosen quotation:	3
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Detailed explanation / reasons for selection: On 10 Nov 2023, we sent an email to the hotel requesting quotations from 4 vendors (1. Regency Angkor Hotel, 2. Angkor Palace Hotel & Spa, 3. Empress Angkor Resort & Spa, and 4. Angkor Paradise Hotel) after the deadline we only received 3 quotations (1. Regency Angkor Hotel, 2. Angkor Palace Hotel & Spa, and 3. Empress Angkor Resort), we reviewed the quotation and noted that the technical aspects are acceptable for all companies. Refer to the cost provided by these three hotels, we decided to select and provide the award Regency Angkor Hotel, to provide their services due to this company offered the lowest cost, \$1,182.00 (one thousand and one hundred eighty-two US dollars only) to provide the package for the venue with 2-time refreshment, 1 lunch, 2 dinner, and accommodation with breakfast from 22 to 24 November 2023.

Persons present at the opening of the offers and comparison (at least 2 persons):

Name: Mr Chansidavuth Prak
Position: Admin. & Procurement Professional

Name: Ms Chhay Lina
Position: Admin. & Finance Professional

Procurement finally approved by: Mr Michel Ligthart
Position: Team Leader

Date and Signature: _____

Date and signature: _____

Date and signature: _____

Purchase Order

Date:	21-November-2023
PO No:	GFA-ISD 005

SUPPLIER INFORMATION		DELIVERED TO ADDRESS	
Regency Angkor Hotel Address: VITHEI CHARLES DE GAULLE, PHUM MONDUL III, KHUM SLORKRAM, Siem Reap, Cambodia Contact number: 092 376 633 Email: ec@regencyangkor.com		Improved Service Delivery (ISD) - GIZ Sayon Building, #42, Samdach Pan St. (214) Sangkat Boeung Raing, Khan Daun Penh Phnom Penh, Cambodia. Tel: 085 757 601/ 093 200 307 Email: chansidavuth.prak@gfa-group.de	
TERM OF PAYMENT	Upon receiving cheque	DELIVERY DATE	Upon receiving cheque
MODE OF PAYMENT	Cash <input type="checkbox"/> /T.T <input checked="" type="checkbox"/> /Cheque <input type="checkbox"/>	TERM OF DELIVERY	ISD-GIZ Office

No	Description	Ref.#	Unit	Quantity	Unit Price/Rate USD	Total USD
1	Meeting Package: venue, 2 times refreshments, and 1 lunch meeting for 25-35 pax on 23 November 2023	N/A	Unit	35	18.00	630.00
2	Accommodation with breakfast for 2 days from 22 to 24 November 2023	N/A	Unit	4	90.00	360.00
3	Dinner for 2 nights on 22 and 23 November 2023	N/A	Unit	8	24.00	192.00
Note:					Sub-total	1,182.00
1. Please notify us immediately if you are unable to deliver as specified.					VAT10%	N/A
2. The check will be used to settle this order if the settled amount is equal to or greater than 100 USD.					Other charges	N/A
3. Please send all correspondence to the address above.					Grand Total	1,182.00

Issued by:

I hereto accept the terms and conditions in the contract and purchase order:

Vendor Name and signature:

Mr Chansidavuth Prak
Admin. and Procurement Professional

Position:

Date:

Contact number:

Validation Stamp

GFA project name:	GIZ-ISD	
GIZ contract no.:	81281603	
	Date	Initials
Goods/services received:	21 March 2023	
Factually correct:		
Invoice received:	21 March 2023	
Arithmetically correct:		
Release for payment:	21 March 2023	
Paid:	21 March 2023	
Booked:	30 March 2023	
Bank account or cash	Cheque#: 000001	