

# THE BORDER CONSORTIUM

12/5 Convent Road, Bangrak, Bangkok 10500, Tel: (02) 238-5027-8, Fax: (02) 266-5376, E-mail: sc-l@ttheborderconsortium.org

## INVITATION TO TENDER

### Tender Ref: TBC Ration Book Y2018

#### 1. General Information:

The **Buyer** invites your company, the **Seller**, to bid for supplies consisting of **Ration Book Y2018** for delivery to TBC Field Offices in Thailand as per details in bidding form.

- **Specifications:**

- Size A4 with 24 pages (black & white)
- Inner paper is pond paper 90 grams
- Cover Book is pond paper 230 grams color "Soft Blue" (#A8F7F7) Laminate cover
- Staple with color fabric tape using 9 separate colors for the 9 locations

- **Conditions:**

- Buyer will provide to Seller the PDF files to be used for printing by section for each camp
- PDF files will be made available to Seller via an internet "Cloud" storage service
- Seller has to deliver to the TBC Field Offices in:
  1. A. Muang, Kanchanburi
  2. A. Muang, Mae Hong Sorn
  3. A. Muang and A. Umphang, Tak

- **Number of unit required: Approximately 20,000 books, as per the example PDF file in the attached file. The approximate quantities per field offices as in the table below;**

TBC Office สำนักงานที่ปีชี	Camps ศูนย์อพยพ	Ration Book per Office (units) สมุดบันทึกผู้อยู่อาศัยแต่ละสำนักงาน (เล่ม)
TBC กาญจนบุรี	Don Yang and Tham Hin camps ศูนย์อพยพ ตันยาง และ ถ้ำหิน	1,700
TBC แม่สอด	Mae La camp ศูนย์อพยพแม่หละ	6,800
TBC ชุมพวง	Umpiem and NuPo camps ศูนย์อพยพ ชุมเปี่ยม และ นูโป	4,400
TBC แม่ฮ่องสอน	Mae La Oon, Mae Ra Ma Luang, Ban Mai Nai Soi and Ban Mae Surin camps ศูนย์อพยพ แม่ละอูน แม่รามากลาง ไซด์ 1 และ ไซด์ 2	6,300

**Remark:**

- Note that the printing of the cover page and inner pages for each book cannot be a continuous printing process

## 2. Bidding Procedure & Requirement:

All suppliers who are interested in placing bids must follow the following procedure, otherwise the bids will not be considered.

### 2.1 Bidding Procedure:

- a. Interested suppliers are required to contact TBC's Bangkok Office to express their interest by **Friday 13 October 2017**.
- b. **The interested suppliers must submit the bid including all required documents set out in Part 2.2 below by hand, mail or e-mail to:**

Supply Chain & Logistics Unit  
The Border Consortium  
12/5 Convent Road, Bangrak, Bangkok 10500  
Tel: (66-2) 238-5027 to 8, Fax: (66-2) 266-5376  
**Email: [tenderrationbook@theborderconsortium.org](mailto:tenderrationbook@theborderconsortium.org)  
before 12:00 noon, Friday 23 October 2017.**

### 2.2 Bidding Requirement:

3.2.1) **Documents Required:** All interested suppliers must submit the following documents to TBC Bangkok prior to the bid closing deadline, otherwise the bid will not be considered.

- a) **TBC Official Bidding Form-Standard:** completed, signed, and stamped by authorised person(s). Bidding Form(s) must be submitted either as an email file attachment or in a **Sealed Envelope(s)** and sent to TBC Bangkok by hand or by mail only. Bidding Forms which have been filled incorrectly, not received by TBC Bangkok before the closing date/time, or are not accompanied by other required documents, will not be considered.
- b) **Ration Book Sample** at least 1 book; Buyer will send the sample file to Seller to do the sample printing and attached with TBC Official Bidding Form (item a)
- c) **Copy of company registration document. A letter of authorization** is required, if the name of the person(s) who signs TBC Bidding Form is different from the name(s) stated in the company's registration document.
- d) **Copy of Identification Card** of the authorised person who signs TBC Bidding Form and whose name is shown on the company's registration documents and/or letter of authorisation.
- e) **Copy of Tax Identification Card** of the company submitting the bid.
- f) **Statement of the Company's Bank Account. New suppliers**, including the suppliers who are contacting TBC for the first time or those who have never been awarded TBC contract(s) for the camp(s), must submit with the tender the Statement of the Company's Account with at least six-month transaction history issued and verified by the bank.

**For current/previous suppliers**, who have previously been awarded TBC contract(s), the Bank Statement is not required to be submitted with the tender. However, as necessary, the **Buyer** reserves the right to request the current / previous suppliers to submit its Bank Statement prior to contract award.

#### **Remark:**

- *All copied documents must be identified "True Copy", stamped, and signed by the company's authorized person(s).*

- Only one set of the copy of the company's registration document, Identification Card, Tax ID, and VAT registration document is required per bid submission. No need to make multiple copies and attach to each bidding form.

**3. Delivery: It is the Seller's responsibility to deliver the ration book to TBC field Offices as below table;**

TBC Office สำนักงานที่ปี้ซี	Camps ศูนย์อพยพ	ที่อยู่	Address
TBC กาญจนบุรี	Don Yang and Tham Hin camps ศูนย์อพยพ ตันยาง และ ถ้ำหิน		
TBC แม่สอด	Mae La camp ศูนย์อพยพแม่หละ	11/22 ซ. ร่มแรง ม.ในฝัน ถ.อินทราคีรี อ.แม่สอด จ.ตาก 63110 โทร (055) 534254 แฟกซ์ (055) 546806	11/22 Soi Ruamrang, Moo Ban Naifun Intarakeeree Road, Mae Sot, TAK 63110 Tel. (055) 534254 Fax. (055) 546806
TBC อุ้มผาง	Umpiem and NuPo camps ศูนย์อพยพ อุ้มเปี้ยม และ นุโพ	798/1 หมู่ 1 ตำบล อุ้มผาง อำเภอ อุ้ม ผาง จ.ตาก 63170 โทร (055) 561465 แฟกซ์ (055) 561460	798/1 Moo 1 T. Umphang, A. Umphang, TAK 63170 Tel. (055) 561465 Fax. (055) 561460
TBC แม่ฮ่องสอน	Mae La Oon, Mae Ra Ma Luang, Ban Mai Nai Soi and Ban Mae Surin camps ศูนย์อพยพ แม่ละอูน แม่รามาทอง ไชด์ 1 และ ไชด์ 2	43/5 ถนนปางด่อนนิคม อ.เมือง จ. แม่ฮ่องสอน 58000 โทร (053) 695086 แฟกซ์ (053) 695509	43/5 Panklawnikom Road, Muang, Mae Hong Son 58000 Tel (053) 695086 Fax (053) 695509

- The delivery to TBC field Offices shall commence on **15 November** and shall be deemed as completed once the full amount has been received by the Buyer, or by **15 December 2017**.
- The **Seller** should confirm with the TBC Bangkok Office of the appointment for date and time of dispatch. If the goods are not ready for dispatch by the periods specified in the Purchase Orders, causing the delay in deliveries, the contract may be suspended at the **Buyer's** discretion.

#### 4. Code of Conduct and TBC Child Protection Policy:

Upon the awarding of the contract(s), the **Seller**, as referred to as TBC contractor, and its sub-contractor(s) and its staff (i.e. truck companies and drivers) that have any direct dealings with any and all TBC staff and/or beneficiary groups in the Camps shall receive, read carefully, understand, and signed their compliance to TBC Code of Conduct. The **Code of Conduct and TBC Child Protection Policy** provides all TBC contractors and sub-contractors general guidance regarding key issues that must be known. Failure to abide by the Code of Conduct by the staffs of the contractor and subcontractors may be considered a breach of this contract. Depending on the seriousness of the misconduct, the **Seller/Contractor** may be subject to penalties by the **Buyer** (See the below Part 11 “Violation of Contract and Associated Penalties”).

The **Code of Conduct for TBC Contractors/Sub-Contractors** is a separate document and is not included in this set of tendering documents. The **Code of Conduct and TBC Child Protection Policy** documents are available upon request at TBC’s website: [www.theborderconsortium.org/resources/additional-resources/](http://www.theborderconsortium.org/resources/additional-resources/) or from TBC Bangkok Office.

#### 5. Quote;

- **Price Validity:** The price offered shall be fixed during the duration of the contract, or at least until the completion of all deliveries, and is not subject to review. The quantity stated above and as specified in the attached Delivery Schedule are closely-estimated quantities based on estimated camp population. The actual delivery quantities may be different due to possible changes in the population. Within the contract period, in case the **Buyer** has to order more, the price(s) offered must be maintained for any possible increase of up to **10% of the contracted total quantity**. The Buyer will not be responsible for any costs incurred by the Seller if the actual quantities ordered are less than the estimated quantity
- **Terms of payment:** Payments to the **Seller** by the **Buyer** will be made 30% payment from contract and completely payment when **Seller** finishes the delivery to all TBC field offices. The **Seller** must issue an official Receipt/Acknowledgement indicating that the **Seller** has received payment from the **Buyer**; this should be submitted to TBC’s Bangkok Office.
- **Remark;**
  - **Seller in Bangkok and nearby;** Buyer will pay by cheque by receiving at TBC Bangkok office only with completed document (Bill and Invoice etc.)
  - **Seller in Upcountry;** Buyer will pay by transferring to Seller account number after receive the completed document (Bill and Invoice etc.) at TBC Bangkok office

#### 6. General background, principles, rules and warranty:

- ❖ TBC has received grants from various Donors, for the implementation of this humanitarian aid operation to refugees from Burma and intends to apply a portion of those grants to payments under this contract. The Donor(s) will establish the final amount of the grant and will liquidate it to TBC on completion of the operation on the basis of the expenses presented and declared eligible. No party other than TBC shall derive any rights from the grant or have any claim to its proceeds. Under no circumstances or for no reason whatsoever will the Donor(s) entertain any request for indemnity or payment directly submitted by TBC’s contractors. The Donor(s) is/are not bound by contracts between TBC and the contractor, and recognize(s) no contractual link between itself / themselves and TBC contractors.
- ❖ Donors require TBC, tenderers and contractors to observe the highest ethical standards during the procurement process and execution of contracts. Procurement and contract award procedures must comply with the principles of:
  - *Transparency* in the procurement process
  - *Equal treatment* of potential contractors

- ❖ TBC procurement procedure must be free of any interference due to a situation of conflict of interests.
- ❖ Donors providing the funding for this project reserve the right to exercise their powers of control, on documents and on the spot, over all contractors (including TBC) and sub-contractors who have received Donor's funds, in order to verify the conformity of TBC's rules and procedures on procurement and its implementation. Donors request a guarantee that they or their agents have the appropriate right of access to the contractors' financial and accounting documents for the purposes of checks and audits.
- ❖ Warranty: By signing the purchase contract the **Seller** (if awarded the contract) warrants that the **Seller** and / or its supplier(s), if any, have all necessary approvals, licenses or permits from the relevant authorities for performing any of its obligations under the contract, that the performance of the obligations of the **Seller** under the contract is not and will not be in breach of any applicable decrees, laws, ordinances, rules or regulations of any governmental and other authorities having jurisdiction and that the **Buyer** will be free to deal with the goods lawfully and without interference or censure by government or other official body. The **Seller** shall indemnify and hold harmless the **Buyer** against any and all damage, loss, claim, suit, liability, expense or cost resulting from, arising out of, connected with or in consequence of, directly or indirectly, the breach of this warranty.

The **Seller** agrees and acknowledges that nothing in the contract shall operate so as to constitute the TBC an agent, partner, franchisee, employee or representative of the Donor(s). The **Seller** further undertakes to the TBC and the Donor(s) that it shall not, and shall procure its sub-supplier(s) not, to make any claim or suit on whatsoever ground against the Donor(s) and its representatives.

- ❖ The **Seller** shall not represent itself as being the TBC or an agent, partner, employee or representative of the TBC or the Donor(s), and shall not hold itself out as having any power or authority to incur obligations of any nature, express or implied, on behalf of the TBC or the Donor(s). Nothing in this Agreement shall operate so as to constitute the Supplier an agent, partner, franchisee, employee or representative of the TBC or the Donor(s).

## 7. Ineligibility criteria and grounds for excluding candidates:

- ❖ TBC will reject any proposal put forward by tenderers, or, where applicable, terminate their contract, if it is determined they have engaged in corrupt, fraudulent, collusive or coercive practices. Administrative or financial penalties imposed shall be in proportion to the importance of the contract and the seriousness of the misconduct.
- ❖ Tenderers and Contractors must not be involved in the exploitation of child labor and must respect the basic social rights and working conditions of their staff.
- ❖ TBC will exclude tenderers from participation in the procurement procedure if:
  - They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
  - They have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
  - They have been guilty of grave professional misconduct proven by any means which TBC can justify;
  - They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
  - They have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the Donor's financial interests;
  - Following another procurement procedure or grant award procedure financed by the Donor's budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations. Candidates or tenderers must certify by any relevant means that they are not in one of the situations listed above.

- ❖ Contracts will not be awarded to tenderers who, during the procurement procedure:
  - Are subject to a conflict of interest;
  - Are guilty of misrepresentation in supplying the information required by TBC as a condition of participation in the contract procedure or fail to supply this information.
- ❖ **Tenderers** are excluded if they do not follow the Bidding Procedure specified in the below Point “7” of this Invitation to Tender.

## 8. Criteria for evaluating the bids, selecting suppliers and awarding contracts:

- ❖ A representative of the Donor will be invited to be present during the Opening of the Bids by TBC staff. Tenderers are not invited to the Opening of the Bids.
- ❖ Bids must have been submitted in accordance with the tender conditions and specifications. Conformity will be checked at the Opening of the Bids.
- ❖ A Tender Committee comprising at least three TBC staff will evaluate the bids after the submission deadline and decide on the award of the contract(s). Their decision is final.
- ❖ All bids will be analyzed in the same way and the same Tender Committee will assess all bids.
- ❖ The contract will be awarded by TBC on the basis of Best Value for Money, that is to say, the best price-quality ratio, taking into account at least the following criteria:
  - Price
  - Quality
  - Production Capacity
  - Reputation and proven ability to meet delivery schedules
  - Experience in delivering humanitarian assistance
  - Knowledge of local working conditions
  - Proximity of operational base to the area
  - Compliance with international norms
- ❖ There will not be any changes in the criteria expressed in the tender and/or the specifications. Additional details and information from bidders may only be accepted if it clarifies the content of the bid and does not lead to discrimination.
- ❖ No negotiations are allowed after the bid submission deadline.
- ❖ This Invitation to Tender does not imply any obligation to purchase by TBC.

## 9. Violation of Contract and Associated Penalties

- a) Violations of this Contract by the **Seller** include, but are not limited to:
  - i. Delivering goods not in compliance with the minimum quality and/or other specifications stated in the Contract and Purchase Order.
  - ii. Delivering quantity less than that specified in the Purchase Order.
  - iii. Delivering goods outside the period stated in the Purchase Order, and/or not following the delivery requirements set forth in this Contract.
  - iv. Ignoring or going against specific instructions or requests given in writing or verbally by TBC staff responsible for deliveries, Thai Government Officials or Refugee Camp Committees.
  - v. Engaging in corrupt, fraudulent, collusive or coercive practices.
  - vi. Involving in the exploitation of child labor and violation of the basic social rights and working conditions of their staff.
  - vii. Failing to abide by the standards set forth in TBC Code of Conduct and/ or TBC Child Protection Policy (applies to the staffs of both contractors and subcontractors).
- b) Penalties for the **Seller** for violating this Contract include, but are not limited to:
  - i. Suspending or annulling the Contract at the **Buyer's** discretion.
  - ii. Replacing substandard or defective goods immediately as requested by TBC staff responsible at the supplier's expense.

- iii. Sending additional goods, at no charge to TBC, to make up for any losses or deficiencies, as requested by TBC staff responsible.
- iv. Paying a financial penalty, at **Buyer's** discretion, in line with the estimated losses to the **Buyer**.
- v. Excluding the **Seller** from consideration of any future contracts with TBC.
- vi. Reimbursing additional costs incurred by the **Buyer** in sourcing alternative supplies when:
  - the **Seller** fails to meet quality standards and/or delivery dates,
  - the **Buyer** terminates the Contract with good cause, and/or
  - the **Seller** is unable to complete the Contract.

Administrative or financial penalties imposed shall be in proportion to the importance of the contract and the seriousness of misconduct.

**10. Contract concluded shall be subject to Thai law.**

- 11.** For more information about this tender contact Supply Chain & Logistics Unit at TBC Bangkok Office at Tel: (02) 238-5027-8 or e-mail: [sc-1@theborderconsortium.org](mailto:sc-1@theborderconsortium.org)

# Attachment 1

## Example: Cover book of Ration Book

<b>RATION BOOK 2017</b> တၢ်အိၣ်အလံာ် ၂၀၁၇နံၣ် ရိက္ခာခွဲတမ်းစာအုပ် ၂၀၁၇ ခုနှစ်			
Camp	ဒဲကဝီ	စခန်း	Mae La
Zone	ကဝီဒိၣ်	ဇုံ	Zone B
Section	ကဝီဒု	ရပ်ကွက်	Section 4B
TBC House Number	ဟံၣ်နီၣ်ဂံၢ်	အိမ်နံပါတ်	100
Head of Household	ဟံၣ်ခိၣ်မံၤ	အိမ်ထောင် ဦးစီးအမည်	TH'MAY PAW
Ration Book Number	တၢ်အိၣ်လံာ်နီၣ်ဂံၢ်	စာအုပ်နံပါတ်	1503164
CMT Category	ပုၤကမျၢၢ်တၢ်ပၤဆုၤ တၢ်ဆၢတၢ်အကလုာ်	လူထုကိုယ်တိုင် စီမံသတ်မှတ်ချက် (စီအမ်တီ) အမျိုးအစား	



## Attachment 2: TBC Official Bidding Form-Standard



### Tender TBC Ration Book Y2018 Bidding Form

ใบเสนอราคาสมุดบันทึกที่มีชี สำหรับผู้อยู่อาศัย ประจำปี 2561

SUPPLIER ชื่อผู้ขาย: \_\_\_\_\_

ADDRESS ที่อยู่: \_\_\_\_\_

TELEPHONE โทรศัพท์: \_\_\_\_\_ FAX โทรสาร: \_\_\_\_\_

E-mail อีเมลล์: \_\_\_\_\_ CONTACT PERSON ชื่อบุคคลติดต่อ: \_\_\_\_\_

Description รายละเอียด	Price per unit included Transportation and VAT 7% (Baht) ราคาต่อเล่ม รวมค่าขนส่ง และ ภาษีมูลค่าเพิ่ม 7% (บาท)	Printing Capacity per day กำลังการผลิตต่อวัน	Payment Term เงื่อนไขการจ่ายเงิน
<p>Quantities require 20,000 books Specifications: - Size A4 with 24 pages (black &amp; white) - Inner paper is pond paper 90 grams - Cover Book is pond paper 230 grams color "Soft Blue" (#A8F7F7) Laminate cover - Staple with color fabric tape using 9 separate colors for the 9 locations</p> <p>จำนวน ที่ต้องการคร่าวๆ 20,000 เล่ม คุณสมบัติ: - ขนาด A4 จำนวน 24 หน้า (ขาว&amp;ดำ) - เนื้อใน กระดาษปอนด์ 90 แกรม - หน้าปก กระดาษปอนด์ 230 แกรม สีฟ้าอ่อน (#A8F7F7) ปกเคลือบลามิเนต - เข้าเล่ม เย็บหมึก ปิดสันด้วยเทปผ้า แบ่งเป็น 9 สี สำหรับ 9 พื้นที่</p>			<p>30% payment from contract and completely payment when Seller finishes the delivery to all TBC field offices</p> <p>วางมัดจำ 30% ของมูลค่าในสัญญาและจ่ายส่วนที่เหลือหลังจากที่ผู้ขายได้ส่งมอบให้กับที่มีชีภาคสนามครบทุกพื้นที่</p>
Capacity per day (กำลังการผลิตต่อวัน)			เล่ม

Leadtime for delivery: Arrival to all TBC filed offices within 10 December 2017  
ระยะเวลาที่จัดส่ง: ถึงที่มีชีทุกสำนักงานภาคสนาม ภายในวันที่ 10 ธันวาคม 2560

**Important Information** ข้อมูลสำคัญ

**Bidder must send a ration book sample with this Bidding Form.**

ผู้ยื่นแบบจะต้องยื่นของประมูลราคาพร้อมตัวอย่างสมุดบันทึกผู้อยู่อาศัย ในบรรจุภัณฑ์ที่ปิดมิดชิด พร้อมติดตราซื้อบริษัทหรือยี่ห้อให้ชัดเจน

**This Bidding Form must be filled in correctly, signed, dated and submitted to TBC by hand, mail or e-mail.**

แบบประกวดราคาคาดึงกรอกให้ครบถ้วนถูกต้อง พร้อมเซ็นชื่อประทับตราบริษัท ลงวันที่ แล้วจึงนำมายื่นด้วยตนเอง ส่งทางไปรษณีย์ หรือทางอี-เมลล์

**otherwise this bid will be considered invalid.**

มายังสำนักงาน ที่มีชี กรุงเทพฯ ไม่เช่นนั้นแล้ว ที่มีชี จะถือว่าแบบประกวดราคานั้นเป็นโมฆะ

**Please attach a copy of Company Registration to this form.**

ให้ผู้ยื่นของประกวดราคาแนบเอกสารการจดทะเบียนบริษัท ทะเบียนการค้าหรือหนังสือจดทะเบียนอื่น ๆ ซึ่งออกโดยทางราชการมาพร้อมของประกวดราคานี้

**ภายในวันศุกร์ที่ 27 ตุลาคม 2560 ก่อนเวลา 12:00 น.**

SUPPLIER'S SIGNATURE ลายเซ็นผู้ขาย: \_\_\_\_\_ DATE วันที่: \_\_\_\_\_

COMPANY SEAL ประทับตราบริษัท: \_\_\_\_\_