

Procurement Plan for Quarter - 3, 2017

Budget Line	Description	Available Budget (USD)	Procurement Process to be carried out in	Planned date to invite quotation	Planned date to submit process for review
102	Meeting Package (Accommodation, Refreshment and Accommodation for Annual Meeting)	6,200	Nay Pyi Taw	Aug, 2017	Aug, 2017



U Hla Tun
Procurement Manager**The Strategic Myanmar**

Supplier Shortlist

RFQ Number : 2017/TSM-YGM/RFQ/025

Subject : Meeting Package (Accommodation, Refreshment and Accommodation for Annual Meeting)

Name of Programme : The Strategic Myanmar

No	Name	Address	Contact
1	PARKROYAL Hotel and RESORT	Jade Villa No. 13/14, Hotel Zone (1),Dekhina Thiri Tsp,Nay Pyi Taw,Myanmar Telephone+95 67 810 6088Fax+95 67 810 6068 Email: enquiry.prnyt@parkroyalhotels.com	Ma Aye Nu Nu Aung, aye.aung@parkroyalhotels.co m, 09976148609: Myat Noe Wai: 09-798876475
2	Hilton	O. JV-001 TAW WIN THIRI ROAD, NAY PYI TAW, 15011, MYANMAR TEL: +95-67-8105001,067-8105007 FAX: +95- 67-8105030, NPT.reservations@hilton.com	Sale Representative, Ma April (09448540568); Ma Sophia - 09-777894331; 067-8105007
3	Kempinski Hotel Nay Pyi Taw	11-12 National Guest House Compound Shwe Pyi Taw Win Road ,Dekkhina Thiri Township,Nay Pyi Taw Myanmar,Contact:info.naypyitaw@kempinski .com, saw.thargay@kempinski.com Phone:+95678106061,Fax: +95678106065	Sale Representative, 09250003294
4	Horizon Lake View	Email: sales.hlv@horizonhotelsresorts.com Address: Taw Win Yadanar Road, National Guest House, Dekkhinathiri Township, Nay Pyi Taw, Myanmar. Phone No: +95 67 810 5118,	0943031614 (ma nilar)



REQUEST FOR QUOTATION (RFQ)

Date: 24 – August - 2017

Dear Sir/Madam,

Subject: Request for Quotation for Meeting Package (Accommodation, Refreshment and Accommodation for Annual Meeting)

RFQ Number: 2017/TSM-YGN/RFQ/025

1. The Strategic Myanmar is pleased to invite you to submit quotation for “Meeting Package (Accommodation, Refreshment and Accommodation for Annual Meeting)” in Nay Pyi Taw as described in Annex II to this Request for Quotation.
2. We would appreciate receiving your quotation on or before **31-Aug-2017** not later than **2:00 PM** via e-mail strategic.m@gmail.com Or Fax – (01) 657281

The quotation can also be submitted by hand at the address provided below.

Attn : Ms. Theingi Yin (Procurement Staff)
The Strategic Myanmar
No. 123, Bo Cho Qtr. Yangon

Please specify above reference number on your quotation.

3. Any requests for clarification should be referred to:

Fax: (01) 657281

E-Mail: strategic.m@gmail.com

Phone: (01) 657281

4. Your quotation shall include the following:

- a. Price Table (Annex I)
- b. Terms of Reference Form (Annex II)
- c. The offered price should be in USD or MMK. The supplier needs to provide the exchange rate.

The bidder shall quote for 100% of the requirement

5. Quotations will be evaluated based on the best value, i.e. best quality and cost-effectiveness of the proposed offers. The following aspects will be considered for the evaluation:
- (a) Compliance with all requirements as specified in Terms of Reference Annex II
 - (b) Cost-effectiveness of price quotation
 - (c) Evaluation will be carried out for *100% of the requirement*
6. A contract may be awarded to the bidder having submitted the quotation representing the best value for money. However, Purchaser reserves the right to accept or reject any quotation, and to cancel the process and reject all quotations, at any time prior to the award of contract, without thereby incurring any liability to the Bidders or any obligation to inform the Bidders of the grounds for such action.
7. The Purchaser will effect payment after completion of the event.

Yours sincerely,



U Tin Thaung
Procurement Officer
The Strategic Myanmar

ANNEXURE I – Price table

Sr. No	Requirement	Remark	Unit Measurement	Qty	Currency	Unit Price	Total Price
1	Accommodation	Double Room	Room	10			
2	Meeting Venue	2 days	Room	1			
3	Refreshment	2 tea breaks with one buffet lunch	Pax	50			
Total Price							

VALIDITY PERIOD FROM DATE OF OFFER SUBMISSION SHALL BE: **30 Days**

Meeting Date: 03 – 04 October 2017

Place : Nay Pyi Taw

Date

Authorized Signature

ANNEXURE II – Terms of Reference (TOR)

Sr. No.	Description		Detailed Requirement	Please Fill in (Yes/No)
1	Accommodation	Room Type	Standard double Room (Twin beds)	
		Room Facilities	Hot/Cold Water System, Refrigerator, Satellite TV, Air Conditioner, Wireless Internet Access (Free) and Daily Buffet Breakfast	
		Mini Bar	Empty Mini Bar except complementary Items	
2	Venue (Meeting Room)	Time	8:30 AM to 5:30 PM or 9:00 AM to 6:00 PM	
		Room	Room fit enough for maximum participants to hold the workshop with comfort and spacious.	
		Sound System	Good functioning sound system with table microphones and enough cordless microphones	
		Extension Cords and Projector with screen	Enough extension cords for participants to use their laptops. Projector and Screen with high resolution to be provided in each meeting room.	
		Flip Chart stands with sheets and markers	At least 5 stands , 2 markers and 10 sheets per stand per day	
		Table Arrangement	U Shape Standard meeting room arrangement is most preferred.	
		Backdrop	Vinyl Printing and installation required (Text and Logos will be provided)	
		Complimentary Service	Drinking water bottle, signage, pencils and note paper	
		Internet Service	Free Wireless Internet Access (High speed and good)	
3	Refreshment	Stand By	Attendants during the meeting to adjust the sound volume if required.	
		Tea Breaks	Two Tea breaks in each day (Coffee, Tea and two snacks) or (Coffee, tea and one myanmar traditional food) per break	
		Lunch	One Buffet Lunch (Chinese Food and/or Myanmar Food) in each day. No beef, no pork and halal chicken.	
		Dining Room	Should be fit enough for maximum number of participants	

Date

Authorized Signature



Kempinski Hotel
Nay Pyi Taw
MYANMAR

Dear U Tin Thaung,

Mingalarbar!

Greetings from Kempinski Hotel Nay Pyi Taw!

Thank you for your kind interest and trust in Kempinski Hotel Nay Pyi Taw. We are delighted to learn about your inquiry and we look forward to assist you in creating successful and memorable event with us.

FULL-DAY MEETING US\$ 40 net (per person)

The package is inclusive of the following benefits:

- The use of meeting room from 08:00 until 17:00.
- Freshly brewed coffee or selection of fine teas throughout the meeting.
- Welcome ,Morning and afternoon coffee breaks with 3 choices of snacks.
- Set Lunch or Joined Buffet Lunch at Yangon Kitchen.
- Writing pads and pencils.
- Mints and drinking water.
- One fully equipped stationery box at the reception desk.
- One flip chart or white board and markers.
- One set of LCD projector with front projection screen in the meeting room.

**Above rates are inclusive of 10% service charge and 5 % government tax.*

FUNCTION SPACES CAPACITY

Function Rooms	Size	Minimum Attendance
Sittaung	35 sqm	10
Chindwin	70 sqm	20
Thanlwin	100 sqm	35
Irrawaddy	200 sqm	60
Dokhtawaddy	200 sqm	60
Kispanadi Ballroom	400 sqm	115



ADDITIONAL CHARGED FOR BANQUET EQUIPMENT

Equipment detail	Rate *
Portable Projector	USD 150 per day
Portable Screen size 72 inches	USD 29 per day
Portable Screen size 100 inches	USD 49 per day
Translator Booth set up	USD 220 per set up time
Simultaneous Interpretation unit	USD 10 per unit per day
Conference Microphone	USD 330 per day (1 President unit plus 14 Delegate units)
Sound System (additional)	Start at USD 160 per day
Flip chart with Paper and Marker pens	USD 33 per day
Backdrop Printing on Vinyl with Wooden Frame (Standard size is 10x8 F) **	USD 60 per backdrop (or USD 1 per SQF plus Wooden Frame for tailor size)
Backdrop Printing on Vinyl (Standard size is 17.5x10 F) for Ballroom	USD 100 per backdrop



FUNCTION ROOM RENTAL

Function Rooms	Size	Full Day Rate	Half Day Rate
Sittaung	35 sqm	280 USD	180 USD
Chindwin	70 sqm	560 USD	360 USD
Thanlwin	100 sqm	790 USD	500 USD
Irrawaddy	200 sqm	1,800 USD	1,150 USD
Dokhtawaddy	200 sqm	1,800 USD	1,150 USD
Kispanadi Ballroom	400 sqm	3,500 USD	2,500 USD



DEPOSIT

50 % of non-refundable deposit required upon sign agreement either in cash or Visa or Master Card without surcharge and balance to be settled within 7 days prior to the events or after completed the events.



HOTEL BANK DETAIL:

Account Name : Maihsoong Nay Pyi Taw Co.,LTD
Name of Bank : KBZ Bank
Bank Address : KBZ Bank, Kyauktada Township, Yangon
Bank Account No. : 06010906004085001
Swift Code : KBZBMMMY



CANCELLATION POLICY

In case of any cancellation event after signed in agreement, a penalty equivalent to

- 50% of the whole event charges as cancellation fee will be accessed by organizer unless prior notice of 14 days in advance of event date.
- Full amount of the whole event charges will be accessed by organizer unless prior notice within 7 days.

Yours sincerely,

Saw Thargay
Groups & Events Manager
Kempinski Hotel Nay Pyi Taw

PARKROYAL

NAY PYI TAW

Jade Villa No. 13/14,
Hotel Zone,
Dekhina Thiri Township
Nay Pyi Taw, Myanmar
Tel: +95 67 8106088
Fax: +95 67 8106068
parkroyalhotels.com



U Tin Thaung
Procurement Manager
The Strategic Myanmar

Subject : Accommodation arrangement at PARKROYAL Nay Pyi Taw from 03-04 October 2017

Dear U Tin Thaung,

Mingalarbar from PARKROYAL Hotels Myanmar!

We would like to thank you for favoring **PARKROYAL Nay Pyi Taw**, as the premier choice of the hotels in Nay Pyi Taw. We are pleased to send the proposal for accommodation and event. Kindly see details below:

Accommodation Arrangement

Check in : 02 October 2017

Check out : 05 October 2017

PARKROYAL Nay Pyi Taw (Special Room Rates)

Room Type	Single	Double
Deluxe	70 USD	80 USD
Executive Suite	140USD	160USD

All rates quoted are in US Dollars, and inclusive to 10% service charge, 5% government tax.

Banquet Arrangement Day 1

Type of event : Full Day Meeting

Meeting title : Annual Meeting

Date of the event : 03 – 04 October 2017

Time : 08:30AM~06:00PM

Venue : Padamyar 5

No. of guaranteed guests : Double U Shape (40pax on first row)

No. of expected guests : 50persons

Table set up : TBA

Program Price : USD 30.00\$ net per person (One welcome tea with two cookies , two times coffee break with three snacks, sweets, soft drinks and one buffet lunch)

(Remark: Our regular price is USD 35.00net per person and we do special rate exclusively for you.)

Backdrop charges : USD 100.00 \$ net per function

Conference mice : USD 60.00 \$ net per day for 30pcs

Simultaneous device : USD 400.00 \$ net per day for 50pcs

One Laptop : USD 60.00 \$ net per day

Cancellation Policy

In case of any cancellation event after signed in agreement, a penalty equivalent to

- **50%** of the whole event charges as cancellation fee will be accessed by organizer unless prior notice of **14** days in advance of event date

- **Full amount** of the whole event charges will be accessed by organizer unless prior notice within **7** days.

Payment

Charges on meals will be based on the number of guaranteed covers or more. All banquet charges will be borne by the organizer. Full payment will be made directly to hotel in cash or credit card (Visa and Master Card) (without surcharge) upon completion of the event.

If the above meet your approval, we will send formal agreement for your kind acknowledgement.

If you need any further information or assistance please feel free to contact us and look forward to your favorable reply.

Thank you and regards,



Myat Noe Wai (Ms.)
Sales Executive

Acknowledged and approved by,



Hasitha Manthirratne (Mr.)
Hotel Operations Manager



Re: Full Day Meeting on 03-04 October 2017 in Nay Pyi Taw
Date : 28 – August - 2017

Dear U Tin Thaung,

Greetings from Hilton Nay Pyi Taw!

We are delighted that you are considering our hotel for upcoming event.

Based on your requirements, we are pleased to enclose our proposal for your perusal. At this time, no booking has yet been placed for this event. Should you wish to make a provisional reservation, please let me know immediately as space is subject to availability upon confirmation.

Please find below our proposal for your review, and we look forward to working with you to ensure the success of this event!

Yours sincerely,

Sofia @ Su Wai Naung
Banquet Sales Executive
Mob : + 95 9 777894331
E-mail : Su.WaiNaung@Hilton.com

ACCOMMODATION REQUIREMENTS

DATE	ROOM TYPE	Single Occupancy (per room night)	Double Occupancy (per room night)
<u>CHECK-IN DATE</u> To be confirmed	Guest Room (28m ²)	MMK 87,285 nett per night	MMK 101,833 nett per night
<u>CHECK-OUT DATE</u> To be confirmed			

General Conditions:

- The above bedroom rates are quoted in Myanmar Kyats (MMK), single and double occupancy, inclusive of Buffet Breakfast and 5% government tax and 10% service charge, non-commissionable
- Complementary Wi-Fi
- Room type and Bed type (king / twin bedded) are subject to availability
- Quoted bedroom rates will be offered, based on availability, to your attendees 3 calendar days before and 3 calendar days after the Event Dates

ONFERENCE & EVENTS REQUIREMENTS

All of our function rooms have high-speed broadband connectivity and our technicians on-site can assist with audio-visual equipment, a list of which is available on request.

Meeting Packages: Full Day Morning Meeting Package (8 hours) **MMK 48,070 nett** per person per day inclusive of Three (3) Coffee Breaks and one (1) Business Lunch

The above package is inclusive of the following benefits and based on a **minimum guarantee of 50 persons**:

- Complimentary usage of Meeting Room (8 hours)
- Complimentary usage of internet access (Wi-Fi)
- Complimentary usage of sound system with 5 five wireless microphones
- Complimentary usage of 1 unit projector and laser pointer
- Complimentary usage of conference microphones
- Complimentary usage of reception desk
- Complimentary usage of 3 three flipchart stands with 10 sheets and 2 two markers
- Complimentary usage of 4 or 5 extension cords
- Use of meeting amenities for all guests (Note pad and pen)
- Complimentary usage of Bottled water for each guests and mints
- Complimentary usage of signage

Back drop: MMK 126,500 nett for printing & vinyl installation

In addition to the above, we can also offer the following:

Audio Visual: Additional Projector @ MMK 88,550 nett per unit per day

Additional Flip Chart rental @ MMK 6,325 nett per unit

Additional Laptop rental @MMK 63,250 nett per unit

Interpretation V System @ MMK 10,120 nett per unit (Estimate charges from the A/V supplier) and includes; TOA WM-2100 Portable Transmitter, TOA YP-E401 Ear Suspension Earphone (200), Mixer, Speaker, Accessories, Engineer and Labor from Yangon.

Translation Booth @ MMK 101,200 nett per day

Deposit / Payment Schedule

All deposits / payments paid are non-refundable and non-transferable.

Upon Confirmation : 60% of the total cost for the event and room nights booked.

1 month prior to event date : Full amount of the total cost for the event and room nights booked.

Cancellation Policy

In the event of a cancellation of the whole event, the following cancellation charges will apply: -

Please be advised that all payments received are non-refundable and non-transferable.

After Confirmation - Deposit paid will be forfeited.

Less than 60 days but more than 30 days - 75% of the total event cost.

Less than 30 days - 90% of the total event cost.

Less than 14 days - 95% of the total event cost.

I look forward to working with you and will call to review this proposal on next month!

Thank you.

Yours sincerely,



Sofia @ Su Wai Naung | Banquet Sales Executive

HILTON NAY PYI TAW

t: +95 67 8105001 | m: +95 9 777894331

No JV-001 Taw Win Thiri Road | International Hotel Zone | Dekhina Thiri Township 15011 | Myanmar

naypyitaw.hilton.com | facebook.com/naypyitawhilton | twitter.com/hiltonhotels

Price Comparison Statement

Sr. No	Requirement	Remark	Unit Measurement	Qty	Days/ Nights	Park Royal (USD)			Kempinski			Hilton (MMK)	
						Unit Price	Total Price	Total Price in MMK	Unit Price	Total Price	Total Price in MMK	Unit Price	Total Price
1	Accommodation	Double Room	Room	10	3	80	2,400	3,264,000	-	-	-	87,285	2,618,550
2	Meeting Venue	2 days	Room	1	2	100	100	136,000	660	660	897,600	-	-
	Microphone	2 days			2	60	120	163,200	-	-	-	-	-
3	Refreshment	2 tea breaks with one buffet lunch	Pax	50	2	30	3,000	4,080,000	40	4,000	5,440,000	48,070	4,807,000
Total Price						5,620		7,643,200	4,660		6,337,600	7,425,550	

Among three offers, Kempinski Hotel couldn't provide the accommodation. In balanced offers, the price from "Hilton Hotel" was the lowest and hence selected.


Dr. Ni Ni

Procurement Manager

The Strategic Myanmar


U Tin Thauang

Procurement Officer

The Strategic Myanmar


Daw Ohnmar

Logistics Assistant

The Strategic Myanmar

Evaluation Report

Meeting Package (Accommodation, Refreshment and Accommodation for Annual Meeting)

Date: 01 September 2017

Name of Project: The Strategic Myanmar

Case Reference: 2017/TSM-YGN/RFQ/025

- 1- Description of the product: **Meeting Package**
- 2- Quantity: 1
- 3- Date of Issue of RFQ: 24-August-2017
- 4- Deadline for submission: 31-August-2017
- 5- Number of suppliers invited: 4 suppliers are invited as per below;
 - 1) PARKROYAL Hotel and RESORT
 - 2) Hilton Hotel
 - 3) Kempinski Hotel Nay Pyi Taw
 - 4) Horizon Lake View
- 6- Number of quotations received: 3 Quotations were received from below suppliers.
 - 1) PARKROYAL Hotel and RESORT
 - 2) Hilton Hotel
 - 3) Kempinski Hotel Nay Pyi Taw
- 7- Members of evaluation team: 3 Members
 - 1) Dr. Ní Ní - Procurement Manager (Chairman)
 - 2) U Tin Thauang – Procurement Officer (Member)
 - 3) Daw Ohnmar – Logistics Assistant (Member)
- 8- Justification for low response (if less than 3 quotations received)

Option 1 - Not applicable because 3 quotations are received.
- 9- Date of completion of evaluation: 01 – Sep - 2017
- 10- Name of selected supplier: Hilton Hotel
- 11- Award Amount: MMK 7,425,550

12-Justification for award (price comparison statement to be enclosed):

3 Quotations were received by the submission deadline. All the hotels agreed to provide the service as requested in the TOR. Among three quotations, the offered price of the hotel "Hilton Hotel" is the lowest. Therefore the supplier "Hilton Hotel" was selected.



Dr. Ni Ni

Procurement Manager

The Strategic Myanmar



U. Tin Thaung

Procurement Officer

The Strategic Myanmar



Daw Ohnmar

Logistics Assistant

The Strategic Myanmar

SAMPLE FOR TRAINING

No COI Certificate

To: Procurement Specialist
PSM Unit, Yangon, Myanmar

Subject : Confirmation of No Conflict of Interest in the procurement process

RFQ Number : 2017/TSM-YGN/RFQ/025

Dear Sir,

We, hereby confirmed that there is no "Conflict of Interest" involved in the procurement of Meeting Package conducted by The Strategic Myanmar and supplier being recommended for award has no relation with any staff involved in The Strategic Myanmar.

Your Sincerely,



Dr. Ni Ni

Procurement Manager

The Strategic Myanmar