

**TENDER DOSSIER VIE/031•14 158**

**TITLE: Delivery, Installation and Commissioning of Kitchen Equipment at Demonstration kitchens at the Tourism schools / Colleges in Hanoi / Hue / Vung Tau / Da Lat / Sai Gon (Goods)**

**Delivery DDP to Hanoi / Hue / Vung Tau / Da Lat / Sai Gon**

*in the framework of Project VIE/031 receiving financial resources from the Governments of the Grand Duchy of Luxembourg and Vietnam*

Task/Activity: T6A1; T2A4; T6A2; T4A1; T2A6

Acquisition category: A

Dear Sir/Madam,

This notice of invitation is launched by the Luxembourg Agency for Development Cooperation (LuxDev), on behalf of project VIE/031 "Strengthening of Human Resources in the Hospitality and Tourism Industry in Vietnam » receiving financial support from the governments of Vietnam and of the Grand Duchy of Luxembourg.

**IDENTIFICATION OF THE CONTRACT**

- Type of contract: Goods
- Object: Delivery, Installation and Commissioning of Kitchen Equipment at the Tourism schools / Colleges in Hanoi/Hue/Vung Tau/Da Lat/ Sai Gon
- Number of packages: two (2):

Package A:

Lot 1 – For Hanoi Tourism College

Lot 2 – For Hue Tourism College

Package B :

Lot 3 – For Vung Tau Tourism Vocational College

Lot 4 – For Dalat Tourism College

Lot 5 – For Saigontourist Hospitality College

Grouping of lots: The present tender consists of two (2) packages as above. Each tenderer can make an offer for one or several lots and can be awarded one or several lots and for one or two packages. If a tenderer wishes to tender for more than one lot, a separate financial proposal must be made for each submitted lot.

**ELIGIBILITY AND EVALUATION CRITERIA**

Origin: no restriction (but registered representative in Vietnam mandatory)

Eligibility: companies satisfying the criteria included in the Statement of Good Standing. There will be no subcontracting or joint venture/consortium between members.

Evaluation: the lowest administratively compliant and substantially technically compliant tender will be granted the contract

Variants: variants will not be considered

**SITES AND DEADLINE**

Location of the project: Ha Noi, Vietnam

Place of performance: Hanoi/Hue/Vung Tau/Da Lat/ Sai Gon, Vietnam

Performance period: 60 days including delivery, installation, commissioning and training

Validity period of tenders: 90 days from the time limit for receipt of tenders

As part of the above mentioned project, you are invited to submit a tender for the supplies related to the enclosed technical specifications described herein. The full tender dossier consists of :

- This letter of invitation to tender ;
- Administrative and technical compliance criteria ;
- The payment schedule
- Technical specifications and quantities of goods to be supplied ;
- The model documents including the Bill of quantities and unit prices to be used and the draft purchase contract with its annexes.

Your tender should be submitted in a sealed envelope bearing only the words « not to be opened before 9 June 2014 » and the reference VIE/031•14 158. It must contain the following:

1. The tender letter, completed and signed, and complying to the attached model;
2. Copies of the most recent documents giving evidence of the official articles of legal entity status and the place of registration in Vietnam of the tenderer's head office and/or of its local representative;
3. The statement of Good Standing, completed and signed (as per model document);
4. The tender guarantee, completed and signed (as per model document);
5. Copy of at least 02 (two) former similar contract references of the Tenderers (accompanied by copies of provisional/final acceptances sheets) (Similarity in terms of equipment technical characteristics, financial amount and performed during the last 03 (three) years of 2011, 2012 & 2013;
6. Your signed financial offer based on the model of the attached model price schedule;
7. Original signed Payment Schedule;
8. Your technical proposal, showing the conformity of your offer compared to the specifications requested possibly accompanied by catalogue references or pictures and copies of the relevant ISO certificates to demonstrate compliance with the required technical specifications, including the CVs of the individuals which will carry out the installation, training, maintenance of the equipment, etc.
9. Authorization letter from the manufacturers of the goods proposed;
10. Tenderer's explanation note regarding after sales services and warranties;
11. A written commitment to provide to schools/colleges user manuals of all kitchen equipment in English and in Vietnamese, if contract is awarded to the tenderer;
12. A schedule and activity program of the implementation/delivery, training in table and bar chart form.

Tenderers are reminded that the provision of the false information in this tender procedure may lead to their exclusion from contracts funded by the Government of the Grand Duchy of Luxembourg for a period of 2 to 5 years.

For environmental reasons, LuxDev encourages its partners and contractors to privilege double-sided printing in black and white and small sized fonts and the use of recycled paper.

Tenders (1 original and 2 copies), exclusively drawn up in English, must reach the following address no later than **10h00 (local time) on 9 June 2014**:

**Project VIE/031  
2nd Floor, Block 6  
Kim Lien Hotel  
No 7 Dao Duy Anh street, Hanoi  
Email: [thuy.nguyen@luxdev.lu](mailto:thuy.nguyen@luxdev.lu)  
Tel: (84) 4 3576 5781**

Title: Delivery, Installation, Commissioning and Training of Kitchen Equipment at the Tourism schools / Colleges in Hanoi/Hue/Vung Tau/Da Lat/ Sai Gon (Goods)

The tender dossier may be obtained by sending request to the email address given above.

Requests for clarifications are to be made in writing at latest 12 days before the deadline for submission of tenders. The Contracting Authority will reply at latest 8 days before the deadline for submission of tenders.

The performance period is of 60 calendar days including installation, starting on the date indicated in the "*commencement order*" issued by the Supervisor designated in the contract.

The delivery terms are DDP to Hanoi/Hue/Vung Tau/Da Lat/ Sai Gon.

The contract is a unit price contract, where prices are fixed and not open for review.

The language of the contract is English and the currency of the contract is VND.

Tenderers are bound by their tenders for a period of 90 days following the deadline for submission.

### GUARANTEES

Tender guarantee: 2% (two per cent) of the tender value

Performance guarantee: 10% of the value of the contract

Other guarantees: see tender dossier

### OPENING

The public opening of tenders will take place immediately at the same address on 9 June 2014 at 10h05. The tenderers' names and prices will be announced and the presence of the main required documents will be stated during the opening session.

### EVALUATION

After the public opening session, tenders will first be reviewed, in closed session not open to the public, by an Evaluation Committee to verify the administrative compliance of the tenders and that they do contain all required documents. Incomplete or non-compliant tenders will be rejected by the Evaluation Committee. Thereafter, the Evaluation Committee will verify the technical compliance of the tenders. This Committee will possess the technical expertise required to give an informed opinion of the tenders. Tenders which are evaluated as technically not substantially compliant against the technical evaluation criteria will be rejected. Rejected tenders will not be considered for the contract award.

### CONTRACT AWARD

The contract will be awarded to the tenderer who has submitted the lowest administratively compliant and technically substantially compliant tender.

Within the framework of this tender procedure, negotiation is allowed.

The evaluation committee may, if it deems necessary, enter into negotiations with (i) the sole candidate which has submitted an offer or (ii) with the candidate (or the candidates) which have submitted an administratively compliant and economically advantageous offer without fundamentally amending the initial provisions of the tender dossier and in accordance with the principle of treatment of economic operators on equal terms.

This contract does not include any complementary or additional acquisition of goods. In the event where complementary or additional acquisition of goods would be required (initially not included), its value will be limited to a maximum of 50% of the initial value of the contract.

For anything which is not expressly specified in the tender dossier, the tendering procedure and the contract are governed by the General Regulations and General Conditions for Goods Contracts financed by the contributions of the Government of the Grand Duchy of Luxembourg and for which Lux-Development acts as Awarding Authority. These documents are not included in the tender dossier but can be obtained on request or consulted on LuxDev's website: [www.luxdev.lu](http://www.luxdev.lu) - - > Public Tenders - - > Procurement.