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

ATTACHMENT TO THE INVITATION TO TENDER

Tender No.: 2016-2
For delivery from March to May 2016
For Mae La Oon and Mae Ra Ma Luang Refugee Camps, Mae Hong Son Province

1. General Information:

The **Buyer** invites your company, the **Seller**, to bid for supplies consisting of soya bean cooking oil, charcoal and fishpaste for delivery to the refugee camps as per details in the Invitation to Tender. Depending on the **Seller**'s area of expertise or its request, the **Seller** may or may not receive tendering document(s) for all commodities. The tendering documents (all in English with Thai translation), which should be included in this package, comprise of

1) **Invitation to Tender:** one document per one commodity
2) **Delivery Schedule:** one document per one commodity
3) **TBC Official Bidding Form-Standard (Form 001):** one document per one commodity
4) **Attachment to the Invitation to Tender**: one document per one tender only

2. Field Office Responsible:

The term "TBC field office responsible" will be mentioned throughout the Invitation to Tender and this attachment. **"TBC field office responsible"** refers to TBC regional office(s) located in the towns close to refugee camps, which, after the purchase contracts are awarded, will be responsible for issuing monthly Purchase Orders, monitoring supply quality and delivery, and distribution of supplies in refugee camps. Different camps may be under the responsibility of different field offices. Please refer to the following table for the TBC office responsible for each particular camp:

Refugee Camp	Province	TBC Field Office Responsible
Site 1, Site 2	Mae Hong Son	TBC Mae Hong Son (Amphur Muang)
Mae Ra Ma Luang, Mae La Oon	Mae Hong Son	TBC Mae Sariang
Mae La	Tak	TBC Mae Sot
Umpiem, Nu Po	Tak	TBC Um Phang
Don Yang	Kanchanaburi	TBC Kanchanaburi
Tham Hin	Ratchaburi	TBC Kanchanaburi

3. Bidding Procedure & Requirement:

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

3.1 Bidding Procedure:

3.1.1) Current/Previous suppliers, i.e. suppliers who have previously been awarded TBC contract(s) for the camp(s) that they will bid for in this tender, must submit t**he bid including all required documents and sample(s) set out in Paragraph 3.2 below**, by hand or by mail to TBC Bangkok Office **before 12:00 noon, Monday 11 January 2016.**

3.1.2) **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 follow this procedure:

a) New suppliers must contact TBC Bangkok (Ms. Krisana Atsawasrisakulchai, Supply Chain and Logistics Manager) by phone **before 17:00 hours, Friday 18 December 2015** to receive information and documents relating to this tender.

b) After contacting TBC Bangkok, new suppliers must phone the TBC field office to arrange a meeting with the TBC Field Coordinator at least 3 days prior to the appointment and **before 17:00 hours, Thursday 24 December 2015**

c) After meeting with the Field Coordinator and before submitting the bids, suppliers, with guidance from the Field Coordinator, must visit the camp(s) and investigate the route and logistics involved in delivering to the camp godowns.

d) **The bid including all required documents and sample(s) set out in Paragraph 3.2 below must be submitted by hand or by mail to:**

Krisana Atsawasrisakulchai, Supply Chain and Logistics Manager
The Border Consortium
12/5 Convent Road, Bangrak, Bangkok 10500
E-mail: tender2016-2@theborderconsortium.org
before 12:00 noon, Monday 11 January 2016

3.2 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 (Form 001):** completed, signed, and stamped by authorised person(s). Bidding Form(s) must be submitted 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 and clearly-labeled sample(s), will not be considered.

b) **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.

c) **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.

d) **Copy of Tax Identification Card** of the company submitting the bid.

e) **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).*