



Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

Ministry of Public Works and Transport
Department of Water Supply
Water Supply and Sanitation Improvement Sector Project
ADB Loan 4511-LAO

Ref. No. 16648/DWS
Date: 15 July 2026

Request for Quotation

To: All Eligible Bidders

1. The Department of Water Supply under Ministry of Public Works and Transport will apply a part of proceeds from Asian Development Bank (ADB) to finance the procurement of **(G-05) Project Accounting Software** under this Request for Quotation.
2. The Department of Water Supply (the Procuring Entity) invites you to submit a sealed Quotation for the supply, full installation, configuration, and commissioning of Project Accounting Software, ensuring the system is fully operational with Chart of Accounts configured per the Procuring Entity's instructions and all user access established. Delivery shall be in accordance with the phased implementation schedule specified in Section 7.
3. Bidding will be conducted through Request for Quotation procedure specified in the ADB Procurement Policy (2017, as amended from time to time) and Procurement Regulations for ADB Borrowers (2017, as amended from time to time).
4. The Quotation shall be delivered on or before 14.00 pm, Lao time on 26 August 2026 to the WSSISP office 5th floor in Vientiane Capital and all Quotations will be opened at 14.00 pm, Lao time on 26 August 2026 in the presence of the Tender Committee and the Bidder's representatives who choose to attend.

The Water Supply and Sanitation Improvement Sector Project (WSSISP)
05th Floor, Public Works and Transport Institute's Building
Dongpalane Road, Phonsinuan Village, Sisatthanake District, Vientiane Capital, Lao PDR
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Director General
Department of Water Supply



Viengnam DOUANGPHACHANH, Ph.D.

Section 1: Instruction to the Bidders [ITB]

1. **Description of Goods:** The Department of Water Supply (the Procuring Entity) invites quotations for Project Accounting Software. The successful Bidder is expected to deliver the goods within the time specified under Section 3: Condition of the Contract paragraph 6.
2. **Eligible Bidders:**
The Bidder shall provide information specified in Section 2: Bidder Information Sheet (items 1-5).
3. **Fraud and Corruption:**

ADB requires borrowers (including beneficiaries of ADB financed activity) and their personnel, as well as firms and individuals participating in an ADB- financed activity, including but not limited to bidders, suppliers, and contractors, agents, subcontractors, subconsultants, service providers, sub-suppliers, manufacturers (including their respective officers, directors, employees and personnel) under ADB-financed contracts, to observe the highest standard of ethics during the procurement and execution of such contracts in accordance with ADB's Anticorruption Policy (1998, as amended from time to time). In pursuance of this policy, ADB

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;
 - (ii) "fraudulent practice" means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
 - (iii) "coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - (iv) "collusive practice" means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;
 - (v) "abuse" means theft, waste, or improper use of assets related to ADB-related activity, either committed intentionally or through reckless disregard;
 - (vi) "conflict of interest" means any situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations;
 - (vii) "integrity violation" means any act, as defined under ADB's Integrity Principles and Guidelines (2015, as amended from time to time), which violates ADB's Anticorruption Policy including (i) to (vi) above and the

following: obstructive practice, violation of ADB sanctions, retaliation against whistleblowers or witness, and other violations of ADB's Anticorruption Policy, including failure to adhere to the highest ethical standards.

- (b) will reject a proposal for award if it determines that the bidder recommended for award or any of its officers, directors, employees, personnel, subconsultants, subcontractors, service providers, suppliers or manufacturers has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations in competing for the contract;
- (c) will cancel the portion of the financing allocated to a contract if it determines at any time that representatives of the Borrower or of a beneficiary of ADB-financing engaged in corrupt, fraudulent, collusive, coercive or obstructive practices or other integrity violations during the procurement or the execution of that contract, without the Borrower having taken timely and appropriate action satisfactory to ADB to remedy the situation including by failing to inform ADB in a timely manner at the time they knew of the integrity violations;
- (d) will impose remedial actions on a firm or an individual, at any time, in accordance with ADB's Anticorruption Policy and Integrity Principles and Guidelines(both as amended from time to time), including declaring ineligible, either indefinitely or for a stated period of time, to participate in ADB financed, administered or supported activities or to benefit from an ADB financed, administered or supported contract, financially or otherwise, if it at any time determines that the firm or individual has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practice or other integrity violations;

and

- (e) will have the right to require that a provision be included in bidding documents and in contracts financed, administered or supported by ADB, requiring bidders, suppliers, contractors, consultants, manufacturers, service providers and other third parties engaged or involved in ADB-related activities, and their respective officers, directors, employees and personnel to permit ADB or its representative to inspect their site, assets, accounts and records and other documents relating to the bid submission and contract performance and to have them audited by auditors appointed by ADB.

All Bidders, Consultants, contractors, suppliers, manufacturers, service providers, and other third parties engaged or involved in ADB-related activities, and their respective officers, directors, employees and personnel, are obliged to cooperate fully in any investigation when requested by ADB to do so. As determined on a case by case basis by ADB, such cooperation includes, but is not limited to, the following:

- a. being available to be interviewed and replying fully and truthfully to all questions asked;
- b. providing ADB with any items requested that are within the party's control including, but not limited to, documents and other physical objects;
- c. upon written request by ADB, authorizing other related entities to release directly to ADB such information that is specifically and materially related, directly or indirectly, to the said entities or issues which are the subject of the investigation;

- d. cooperating with all reasonable requests to search or physically inspect their person and/or work areas, including files, electronic databases, and personal property used on ADB activities, or that utilizes ADB's Information and Communications Technology (ICT) resources or systems (including mobile phones, personal electronic devices, and electronic storage devices such as external disk drives);
- e. cooperating in any testing requested by ADB, including but not limited to, fingerprint identification, handwriting analysis, and physical examination and analysis;
- f. preserving and protecting confidentiality of all information discussed with, and as required by, ADB.

All Bidders, consultants, contractors and suppliers shall require their officers, directors, employees, personnel, agents to ensure that, in its contract with its sub-consultants, Subcontractors, and other third parties engaged or involved in ADB-related activities, such sub-consultants, Subcontractors, and other third parties similarly are obliged to cooperate fully in any investigation when requested by ADB to do so.

The Employer hereby puts the Bidder on notice that the Bidder or any Joint Venture partner of the Bidder (if any) may not be able to receive any payments under the Contract if the Bidder or any of its Joint Venture partners, as appropriate, is, or is owned (in whole or in part) by a person or entity subject to applicable sanctions.

4. Content of the request for quotations:

- Section 1: Instruction to Bidders
- Section 2: Bidder Information Sheet
- Section 3: Conditions of contract
- Section 4: Quotation Submission Form
- Section 5: Schedule of Items and Prices
- Section 6: Technical Specification
- Section 7: List of Goods and Delivery Schedule
- Section 8: Drawing/Brochure
- Section 9: Contract Forms
 - Form 1: Notification of Intention to Award
 - Form 2: Notification of Award
 - Form 3: Contract Agreement

5. Documents comprising the Quotation: Quotation submitted by the Bidders shall comprise the following documents:

- (a) Quotation Form with an original letter naming the person authorised to sign on behalf of the Bidder
- (b) Bid Securing Declaration
- (c) Manufacturer's Authorization
- (d) Schedule of Items and Prices
- (e) Technical Specification of the Goods to be supplied
- (f) Bidder Information Sheet
- (g) List of Goods and Delivery Schedule
- (h) The appropriate original printed literature / brochures for the various items listed.

6. **Quotation and Evaluation criteria:** The Bidder's quotation shall be for all items required and specified in Section 5: Schedule of Items and Prices. The Procuring Entity has the right to reject quotations that:

6.1 Do not respond to all the items specified in the Schedule of Items.

6.2 The proposed technical specifications do not meet the requirements in a substantial way.

The Procuring Entity will award the contract to the Bidder whose quotation has been determined to be substantially responsive to the Request for Quotation and who has offered the lowest evaluated quotation.

7. **Validity of Quotation:** The Quotation shall remain valid for the period of 60 calendar days after the deadline for submission of quotations specified in ITB 14.
8. **Submission of Quotation:** Each Bidder shall submit only one Quotation.
9. **Currency of Quotation:** All prices shall be quoted in USD.
10. **Bid Price:** The quoted price shall include taxes including profit tax, duty, inland transportation, insurance and costs incidental to delivery of the goods to their final destination. The quoted price shall be fixed for the duration of contract.
11. **Warranty:** Warranty at least 7 years.
12. **After sale Services:** Not Applicable
13. **Preparation and Sealing of Quotation:** The Bidder shall prepare one original of the documents comprising the quotation as described in ITB 4 and marked "Original". In addition, the Bidder shall also submit 3 (three) copies and marked "Copy". In the event of any discrepancy between the original and the copies, the original shall prevail. The original and each copy of the Quotation shall be typed or written in indelible ink and shall be signed by a person duly authorised to sign on behalf of the Bidder. The name and position held by each person signing the authorisation must be typed or printed below the signature. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person(s) signing the Quotation.
14. **Place and deadline of submission of Quotation:** The Quotation shall be delivered no later than 14.00 pm, Lao time on 26 August 2026 to the WSSISP office 5th floor in Vientiane Capital, Lao PDR. Any Quotation received after the deadline prescribed in this paragraph will be rejected and returned unopened to the Bidder.
15. **Bid Securing Declaration** - Bidders are required to provide bid/quotation securing declaration using the form under Section 4. According to the declaration, a bidder that withdraws or modifies his quotation during the quotation validity period, or refuses to sign a procurement contract in accordance with the Quotation documents while the quotation is still valid, agrees to not participate in future bid/quotation for a period of two (2) years as specified in the declaration.
16. **Modification and withdrawal of Quotations:** The Bidder may withdraw its Quotation after submission, provided that written notice of the withdrawal is received by the Procuring Entity prior to the deadline for submission. No Quotations shall be modified

after the deadline for submission of Quotations specified above in ITB 14. Withdrawal of a quotation between the deadline for submission of quotation and expiration of the validity may result in ineligibility of the Bidder.

17. **Opening of Quotations** will be held on opened at 14:00 pm, Lao time on 26 August 2026, and place as specified in the request for Quotation in the presence of the Tender Committee and the Bidders' representatives who choose to attend. The Bidders names, modifications or withdrawals, quotation prices, discounts will be announced at the opening. The Procuring Entity shall provide to all attendees written minutes of the bid opening. No bid shall be rejected at the bid opening, except for late quotations.
18. **Immediately after completion of the opening proceedings**, a copy of the opening record shall be posted at a prominent location, accessible to the public, outside the office of the Procuring Entity and shall be retained at the same location until the contract award has been notified. A copy of the bid opening record shall be provided to all Bidders who submitted quotations.
19. **Confidential:** After the opening of Quotations, information relating to the examination, clarification, and evaluation of Quotations and recommendations for award shall not be disclosed to Bidders or other persons not officially concerned with the evaluation process until after the award of the Contract is announced.
20. **Evaluation and Comparison of Quotation:** The Procuring Entity will award the contract to the Bidder whose quotation has been determined to be substantially responsive to the Request for Quotation and who has offered the lowest evaluated quotation. In evaluating the quotations, the tender committee will determine for each quotation the evaluated price by adjusting the quotation by marking any correction for any arithmetic errors as follows:
 - (a) Where there is a discrepancy between amount in figures and in words, the amount in word will govern,
 - (b) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected.
21. **The Procuring Entity's right:** Depending on the final requirement, the Procuring Entity may increase or decrease the quantity or items list by 15 percent. If any such change causes an increase or decrease in the quantity or items list, the rationale for the change shall be specified in the bid evaluation report for the procurement. The Procuring Entity reserves the right to accept or reject any quotations, and to cancel the process of the competition and reject all quotations, at any time prior to the award of the contract, without thereby incurring any liability to affected Bidders or any obligation to inform the affected Bidders of grounds.
22. **Notification of Intention to Award:**

Prior to the expiration of the period of validity of the quotation, the Procuring Entity shall send to each Bidder the Notification of Intention to Award the Contract to the successful Bidder by using the relevant form for Notification of Intention to Award FORM1-Section 9: Contract forms.
23. **Complaints:** Any Bidder has the right to complain, if it has suffered or may suffer loss or damage due to a breach of a duty imposed by the Procuring Entity based on the Law

on Public Procurement No. 30/NA, date 2 November 2017 and Instruction of Implementation of Law on Public Procurement, Ministry of Finance No. 0477/MOF, 13 February 2019. The Complaint shall be submitted to the Procuring Entity and Public Procurement Division (PPD) of Ministry of Finance.

- 24. Debriefing by the Procuring Entity:** On receipt of the Procuring Entity's Notification of Intention to Award, an unsuccessful Bidder has three (3) Business Days to make a written request to the Procuring Entity for a debriefing. The Procuring Entity shall provide a debriefing to all unsuccessful Bidders whose request is received within this deadline. Where a request for debriefing is received within the deadline, the Procuring Entity shall provide a debriefing within five (5) Business Days, unless the Procuring Entity decides, for justifiable reasons, to provide the debriefing outside this timeframe. In that case, the standstill period shall automatically be extended until five (5) Business Days after such debriefing is provided. If more than one debriefing is so delayed, the standstill period shall not end earlier than five (5) Business Days after the last debriefing takes place. The Procuring Entity shall promptly inform, by the quickest means available, all Bidders of the extended standstill period. Where a request for debriefing is received by the Procuring Entity later than the three (3)-Business Day deadline, the Procuring Entity should provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of Public Notice of Award of contract. Requests for debriefing received outside the three (3)-day deadline shall not lead to extension of the standstill period. Debriefings of unsuccessful Bidders may be done in writing. The Bidders shall bear their own costs of attending such a debriefing meeting. The complaint should be copied to the relevant financial institutions (WB or ADB).
- 25. Signing of Contract:** Prior to the expiration of the Bid Validity Period and upon expiry of the Standstill Period, or any extension thereof, and upon satisfactorily addressing any complaint that has been filed within the Standstill Period, the Procuring Entity shall send to the successful Bidder the Notification of Award in Section 9 including the Contract Agreement. The successful Bidder shall sign, date and return to the Procuring Entity, the Contract Agreement within fourteen (14) days of its receipt.
- 26. The signed Contract Agreement** shall be registered by the Supplier, in accordance with the Instruction on Implementation of Law on Public Procurement.
- 27. Publication of Contract Award:** Within fourteen (14) Business Days after the date of transmission of the Notification of Intention to Award, the Procuring Entity shall publish the Contract Award Notice on relevant ministry public website or Facebook page or Local newspaper as well as in a prominent location, accessible to the public, outside the office of the Procuring Entity, (a) name of each Bidder who submitted a bid; (b) prices as read out at quotation opening; (c) name and evaluated price of each quotation that was evaluated; (d) name of Bidders whose quotations were rejected and the reasons for rejection; (e) name of the winning Bidder, contract price, explanation if it is different from the quoted price, as well as the duration and summary scope of the contract awarded.

Section 2: Bidder Information Sheet

The Bidder is required to furnish:

1. Bidder's Legal Name and Address,
2. Copy of Business Licenses
3. Business Operating License year 2026 or Business Licence Extension Certification
4. Tax payment Certificate year 2025 or Tax payment Extension and
5. Original letter naming the person authorised to sign on behalf of the Bidder, if any.

Section 3: Conditions of Contract

1. The following documents forming the contract shall be interpreted in the following order of priority:

- (a) The signed Contract Agreement
- (b) The conditions of contract
- (c) Schedule of Items and Prices
- (d) Technical Specification of the Goods
- (e) List of Goods and Delivery Schedule
- (f) The appropriate original printed literature / brochures for the various items listed.

2. This Contract shall be amended only by written agreement between the Procuring Entity and the Supplier.

3. Fraud and Corruption:

ADB requires borrowers (including beneficiaries of ADB financed activity) and their personnel, as well as firms and individuals participating in an ADB- financed activity, including but not limited to bidders, suppliers, and contractors, agents, subcontractors, subconsultants, service providers, sub-suppliers, manufacturers (including their respective officers, directors, employees and personnel) under ADB-financed contracts, to observe the highest standard of ethics during the procurement and execution of such contracts in accordance with ADB's Anticorruption Policy (1998, as amended from time to time). In pursuance of this policy, ADB

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;
 - (ii) "fraudulent practice" means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
 - (iii) "coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - (iv) "collusive practice" means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;
 - (v) "abuse" means theft, waste, or improper use of assets related to ADB-related activity, either committed intentionally or through reckless disregard;
 - (vi) "conflict of interest" means any situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations;

- (vii) “integrity violation” means any act, as defined under ADB’s Integrity Principles and Guidelines (2015, as amended from time to time), which violates ADB’s Anticorruption Policy including (i) to (vi) above and the following: obstructive practice, violation of ADB sanctions, retaliation against whistleblowers or witness, and other violations of ADB’s Anticorruption Policy, including failure to adhere to the highest ethical standards.
- (b) will reject a proposal for award if it determines that the bidder recommended for award or any of its officers, directors, employees, personnel, subconsultants, subcontractors, service providers, suppliers or manufacturers has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations in competing for the contract;
- (c) will cancel the portion of the financing allocated to a contract if it determines at any time that representatives of the Borrower or of a beneficiary of ADB-financing engaged in corrupt, fraudulent, collusive, coercive or obstructive practices or other integrity violations during the procurement or the execution of that contract, without the Borrower having taken timely and appropriate action satisfactory to ADB to remedy the situation including by failing to inform ADB in a timely manner at the time they knew of the integrity violations;
- (d) will impose remedial actions on a firm or an individual, at any time, in accordance with ADB’s Anticorruption Policy and Integrity Principles and Guidelines(both as amended from time to time), including declaring ineligible, either indefinitely or for a stated period of time, to participate in ADB financed, administered or supported activities or to benefit from an ADB financed, administered or supported contract, financially or otherwise, if it at any time determines that the firm or individual has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practice or other integrity violations;

and

- (e) will have the right to require that a provision be included in bidding documents and in contracts financed, administered or supported by ADB, requiring bidders, suppliers, contractors, consultants, manufacturers, service providers and other third parties engaged or involved in ADB-related activities, and their respective officers, directors, employees and personnel to permit ADB or its representative to inspect their site, assets, accounts and records and other documents relating to the bid submission and contract performance and to have them audited by auditors appointed by ADB.

All Bidders, Consultants, contractors, suppliers, manufacturers, service providers, and other third parties engaged or involved in ADB-related activities, and their respective officers, directors, employees and personnel, are obliged to cooperate fully in any investigation when requested by ADB to do so. As determined on a case by case basis by ADB, such cooperation includes, but is not limited to, the following:

- a. being available to be interviewed and replying fully and truthfully to all questions asked;
- b. providing ADB with any items requested that are within the party’s control including, but not limited to, documents and other physical objects;

- c. upon written request by ADB, authorizing other related entities to release directly to ADB such information that is specifically and materially related, directly or indirectly, to the said entities or issues which are the subject of the investigation;
- d. cooperating with all reasonable requests to search or physically inspect their person and/or work areas, including files, electronic databases, and personal property used on ADB activities, or that utilizes ADB's Information and Communications Technology (ICT) resources or systems (including mobile phones, personal electronic devices, and electronic storage devices such as external disk drives);
- e. cooperating in any testing requested by ADB, including but not limited to, fingerprint identification, handwriting analysis, and physical examination and analysis;
- f. preserving and protecting confidentiality of all information discussed with, and as required by, ADB.

All Bidders, consultants, contractors and suppliers shall require their officers, directors, employees, personnel, agents to ensure that, in its contract with its sub-consultants, Subcontractors, and other third parties engaged or involved in ADB-related activities, such sub-consultants, Subcontractors, and other third parties similarly are obliged to cooperate fully in any investigation when requested by ADB to do so.

The Employer hereby puts the Bidder on notice that the Bidder or any Joint Venture partner of the Bidder (if any) may not be able to receive any payments under the Contract if the Bidder or any of its Joint Venture partners, as appropriate, is, or is owned (in whole or in part) by a person or entity subject to applicable sanctions.

4. **Price adjustment and variation:** Price adjustment and variation are not applicable to this contract.
5. **Payment:** As per Ministry of Finance's Instruction No. 1266 dated 15 May 2023, bid currency shall be United States Dollar (USD) and payments for goods shall be in Lao Kip using the exchange rate as published by the Bank of Lao PDR on the date of payment. The payment for the Supplier shall be made in Lao Kip by transfer to the account of the supplier within 60 days of delivery of goods to the final destination and acceptance as specified in Clause 8 (packaging of goods) and clause 9 (Inspection). 100% of the contract price shall be paid against submission of the Certificate of Acceptance, one original and two copies of the invoice. Payment of VAT/Taxes and other impositions shown in the Supplier's invoice shall be made in accordance with the current regulations, at the time of settlement of the invoice.
6. **Delivery time:** All goods shall be delivered, installed, configured, and commissioned in accordance with the phased implementation schedule specified in Section 7.
7. **Late delivery:** If the Supplier delivers the specified goods later than the delivery period specified in clause 6, the Procuring Entity has the right to reduce the payment to the supplier by 0.01% of the total price of contract for each day of delay beyond the delivery time. The deduction is up to a maximum of the 10%, and then the Procuring Entity may terminate the contract.
8. **Packaging of goods:** The Supplier shall warrant those goods are contained or packaged adequately to protect the goods from loss or damage when transporting to the final destination of delivery.

- 9. Inspection:** Within 7 days of completion of each implementation milestone specified in Section 7, the Procuring Entity shall inspect and test the system or deliverable to ensure compliance with the requirements of the contract. If no fault is found, a Certificate of Acceptance shall be issued to the Supplier. Issuance of the Certificate of Acceptance for Phase 4 (go-live) shall constitute final acceptance and shall trigger the start of the 7-year warranty and service term.
- 10. Intellectual Property infringement:** The Supplier warrants the use by the Procuring Entity of the goods sold under this contract does not infringe any patent, design, trade name or trademark. In addition, the supplier shall, pursuant to this warranty, indemnify, defend and hold the Procuring Entity harmless from any action or claim pertaining to the alleged infringement of patent, design, trade name or trade mark arising in connection with the goods sold under this contract.
- 11. Warranty:** The Supplier shall provide the warranty of 7 years, and if any faults are detected within the warranty period in the supplied/installed goods, the Supplier shall be bound to rectify the fault or replace the goods within 30 days.
- 12. Termination of Contract:** The Procuring Entity may, by written notice sent to the Supplier, terminate the Contract in whole or in part at any time for its convenience:
- (a) if the Supplier or Service provider fails to deliver any or all the goods or service within the time period(s) specified in this contract, or
 - (b) if the Supplier or Service provider fails to perform any other obligation(s) under this contract, or
 - (c) if the Supplier or Service provider, in either of the above circumstances does not cure its failure within a period of (7) seven calendar days after receipt of a notice of default from the Procuring Entity specifying the nature of the default(s), or
 - (d) if the Supplier or Service provider, in the judgment of the Procuring Entity, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this contract.
- 13. Settlement of disputes:** During contract implementation, if any dispute arises between the two parties, relating to any aspects of this Agreement, the parties shall first attempt to settle the dispute through mutual and amicable consultation. In the event of agreement not being reached, the complaint shall be submitted to the Procuring Entity and Public Procurement Division (PPD) of Ministry of Finance. If the procurement is financed by The World Bank and ADB or other financial institutions the complaint should also be copied to the concerned institution.
- 14. Data Ownership and Portability:** All data entered into or generated by the system at any time during the contract term shall remain the property of the Procuring Entity. The Supplier shall implement role-based access control and maintain a non-editable audit log of all transactions and user actions throughout the contract term, consistent with Section 6, Item 12 (Non-Functional Requirements). The Supplier shall, at no additional cost, provide the Procuring Entity with a complete export of all data in a non-proprietary, commonly readable electronic format (for example, CSV or SQL-compatible format), together with sufficient documentation to enable the data to be loaded into a successor system, at any time on request by the Procuring Entity and, in any event, upon expiry or termination of this Contract. This obligation survives the expiry or termination of the Contract for any reason.

Section 4: Quotation Form

Insert Logo of the Company

Insert Address:

Request for Quotation No:

Date:

To:

[Insert Name and address of the Procuring Entity]

Having examined the Request for Quotations, the receipt of which is here by duly acknowledged. We, the undersigned, offer to supply *[Insert name of contract]* in conformity with the said Request for Quotation in total Price which includes all duties and taxes, transportation, insurance to final destination and maintenance.

- *[Insert Value in figures in USD]*
- *[Insert Value in words in USD]*

We undertake, if our Quotation is accepted, to deliver the goods or service in *[Insert number of days]* days from the date of the signed contract, in accordance with the delivery time specified in clause 6 of the Conditions of Contract.

We are not participating as Bidders in more than one Quotation in this price comparison process. Our Quotation shall be valid for *[Insert number of days]* days after the deadline for submission of Quotations.

We: (a) are a national of an ADB member country; (b) have not been associated with the firm that prepared the design and specifications of the contract that is subject of this request for quotation; (c) are not owned by the Purchaser; (d) are not currently sanctioned or temporarily suspended by the Asian Development Bank; and (e) to the best of our knowledge, is not prohibited from being contracted in compliance with a decision of the United Nations Security Council.

We declare that ourselves and any Suppliers for any part of the Contract have not been declared ineligible by the Government and/or World Bank/ADB on charges of engagement in corrupt, fraudulent, collusive, coercive or obstructive practices. We, furthermore, pledge not to indulge such practices in the duration of the Contract.

We understand that your written Notification of Award shall constitute the acceptance of our Quotation and shall become a binding contract between us, until a formal contract is prepared and executed.

We understand that you are not bound to accept the lowest or any Quotation that you may receive.

Signature and Stamp of Supplier
Name of Supplier

Note: *The form must be completed without any alterations to the text. Any alterations to the text of this form may be grounds for bid rejection.*



Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

Insert Name of Ministry/Province/Organizations

Insert Name of Procuring Entity

Insert Name of Project

Insert Contract No.

Bid Securing Declaration

To: [Procuring Entity]

We, the undersigned, declare that:

We understand that, according to your conditions, quotations must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract around the Country, financed by World Bank, ADB and Government of Lao PDR for the period of time of at least **two years** starting on the bid opening date, if we are in breach of our obligation(s) under the quotation conditions, because we:

- (a) have withdrawn our Quotation during the period of quotation validity specified in the Letter of Quotation; or
- (b) having been notified of the acceptance of our Quotation by the Procuring Entity during the period of the Quotation validity, (i) fail or refuse to execute the Contract.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Quotation.

Signed: [insert signature of person whose name and capacity are shown] In the capacity of [insert legal capacity of person signing the Bid-Securing Declaration]

Name: [insert complete name of person signing the Bid-Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____ [insert date of signing]

Note: *In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.]*

The form must be completed without any alterations to the text. Any alterations to the text of this form may be grounds for bid rejection.

Manufacturer's Authorization

[Suppliers shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer.]

Date: *[insert date (as day, month and year) of Quotation Submission]*
RFQ No.: *[insert number of bidding process]*

To: *[insert complete name of Purchaser]*

WHEREAS

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Supplier]* to submit a quotation for the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 11 of the Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Section 5: Schedule of Items and Prices

Item	Name of goods or Non-Consulting service and Description	Unit	Quantity (1)	Unit Rate (USD) Included all duties and taxes, maintenance, transportation, insurance to final destination ¹ (2)	Total Amount USD (3) = (1) x (2)
1	Project Accounting Software	Program	1		
I	Total Cost				
II	VAT 10%				
III	Contract Registration Fee ²				
	Grand Total (I+II+III) (write in number)				
	Grand Total (I+II+III) (write in word)				

Delivery Offered	<i>[Insert number of days/weeks/Months]</i>
Warranty Provided	<i>[(Insert number of days/weeks/Months)]</i>

NOTE: Note If the bidder does not enter the value of item II, III, it is considered that those costs are included in the total of the contract price including the profit tax which shall be under responsibility of bidder.

Date:

Signature of Supplier and Stamp

Insert Name of Supplier or Service provider

¹ The unit price shall include all taxes, duties, inland transportation and cost incidental to delivery, as well as insurance to final destination.

² The contract registration fee is in accordance with Ordinances of the President No.002 in the attachment



ສາທາລະນະລັດ ປະຊາທິປະໄຕ ປະຊາຊົນລາວ
ສັນຕິພາບ ເອກະລາດ ປະຊາທິປະໄຕ ເອກະພາບ ວັດທະນະຖາວອນ

ເລກທີ...**002**...ປປທ

ລົງວັນທີ **17 ມິຖຸນາ 2021**

ລັດຖະບັນຍັດ **ຂອງປະທານປະເທດ**

ສາທາລະນະລັດ ປະຊາທິປະໄຕ ປະຊາຊົນລາວ
ວ່າດ້ວຍຄ່າທຳນຽມ ແລະ ຄ່າບໍລິການ

- ອີງຕາມ ລັດຖະທຳມະນູນ ແຫ່ງ ສາທາລະນະລັດ ປະຊາທິປະໄຕ ປະຊາຊົນລາວ ໜວດທີ VI, ມາດຕາ 67 ຂໍ້ 2;
- ອີງຕາມ ກົດໝາຍວ່າດ້ວຍການຄຸ້ມຄອງສ່ວຍສາອາກອນ ສະບັບເລກທີ 66/ສພຊ, ລົງວັນທີ 17 ມິຖຸນາ 2019;
- ອີງຕາມ ໜັງສືສະເໜີຂອງ ຄະນະປະຈຳສະພາແຫ່ງຊາດ ສະບັບເລກທີ 04 /ຄປຈ, ລົງວັນທີ 19 ມີນາ 2021.

ປະທານປະເທດ

ສາທາລະນະລັດ ປະຊາທິປະໄຕ ປະຊາຊົນລາວ ອອກລັດຖະບັນຍັດ:

ພາກທີ I

ບົດບັນຍັດທົ່ວໄປ

ມາດຕາ ຈຸດປະສົງ 1

ລັດຖະບັນຍັດສະບັບນີ້ ກຳນົດ ຫຼັກການ, ລະບຽບການ, ມາດຕະການ ກ່ຽວກັບການກຳນົດ ຄ່າທຳນຽມ ແລະ ຄ່າບໍລິການວິຊາການ ຂອງຂະແໜງການລັດ ເພື່ອຄຸ້ມຄອງການຈັດເກັບ ຄ່າທຳນຽມ ແລະ ຄ່າບໍລິການຢ່າງລວມສູນ ແລະ ຈັດຕັ້ງປະຕິບັດຢ່າງເປັນເອກະພາບ ໃນຂອບເຂດທົ່ວປະເທດ, ແນໃສ່ ຮັບປະກັນໃຫ້ຄ່າທຳນຽມ ແລະ ຄ່າບໍລິການ ໄດ້ມອບເຂົ້າງົບປະມານແຫ່ງລັດ ຢ່າງຄົບຖ້ວນ ຕາມກຳນົດເວລາ ແລະ ປະກອບສ່ວນເຂົ້າໃນການຈັດຕັ້ງປະຕິບັດແຜນພັດທະນາເສດຖະກິດ-ສັງຄົມ ແລະ ແຜນງົບປະມານ ແຫ່ງລັດ.

ມາດຕາ 2 ຄ່າທຳນຽມ ແລະ ຄ່າບໍລິການ

ຄ່າທຳນຽມ ແມ່ນຄ່າສິດຄຸ້ມຄອງບໍລິຫານລັດ ທີ່ເກັບເປັນເງິນຈາກ ບຸກຄົນ, ນິຕິບຸກຄົນ ຫຼື ການຈັດຕັ້ງ ທີ່ເຄື່ອນໄຫວທາງດ້ານເສດຖະກິດ ແລະ ສັງຄົມ ໂດຍຜ່ານຂະແໜງການຂອງລັດ ດ້ວຍການຍິ່ງຍືນ ແລະ/ຫຼື ອະນຸຍາດ;

6	ໜັງສືຕໍ່ອາຍຸການນໍາເຂົ້າຊົ່ວຄາວ ສໍາລັບພາຫະນະ ແລະ ອຸປະກອນຕ່າງໆ ທີ່ໄດ້ຮັບນະໂຍບາຍນໍາເຂົ້າຊົ່ວຄາວ	50.000
7	ໜັງສືອະນຸຍາດນໍາອອກຄືນ ສໍາລັບ ພາຫະນະ ແລະ ອຸປະກອນຕ່າງໆ ທີ່ໄດ້ຮັບນະໂຍບາຍນໍາເຂົ້າຊົ່ວຄາວ	50.000

ມາດຕາ 15 ຄໍາບໍລິການ

ຄໍາບໍລິການ ຂະແໜງການ ແຜນການ ແລະ ການລົງທຶນ ໃຫ້ຈັດເກັບ ດັ່ງນີ້:

ລ/ດ	ເນື້ອໃນລາຍການ	ອັດຕາ (ກີບ)
1	ແບບພິມໃບຄໍາຮ້ອງຂໍລົງທຶນ	50.000
2	ແບບພິມເອກະສານບົດບັນທຶກຄວາມເຂົ້າໃຈ, ສັນຍາໂຄງການສໍາປະທານ	500.000
3	ຂໍ້ມູນການລົງທຶນ	50.000
4	ການອອກໃບທະບຽນວິສາຫະກິດ, ໃບຢັ້ງຢືນຕົວເລກອາກອນ, ເຮັດກາປະທັບ, ເຮັດບັດພັກເຊົາ ແລະ ວິຊາທຸລະກິດ	50.000

**ໝວດທີ 2
ຂະແໜງການ ການເງິນ**

ມາດຕາ 16 ຄໍາທຳນຽມ

ຄໍາທຳນຽມ ຂະແໜງການ ການເງິນໃຫ້ຈັດເກັບ ດັ່ງນີ້::

1. ຄໍາທຳນຽມ ການຈົດທະບຽນເອກະສານ

ການຈົດທະບຽນເອກະສານ ແມ່ນການຈົດເນື້ອໃນຫຍໍ້ ຂອງເອກະສານເຂົ້າໃນປຶ້ມທະບຽນ ເພື່ອຈຸດປະສົງເກັບກຳຂໍ້ມູນສະຖິຕິການເຄື່ອນໄຫວ ທາງດ້ານເສດຖະກິດ-ສັງຄົມ, ເຮັດໃຫ້ເອກະສານມີຄຸນຄ່າທາງດ້ານກົດໝາຍ, ຮັບປະກັນການປົກປັກຮັກສາ ແລະ ສຳເນົາເອກະສານ ເພື່ອເປັນຖານຂໍ້ມູນ, ສ້າງລາຍຮັບເຂົ້າງົບປະມານ ແລະ ປະກອບສ່ວນເຂົ້າໃນການພັດທະນາເສດຖະກິດ-ສັງຄົມ.

ບັນດາເອກະສານ ທີ່ຈະຈົດທະບຽນຢູ່ຂະແໜງການເງິນ ຕ້ອງຖືກຕ້ອງຕາມກົດໝາຍ ແລະ ລະບຽບການ: ເອກະສານທີ່ພົວພັນລະຫວ່າງລັດ ແລະ ເອກະຊົນທີ່ນຳໃຊ້ງົບປະມານຂອງລັດ, ເງິນຊ່ວຍເຫຼືອລ້າ, ເງິນກູ້ຢືມພາຍໃນ ແລະ ຕ່າງປະເທດ, ສັນຍາລະຫວ່າງບໍລິສັດ, ລັດວິສາຫະກິດ ຫຼື ວິສາຫະກິດລັດຖິຮຸ້ນຮ່ວມກັບບຸກຄົນ, ນິຕິບຸກຄົນເອກະຊົນ ຫຼື ສັນຍາ ລະຫວ່າງ ເອກະຊົນກັບເອກະຊົນ.

1.1. ຄໍາທຳນຽມຈົດທະບຽນເອກະສານ ເກັບອັດຕາດຽວ 50.000 ກີບ/ຄັ້ງ ຕາມລາຍການ ດັ່ງນີ້:

- 1) ໜັງສືມອບກຳມະສິດສືບທອດມູນມໍຣະດົກ (ສັງຫາລິມະຊັບ);
- 2) ການເລື່ອນເວລາໃຊ້ໜີ້ສິນ ຫຼື ສິບຕໍ່ຄໍາປະກັນ (ສັງຫາລິມະຊັບ);
- 3) ເອກະສານອື່ນໆທີ່ບໍ່ຈຳເປັນຕ້ອງຈົດທະບຽນ ແຕ່ຜູ້ກ່ຽວນຳມາຈົດທະບຽນ (ສັງຫາລິມະຊັບ);
- 4) ບົດບັນທຶກແບ່ງປັນທຶນຂອງບໍລິສັດທີ່ຖືກຍຸບ ໃຫ້ແກ່ຂາຮຸ້ນ;
- 5) ບົດບັນທຶກແບ່ງປັນຊັບ ລະຫວ່າງຜູ້ມີກຳມະສິດຮ່ວມ;
- 6) ສັນຍາຊື້-ຂາຍ ສັດ ຫຼື ຜົນຜະລິດກະສິກຳທຸກປະເພດ;
- 7) ກົດລະບຽບຂອງບໍລິສັດ;
- 8) ສັນຍາຮັບໃຊ້ໜີ້;
- 9) ສັນຍາຊວດຈຳ ສັງຫາລິມະຊັບ;
- 10) ການດັດແກ້ສັນຍາ;



- 11) ຫຼັກສິນອບພັນທະໃຫ້ກັນ ເພື່ອປະຕິບັດກິດຈະກຳຕ່າງໆ ແທນຕົນ;
- 12) ການຄ້າປະກັນດ້ວຍຊັບເຄື່ອນທີ່;
- 13) ຫຼັກສິນຕົກລົງແບ່ງປັນສິນສົມສ້າງ.

1.2. ຄ່າທຳນຽມຈົດທະບຽນແບບເດັດຖານຕາມມູນຄ່າຊັບ

ລ/ດ	ເນື້ອໃນລາຍການ	ເຊົ່າສຳປະທານ (ກີບ)	ເຊົ່າສຳປະທານຕໍ່ (ກີບ)
1	ສັນຍາໃຫ້ເຊົ່າ-ສຳປະທານ ແລະ ໃຫ້ຜູ້ອື່ນເຊົ່າ-ສຳປະທານຕ່າງໆກັບສັງຫາລິມະຊັບ ແລະ ອະສັງຫາລິມະຊັບ ທີ່ບໍ່ຕິດພັນກັບທີ່ດິນ ເກັບຄ່າຈົດທະບຽນແບບເດັດຖານຕາມມູນຄ່າຊັບ		
1.1	ແຕ່ 200.000 ຫາ 2.000.000 ກີບ	50.000	40.000
1.2	ຫຼາຍກວ່າ 2.000.000 ຫາ 10.000.000 ກີບ	70.000	50.000
1.3	ຫຼາຍກວ່າ 10.000.000 ຫາ 50.000.000 ກີບ	100.000	60.000
1.4	ຫຼາຍກວ່າ 50.000.000 ຫາ 100.000.000 ກີບ	200.000	100.000
1.5	ຫຼາຍກວ່າ 100.000.000 ຫາ 250.000.000 ກີບ	300.000	200.000
1.6	ຫຼາຍກວ່າ 250.000.000 ຫາ 500.000.000 ກີບ	400.000	300.000
1.7	ຫຼາຍກວ່າ 500.000.000 ຂຶ້ນໄປ	500.000	400.000
2	ສັນຍາໃຫ້ສຳປະທານ ເພື່ອຊອກຄົ້ນ, ສຳຫຼວດ, ຊຸດຄົ້ນຊັບພະຍາກອນແຮ່ທາດ, ຄ່າຊັບພະຍາກອນເຄື່ອງປ່າຂອງດົງ, ຄ່າຊັບພະຍາກອນນ້ຳທຳມະຊາດ ເພື່ອຮັບໃຊ້ໂຄງການເຂື່ອນໄຟຟ້ານ້ຳຕົກ, ຄ່າຊັບພະຍາກອນທຳມະຊາດສຳລັບແຕ່ທຸລະກິດ ແລະ ບໍລິການ.		
2.1	ແຕ່ 400.000.000 ກີບລົງມາ	600.000	1.000.000
2.2	ຫຼາຍກວ່າ 400.000.000 ຫາ 2 ຕື້ກີບ	3.000.000	5.000.000
2.3	ຫຼາຍກວ່າ 2 ຫາ 10 ຕື້ກີບ	15.000.000	25.000.000
2.4	ຫຼາຍກວ່າ 10 ຕື້ກີບຂຶ້ນໄປ	30.000.000	50.000.000
3	ການໂອນກຳມະສິດ		
3.1	ສັນຍາຊື້-ຂາຍພາຫະນະຕໍ່ຄັນ, ອຸປະກອນເຄື່ອງໃຊ້ທຸກປະເພດ ແລະ ເຄື່ອງຈັກຕ່າງໆ ທີ່ຊື້ເຂົ້າມາໃໝ່		
-	ແຕ່ 5.000.000 ກີບ ລົງມາ		50.000
-	ຫຼາຍກວ່າ 5.000.000 ຫາ 10.000.000 ກີບ		100.000
-	ຫຼາຍກວ່າ 10.000.000 ຫາ 50.000.000 ກີບ		250.000
-	ຫຼາຍກວ່າ 50.000.000 ຫາ 100.000.000 ກີບ		500.000
-	ຫຼາຍກວ່າ 100.000.000 ຫາ 300.000.000 ກີບ		1.000.000
-	ຫຼາຍກວ່າ 300.000.000 ກີບ ຂຶ້ນໄປ		2.000.000
3.2	ສັນຍາຊື້-ຂາຍ ພາຫະນະຕໍ່ຄັນ, ອຸປະກອນເຄື່ອງໃຊ້ທຸກປະເພດ ແລະ ເຄື່ອງຈັກປະເພດຕ່າງໆ ທີ່ຊື້ເຂົ້າມາ ແລະ ນຳໃຊ້ ຢູ່ ສປປ ລາວ ແລ້ວ, ການຊື້-ຂາຍແຮ່ທາດ, ເຄື່ອງປ່າຂອງດົງ, ຖ່ານໄມ້, ການຊື້-ຂາຍໄມ້ທ່ອນ, ໄມ້ກິ່ງງ່າ, ຕ່ໄມ້ (ຫຼັກໄມ້), ໄມ້ແປຮູບ, ໄມ້ເຄິ່ງສຳເລັດຮູບ ແລະ ໄມ້ສຳເລັດຮູບ, ສັນຍາຊື້-ຂາຍເພື່ອແປຮູບຮັບໃຊ້ພາຍໃນປະເທດ		
-	ແຕ່ 5.000.000 ກີບ ລົງມາ		50.000
-	ຫຼາຍກວ່າ 5.000.000 ຫາ 10.000.000 ກີບ		100.000
-	ຫຼາຍກວ່າ 10.000.000 ຫາ 50.000.000 ກີບ		500.000



-	ຫຼາຍກວ່າ 50.000.000 ຫາ 100.000.000 ກີບ		1.000.000		
-	ຫຼາຍກວ່າ 100.000.000 ຫາ 300.000.000 ກີບ		2.000.000		
-	ຫຼາຍກວ່າ 300.000.000 ຫາ 1 ຕື້ ກີບ		3.000.000		
-	ຫຼາຍກວ່າ 1 ຕື້ ກີບ ຂຶ້ນໄປ		4.000.000		
4	ສັນຍາໂອນຊັບ ເຂົ້າເປັນທຶນວິສາຫະກິດ ພາຫະນະ, ເຄື່ອງຈັກ, ເປັນເງິນ ຫຼື ວັດຖຸ ແລະ ອຸປະກອນ ເຄື່ອງໃຊ້ ຊຶ່ງບໍ່ແມ່ນທີ່ດິນ				
4.1	ແຕ່ 10.000.000 ກີບ ລົງມາ		50.000		
4.2	ຫຼາຍກວ່າ 10.000.000 ຫາ 50.000.00 ກີບ		100.000		
4.3	ຫຼາຍກວ່າ 50.000.000 ຫາ 100.000.000 ກີບ		150.000		
4.4	ຫຼາຍກວ່າ 100.000.000 ກີບ ຂຶ້ນໄປ		200.000		
5	ສັນຍາຮ່ວມປະກອບທຶນ ເພື່ອດຳເນີນທຸລະກິດປະເພດຕ່າງໆ				
5.1	ມູນຄ່າແຕ່ 400.000.000 ກີບ ລົງມາ		200.000		
5.2	ມູນຄ່າຫຼາຍກວ່າ 400.000.000 ກີບ ຂຶ້ນໄປ		500.000		
6	ສັນຍາປະເພດຕ່າງໆ				
ລ/ດ	ເນື້ອໃນລາຍການ	ແຕ່ 10 ລ້ານກີບ ລົງມາ	ຫຼາຍກວ່າ 10-50 ລ້ານກີບ	ຫຼາຍກວ່າ 50-100 ລ້ານກີບ	ຫຼາຍກວ່າ 100 ລ້ານກີບ ຂຶ້ນໄປ
		ອັດຕາ (ກີບ)			
6.1	ສັນຍາຖືປົມເງິນ ຫຼື ຊັບສິ່ງຂອງ	30.000	40.000	50.000	100.000
6.2	ຜົນສິໂອນໜີ້ສິນ	40.000	50.000	100.000	200.000
6.3	ສັນຍາມອບ-ໂອນ ຫຼື ໂອນກິດຈະການ, ສັນຍາການຄ້າພາຍໃນ ແລະ ຕ່າງປະເທດ, ສັນຍາການຄ້າກັບຕ່າງປະເທດ, ສັນຍາການຜະລິດ, ສັນຍາການບໍລິການ ແລະ ສັນຍາການຂາຍຮຸ້ນ	30.000	50.000	100.000	200.000
6.4	ສັນຍາປະກັນໄພ	20.000	30.000	40.000	100.000
6.5	ສັນຍາຄ້າປະກັນອະສັງຫາລິມະສັບ ແລະ ສັງຫາລິມະສັບ ຫຼື ບຸກຄົນ ທີ່ບໍ່ຕິດພັນກັບທີ່ດິນ	20.000	30.000	40.000	50.000
7	ສັນຍາຮັບເໝົາ, ອອກແບບ, ສ້ອມແປງຕົກອາຄານ, ຕິດຕາມກວດກາກໍ່ສ້າງ, ທີ່ປຶກສາໂຄງການ, ສັນຍາຕັດເຄື່ອງ ແລະ ບໍລິການຕ່າງໆ, ສັນຍາສ້ອມແປງພາຫະນະພັດສະດຸ, ສັນຍາຂາຍນ້ຳມັນ, ບໍລິການຄົ້ນຄວາມຖື ແລະ ອື່ນໆ.				
ລ/ດ	ເນື້ອໃນລາຍການ	ຫົວໜ່ວຍ		ອັດຕາ (ກີບ)	
1	ແຕ່ 500.000 ກີບ ລົງມາ	ຕື້ໆ		30.000	
2	ຫຼາຍກວ່າ 500.000 ຫາ 5.000.000 ກີບ	ຕື້ໆ		50.000	



3	ຫຼາຍກວ່າ 5.000.000 ຫາ 25.000.000 ກີບ	ດັ່ງ	60.000
4	ຫຼາຍກວ່າ 25.000.000 ຫາ 50.000.000 ກີບ	ດັ່ງ	70.000
5	ຫຼາຍກວ່າ 50.000.000 ຫາ 100.000.000 ກີບ	ດັ່ງ	100.000
6	ຫຼາຍກວ່າ 100.000.000 ຫາ 250.000.000 ກີບ	ດັ່ງ	250.000
7	ຫຼາຍກວ່າ 250.000.000 ຫາ 500.000.000 ກີບ	ດັ່ງ	500.000
8	ຫຼາຍກວ່າ 500.000.000 ຫາ 1 ຕື້ ກີບ	ດັ່ງ	1.000.000
9	ຫຼາຍກວ່າ 1 ຫາ 3 ຕື້ ກີບ	ດັ່ງ	2.000.000
10	ຫຼາຍກວ່າ 3 ຫາ 5 ຕື້ ກີບ	ດັ່ງ	4.000.000
11	ຫຼາຍກວ່າ 5 ຫາ 10 ຕື້ ກີບ	ດັ່ງ	7.000.000
12	ຫຼາຍກວ່າ 10 ຫາ 25 ຕື້ ກີບ	ດັ່ງ	17.750.000
13	ຫຼາຍກວ່າ 25 ຫາ 50 ຕື້ ກີບ	ດັ່ງ	37.500.000
14	ຫຼາຍກວ່າ 50 ຫາ 100 ຕື້ ກີບ	ດັ່ງ	75.000.000
15	ຫຼາຍກວ່າ 100 ຫາ 150 ຕື້ ກີບ	ດັ່ງ	90.000.000
16	ຫຼາຍກວ່າ 150 ຕື້ ກີບ ຂຶ້ນໄປ	ດັ່ງ	95.000.000

2. ຄ່າທຳນຽມ ຂໍ້ມູນຂ່າວສານການເງິນ

1	ໃບຢັ້ງຢືນ ມາດຕະຖານເຕັກນິກການເຊື່ອມຕໍ່ຂໍ້ມູນ ທາງດ້ານພື້ນຖານ ໂຄງລ່າງເຄືອຂ່າຍ ແລະ ຮູດຄຳສັ່ງຫາຖານຂໍ້ມູນລວມສູນ ຂອງ ກະຊວງການເງິນ	ປີ	500.000
2	ຄ່າທຳນຽມ ສະມາຊິກໃນການນຳໃຊ້ລະບົບຖານຂໍ້ມູນລວມຂອງ ກະຊວງການເງິນ	ປີ	250.000

3. ຄ່າທຳນຽມ ການບັນຊີ

1	ໃບອະນຸຍາດ ດຳເນີນທຸລະກິດບັນຊີ ຫຼື ກວດສອບ	ດັ່ງ	500.000
2	ໃບອະນຸຍາດ ໂປຣແກຣມບັນຊີ ທີ່ພັດທະນາຂຶ້ນ ເພື່ອຊົມໃຊ້ເອງ: - ສຳລັບຫົວໜ່ວຍຖືບັນຊີແຫ່ງລັດ - ສຳລັບຫົວໜ່ວຍຖືບັນຊີວິສາຫະກິດ	ດັ່ງ	500.000 500.000
3	ໃບອະນຸຍາດ ໂປຣແກຣມບັນຊີ ພັດທະນາຂຶ້ນ ເພື່ອຈັດຈຳໜ່າຍ	ດັ່ງ	500.000
4	ໃບອະນຸຍາດນັກກວດສອບຕາມກົດໝາຍ	ດັ່ງ	200.000
5	ໃບອະນຸຍາດ ບ່ຽນແປງການນຳໃຊ້ມາດຕະຖານ ການລາຍງານ ການເງິນ ແລະ ບ່ຽນແປງປຶກຍາບັນຊີ	ດັ່ງ	500.000

ໝາຍເຫດ: ການເກັບຄ່າທຳນຽມອອກອະນຸຍາດຕ່າງໆ ແມ່ນເກັບຄັ້ງດຽວຕະຫຼອດການດຳເນີນທຸລະກິດ.

4. ຄ່າທຳນຽມນ້ຳມັນເຊື້ອໄຟ

ລ.ດ	ເນື້ອໃນລາຍການ	
1	ນ້ຳມັນແອັດຊັງພິເສດ	ອີງຕາມໂຄງລ່າງລາຄານ້ຳມັນເຊື້ອໄຟແຕ່ລະໄລຍະ
2	ນ້ຳມັນແອັດຊັງທຳມະດາ	



Section 6: Technical Specification of the Goods Required

The Goods and Related Services shall comply with following Technical Specifications and Standards:

Item	Name of goods or Non-Consulting service and Description	Project Accounting Software	Technical Specification of Goods to be offered by supplier
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1	Project Accounting Software	1. Any solution — whether commercial off-the-shelf (COTS), configured COTS, open-source, or custom-developed — that meets the functional and technical requirements set out below may be proposed. 1. Supply, full installation, configuration, and commissioning of the accounting software, ensuring the system is fully operational with Chart of Accounts configured per the Procuring Entity’s instructions and all user accounts established; 2. The software shall be configurable to support IPSAS Cash Basis accounting and reporting requirements, in accordance with the Procuring Entity’s accounting framework and project reporting requirements; 3. Number of Users: 9 named user licences (4 Users to be used by Project Management Unit in Vientiane Capital and 5 Users to be used by 5 Project Implementation Units in the 5 Provinces). Bidders shall state the unit cost for each additional named user licence in Section 5 (Schedule of Items and Prices), fixed for the contract term; 4. Setting up Chart of Accounts as per the Procuring Entity’s instructions; 5. The software shall provide import and export capability for transactions, and export capability for reports, and shall be capable of generating the following key reports using provided templates (Annex A — templates to be issued prior to final issuance of RFQ):	
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		○ Statement of Cash Receipts and Disbursements. ○ Statement of Budget versus Actual Expenditures. ○ Advance and Sub-advance Accounts Reconciliation Statements. ○ Statement of Withdrawal Applications. ○ Statement of Expenditures. ○ Fixed Asset Register / Listing. 6. The software shall also generate the following supporting reports (PMU to confirm which are required for this project prior to final issuance of RFQ): ○ Bank Receipt and Payment (covering ADB, BOL, and sub-account transactions); ○ Cash Receipt and Payment; ○ Advance Payment and Advance Clearance; ○ Journal Voucher; ○ Bank Account Book; ○ Petty Cash Book; ○ Advance Control Book; ○ Contract Management; ○ Bank Reconciliation; ○ Advance Outstanding Statement integrated with chronological aging (0–30, 31–60, 61–90, >90 days); ○ Trial Balance (TB) and General Ledger (GL) segmented by chart variables: Account, Project Output, Category,	
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		Implementing Entity, and ADB Contract Number; ○ Use of Fund by Categories and Sources; ○ Summary / Statement of Expenditures Sheet showing sufficient detail of EA Contract No, ADB Contract No, name and address of supplier, amount, transaction date and description; ○ Statement of Expenditure by Component / Output; ○ Statement of Withdrawal Application; ○ Statement of Summary of Assets; ○ Other reports as requested by the Procuring Entity. 7. Multi-Currency and Reporting: Dual-currency accounting supporting transactional record-keeping and consolidated financial reporting in both United States Dollars (USD) and Lao Kip (LAK), The system shall automatically revalue foreign currency balances by generating adjustment entries for unrealized gains/losses; 8. Language / User Interface: The software shall provide a bilingual (Lao/English) user interface. Users shall be able to select their preferred display language for data entry screens, dashboards, and standard reports, without loss of functionality or data integrity. Reports required for submission to ADB shall be available in English regardless of the data-entry language used; 9. Provision of a User's Manual in English and Lao;	
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		10. Training: Delivery of training on how to use the programme to users, a minimum of 12 sessions over the duration of the 7-year contract, including an initial go-live session. A training plan and schedule shall be submitted and agreed with the Procuring Entity within 30 days of contract signing; 11. Maintenance: Minimum 4 maintenance visits per month over a period of 7 years from the date of the Certificate of Acceptance (go-live), including fault resolution, software updates, and security patches. Critical faults: response within 4 business hours, resolution within 1 business day. Major faults: response within 1 business day, resolution within 3 business days. 12. Non-Functional Requirements. The following minimum standards shall apply to the proposed solution: ○ Security and Access Control: Role-based access control with a minimum of three roles (read-only, data entry, administrator/approver). The system shall maintain a non-editable audit log of all transactions, entries, and user actions (user ID, date/time, action taken), retained for the life of the contract and accessible to the Procuring Entity and ADB or its auditors on request. ○ Backup: Automated backup at a minimum daily frequency, with backups retained for a minimum of 30	
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		days. The Bidder shall describe its proposed backup approach, storage location, and retention schedule in its technical submission. ○ Disaster Recovery and Business Continuity: The Bidder shall describe its proposed disaster recovery approach and state a Recovery Time Objective (RTO) and Recovery Point Objective (RPO) in its technical submission. ○ System Availability: Minimum 99% system availability during Lao PDR government business hours (8:00am–5:00pm, Monday–Friday, excluding public holidays). ○ Data Retention: All financial records shall be retained and remain accessible within the system for a minimum of 7 years from go-live, consistent with the Project's loan record-keeping requirements. 13. Data Ownership, Security, and Portability. All data entered into, or generated by, the system at any time during the contract term shall remain the property of the Procuring Entity at all times. The Supplier shall, at no additional cost, provide the Procuring Entity with a complete export of all data in a non-proprietary, commonly readable electronic format (for example, CSV or SQL-compatible format), together with sufficient documentation to enable the data to be loaded into a successor system, at any time on request by the	
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Item	Name of goods or Non-Consulting service and Description	Project Accounting Software	Technical Specification of Goods to be offered by supplier
		Procuring Entity and in any event upon expiry or termination of this Contract. This obligation is without prejudice to the audit log and access control requirements at item 12 above, and is further reflected in Section 3, Clause 14 (Data Ownership and Portability) of the Conditions of Contract.	

Signature and Stamp of Supplier or Service provider

Insert Name of Supplier or Service provider

Section 7: List of Goods and Implementation Schedule

Item	Name of goods or non-Consulting service and Description	Unit	Quantity	Milestone / Deliverable and Point of Delivery	Target Completion (from contract signing) and Acceptance by Procuring Entity (days/weeks/months)
1	Project Accounting Software	Program	1	Phase 1: Software supply and installation. Delivered, installed and accessible. WSSISP PMU, 5th Floor, Vientiane Capital.	Phase 1: Day 14 — Software installation. Acceptance: written confirmation. Phase 2: Day 30 — CoA configuration, user accounts, dual-currency and bilingual settings. Acceptance: PMU Finance Manager sign-off. Phase 3: Day 45 — User Acceptance Testing. Acceptance: UAT sign-off form. Phase 4: Day 60 — Initial training and go-live. Acceptance: Certificate of Acceptance (triggers 7-year warranty and service term). Years 1-7: Ongoing training (12 sessions total) and maintenance (min. 4x/month) per Section 6. Annual maintenance report submitted to PMU.

Signature and Stamp of Supplier or Service provider

Insert Name of Supplier or Service provider

Section 8: Pictures of required goods

The Supplier is required to mention make or model, as applicable, of the goods to be supplied and must attach the appropriate original printed literature / brochures for the various items listed.

Section 9: Contract Forms

This Section contains forms which, once completed, will form part of the Contract.

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Form 1: Notification of Intention to Award

[This Notification of Intention to Award shall be sent to each Bidder that submitted a Bid.]

[Send this Notification to the Bidder's Authorized Representative named in the Bidder Information Form]

For the attention of Bidder's Authorized Representative

Name: *[insert Authorized Representative's name]*

Address: *[insert Authorized Representative's Address]*

Telephone/Fax numbers: *[insert Authorized Representative's telephone/fax numbers]*

Email Address: *[insert Authorized Representative's email address]*

[IMPORTANT: insert the date that this Notification is transmitted to Bidders. The Notification must be sent to all Bidders simultaneously. This means on the same date and as close to the same time as possible.]

DATE OF TRANSMISSION: This Notification is sent by: *[email/fax]* on *[date]* (local time)

Notification of Intention to Award

Procuring Entity: *[insert the name of the Procuring Entity]*

Project: *[insert name of project]*

Contract title: *[insert the name of the contract]*

Country: *[insert country where RFQ is issued]*

Loan No. /Credit No. / Grant No.: *[insert reference number for loan/credit/grant]*

RFB No: *[insert RFQ reference number from Procurement Plan]*

This Notification of Intention to Award (Notification) notifies you of our decision to award the above contract. The transmission of this Notification begins the Standstill Period. During the Standstill Period you may:

- a) request a debriefing in relation to the evaluation of your Bid, and/or
- b) submit a Procurement-related Complaint in relation to the decision to award the contract.

1. The successful Bidder

Name:	<i>[insert name of successful Bidder]</i>
Address:	<i>[insert address of the successful Bidder]</i>
Contract price:	<i>[insert contract price of the successful Bid]</i>

2. Other Bidders **[INSTRUCTIONS: insert names of all Bidders that submitted a Bid. If the Bid's price was evaluated include the evaluated price as well as the Bid price as read out.]**

Name of Bidder	Bid price	Evaluated Bid price (if applicable)
<i>[insert name]</i>	<i>[insert Bid price]</i>	<i>[insert evaluated price]</i>

[insert name]	[insert Bid price]	[insert evaluated price]
[insert name]	[insert Bid price]	[insert evaluated price]

3. Reason/s why your Bid was unsuccessful

[INSTRUCTIONS: State the reason/s why this Bidder's Bid was unsuccessful. Do NOT include: (a) a point by point comparison with another Bidder's Bid or (b) information that is marked confidential by the Bidder in its Bid.]

4. How to request a debriefing

DEADLINE: The deadline to request a debriefing expires at midnight on [insert date] (local time).

You may request a debriefing in relation to the results of the evaluation of your Bid. If you decide to request a debriefing your written request must be made within three (3) Business Days of receipt of this Notification of Intention to Award.

Provide the contract name, reference number, name of the Bidder, contact details; and address the request for debriefing as follows:

Attention: [insert full name of person, if applicable]

Title/position: [insert title/position]

Agency: [insert name of Procuring Entity]

Email address: [insert email address]

If your request for a debriefing is received within the 3 Business Days deadline, we will provide the debriefing within five (5) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (5) Business Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end.

The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.

If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of the Contract Award Notice.

5. How to make a complaint

Period: Procurement-related Complaint challenging the decision to award shall be submitted by midnight, [insert date] (local time).

Provide the contract name, reference number, name of the Bidder, contact details; and address the Procurement-related Complaint as follows:

Attention: [insert full name of person, if applicable]

Title/position: [insert title/position]

Agency: *[insert name of Procuring Entity]*

Email address: *[insert email address]*

At this point in the procurement process, you may submit a Procurement-related Complaint challenging the decision to award the contract. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Standstill Period and received by us before the Standstill Period ends.

Further information:

For more information see the Procurement Regulations for IPF Borrowers (Procurement Regulations) [<https://policies.worldbank.org/sites/ppf3/PPFDocuments/Forms/DispPage.aspx?docid=4005>] (Annex III). You should read these provisions before preparing and submitting your complaint. In addition, the World Bank's Guidance "How to make a Procurement-related Complaint" [<http://www.worldbank.org/en/projects-operations/products-and-services/brief/procurement-new-framework#framework>] provides a useful explanation of the process, as well as a sample letter of complaint.

In summary, there are four essential requirements:

1. You must be an 'interested party'. In this case, that means a Bidder who submitted a Bid in this bidding process and is the recipient of a Notification of Intention to Award.
2. The complaint can only challenge the decision to award the contract.
3. You must submit the complaint within the period stated above.
4. You must include, in your complaint, all of the information required by the Procurement Regulations (as described in Annex III).

6. Standstill Period

DEADLINE: The Standstill Period is due to end at midnight on *[insert date]* (local time).

The Standstill Period lasts ten (10) Business Days after the date of transmission of this Notification of Intention to Award.

The Standstill Period may be extended as stated in Section 4 above.

If you have any questions regarding this Notification, please do not hesitate to contact us.

On behalf of the Procuring Entity:

Signature: _____

Name: _____

Title/position: _____

Telephone: _____

Email

Form 2: Notification of Award



Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

Notification of Award

Contract No:
To:

Date:

[enter name of Supplier]

This is to notify you that your quotation dated *[insert date]* for the procurement of the Goods for *[name of project/Contract]* for the Contract Price of *[amount in figures and words]*, as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by *[name of the Procuring Entity]*.

You are requested to proceed with the procurement of the Goods on the basis that this Notification of Award shall constitute the formation of a Contract, which shall only become binding upon signing the Contract Agreement within fourteen (14) days.

We attach the draft Contract Agreement and Conditions of Contract for your perusal and signature.

Signature(s)

Duly authorised to sign for and on behalf of
[Procuring Entity]

Form 3: Contract Agreement



Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

Contract Agreement

THIS AGREEMENT is made the *[day]* day of *[month]* *[year]* between *[insert name and address of Procuring Entity]* (hereinafter called “the Procuring Entity”) and *[insert name and address of Supplier]* (hereinafter called “the Supplier”).

WHEREAS the Procuring Entity invited for quotation for *insert name of contract*) and has accepted a Quotation by the Supplier for the supply of those goods in the sum of USD *[insert Contract Price in figures and in words]* (hereinafter called “the Contract Price”) for the period 7 years from date of signing, inclusive of all customs, taxes, and maintenance.

NOW THIS AGREEMENT WITNESS AS FOLLOWS:

Article 1. The documents forming the Contract shall be interpreted in the following order of priority:

- (a) the signed Contract Agreement
- (b) The conditions of contract
- (c) Schedule of Items and Prices
- (d) Technical Specification of the Goods Required
- (e) List of Goods and Delivery Schedule.
- (f) The appropriate original printed literature / brochures for the various items listed.

Article 2. In consideration of the payments to be made by the Procuring Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring Entity to provide the goods and related services and to remedy any defects therein in conformity in all respects with the provisions of the Contract.

Article 3. The Procuring Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and related services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the time and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Lao PDR on the day, month and year first written above.

Signed, Sealed and delivered by the said

Signed, Sealed and delivered by the said

In the presence of (for Procuring Entity)

In the presence of (for Supplier)

Witness:

.....

.....

ANNEX A

Key Financial Report Templates

Project Accounting Software — Section 6, Item 5

Water Supply and Sanitation Improvement Sector Project (WSSIP)

ADB Loan 4511-LAO

This Annex contains the six key report templates referred to in Section 6, Item 5 of the Technical Specification. Bidders are not required to replicate these formats exactly, provided that the required data elements, disaggregation variables (Account, Project Output, Category, Implementing Entity, and ADB Contract Number as applicable), and reporting frequency are produced. PMU will populate the header fields (reporting period, exchange rate, authorising signatures) prior to each reporting cycle.

All monetary amounts shall be reported in USD and LAK. The LAK equivalent shall be calculated at the Bank of Lao PDR (BOL) exchange rate on the last day of the reporting period, stated in the report header.

Report	Report Title	Frequency	Reference
A-1	Statement of Cash Receipts and Disbursements	Quarterly / Annual	IPSAS 2
A-2	Statement of Budget versus Actual Expenditures	Quarterly / Annual	IPSAS 24
A-3	Advance Account Reconciliation Statement	Monthly	ADB FM
A-4	Sub-Advance Account Reconciliation Statement	Monthly	ADB FM
A-5	Statement of Withdrawal Applications	Per WA	ADB LDH
A-6	Statement of Expenditures / Fixed Asset Register	Quarterly / Annual	ADB FM

A-1: Statement of Cash Receipts and Disbursements

Basis: IPSAS Cash Basis. Frequency: Quarterly and Annual. Currency: USD and LAK.

Project No/Loan and Grant No/Project Name

Statement of Cash Receipts and Payments

For the Period from XX Month to XX Month 20XX

	Current Quarter/Year (XX Mon – XX Mon)	Previous Quarter/Year (XX Mon – XX Mon)	Cumulative
Receipts			
ADB Loan/Grant			
- Initial Advance			
- Replenishments			
- Direct Payments			
- Interest During Implementation (for Loans)			
Government of Lao PDR In kind - Project Staff Salaries (Note X)	0	0	0
Other Co-financiers/Beneficiaries			
Total Receipts			
Payments			
Civil Works			
Vehicles and Equipment			
Consultants			
Training and Capacity Building			
Resettlement			
Project Management			
Interest Charges During Implementation (for Loans)			
Total Payments			
Excess of Receipts from Payments			
Opening Balances			
Cash at Bank			
Advance Account			
Sub-advance Accounts			
Cash on Hand			
Petty Cash			
Closing Balances			
Cash at Bank			
Advance Account			
Sub-advance Accounts			
Cash on Hand			
Petty Cash			

A-2: Statement of Budget versus Actual Expenditures

Loan/Grant Number: Project Name
Statement of Budgeted vs. Actual Expenditures
For the Period XX Mon Year to XX Mon Year

Project Expenditures	Current Quarter/Year				Previous Quarter/Year				Cumulative to Date			
	Budget	Actual	Balance	% (Balance vs. Budget)	Budget	Actual	Balance	% (Balance vs. Budget)	Overall Budget	Actual	Balance	% (Balance vs. Budget)
Civil Works	XXX X	XXX X	XXXX	XX%	XXX X	XXX X	XXXX	XX%	XXX X	XXX X	XXXX	XX%
Vehicle & Equipment	XXX X	XXX X	XXXX	XX%	XXX X	XXX X	XXXX	XX%	XXX X	XXX X	XXXX	XX%
Consultants	XXX X	XXX X	XXXX	XX%	XXX X	XXX X	XXXX	XX%	XXX X	XXX X	XXXX	XX%
Project Management	XXX X	XXX X	XXXX	XX%	XXX X	XXX X	XXXX	XX%	XXX X	XXX X	XXXX	XX%
Resettlement	XXX X	XXX X	XXXX	XX%	XXX X	XXX X	XXXX	XX%	XXX X	XXX X	XXXX	XX%
Other Project Expenditures	XXX X	XXX X	XXXX	XX%	XXX X	XXX X	XXXX	XX%	XXX X	XXX X	XXXX	XX%
Total	XXX X	XXX X	XXX X	XX%	XXX X	XXX X	XXX X	XX%	XXX X	XXX X	XXX X	XX%

A-3: Advance Account Reconciliation Statement (PMU Level)

STATEMENT OF ADVANCE ACCOUNT

EXECUTING AGENCY :
PROJECT NAME :
LOAN NUMBER :
FISCAL YEAR END :
For the period : [Mon XX Year to Mon XX Year]
Account Number : [bank details]
Depository Bank : [bank name]
Currency : (i.e. USD)

PART A: ACCOUNT ACTIVITY

	Note	Current Quarter/Year	Previous Quarter/Year	Cumulative Period
		US\$ ¹	US\$	US\$
Opening Balance				
Add: Receipts/Replenishments by ADB ²				
Deduct: Disbursements				
Closing Balance				
Represented by:				
Cash in Bank (BOL)		XXXX		
Cash in Bank (Commercial Banks)		XXXX		

¹ Indicate the currency of the advance account stipulated in the Project Administration Manual

² Include details in Notes of the Financial Statements

PART B: RECONCILIATION AS AT XX MON YEAR

1	PRESENT OUTSTANDING AMOUNT ADVANCED TO THE ADVANCE ACCOUNT NOT YET RECOVERED	US\$	XXXXXX
2	BALANCE of advance account as of per bank statement (DD/MM/YYYY)	US\$	XXXXXX
3	ADD: Amount of eligible expenditures claimed in attached application (WA no.)	US\$	XXXXXX
4	ADD: Amount claimed in previous applications not yet credited at date of bank statement	US\$	XXXXXX
	<u>Withdrawal Application No.</u>	<u>Amount</u>	
	WA no. 0000X	US\$	XXXXXX
5	TOTAL amount withdrawn from the advance account but not yet claimed for replenishment		
a.	<i>Subaccounts</i>	US\$	
a.1	Total balance for subaccount #1		XXXXXX
a.2	Total balance for subaccount #2		XXXXXX
	Total subaccount balances accounted for	US\$	XXXXXX
b.	Transfer in transit	US\$	XXXXXX
c.	Petty cash balance	US\$	
	Total balance for subaccount #1		XXXXXX
	Total balance for subaccount #2		XXXXXX
	Total Petty cash balance		XXXXXX

d.	Amount of unliquidated expenses	US\$	
	Cash Advance payment	XXXXXX	
	Cash Advance payment	XXXXXX	
	Cash Advance payment	XXXXXX	
	Cash Advance payment	XXXXXX	
	Cash Advance payment	XXXXXX	
	Cash Advance payment	XXXXXX	
	Total amount of unliquidated expenses		XXXXXX
e.	Others		XXXXXX
6	TOTAL ADVANCE ACCOUNTED FOR	US\$	XXXXXX

Explanation of any discrepancy between totals appearing in lines 1 and 6 above (e.g., earned interest credited to the account, bank charges, etc.):

Signed and Approved:

Ministry of Finance (MOF) Authorized Representative¹	Project Director or Project Management	Project Chief Accountant
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¹ If the advance account is managed, controlled, and administered by MOF.

A-4: Sub-Advance Account Reconciliation Statement (PIU Level)

STATEMENT OF SUB-ADVANCE ACCOUNT

EXECUTING AGENCY :
PROJECT NAME :
LOAN NUMBER :
FISCAL YEAR END :
For the period : [Mon XX Year to Mon XX Year]
Account Number : [bank details]
Depository Bank : [bank name]
Currency : (i.e. USD)

PART A: ACCOUNT ACTIVITY

	Note	Current Quarter/Year	Previous Quarter/Year	Cumulative Period
		US\$ ¹	US\$	US\$
Opening Balance				
Add: Receipts/Replenishments by ADB ²				
Deduct: Disbursements				
Closing Balance				
Represented by:				
Cash in Bank (Commercial Banks)		XXXX		
Petty cash		XXXX		

¹ Indicate the currency of the advance account stipulated in the Project Administration Manual

² Include details in Notes of the Financial Statements

PART B: RECONCILIATION AS AT XX MON YEAR

1	PRESENT OUTSTANDING AMOUNT ADVANCED TO THE SUBACCOUNT NOT YET RECOVERED	LC	XXXXXX	US\$	XXXXXX
2	BALANCE of subaccount as of (DD/MM/YYYY) per bank statement (copy attached)	LC	XXXXXX	US\$	XXXXXX
3	ADD: Amounts submitted for liquidation but not yet replenished at date of bank statement	LC	XXXXXX	US\$	XXXXXX
4	ADD: Petty Cash balance at date	LC	XXXXXX	US\$	XXXXXX
5	UNLIQUIDATED EXPENSES — expenditures paid from subaccount but not yet claimed for replenishment [Itemize expenses]	LC	XXXXXX	US\$	XXXXXX
5.1	_____				
5.2	_____				
5.3	_____				
5.4	_____				
6	TOTAL ADVANCE ACCOUNTED FOR	LC	XXXXXX	US\$	XXXXXX

Explanation of any discrepancy between totals appearing in lines 1 and 6 above (e.g., earned interest credited to the account, bank charges, etc.): _____

Signed and Approved:

Ministry of Finance (MOF)
Authorized Representative¹

Project Director or Project
Management

Project Chief Accountant

¹ If the sub-advance account is managed, controlled, and administered by MOF.

A-5: Statement of Withdrawal Applications

Basis: ADB Loan Disbursement Handbook. Frequency: Per Withdrawal Application (WA). Currency: USD.

A-5: Statement of Withdrawal Applications	
Water Supply and Sanitation Improvement Sector Project (WSSIP) — ADB Loan 4511-LAO	
Reporting Period: _____	Prepared by: _____ Date: _____
Exchange Rate (USD/LAK, BOL rate last day of period): USD 1 = LAK _____	

Part 1: Withdrawal Application Log — Cumulative

WA No.	Date Submitted	Disbursement Method	ADB Category	Amount Claimed (USD)	Amount Approved by ADB (USD)	Date of ADB Credit	Status
TOTAL							

Part 2: Expenditure Breakdown for Current Withdrawal Application

WA No.: _____ Date: _____ Disbursement Method: ☐ Advance ☐ Reimbursement ☐ Direct Payment ☐ Commitment

Contract / Expenditure Description	ADB Category	ADB Contract No.	Project Output	Implementing Entity	Total Expenditure (USD)	ADB Share Claimed (USD)
TOTAL						

Notes: (1) Supporting documentation (invoices, payment vouchers, contracts) to be attached. (2) "ADB Share Claimed" = Total Expenditure x ADB financing percentage per Loan Agreement schedule.

Authorised by: _____ Project Director, WSSIP Date: _____

A-6: Statement of Expenditures and Fixed Asset Register

Basis: ADB FM Guidelines / IPSAS Cash Basis. Frequency: Quarterly and Annual. Currency: USD and LAK.

A-6: Statement of Expenditures and Fixed Asset Register		
Water Supply and Sanitation Improvement Sector Project (WSSIP) — ADB Loan 4511-LAO		
Reporting Period: _____	Prepared by: _____	Date: _____
Exchange Rate (USD/LAK, BOL rate last day of period): USD 1 = LAK _____		

Part 1: Statement of Expenditures by Contract

Contract / Supplier / Service	ADB Contract No.	Category	Project Output	Implementing Entity	Contract Value (USD)	Paid This Period (USD)	Cumulative Paid (USD)
CIVIL WORKS							
CW-01							
CW-02							
CW-03 (Hom District)							
GOODS							
G-04 Compact WTP							
G-05 Accounting Software							
CONSULTING SERVICES							
CS-01 PMC							
CS-02 Capacity Building							
PROJECT MANAGEMENT							
PMU Operating Costs							
PIU Operating Costs							
TOTAL							

Part 2: Fixed Asset Register

Asset Description	Asset Tag / Serial No.	Category	Location / Custodian	Date Acquired	Acquisition Cost (USD)	Condition (Good / Fair / Poor)	ADB Contract No.	Notes / Disposal Date

Asset Description	Asset Tag / Serial No.	Category	Location / Custodian	Date Acquired	Acquisition Cost (USD)	Condition (Good / Fair / Poor)	ADB Contract No.	Notes / Disposal Date
TOTAL ASSETS								

Notes: (1) Assets procured under ADB financing. PMU maintains master register; PIU sub-registers maintained per district. (2) Annual physical verification to be conducted and signed by Project Director. (3) Disposal requires prior ADB no-objection.

Verified by: _____ Project Director, WSSISP Date: _____