

**INVITATION FOR BID PROPOSAL**

[MICROSOFT 365 LICENSE AND SUPPORT FOR YEAR 2025]

On behalf of Hongsa Power Company Limited (the “**HPC**”), I am pleased to invite you to propose the [MICROSOFT 365 LICENSE AND SUPPORT FOR YEAR 2025] for Hongsa Mine Mouth Power Plant, located in Hongsa District, Xayabouly Province of the North-West of Lao PDR.

HPC established in 2009 by Banpu Power Limited (BPP), Ratchaburi Electricity Generating Holding Public Company Limited (RATCH) and Lao Holding State Enterprise (LHSE) for the project operation of 1,878 MW coal-fired mine mount power station to develop and operate for supplying sustainable source of energy in Laos and Thailand.

Regarding the procurement of [MICROSOFT 365 LICENSE AND SUPPORT FOR YEAR 2025], the Bid Proposal shall be submitted as specified in this TOR and shall be lodged in the reception of the procurement, not later than 05:00 PM Laos Standard Time (LST) on the closing date **[31 January 2025]**, provided that late submission of the Bid Proposal may not be considered under any circumstances.

Currently, HPC operates power plant stations for 9 years foregoing commercial operation since 2015. The Bidders can access and view our certain commitment and information at the HPC’s website [www.hongsapower.com](http://www.hongsapower.com). In addition, the Bidders may request additional information for the performance of Bid Proposal during the event.

Kind regards,

Pramual Numsong

Chairman of Procurement Committee

for, and on behalf of the Procurement Committee’s Hongsa Power Company Limited

## INTRODUCTION AND BACKGROUND

Hongsa Power Plant serves as a part of the development of 1,878 MW coal-fired power project to supply electricity to Laos and Thailand, located in Hongsa District, Xayabouly Province of the North-West of Lao PDR includes all the project facilities related thereto (together, the “**Hongsa Project**”) in the National Power Development Program of Laos.

Since the Hongsa Project comprises not only the Power Plant but also 500 kV Transmission Lines, 500 kV Substation, 115 kV Substations, Coal Mine, 2 Dams and Water reservoir so that varieties of equipment, spare parts, and tools for the Hongsa Project.

On the whole, this Term of Reference (the “**TOR**”) is orderly prepared to provide enquiries and invite potential suppliers for the Bidding Process by following the intention of [MICROSOFT 365 LICENSE AND SUPPORT FOR YEAR 2025].

## OBJECTIVE

Hongsa Power Company Limited (the “**HPC**” or “**Employer**”) requires MICROSOFT 365 LICENSE AND SUPPORT FOR YEAR 2025

The Scope of Work will broadly to be further performed as the following:

The bidder shall carry out the [MICROSOFT 365 LICENSE AND SUPPORT FOR YEAR 2025] for HPC staff in Y2025. The scope of work is to be undertaken by the bidder who represents it has full knowledge and understanding of its duties and obligations. The bidder shall perform the services promptly as follows:

However, HPC reserves the right to accept or reject all or any parts of the Bid Proposal without assignment of any reasons whatsoever.

Besides, HPC is also entitled to verify all statements, information and documents submitted by the Bidders in response to the TOR provided that any such verification or lack of such verification by HPC to undertake such result shall not relieve the Bidders of their obligations or liabilities nor will it affect any rights of HPC.

**Currency and Language**

- All prices in the Bid Proposal should be quoted in THB for Thai domicile, USD Currency for Laos domicile and being convert the USD rate to LAK using the exchange rate (Purchase rate) on the delivery date if Laos domicile prefer USD must provide GOL Certificate or permit document to support the requirement.
- Unless otherwise specified by HPC, all Bid Proposal including the supporting information and/or documents should be written in **English**. If any supported document attached is translated and in case of any ambiguity the translation (originally translated by the Employer) shall be prevail.

**Bidding Process Fees**

The Bidders are not required to pay the Bidding Process Fee.

**ELIGIBLE BIDDERS**

The bidding is opened to all firms, either alone or in joint-venture or in consortium (jointly and severally responsible) satisfied to the required qualifications by HPC as the following:

- i. Bidders shall be invited and received the TOR supplied by HPC.
- ii. Having at least 3 years of experience in manufacturing, fabrication, supply of goods or authorized distributor, and/or works as specified herein.
- iii. Having a Microsoft Authorized Partner for reselling license
- iv. its registered capital not less than 1,000,000 THB (Thai Baht) or equivalent.

What's more the Bidders shall:

- i. Being a juristic person, duly and legally incorporated.
- ii. Having the business objective in carry on related to TOR's objective (supply and/or services).
- iii. Having the legal authority to execute the Bid Proposal according to this TOR.
- iv. Not being bankrupt or liquidated.
- v. Having adequate finances to perform the scope of work as described in this TOR.
- vi. Never breach of contract/agreement or any work to HPC, HPC's counterparties or HPC's suppliers or bidders.
- vii. Not sharing any collusive information with other Bidders and committing any action in obstruction of the fair competition.
- viii. No having business, financial, personal, or other interests to HPC's activities, the project or others that related thereto.

Finally, Any Bidders who submit any fraudulent document to HPC or misrepresent any documents shall be deemed disqualified in all cases.

## 1.PART I: GENERAL TERM

### 1.1 BIDDING PROCESS AND CONDITION OF BID

#### **Bidding Process**

The TOR Document is to distribute to the [potential Bidders] by e-mail or USB flash drive and/or HPC 's website. The Bidders shall propose the Technical and Commercial approach based on the provided information, guidelines scripts and table from HPC or specified herein. The Bidders shall submit to HPC in accordance with the schedule as specified in Clause [●] (Bid Schedule).

#### **Addenda**

No amendment to the TOR Document shall be effectual unless in the form of a written addendum thereto issued by HPC.

An addendum may be notified in writing, facsimile transmission, or e-mail. HPC may, in its discretion, extend the Bid period to allow the Bidders for consideration the addenda.

The Bidders shall formally acknowledge the receipt of each and all addendum to the TOR Document issued by HPC and received by Bidder during the Bidding period.

#### **Cost of Bid**

For bid proposal submission, the bidders acknowledge that the bid proposal is entirely at their own costs and expenses. HPC is not responsible for paying any costs and/or expenses as incurred by any preparation and submission of the bidders.

**Acceptance and Rejection of Bid Proposal**

HPC reserves the right, at its sole discretion, to accept the proposal that is most responsive and best offer, or to reject any or all proposals, or to waive minor irregularities and informalities in any proposal submitted.

HPC will reject any proposal, which at its judgment, is not responsive. Notwithstanding, HPC shall not be bound to award a contract to the Bidder who has submitted the lowest price proposal. On the other hand, HPC will take into account all evaluating factors and other factors such as compliance with the TOR Documents, technical and financial qualification, capability of the Bidder, and other related matters as HPC deems appropriate to execute the works promptly and vigorously in such manner as to secure delivery and/or completion within the timeframe specified.

Moreover, HPC also reserves the right to separate its order into several purchase orders for different amounts and/or for the selected items to different Bidders and/or to remove any part of scope of supply specified herein and in the TOR Documents after the Bid Evaluation process is completed in order to fulfill its business profit and budget utilization plan.

Ultimately, HPC reserves the right to cancel proposal submission by all Bidders on date and time as designed in TOR due to necessitates the change in our procurement plan.

## 1.2 TOR DOCUMENTS

The TOR Documents shall be issued by HPC for the Bid Proposal as comprised of the document lists as the following together with other documents that are required by the conditions to be submitted by the Bidders with Bid Proposal:

1. Invitation for Bid Proposal
2. Introduction and Background
3. Bidding Process and Conditions of Bid
4. HPC's Requirements
  - a) Part I: General Terms; and
  - b) Part II: Work Quality and Specification.

## 1.3 REQUIRED BIDDER SUBMISSION DOCUMENTS

Notwithstanding, the Bidders shall submit the following documents but not limited to:

- i. **Price Proposal Documents (Envelope 1)**
  - a) Quotation refers "PART II Work quality and specification"
- ii. **Commercial Proposal and Corporate Documents (Envelope 2)**

is to be used for the examination of the Bidder, consisting of:

  - a) Microsoft Authorized Partner Documents
  - b) Copy of Certificate of Registration of the Bidder (not outdated more than 6 months);
  - c) Copy of Tax Certificate.
  - d) Copy of Passport / ID Card of the Company Directors.
  - e) Copy of the Power of Attorney (if any).
  - f) Copy of Passport / ID Card of the Authorized Representatives if in case that there is a Power of Attorney, if any
  - g) Company profile, reference project list, and other documents required by HPC.
  - h) In the case of the Bidder is an authorized dealer for supply of the goods, shall submit authorization letter, experience and related evidence presented to HPC for consideration.
  - i) ISO 27001.
  - j) ISO 9001, ISO 14001, ISO 45001 and OHSAS 18001 Certificates (if any)

**1.4 SUBMISSION OF BID PROPOSAL**

1. The Bid Proposal shall be submitted to HPC in two (2) separate sealed envelopes:
  - i. **Envelope 1 (Price Proposal):** sealed envelope shall contain the quotation together with the Price Proposal Documents.
  - ii. **Envelope 2 (Commercial Proposal and Corporate Documents):** sealed envelope shall contain the quotation together with the Commercial Proposal Documents.
2. Prior to submission of the Bid Proposal, the Bidders shall thoroughly review and study the entire the Bid Documents as well as attachments and deeply comprehend of the conditions as stipulated herein.
3. The Bidders shall seal the original of the Bid Proposal in the envelopes address to:

**“The Procurement Committee of [MICROSOFT 365 LICENSE AND SUPPORT FOR YEAR 2025]”**

Envelope 1: Price Proposal

Envelope 2: Commercial Proposal

The submission of the Bid Proposal shall be addressed to HPC's personnel and office address as provided, no later than 05:00 PM local time on the date of **[31 January 2025]**.

**4. The Lodgment of Bid Proposal Submission**

The Bid Proposal shall be enclosed in a sealed envelope and addressed to:

**Hongsa Power Company Limited**

Attention: Ms. Phannipa Kiatbumrung  
(Manager - Procurement)

3/37-38 Woravichai Road, Nai-Wiang  
District, Muang Nan, Nan Province  
55000, Thailand

or

**Hongsa Power Company Limited**

Attention: Ms. Phannipa Kiatbumrung  
(Manager - Procurement)

Phonchanh Office, Hongsa District,  
Xayaboury Province, Lao PDR.

or

**Hongsa Power Company Limited**

Attention: Ms. Phannipa Kiatbumrung  
(Manager - Procurement)

NNN Building 4<sup>th</sup> Floor/Room No. D5,  
Boulichan Road, Phonsinouan Village,



5. For the determination of the deadline for the Bid Proposal Submission, any documents submission by the Bidders later than the date of **[31 January 2025]**. HPC reserves the right to consider as deem appropriated either reject or receive such delay Bid proposal Submission.

### 1.5 DELIVERY AND SHIPMENT

Online Microsoft license assign to HPC 365 admin portal

### 1.6 BID EVALUATION PROCESS

The Bidders shall respond to all requirements in the TOR to the maximum extent possible to ensure that all aspects of the evaluation criteria are covered. HPC also encourages the Bidders to expand their responses to include details of technical infrastructures, standards, and key differentiators.

Besides, the Bidders are required to clearly identify limitations and expectations to the specifications and requirements inherent in the proposed Bid Proposal.

Any Bidder who submits the documents and information that do not comply with the materials, conditions, and specifications as HPC's requirements, shall be rejected from the determination.

The conditions of Bid Evaluation process as the following:

#### Bid Opening

- i. Bid is going opened after 05:00 PM on the next date of closing date for Bid Submission date, provided that the Bid Opening is internally private.
- ii. In the event that Bid received after the time as set for the receipt of Bid Submission may be returned, unopened or retained for consideration entirely at the option of HPC.
- iii. Related information to the examination, clarification and evaluation of Bid and recommendations concerned on the award is confidential to HPC, who shall be under no obligation to disclose the information to any Bidders.

#### Clarification and Evaluation of Bid Proposal

- i. To assist on the examination, evaluation and comparison of Bid Proposal, HPC may at its discretion, inquire any Bidders for clarification of their Bid Proposal. However, the requested clarification and response shall be in writing and no change in the Price or substance of Bid Proposal, shall be sought, offered or permitted.
- ii. The Bidders may be requested to participate the Bid Evaluation meeting at the site in Laos, Nan Office in Thailand, or Tele-Conference (if any).
- iii. HPC may waive any informality in any received Bid Proposal and reject any and/or Bid Proposal without assigning reasons, therefore.

#### Right to Negotiation

- i. HPC may in its discretion to negotiate with any Bidders after the Bid closing.
- ii. During the Bid Evaluation period, HPC may negotiate with the Bidders to vary some aspect of HPC's specification and requirements or the Bidders' Bid Proposal, including but not limited to conditions of contract, scope of work, capability, costs and effectiveness or matters that related to the combination of part of the Bid Proposal with another of Bid.

**1.7 WARRANTY**

N/A

**1.8 PAYMENT**

Credit 30 days after receive goods/service at HPC site and complete invoice

**1.9 Performance Security**

Bidding Security: N/A

Advance Payment Bond: N/A

Performance Bond: N/A

**1.10 RETENTION MONEY**

N/A

**1.11 GOOD ENGINEERING PRACTICE/ NATIONAL OCCUPATIONAL SKILL STANDARD**

N/A

**1.12 ENTER INTO CONTRACT**

N/A

**1.13 CONFIDENTIALITY AND INTELLECTUAL PROPERTY**

The information in this TOR Document is considered to be the confidential by HPC. The implementers shall use the information only as it pertains to complete the Bid Proposal and MUST not disclose to any third party without the written consent by the Employer.

All Bidders shall treat the TOR Document as confidential and shall be circulated to as few persons and other organizations as possible compatible with the Bidder's ability to submit the best commercial Bidder Sum.

The Bidders shall keep confidential all documents, drawings and other information supplied by HPC as marked “**Confidentiality**” and shall not disclose such information or items to a third party except as may be required by law or for the proper execution of the work.

Ultimately the conditions shall survive the termination or expiration of the TOR Documents.

#### 1.14 CONTACT PERSON

The following HPC personnel shall be the point of contact for any queries relating to the commercial and technical part of the TOR Document during the bidding stage.

**Contact Person (Commercial):**  
Ms. Phannipa Kiatbumrung  
(Division Manager- Procurement)  
E-mail: Phannipa\_k@hongsapower.com  
Tel: +856 20 52441809

**Contact Person (Technical):**  
Mr. Nuttaphol Udomthatsanee  
(Division Manager – Information Technology)  
E-mail: Nuttaphol\_U@hongsapower.com  
Tel: +856 20 52441751

#### 1.15 SITE VISIT

N/A

#### 1.16 KEY PERSONNEL

N/A

#### 1.17 HPC'S GENERAL OBLIGATIONS

N/A

#### 1.18 BIDDER'S GENERAL OBLIGATIONS

N/A

**1.19 TENTATIVE BIDDING SCHEDULE**

HPC shall endeavor to adhere to the following schedule:

No.	Event Description	Estimated Date
1	TOR Document issuance	[23 December 2024]
2	Bid submission	[15 January 2025]
3	Bid Technical Review	[22 January 2025]
4	Bid examination and negotiation	[23-31 January 2025]
5	Bidder Award	[5-10 February 2025]
6	Purchase Order Issue	[16 Feb 2025]

- Remark:
- HPC, at its discretion retains right, but is not obligated, to extend the Bid Submission Date by issuing the corrigendum.
  - This timetable may be varied upon HPC's discretion.

**2 PART II WORK QUALITY AND SPECIFICATION**

2.1 License Type: Microsoft 365 Cloud Solution Provider (CSP) Subscription License on Period **28 February 2025 – 27 February 2026**

2.2 License Quantity:

2.2.1	MS Office E5	Total	<b>60</b>	License
2.2.2	MS Office E3	Total	<b>500</b>	License
2.2.3	MS Visio Plan 2	Total	<b>6</b>	License
2.2.4	MS Planner and Project Plan 3	Total	<b>8</b>	License
2.2.5	MS Intune Plan 1	Total	<b>20</b>	License
2.2.6	MS Defender O365 Plan 2	Total	<b>25</b>	License
2.2.7	MS Power BI Pro	Total	<b>27</b>	License
2.2.8	MS Co-pilot	Total	10	License

2.3 Service Support:

- 2.3.1 Cyber Security Assessment at Hongsa Power Tenant from Microsoft 1 Task
- 2.3.2 Microsoft Course training about AI or Cyber Security to IT staffs 2 Person 1 Course
- 2.3.3 Incident Office 365 Remote Support 5 Tickets per year
- 2.3.4 Microsoft 365 training for basic users for refreshment and updating features 1 course (Online or Onsite)
- 2.3.5 Microsoft Copilot for Microsoft 365 training for basic users 1 course (Online or Onsite)

2.4 Transfer to new vendor support:

2.4.1 In case a new vendor wins the award, the new vendor shall be supported with the Microsoft tenant for HPC configuration or settings transferred from the previous vendor, ensuring no disruption to the company's working hours (free of charge)