

Dear Sir/Madam,

**Request for Quotation**

Democracy Reporting International gGmbH (DRI) is pleased to invite your Company/firm to take part in the competitive tendering process for conducting risk assessment and training services according to enclosed Terms of Reference at Annex I.

DRI is a nonpartisan, independent, not-for-profit international organization registered in Berlin, Germany, which promotes political participation of citizens, accountability of state bodies and the development of democratic institutions worldwide. DRI's mission and competitive strength is to accompany political and state-building processes in countries in transition. By definition, these countries are characterised by changing environments. This often leads to political volatility and in some cases to general instability and a breakdown of state functions and security. Civil strife and terrorism are key challenges in some of DRI's main countries of engagement.

The deadline for submission of proposal with price quotation is **Friday 21<sup>st</sup> July 2017 by 16:00 Hrs.** Please submit your proposal including the completed proper form in Annex III as per the submission guideline as given in the attachment.

For any further information or clarification, please contact undersigned.

Thank you and best regards.

Sincerely,



Tim Bittiger  
Executive Director  
Democracy Reporting International gGmbH  
C/O Myanmar Country Office

**Enclosed:**

Annex I: Request for Quotation  
Annex II: Terms of Reference  
Annex III: Proposer Information Form

## Annex I: Request for Quotation for Security & Risk Assessment Services

### Overall Objective

DRI Myanmar's Country Office is based in the commercial capital, Yangon, with a team of seven permanent staff, including four international staff members. The country team regularly host international consultants on short term assignments and hold stakeholder meetings at the office.

The Myanmar Country Office has well-developed security and safety procedures in place and the team has recently undergone first aid training. From a previous security and safety assessment, DRI has an existing Basic Guide on Natural Disasters in Myanmar. However, given the specific risks posed by natural disasters in Myanmar, the team would further benefit from training in personal disaster preparedness and response, as well as recommendations for safety and risk mitigation.

The overall objectives of the requested services are twofold: 1.) train DRI staff on natural disaster preparedness and response; 2.) evaluate DRI staff premises for seismic/disaster resilience and provide a written assessment. See the terms of reference in Annex 2 for a detailed description of the requested services.

### Contract Duration

DRI will sign a service contract with the selected bidder for services detailed by the terms of reference below. The service contract will start from the date of award of contract and run for the period agreed to complete the services.

### Submission Guideline

The deadline for submission of price quotation is **Friday 21<sup>st</sup> July 2017 16:00 Hrs.** Please submit your price quotation for the accomplishment of the services detailed in the terms of reference on a company letterhead with the name, signature and stamp of the concerned official and company Tax Identification Number (TIN). The company/firm may submit a signed and scanned quotation via email with mandatory submission of an original via courier or in person at the given address, repeated below:

Democracy Reporting International  
Myanmar Country Office  
Sayar San Rd 68B, Bahan Township, Yangon  
Email: [t.ohn@democracy-reporting.org](mailto:t.ohn@democracy-reporting.org)

### Disclaimer:

*The submission for this tender document does not entail any commitment on the part of DRI, either financial or otherwise. DRI may cancel the tender, any time, without assigning any reason.*

### Other Terms and Conditions:

1. Submitted Offers/ Price Quotations shall be in English language;
2. All amounts shall be in Euro;
3. The contract will be awarded on best value for money basis.
4. The entire evaluation procedure is confidential.

5. The successful tenderer will be informed in writing that its tender has been accepted.

## Annex II: Terms of Reference

### Component A: Training for DRI Myanmar staff on natural disaster preparedness and response

- Conduct a one-two day training for DRI staff on Myanmar specific natural disaster preparedness and response in urban environments and whilst traveling within the country:
  - Overall focus of the training: preparedness and response to most relevant natural disaster risks in Myanmar (earthquakes, cyclones, storm surges, floods), covering safety 1.) at the office 2.) in the home; 3.) while travelling away from Yangon.
  - Indicative contents of the training: situational awareness and proactive risk management; disaster preparedness and response exercises and drills, including hibernation; other activities as appropriate.

### Component B: Resilience assessment of DRI staff premises

- Conduct a brief visual assessment of DRI staff premises, including the Country Office and staff accommodation (four locations in total within Yangon), focused on their seismic and other forms of disaster resilience. The aim of this component is to provide an assessment of the structures, as well as identifying safe internal and external spaces.

## Annex III: Proposer Information Form

*Please complete this section in full*

Organizational Profile	
Company Registered Name:	
Trading Name:	
Company Registration Number:	
Tax Identification Number (TIN): (attach certificate)	
Registered Address:	
Business Address:	
Contact Numbers:	
Email:	
Web address:	
Proposer's Authorized Representative:	

(Name/Designation/ Tel/Mobile, Fax/ Email)	
Branch Offices/address (if any):	
Total years of experience as Security Consulting Company/ Firm:	
<b>Details of Specialized Services (Category Wise):</b>	
1.	
2.	
3. <i>Please add more if needed.</i>	