

REQUEST FOR QUOTATION
(RFQ_044_2010)

NAME & ADDRESS OF FIRM: Companies	DATE: 22 December 2010
	REFERENCE: RFQ_044_2010 (IT EQUIPMENT_ BOL) (RPS_272_10)

Dear Sir / Madam:

Please submit your quotation to UNDP, Lao PDR for the following items **not later than 7 January 2011**

Items	Goods/services/works generic description	Quantity
1.	<p>Desktop: Dell inspiron 580 or equal Processors: Intel Core 2 Duo 2.93GHz Memory: 1GB DDR3 HDD: 160 GB Serial ATA (7200rpm) DVD-RW</p> <p>Monitor: 19" Widescreen Flat Panel LCD Monitor</p> <p>With genuine licenses: Genuine Windows 7 Microsoft office 2007</p>	3
2.	<p>Notebook: Dell Vostro 3300 or equal Processors: Intel Core i3-330M 2.13GHz Display: 14.0" Display Memory: 2GB DDR3 System memory Hard disk: 320GB SATA DVD+/-RW</p> <p>With genuine licenses: Genuine Windows 7 Microsoft office 2007</p>	2
3.	<p>UPS: UPS 800 VA</p>	3
4.	<p>Multifunctional Printer: Brother MFC-795 CW or equal</p> <p>Print speed: 35ppm black, 28ppm color, Print resolution 6000 x 12000 dpi Scan resolution: 19,200 x 19,200 dpi Fax and copy</p>	1
5.	<p>Multifunctional Photo copy: OKI Laser Color or equal</p> <p>Color Prin speed: 16 (ppm)</p>	1

	Mono Prin speed: 20(ppm) Color Copy Speed: 6 (ppm) Mono Copy Speed 16(ppm) Scan type color and black & white Standard imaging RAM 128MB	
6.	Veddeo Camcorder: Sony Handy Cam DCR-SR68E/R or equal Sensor: 1/8" CCD Lens: 1.8-108mm, f/1.8-6.0 Zoom: optica :60x, Digital: 2000x Hard Disk Drive Up to 80GB	1
7.	LCD Projector: EPSON EMP-X5 or equal 2200 ANSI Lumens 1024x768 Native Resolution 4:3 Native Aspect Ratio 400:1 Contrast Ratio	1
8.	Projection Screen: Vertex Projection Screen, Size 180x180 cm	1

GENERAL CONDITIONS/REQUIREMENTS

1. Your quotation in English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English language) for each item quoted, including names and addresses of firms providing service facilities in Vientiane city, Lao PDR. In case if the service facilities are not available in Vientiane city please provide details of the after sale services and warranty conditions for repair and replacement of equipment under warranty terms.
2. The prices should be quoted for delivery **CIP Vientiane** for imported goods **and DDU Vientiane** for domestically supplied goods (INCOTERMS 2000). Prices can be quoted in **US dollars or Lao KIP only**. For conversion into single currency the UN exchange rate will be used applicable for the last date of quotations submission indicated in the present RFQ.
3. The Hardware and Software shall be branded, new, unused and complete.
4. All offered software shall support **Lao fonts and language**.
5. CONNECTION CABLES. The computer hardware shall be supplied with all necessary cables such as power, interface, etc.
6. COMPATIBILITY. The computer hardware to be commissioned shall be compatible with the software offered. All the computer hardware and software shall function individually and allow changing LAN configuration (number of computers and peripheral equipment, if necessary).
7. PERIPHERAL EQUIPMENT. Peripheral equipment shall be provided with appropriate software and drivers to operate with the standard software.
8. DOCUMENTATION. The Supplier shall provide detailed operation and user's manuals for each unit of the Information Technologies and Goods. Such documentation shall be enclosed in packs of appropriate units. All the documentation shall be in English or Lao.
9. Warranty for computers and servers shall be three years and for other equipment at least one year.
10. Offered equipment shall be in compliance with Energy Star requirements.
10. The Supplier shall meet all minimal requirements indicated in the current RFQ.

OTHER CONDITIONS

Delivery Time	The delivery time should not exceed five (5) weeks after receiving a purchase order from UNDP	
Payment Terms	100% of the total contract price will be paid by bank transfer to the Supplier's account after delivery and acceptance of goods/services within 30 days	
Validity of Quotation	30 DAYS	
Mode of Transport	AIR	SEA
	SURFACE	OTHERS

PLEASE STATE

• Quantity discount and early payment discount
• Separate quote for estimated transportation & insurance charges

• Availability of local service in country of final destination
• Details on any warranty/guarantee conditions.
• Delivery period.

SUBMISSION REQUIREMENTS

All quotations duly signed and stamped shall be submitted by electronic mail (in PDF format) to the following secure e-mail box: lao.procurement@undp.org or in sealed envelope via mail/express mail or by hand to the address below not later than 7 January 2011:

**Procurement Unit
UNDP CO Lao PDR
Lanexang Ave
Vientiane, Lao PDR**

Late or partial bids will be rejected.

ATTENTION: Please indicate **on the envelop or on e-mail subject** the RFQ reference i.e. **“RFQ/044/2010”**.
UNDP will not be responsible for postal delays, if any, in the delivery of the bid documents or non-receipt of the same. Applicants with questions regarding this bidding should send them in writing (fax or E-mail) to: UNDP CO Lao PDR , e-mail: soulivanh.bounnaphol@undp.org , Attn. Procurement Unit