

**REQUEST FOR QUOTATION  
(RFQ\_005\_2010)**

NAME & ADDRESS OF FIRM: <b>Companies</b>	DATE: <b>04 February 2010</b>
	REFERENCE: <b>RFQ_005_10 (Uniform)</b>

Dear Sir / Madam:

UNDP Lao PDR is kindly requested all eligible suppliers to submit quotations for the following goods **not later than 11 February 2010:**

Items	Goods/services/works generic description Full set of bidding documents including photo pictures can be downloaded at: <a href="http://www.undplao.org/vacancies/procurement.php">http://www.undplao.org/vacancies/procurement.php</a>	Required quantity
1.	<b>Field Uniform as per below specification:</b> Fabric- 100% cotton, durable and good for field work in hot and humid climate conditions With Logo of UXO Lao on the sleeve Color: beige or other light colors <b>Please visit UNDP web-site for more details:</b> <a href="http://www.undplao.org/vacancies/procurement.php">http://www.undplao.org/vacancies/procurement.php</a>	Total quantity for uniform - 1432
	Size - S	164
	Size - M	596
	Size - L	414
	Size - XL	132
	Size - XXL	126
2.	<b>Brim hats as per below specification:</b> 100% cotton, durable and good for field work in hot and humid climate conditions Color: beige or other light colors Logo of UXO Lao as per photo picture <b>Please note that brim hats shall be the same fabric and color as uniform (Item #1)</b> <b>Please visit UNDP web-site for more details:</b> <a href="http://www.undplao.org/vacancies/procurement.php">http://www.undplao.org/vacancies/procurement.php</a>	Total quantity for brim hats 668

**GENERAL CONDITIONS/REQUIREMENTS**

- Your quotation in English or Lao language, should be accompanied by adequate samples or catalogues or fabric to be used and sketch for each requested product.
- The prices should be quoted for delivery **CIP Vientiane** or **DDU Vientiane** (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.
- SAMPLES: The Supplier shall provide samples for each unit of the requested products or catalogue/photo pictures or fabric to be used and sketch with appropriate products description.**
- The Supplier shall meet all minimal requirements indicated in the current RFQ.

**OTHER CONDITIONS**

Delivery Time	<b>As soon as possible</b>	
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**

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|--|--|
| • 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.<br>• Delivery period |
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**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](mailto:lao.procurement@undp.org) or in sealed envelope via mail/express mail or by hand to the address below **not later than 11 February 2010:**

Procurement Unit  
UNDP CO Lao PDR  
Lane Xang Avenue, P.O. Box 345  
Vientiane, Lao PDR

**Late or partial bids will not be considered.**

**Samples shall be submitted to the same address above.**

**ATTENTION:** Please indicate **on the envelop or on e-mail subject** the RFQ reference i.e. "RFQ/005/10". 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: Procurement Unit UNDP LAO PDR e-mail: [diyer.rasulov@undp.org](mailto:diyer.rasulov@undp.org)



**Brim hats**

**Uniform**



