



**REQUEST FOR PROPOSALS
RFQ_009_2010**

Dear Sir/Madam,

UNDP Country Office in Lao PDR is kindly invited all eligible companies/firms to submit proposal for services to develop web page and web based application for Department of Import and Export, Ministry of Industry and Commerce. Services shall be provided as per TOR (Annex 1).

Proposals shall be submitted in sealed envelopes on or before **5th March 2010 15:00 hour** (Vientiane time) to the following address:

Attention: Procurement/Logistics Unit
United Nations Development Programme
Lane Xang Avenue, PO Box 345
Vientiane, Lao PDR
Tel: +856 (21) 267765 or 267761,
Fax: +856 (21) 264939

Proposals can be also sent in PDF format to our secure e-mail box at: lao.procurement@undp.org before indicated deadline.

**Quotations/offers will be opened at the presence of UNDP evaluation team.
Late or incomplete proposals will be rejected.**

Marking: Please mark the envelope or e-mail subject as follows: **“RFQ/009/10 – “Development of web page and web based application”**”.

UNDP will not be responsible for postal delays, if any, in the delivery of the bid documents or non-receipt of the same.

Full set of bidding documents can be downloaded at <http://www.undplao.org/vacancies/procurement.php>

General instructions and requirements	
Payment Terms	For rendered services UNDP will pay in Lao KIP or US dollars within 30 days upon acceptance of services.
Validity of Quotation	60 days from deadline for submission of quotations
Delivery Date	Please indicate earliest date of delivery or requested services: Number of days/weeks from notification of award of contract.

Currency of quotations/offers	Offers by firms/companies shall be nominated in Lao KIP or US dollars only. For conversion into a single currency UN rate applicable for the last date of submission will be used.
Request for clarification	Companies requesting clarification of any of the items, technical requirements or conditions stipulated in this request shall communicate in writing with UNDP office and sent request for clarification to e-mail: diyer.rasulov@undp.org . Only requests for clarification received at least 4 days prior to the deadline for submission of offers will be processed. Replies to any requests for clarification will be transmitted to all bidders at http://www.undplao.org/vacancies/procurement
Warrantee	N/A
Liquidated damages	* Applicable For any delay in delivery a 5% of contract value per week will be levied with a maximum of 2 weeks. Once the said limit of 2 weeks is over, termination/cancellation of order will be considered.
General Terms and Conditions	This RFQ is subject to UN General Conditions for Professional Services available at www.sd.undp.org/procurement.htm , which can also be provided upon request.
Proposal:	In order to qualify to participate in the bidding, the firms/companies must submit the following documents: <ul style="list-style-type: none"> - Evidence of registration as a company/firm; - Companies profile; - List of major clients with contact details; - Technical proposals: including proposed methodology, CVs of proposed team, schedule of implementation; - Financial proposals with detailed cost breakdown and covering all requirements indicated in the TOR. Note: Only companies that submit all requested documentation will be eligible for selection
Evaluation Criteria	Proposals will be assessed against the following criteria: <ul style="list-style-type: none"> (a) Completeness of the proposal; Incomplete proposals will be rejected; (b) Compliance with TOR (max 25 points); c) Relevant experience in the field of the assignment (max 25 points); (d) Proposed methodology and schedule (max 25 points); (e) Qualification of Team Members (max 25 points); (f) Cost (max 100) Evaluation of proposals will be conducted based on cumulative analysis where total weight for technical part is 0.7 and for financial part is 0.3 The proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal will be selected.
NAME, FUNCTIONAL TITLE: Diyer Rasulov, UNDP Procurement Specialist Signature: _____ DATE: 19 February, 2010	

