

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: Companies	DATE: 18 January, 2010
	REFERENCE: RFQ /002/10

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **15:00 local time (Vientiane) on 22 January 2010.**

Item	Goods/services/works generic description	Q-ty
1	Genuine Rechargeable Batteries Size C NiMH4 500mAh, 1.2V	100units
2	Genuine Rechargeable Batteries Size D NiMH10 000mAh, 1.2V	600units
3	Genuine Rechargeable Batteries Size AA NiMH2 100mAh, 1.2V	200units
4	Genuine Rechargeable Batteries Size Block NiMH200mAh, 9V	100unit
	Total quantity	1,000units

GENERAL CONDITIONS/REQUIREMENTS

- 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 KIP or US dollars.
- Supplier shall meet all minimal requirements indicated in the present RFQ.

OTHER CONDITIONS

Delivery Time	As soon as possible	
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.	
Validity of Quotation	✓ 30 DAYS	
Mode of Transport	AIR	SEA
	SURFACE	✓ OTHERS

PLEASE STATE

- Quantity discount and early payment discount •
- Availability of local service in country of final destination
- Separate quote for estimated transportation & insurance charges
- 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 envelopes via mail/express mail or by hand to the address below not later than 15:00 local time 22 January 2010:

UNDP CO Lao PDR
Lanexang Ave, PO BOX 345,
Vientiane, Lao PDR

Late bids will be rejected.

ATTENTION: Please indicate on the envelop or on e-mail subject the RFQ reference i.e. "RFQ/002/10". 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:

UNDP CO Lao PDR, e-mail: diyer.rasulov@undp.org, Attn. Procurement Unit

