

**REQUEST FOR QUOTATION
(RFQ_033_2010)**

To: Companies/Firms	DATE of issue: 30 September 2010
	REFERENCE: RFQ_033_2010 (RENTAL OF NOTEBOOKS and OFFICE EQUIPMENT)

Dear Sir / Madam:

1. Your firm is invited to submit a quotation for rental of computers and office equipment for UNDP Lao PDR in the frame of the First Meeting of the States Parties to the Convention on Cluster Munitions which will be organized in **November 9-12, 2010**.
2. To enable you to submit a Quotation please find enclosed:

Annex I: Requirements and Specifications

Annex II: Terms of Reference (TOR)

Attachment I: Price Schedule

Attachment II: Suppliers registration form

3. Your quotation shall be submitted in sealed envelope or electronically, duly signed and stamped on or before close of business **7 October 2010 to the following address:**

**Address: UNDP Lao PDR
Lane Xang Avenue
Ban Hatsady-Tai
P.O. Box 345
Vientiane, Lao PDR**

Attention: UNDP Procurement/Logistics Unit

In order to speed up the process of submission the Quotations can be also submitted electronically to our secure e-mail box: lao.procurement@undp.org before the indicated deadline.

- **ATTENTION:** Please **mark** the envelop as follows: **Companies Name, contact details, "RFQ/033/2010" Rental of computers and office equipment for the 2010 first Meeting of States Parties to the Convention on Cluster Munitions, November 9-12, 2010.**
- **Electronic quotations shall be marked in the subject as follows: "RFQ/033/2010".**

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

4. **Quotations submitted by the bidders shall comprise the following documents:**
 - Price schedule inclusive of all costs, including labor, delivery and installation to be prepared as per **Attachment I;**
 - Bidder registration form as **per Attachment II;**
 - Company's profile;

GENERAL CONDITIONS		
Delivery Term	Equipment shall be delivered and installed at the following address: PLACE: Don Chan Palace Hotel, Vientiane, Lao PDR	
Currency of the proposal	Companies should quote in USD or Lao KIP. Quotations submitted in another currency will be rejected.	
Payment Terms	50% upon installation and delivery and 50% after the event completion	
Validity of Quotation	30 DAYS	
Conversion to single currency	For conversion into single currency for evaluation purposes the applicable UN exchange rate will be used on the date of opening of proposals.	
Completeness of the proposal.	Company shall submit all requested documents. Proposals shall be submitted on a Lot by Lot basis. Partial quotations within any single Lot will be rejected.	
Goods and evaluation criteria	The Evaluation Committee will examine the proposals to determine whether they are complete, whether the documents have been properly signed and whether the offer complies with the technical requirements. In case of discrepancy in unit price and total price the unit price shall prevail. The contract will be awarded to the company offered lowest technically responsive offer.	
General Terms and Conditions	See enclosed Annex III - UNDP General Terms and Conditions	
Mode of Transport	AIR	SEA
	SURFACE	OTHERS
REQUIREMENTS		
<u>Language:</u> All documentation, including installation and operating manuals shall be in:		
<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others		
Electricity: Volt: 220 +/- 10 Hz: 50		

NAME, FUNCTIONAL TITLE: Diyer Rasulov, UNDP Procurement Specialist
Signature: _____ DATE: 30.09.2010
E-MAIL ADDRESS: diyer.rasulov@undp.org

Annex I

Requirements and Specifications

Item #	Description	Unit of measure	Required Quantity
Lot 1 notebooks and printers			
1.	Portable/Mobile Notebook Processor: Intel Core 2 Duo 2.4GHz, 3MB L2 cache, 1066MHz FSB Memory: 2GB DDR3 Graphics: Intel Graphics Media Accelerator Hard disk: 160 GB 5400 rpm SATA Keyboard English and French Display device 14" XGA TFT widescreen (1280x800) Built-in touch pad and/or track point External mouse: USB Optical Travel Mouse Network Built-in Gigabit Ethernet with RJ45 port Wireless: Intel 5300 wireless or equal Modem: Built-in Modem with RJ11 port OS English Windows XP Professional SP3 Audio: Built-in stereo speakers Connectors: Built-in: RJ11, RJ45, VGA, 3xUSB 2.0, microphone, headphone AC adapter: 100-240VAC, 50-60Hz automatic switching DVD +/- RW drive Card slot 1 Type II PC Card slot Software: Software Windows XP Professional SP3 32 bit, Microsoft Office Professional 2003 or 2007, Anti-Virus, Adobe Acrobat Reader, WinZip, Internet Explorer or other browser preinstalled	Each	75
2.	Network Printers wireless B/W Print speed: up to 30 ppm , A4 format max paper size Duplex automatic print function 250-sheet paper capacity Resolution Up to 1200 x 1200 dpi 32 MB standard memory USB interface Integrated Wi-Fi, USB 2.0 high-speed supported (Type-B connector) with full toner-cartridge	Each	20
Lot 2 photocopiers			
1	Heavy Duty photocopiers Black and White Copy / Print Speed - 50ppm (A4) Max. Original Size –A3 Max. Copy Size – A3 Duplexing - Standard Automatic Duplexing Sorter and finisher included with staple	Each	3

	<p>function Network Interface Connection - 10 / 100Base-TX (RJ-45) Magnification -25% to 400% (in 1% increment) Paper Drawers: Dual 1,500 sheets Paper Cassettes: Dual 550 sheets Front loading Paper Deck: 3,500 sheets Print resolution: True 1200 x 1200dpi Copy resolution: 1200 interpolated dpi x 600dpi To be provided with full toner-cartridge</p>		
1.	<p>Heavy Duty photocopiers Black and white with available color print/copy option Copy / Print Speed - 50ppm (A4) Max. Original Size –A3 Max. Copy Size – A3 Duplexing - Standard Automatic Trayless Duplexing Sorter and finisher included with staple function Network Interface Connection - 10 / 100Base-TX (RJ-45) Magnification -25% to 400% (in 1% increment) Paper Drawers: Dual 1,500 sheets Paper Cassettes: Dual 550 sheets Front loading Paper Deck: 3,500 sheets Print resolution: True 1200 x 1200dpi Copy resolution: 1200 interpolated dpi x 600dpi To be provided with full toner-cartridge</p>	Each	1
2.	<p>Medium photocopier Black and white Copy/print speed: 35 ppm Duplex functions: Duplex print and scan Automatic document feeder: ADF for 50 sheets A4 USB 2.0 Ethernet 100 Base TX Resolution 600x600 dpi Paper handling: 500 sheet cassette, 100 sheet bypass tray, paper output 100 sheets, ADF 50 sheets To be provided with full toner-cartridge</p>	Each	6

Annex II
Terms of Reference (TOR)

1. Brief background:

Lao PDR First Meeting of States Parties (MSP) to the Convention on Cluster Munitions (1MSP) will be held in the Lao PDR from 9 – 12 November 2010. The 1MSP is the first occasion for states parties to the treaty to meet to decide how to advance the terms of the treaty. The international meeting will consist of up to 1000 participants and will require exceptionally high standards of technical equipment to ensure adequate communication between delegates, the media and civil society. This will ensure the successful implementation of the convention on Cluster Munitions.

Rental Period: from 7 - 13 November 2010 or 7 (seven) calendar days

When the equipment shall be delivered and installed on place:

Equipment shall be delivered and installed and functioning not later than **8 November 2010**. Company must provide installation support as well as support during the event and must ensure the timely removal of equipment.

Assignment of focal point/representative

After contract award the company(s) shall appoint an authorized representative(s), who will coordinate the orders for the items to be ordered by UNDP and will be responsible for each order follow up and completion.

Support during the meeting: Company should provide technical support staff during the meeting. Services will include: maintenance, printing services for copying equipment (Lot 2 only), trouble shooting services, all equipment shall be switched on before the meeting and turned off after the meeting on a daily basis.

Quality of equipment: the offered equipment shall be good quality, in good working conditions and should have spare units in case of failure of any part of equipment in order to provide smooth and effective operation. The equipment shall meet all technical requirements stated in RFQ.

Other conditions:

A bidder should provide profile of company including: complete juridical name, address, previous experience and certificate of registration as a legal entity.

Attachment I

**Price schedule
Lot 1 (notebooks and printers)
RFQ_033_2010
Rental of office equipment**

Item #	Description	Unit of measure (A)	Quantity (B)	Number of days ©	Unit Price in USD/KIP for one day of renting (D)	Total price in USD/KIP (F)
1.1	Notebook (offered specification)	Each	60	7		
1.2	Network Printers (offered specification)	Each	16	7		
1.2	Installation and support services cost					
	TOTAL PRICE under Lot 1 all cost inclusive					

- 1) Delivery and installation time offered:
2) Number of people to be provided for installation services and maintenance during the Workshop:

"Duly authorized to sign the Proposal for and on behalf of

(Name of Organization)

Signature/Stamp of Entity/Date
Name of Representative:

Address:

Telephone/Fax:

**Price schedule
Lot 2 (photocopiers)
RFQ_033_2010
Rental of office equipment**

Item #	Description	Unit of measure (A)	Quantity (B)	Number of days (C)	Unit Price in USD/KIP for one day of renting (D)	Total price in USD/KIP (F)
1.	<p>Heavy Duty photocopiers Black and White Copy / Print Speed - 50ppm (A4) Max. Original Size –A3 Max. Copy Size – A3 Duplexing - Standard Automatic Trayless Duplexing Sorter and finisher included with staple function Network Interface Connection - 10 / 100Base-TX (RJ-45) Magnification -25% to 400% (in 1% increment) Paper Drawers: Dual 1,500 sheets Paper Cassettes: Dual 550 sheets Front loading Paper Deck: 3,500 sheets Print resolution: True 1200 x 1200dpi Copy resolution: 1200 interpolated dpi x 600dpi To be provided with full toner-cartridge</p>	Each	3	7		
2.	<p>Heavy Duty photocopiers Black and white with available color print/copy option Copy / Print Speed - 50ppm (A4) Max. Original Size –A3 Max. Copy Size – A3 Duplexing - Standard Automatic Trayless Duplexing Sorter and finisher included with staple function Network Interface Connection - 10 / 100Base-TX (RJ-45) Magnification -25% to 400% (in 1% increment) Paper Drawers: Dual 1,500 sheets Paper Cassettes: Dual 550 sheets Front loading Paper Deck: 3,500 sheets</p>	Each	1	7		

	Print resolution: True 1200 x 1200dpi Copy resolution: 1200 interpolated dpi x 600dpi To be provided with full toner-cartridge					
3.	Medium photocopier Balk and white Copy/print speed: 35 ppm Duplex functions: Duplex print and scan Automatic document feeder: ADF for 50 sheets A4 USB 2.0 Ethernet 100 Base TX Resolution 600x600 dpi Paper handling: 500 sheet cassette, 100 sheet bypass tray, paper output 100 sheets, ADF 50 sheets To be provided with full toner-cartridge	Each	4	7		
4.	Installation and support services cost					
	TOTAL PRICE under Lot 2 all cost inclusive					

Note: In case of you need to include other costs which were not described in the above table please add separate line. Brief description shall be provided for all associate cost.

1) Delivery and installation time offered:

2) Number of people to be provided for installation services and maintenance during the Workshop:

"Duly authorized to sign the Proposal for and on behalf of

(Name of Organization)

Signature/Stamp of Entity/Date

Name of Representative:

Address:

Telephone/Fax:

UNDP General Terms and Conditions for Purchase orders

1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind UNDP unless agreed to in writing by a duly authorized official of UNDP.

2. PAYMENT

- 2.1.1 UNDP shall, on fulfilment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.
- 2.1.2 Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.
- 2.1.3 Unless authorized by UNDP, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
- 2.1.4 The prices shown in this Purchase Order may not be increased except by express written agreement of UNDP.

3. TAX EXEMPTION

3.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNDP's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP to determine a mutually acceptable procedure.

3.2 Accordingly, the Supplier authorizes UNDP to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

4. RISK OF LOSS

Risk of loss, damage to or destruction of the goods shall be governed in accordance with DDU Incoterms 2000, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.

5. EXPORT LICENCES

Notwithstanding any INCOTERM 2000 used in this Purchase Order, the Supplier shall obtain any export licences required for the goods.

6. FITNESS OF GOODS/PACKAGING

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by UNDP, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

7. INSPECTION

1. UNDP shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.

2. Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

8. INTELLECTUAL PROPERTY INFRINGEMENT

The Supplier warrants that the use or supply by UNDP of the goods sold under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold UNDP and the United Nations harmless from any actions or claims brought against UNDP or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

9. RIGHTS OF UNDP

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNDP may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- a) Procure all or part of the goods from other sources, in which event UNDP may hold the Supplier responsible for any excess cost occasioned thereby.
- b) Refuse to accept delivery of all or part of the goods.
- c) Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of UNDP.

10. LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with UNDP to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by UNDP.

11. ASSIGNMENT AND INSOLVENCY

11.1. The Supplier shall not, except after obtaining the written consent of UNDP, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.

11.2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNDP may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

12. USE OF UNDP OR UNITED NATIONS NAME OR EMBLEM

The Supplier shall not use the name, emblem or official seal of UNDP or the United Nations for any purpose.

13. PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to UNDP without specific permission of UNDP in each instance.

14. CHILD LABOUR

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

15. MINES

The Supplier represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

16. SETTLEMENT OF DISPUTES

16.1 Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.

16.2 Arbitration

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. PRIVILEGES AND IMMUNITIES

Nothing in or related to these General Terms and Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of the United Nations, including its subsidiary organs.

