

**REQUEST FOR QUOTATION  
(RFQ\_035\_2010)**

NAME & ADDRESS OF FIRM: <b>Companies</b>	DATE: <b>30 September 2010</b>
	REFERENCE: <b>RFQ_035_2010 (USB with UN Logo)</b>

Dear Sir / Madam:

Please submit your quotation to UNDP, Lao PDR for the following items **not later than 12 October 2010**

Items	Goods/services/works generic description	Quantity
1.	<b>1 GB of USB with UN Logo Printed</b>	<b>500</b>
2.	<b>2 GB of USB with UN Logo Printed</b>	<b>500</b>

**GENERAL CONDITIONS/REQUIREMENTS**

- Prices should be quoted for delivery **CIP Vientiane Lao PDR** for imported goods and **DDU Vientiane Lao PDR for domestically supplied goods** (INCOTERMS 2000). Prices can be quoted in KIP or US dollars. UN Exchange rate shall apply for conversion into single currency applicable for October 2010.
- Supplier shall meet all minimal requirements indicated in the present RFQ.

**Important Notes:**

- The items to be supplied should be based on the above-mentioned specification, or equivalent model, function and specification.
- Warranty: Warranty period for the offered equipment shall **be at least one year**. Please also provide warranty conditions, details how to proceed in case of equipment failure, contact details of help desk, procedures for repair and replacement of the products.

**OTHER CONDITIONS**

Delivery Time	The delivery time should not exceed <b>five (5) weeks</b> 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**

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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. • 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 **12 October 2010:**

**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/035/2010"**. 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](mailto:soulivanh.bounnaphol@undp.org) , Attn. Procurement Unit