

REQUEST FOR QUOTATION
RFQ_046_2009

NAME & ADDRESS OF FIRM: Companies	DATE: 16 October, 2009
	REFERENCE: RFQ/046/2009

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **15:00 local time (Vientiane) on 22 Oct 2009.**

Item	Goods/services/works generic description	Quantity (Sizes)
1	White T- shirts (100% cotton) Printing silk screen Four colors logo Front logo: 25cm (see attached sample) Back logo and text: 10cm (see attached sample)	350 (S) 600 (M) 700 (L) 350 (XL)
2	White Polo-shirts (100% cotton) Printing silk screen Four color logo Front logo: 25cm (see attached sample) Back logo and text: 10cm (see attached sample)	350 (S) 600 (M) 700 (L) 350 (XL)

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	20 DAYS	
Mode of Transport	AIR	SEA
	SURFACE	OTHERS

PLEASE STATE

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| <ul style="list-style-type: none"> Quantity discount and early payment discount Separate quote for estimated transportation & insurance charges | <ul style="list-style-type: none"> 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 or in sealed envelopes via mail/express mail or by hand to the address below **not later than 15:00 local time 22 October 2009 (Late bids will be rejected)**

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

ATTENTION: Please indicate on the envelop or on e-mail subject the RFQ reference i.e. "**RFQ/046/09**". 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: lao.procurement@undp.org, Attn. Procurement Unit

