

**REQUEST FOR QUOTATION
(RFQ_045_2009)**

NAME & ADDRESS OF FIRM: Companies	DATE: 8 October 2009
	REFERENCE: RFQ_045_09 (IT EQUIPMENT)

Dear Sir / Madam:

Please submit your quotation to UNDP, Lao PDR for the following items **not later than 18 October 2009**

Items	Goods/services/works generic description	Quantity
1.	Computer Desktop Processor – Intel core due processor 2.40 GHz, 2 MB L2 cache, 800FSB Memory - 1GB RAM, Hard drive - 160 GB SATA HDD, DVD+/-RW Burner drive 4 USB ports, Sound card integrated, Port for speakers and microphone, Active speakers, Standard key board Eng/optical USB mouse, internal 56K modem, OS Genuine Windows Vista® Business with Downgrade Rights Service to Windows® XP Professional and Microsoft Office 2007 licensed, Norton antivirus with media kit.	21
2.	LCD Monitor -17 Inches with adjustable stand	21
3.	UPS 700 600VA	21
4.	Notebook Processor - Intel ATOM Processor N270 (1.66 GHz,533MHz,512KB), Chipset - Intel945GSE + ICH7M, Memory - 1GB DDR 2 RAM Display – LCD 10.2"WSVGA(1024X600),Non-Gloss, LED Back Ligth, Graphic - Shared Memory (Int. Grahpic),Intel GMA 950 (Int. Grahpic), Sound - HD(High Definition)Audio, Sound effects - Mic Noise Suppression, EDS(Enhanced Digital Sound)Effect. Speakers - 3W Stereo Speaker(1.5W x 2), Integrated camera - 1.3MP Camera, HDD - 160GB(5400rpm S-ATA), LAN - 10/100LAN, Wireless LAN Atheros 802.11b/g*, Bluetooth 2.0 + EDR, VGA, Headphone – out, Mic-in, Internal Mic, USB 3 x USB 2.0, Multi card slot 3-in- 1(SD, SDHC, MMC), N), Dc-In(Power Port), 83 Key, Fn+F8(Easy SpeedUp Manager), Touch Pad(Scroll, Scope, Flat Type), McAfee Virus Scan, Kensington Lock Port, Security BIOS Boots Up Password , HDD Password, 40watts, 6 Cell, 261 x 185.5 x 30.3mm, 1.19kg (3 Cell)/1.33kg (6 Cell), Adobe Acrobat Reader, Easy Battery Manager, Easy Display Manager, Easy SpeedUp Manager OS Genuine Windows Vista® Business with Downgrade Rights Service to Windows® XP Professional and Microsoft Office 2007 licensed, Norton antivirus with media kit.	1

GENERAL CONDITIONS/REQUIREMENTS

1. Your quotation in English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English language) for each item quoted, including names and addresses of firms providing service facilities in Vientiane city, Lao PDR. In case if the service facilities are not available in Vientiane city please provide details of the after sale services and warranty conditions for repair and replacement of equipment under warranty terms.
2. The 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 **US dollars or Lao KIP only**. For conversion into single currency the UN exchange rate will be used applicable for the last date of quotations submission indicated in the present RFQ.
3. The Hardware and Software shall be recognized brand, new, unused and complete.
4. All offered software shall support **Lao fonts and language**.
5. CONNECTION CABLES. The computer hardware shall be supplied with all necessary cables such as power, interface, etc.
6. COMPATIBILITY. The computer hardware to be commissioned shall be compatible with the software offered. All the computer hardware and software shall function individually and allow changing LAN configuration (number of computers and peripheral equipment, if necessary).
7. PERIPHERAL EQUIPMENT. Peripheral equipment shall be provided with appropriate software and drivers to operate with the standard software.
8. DOCUMENTATION. The Supplier shall provide detailed operation and user's manuals for each unit of the Information Technologies and Goods. Such documentation shall be enclosed in packs of appropriate units. All the documentation shall be in English or Lao.
9. Warranty for computers and servers shall be three years and for other equipment at least one year.
10. The Supplier shall meet all minimal requirements indicated in the current RFQ.

OTHER CONDITIONS

Delivery Time	The delivery time should not exceed five (5) weeks 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

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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 or in sealed envelope via mail/express mail or by hand to the address below **not later than 18 October 2009**:

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/045/09"**. 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:

Attn. Procurement Unit
UNDP LAO PDR
e-mail: diyer.rasulov@undp.org

