



## REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: Companies	DATE: 13 February, 2009
	REFERENCE: RFQ/003/09 (IT equipment Projects 00053782 /00041021/)

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before 15:00 local time (Vientiane) on 23 February 2009.

Item #	Goods description/generic specification	Required Quantity
1	Computer Intel® Core™2 Duo Processor 2.40GHz, 2MB L2 Cache, 800FSB 1GB Dual Channel DDR2 SDRAM DVD+/-RW Burner Drive 160GB Serial ATA Hard Drive Integrated Video Integrated Audio 10/100 MBPS LAN Fax modem 56K 4 USB ports Active Speakers, Optical USB mouse, Keyboard Eng Windows XP Pro and MS office Professional 2007 (Media kit)	33
2	UPS 800 VA	33
3	Monitor LCD 17" Flat Panel, Adjustable Stand	33
4	Printer HP Laserjet P2015 DN <u>OR EQUAL</u>	23
5	Photocopier Canon IR 2020J <u>OR EQUAL</u>	1
6	Digital flatbed scanner HP scan jet 5590 <u>OR EQUAL</u>	1
7	Digital photo camera - CANON Power Shot A650IS including carry case <u>OR EQUAL</u>	4
8	Fax machine Panasonic KX-FG6550 2-Line, Plain Paper Fax/Copier with Expandable 5.8 GHz FHSS GigaRange® Cordless Phone System with Digital Answering System <u>OR EQUAL</u>	8
9	LCD Projector Sony Bravia - <b>VPL-ES3</b> <u>OR EQUAL</u>	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 branded, 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	As soon as possible	
Payment Terms	- 100% of the total contract/Purchase order price will be paid by bank transfer to the Supplier's account after delivery and acceptance of goods within 30 days	
Validity of Quotation	40 DAYS	
Mode of Transport	AIR	SEA
	SURFACE	OTHERS

**PLEASE STATE**

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Quantity discount and early payment discount</li> <li>• Separate quote for estimated transportation &amp; insurance charges</li> </ul> | <ul style="list-style-type: none"> <li>• Availability of local service in country of final destination</li> <li>• Details on any warranty/guarantee conditions.</li> <li>• Delivery period.</li> </ul> |
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**SUBMISSION REQUIREMENTS**

All quotations duly signed and stamped shall be submitted by electronic mail (in PDF format) to the following address [lao.procurement@undp.org](mailto:lao.procurement@undp.org) or in sealed envelopes via mail/express mail or by hand to the address below not later than 15:00 am local time February 23, 2008:

UNDP CO Lao PDR  
Lanexang Ave, PO BOX 345  
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/003/09". UNDP will not be responsible for postal delays, if any, in the delivery of the bid documents or non-receipt of the same.

All enquiries regarding the above RFQ shall be submitted in writing to e-mail: [surith.sengsavang@undp.org](mailto:surith.sengsavang@undp.org) information, please contact Procurement Unit or visit our website [www.undplao.org](http://www.undplao.org)