



REQUEST FOR QUOTATION (RFQ)

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| NAME & ADDRESS OF FIRM: Companies | DATE: 28 January, 2009 |
| | REFERENCE: RFQ/004/09 (Toners UNDP CO) |

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **15:00 local time (Vientiane) on 5 February 2009.**

| Item # | Goods description/generic specification | Required Quantity |
|--------|--|-------------------|
| 1 | Toners for HP Color Laser Jet 2605 dn | |
| | Type Q6000A Black | 9 |
| | Type Q6001A Cyan | 9 |
| | Type Q6002A Yellow | 9 |
| | Type Q6003A Magenta | 9 |
| 2 | Toners for HP Laser Jet 3005 dn | |
| | Type Q7551A | 30 |
| 3 | Toners for HP Laser jet 2420 dn | |
| | Type Q6511A | 20 |

GENERAL CONDITIONS/REQUIREMENTS

- 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.
- 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 only or Lao KIP only. For conversion into single currency the UN exchange rate will be used applicable for February 2009.
- The Hardware and Software shall be branded, new, unused and complete.
- All offered software shall support Lao fonts and language.
- CONNECTION CABLES. The computer hardware shall be supplied with all necessary cables such as power, interface, etc.
- COMPATIBILITY. The computer hardware to be commissioned shall be compatible with the

28-Jan-09



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. The Supplier shall meet all minimal requirements of the technical specifications for the Goods given in List above.

OTHER CONDITIONS

| | | |
|-----------------------|--|---------------------------------|
| Delivery Time | As soon as possible | |
| Payment Terms | <input type="checkbox"/> 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 | <input checked="" type="checkbox"/> AIR | <input type="checkbox"/> SEA |
| | <input checked="" type="checkbox"/> SURFACE | <input type="checkbox"/> 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 address 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 5, 2008**:

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

Late bids will be rejected.

ATTENTION: Please indicate on the envelop or on e-mail subject the RFQ reference i.e. "RFQ/004/09". 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: diyer.rasulov@undp.org information, please contact Procurement Unit or visit our website www.undplao.org

