



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: Companies	DATE: 23 February, 2009
	REFERENCE: RFQ/006/09 (IT Projects 00056638 /00045991/00040599)

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **15:00 local time (Vientiane) on 3rd March 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)	7
2	Monitor LCD 17" Flat Panel, Adjustable Stand	7
3	UPS 600 VA	7
4	LCD Projector Sony Bravia - VPL-ES3 <u>OR EQUAL</u>	2
5	Projector Screen with Tripod, size of the screen 180 cm by 180 cm	2
6	Digital Camcorder Sony HDR-SR11 <u>OR EQUAL</u> Including carry case	1
7	Max Star 4:3 Video Format 84" Tripod Projector Screen <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

- | | |
|---|--|
| <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. |
|---|--|

SUBMISSION REQUIREMENTS

All quotations duly signed and stamped shall be submitted by electronic mail (in PDF format) to the following address **lao.procuremet@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 March 3, 2009**:

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/006/09"**. 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 information, please contact Procurement Unit or visit our website www.undplao.org