

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: Companies	DATE: 25 February, 2009
	REFERENCE: RFQ/007/2009

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **15:00 local time (Vientiane) on 3 March 2009.**

Item	Goods/services/works generic description	Q-ty
1	Corporate Country Assessment – Format A4, Cover front and back - glossy paper 210 gsm, color 4+4. Inner block - glossy paper 100 gsm, color 4+4, English version, total number of pages 112 including cover	200
2	UNDAF – Format A4, Cover front and back - glossy paper 210 gsm, color 4+4. Inner block - glossy paper 100 gsm, color 4+4, English version, total number of pages 72 including cover	200

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	b 20 DAYS	
Mode of Transport	AIR	SEA
	SURFACE	b OTHERS

PLEASE STATE

- 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.

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 3rd March 2009:**

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/007/09”**. 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