



## REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: Companies	DATE: 24 March, 2009
	REFERENCE: RFQ/010/09 (Software_Symantec)

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **15:00 local time (Vientiane) on 31 March 2009**.

Item #	Goods description/generic specification	Required Quantity
1	Symantec Norton Anti Virus 2009 (Corporate License) 1 License for at least 145 Computers/Users (1 or Multiple CDs for Installation) Please quote prices separately for 1 year subscription and for 2 years	145

### 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	<b>As soon as possible</b>	
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	<b>40 DAYS</b>	
Mode of Transport	<b>AIR</b>	<b>SEA</b>
	<b>SURFACE</b>	<b>OTHERS</b>

**PLEASE STATE**

- |   |  |
|---|--|
| <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> |
|---|--|

**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 March 31 , 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/010/09"**. 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)

