

## REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: Companies	DATE: 3 April, 2009
	REFERENCE: RFQ_013_09 (NRA IT equipment)

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before on 10 April 2009

Item	Goods/services/works generic description	Required quantity
1	Dell Laptop Vostro 1310 (standard specs, 4GB RAM, 320GB SATA Hard Drive) (see more details of specs on our website)	3 units
2	Dell Laptop Latitude E4300 (High specs, SP9400, 4GB SDRAM, 250GB HDD Serial ATA (5400 RPM) (see more details of specs on our website)	1 unit
3	Dell desktop Precision T3400 (High specs, 4GB RAM, 500GB SATA Hard Drive) (see more details of specs on our website)	2 units
4	Dell desktop Precision T3400 (Standard specs, 4GB RAM, 250GB SATA Hard Drive) (see more details of specs on our website)	1 unit
5	Camera, Nikon D300 Professional Digital SLR (see more details of specs on our website)	1 unit

## 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 30 DAYS	
Mode of Transport	AIR	SEA
	SURFACE	b 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 secure e-mail box: [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 10 April 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/013/09". 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](mailto:lao.procurement@undp.org) , Attn. Procurement Unit