



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: Companies	DATE: 23 April, 2009
	REFERENCE: RFQ_014_09

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before 15:00 local time (Vientiane) on 29 April 2009.

Item	Goods/services/works generic description	Required quantity
1	Printing (including layout/graphic design and Lao editing) of the National Capacity Needs Self-Assessment Document Specification: Languages: English and Lao Length: Approximately 70 pages for English version and 100 pages for Lao version Size: A4 Paper: 120 gms, glossy paper Cover: 310 gms, matt paper (glued binding) Color: -Black and White printing for the text of the document -Cover page in color The layout/graphic design (including Lao editing activities)	150 books in English, and 350 books in Lao

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 (Printing to be completed as soon as possible or by 12 May, 2009. The layout/graphic design (including Lao editing activities) should be completed within seven days of receiving the final version of the document)	
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

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| <ul style="list-style-type: none"> Quantity discount and early payment discount Separate quote for layout/graphic design plus Lao editing costs 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 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 29 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/014/09". 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

