

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: Companies	DATE: 6 May, 2009
	REFERENCE: RFQ_018_09 (Printing_UXO_Report)

Dear Sir / Madam:

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

Item	Goods/services/works generic description	Q-ty
1	Printing Annual Report 2008 Size: 21x29,7cm, 32 pages including cover page, color printing 4+4, inside block glossy paper 130 gram Cover: Glossy paper 260gram 4+4 English language	500units
2	Printing Work Plan 2009 Size: 21x29,7cm 20 pages include cover page, color printing 4+4, inside block glossy paper 130 gram Cover: Glossy paper 260gram 4+4 English language	300units

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	✓ 10 DAYS	
Mode of Transport	AIR	SEA
	SURFACE	✓ OTHERS

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 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 15:00 local time 15 May 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/018/09". 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

