



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: Companies	DATE: 28 May, 2009
	REFERENCE: RFQ_021_09

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **15:00 local time (Vientiane) on 2 June 2009.**

Item	Goods/services/works generic description	Required quantity
1	<p>Printing of the 4th NHDR Report (layout/graphic design and Lao editing are not required)</p> <p>Specification: Languages: English and Lao Length: Approximately 176 pages for English version and 200 pages for Lao version Size: A4 Paper: 100 gms woodfree paper Cover: 230 gms laminate matt paper Color: Full color The layout/graphic design (including Lao editing activities)</p>	<p>2000 books in English, and 2000 books in Lao</p>

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. The layout/graphic design including Lao editing are not required)	
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	✓ 4 DAYS	
Mode of Transport	AIR	SEA
	SURFACE	✓ OTHERS

PLEASE STATE

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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 2 June 2009 (late bids will be rejected)**

UNDP CO Lao PDR
Lanexang Ave, PO BOX 345,
Vientiane, Lao PDR

ATTENTION: Please indicate on the envelop or on e-mail subject the RFQ reference i.e. "RFQ/021/09". 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

