



REQUEST FOR QUOTATION (RFQ_023_2009)

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| NAME & ADDRESS OF FIRM: Companies | DATE: 8 June, 2009 |
| | REFERENCE: Photocopy machine 00056568 (GPAR-SBSD) |

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before 16:00 local time (Vientiane) on 22 June 2009.

| Item # | Goods description/generic specification | Required Quantity |
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| 1 | Photocopy machine, RICOH Aficio MP 1500 or equivalent Copy speed: 15 pages per minute Resolution: 600dpi Multiple copy: up to 99 Warm up time: less than 15 seconds Zoom: 50 - 200% Memory: min 16 MB Paper size: A5 - A3 Power source: 220-240V, 50/60 Hz Built-in sorter | 12 |
| 2 | Automatic document feeder | 12 |

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 photocopier shall be supplied with all necessary cables such as power, interface, etc.
6. PERIPHERAL EQUIPMENT. Peripheral equipment shall be provided with appropriate software and drivers to operate with the standard software.
7. 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.
8. Warranty shall be at least one year.
9. The supplier shall meet all minimal requirements indicated in the current RFQ.
10. UNDP Lao PDR reserves the right to increase or decrease the quantity of the above equipment

OTHER CONDITIONS

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| Delivery Time | As soon as possible | |
| Payment Terms | - 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 | 40 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 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 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 22 June 2009:

UNDP 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 email subject "RFQ/023/2009 ". 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: lao.procurement@undp.org information, please contact Procurement Unit or visit our website www.undplao.org

