

REQUEST FOR QUOTATION
RFQ_025_2009

Date: 15.06.09

Dear Sir/Madam:

UNDP Lao PDR Country Office is looking for an individual, a company or a group of experts to complete the following assignments, which will be evaluated on a lot by lot basis.

Assignment: Research, write and edit / translate / design and layout for printing a series of English and Lao versions of each of five (5no) information booklets, each with approximately 48 pages, in the key areas:

1. The National Assembly;
2. GPAR
3. NSEDP
4. The Round Table Process
5. Climate Change and Disaster Management

Expected Result: A reader friendly, well-designed and high quality set of five (5no) English language booklets and five (5no) Lao language booklets produced in a timely fashion.

Services Required:

- **Writer/editor (Lot 1)**
- **Translator (Lot 2)**
- **Graphic Designer (Lot 3)**

Detailed Terms of Reference for each assignment available on UNDP CO web-site at:
www.undplao.org/vacancies/procurement

Submission requirements:

For each separate service/lot that they are quoting for, applicants are requested to send:

- 1) Cover letter stating their interest in and qualifications for the position;
- 2) Current and complete C.V (only for individuals); and
- 3) Estimated fee per booklet and estimated working time per booklet and for complete assignment, assuming some concurrent working.

All quotations duly signed and/or 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 **11:00 a.m. 25 June 2009**:

UNDP Lao PDR
Lanexang Avenue, PO BOX 345
Vientiane, Lao PDR

Late quotations will be rejected.

ATTENTION: Please indicate on the envelope or on email subject "**RFQ/025/2009 - Lot number**". 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: infolao@undp.org
please contact Ms. Janet Pontin/UNDP PIU Contact details: Tel: (856 21) 267777 ext 715 / 716; mob: (856 20) 241 2664 Fax: (856 21) 264939 or visit our website www.undplao.org

