

**REQUEST FOR QUOTATION
(RFQ_026_2009)**

NAME & ADDRESS OF FIRM: Companies	DATE: 13 July 2009
	REFERENCE: RFQ No. 026 ASEAN EQUIPMENT

Dear Sir / Madam:

Please submit your quotation to UNDP, Lao PDR for the following items not later than 20 July 2009

Items	Goods/services/works generic description	Quantity
Lot 1		
1	Compressed filing cabinets moveable on rail way (Dimension of 1m wide X 2m high) See attached sample	5 sets
Lot 2		
1	Anti-Virus License, Kaspersky, version 9.0	10 users
2	Printer (Small Printer) HP470 Mobile printer, or equivalent	1 unit
3	Photocopy Machine Canon Image RUNNER 5000, or equivalent Type: Digital Multifunction imaging system Imaging System: Laser Dry Electrostatic transfer Image Server Memory: Standard 128MB Ram+5.1GB HDD Warm-Up Time: 5 minutes or less Max Original Size: 11x17 (Ledger) Max. Copy Size: 11x17 (Ledger) Min. Copy Size: 4.1/8x5.7/8 Copy/Scanning Resolution: 600dpix600dpi Printing Resolution: 600dpix600dpi Copy Speed: 50 pages per minutes (letter) Duplexing: Standard Automatic Trayless Duplexing Enlargement: 25% - 400% in 1% increments Paper supply (Standard): Dual front-loading Trays(1,500 sheets each); Dual front loading cassettes (550 sheets each) 50-sheets stack Bypass Multiple Copies: 1 to 999 Maximum Duty Cycle: 200,000 impressions per month	1 unit

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
- You may quote for any lot, or for all lots. Contract will be awarded on a lot by lot basis

OTHER CONDITIONS

Delivery Time	As soon as possible
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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 within 30 days	
Validity of Quotation	60 DAYS	
Mode of Transport	AIR	SEA
	SURFACE	OTHERS
PLEASE STATE		
• Quantity discount and early payment discount • Separate quote for estimated transportation & insurance charges	• Availability of local service in country of final destination • Details on any warranty/guarantee conditions. • Delivery period.	
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 <u>not later than 20 July 2009</u> :		
Procurement Unit UNDP CO Lao PDR Lanexang Ave Vientiane, Lao PDR		
<u>Late bids will be rejected.</u>		
ATTENTION: Please indicate on the envelop or on e-mail subject the RFQ reference i.e. "RFQ/026/09". 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		

