

**REQUEST FOR QUOTATION
(RFQ_028_2009)**

NAME & ADDRESS OF FIRM: Companies	DATE: 22 July 2009
	REFERENCE: RFQ_026_09 (IT EQUIPMENT)

Dear Sir / Madam:

Please submit your quotation to UNDP, Lao PDR for the following items **not later than 31 July 2009**

Items	Goods/services/works generic description	Quantity
1.	Computer desktop or minitower Intel® Core™ 2 Duo Processor (2.33GHz, 4M, 1333MHz FSB) 2GB Dual Channel DDR2 SDRAM DVD+/-RW Burner Drive 160GB Serial ATA Hard Drive Integrated Video Integrated Audio Integrated Gigabit Ethernet MS Windows Vista Business+ XP Pro, Microsoft Office 2007 licensed with media kit	2
2.	LCD Monitor 19" screen size	1
3.	Copy machine - Canon image RUNNER iR2016 with DADF-P1 or equal	2
4	Notebook Intel Core 2 Duo Processor (2.2 GHz) LCD TFT 14.1" WXGA 2 GB DDR2 160 GB HDD DVD±RW Intel GMA X4500, 10 / 100 / 1000 Eth, Bluetooth 2.0, WiFi, MS Windows Vista Business+ XP Pro, Microsoft Office 2007 licensed with media kit	1
5	Digital photo camera - Canon PowerShot SX100 IS or equal	1
6	Printer Laser Jet - HP LaserJet P3005 or equal A4, 1200 x 1200 dpi, 33 ppm, 48 MB, USB 2.0, LPT	2
7	LCD Projector Form factor: Portable, Aspect ratio: 16:9, Brightness: 2200 ANSI lumens, Native resolution: 1280 x 768, Type: LCD Projector, Zoom lens: 1.2x, Video format: SECAM,NTSC,PAL	1
8	Screen for LCD Projector - 180cm x180 cm with tripod	1
9	Scanner-HP ScanJet 5530 Photosmart or equal	1
10	Fax machine- Panasonic KX-FL612CX or equal	1

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.

Important Notes:

1) The hardware to be supplied should be worldwide known "Brand Name", unused and of the most recent or current

models or stock lines, incorporating all recent improvements in design and components.

2) The computers and monitors should be the same "Brand name" production.

3) The devices such as servers, switches, routers and firewall should run Windows and reference manual /CDs for both OS must be provided for the installation and configuration of the specified peripherals.

4) Warranty: Not less than 3 years for, computers and notebooks and 1 year for peripherals and other equipment.

5) Your bid should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English) for the items quoted.

6) Your bid should indicate names and addresses of firms providing service facility in Vientiane, Lao PDR.

7) All active (powered) equipment must operate on 220v +/- 20v, 50Hz +/- 2Hz.

8) UNDP reserves the right at its discretion to accept or decline any alternate offer.

OTHER CONDITIONS

Delivery Time	The delivery time should not exceed two weeks from the date of placing purchase order.	
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	30 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.
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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 31 July 2009:**

**Procurement Unit
UNDP CO Lao PDR
Lanexang Ave
Vientiane, Lao PDR**

Late bids will be rejected, partial bids permitted.

ATTENTION: Please indicate **on the envelop or on e-mail subject** the RFQ reference i.e. "**RFQ/028/09**".

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

