

REQUEST FOR QUOTATION
(RFQ_038_2009)

NAME & ADDRESS OF FIRM: Companies	DATE: 2 September 2009
	REFERENCE: RFQ_038_09 (IT EQUIPMENT)

Dear Sir / Madam:

Please submit your quotation to UNDP, Lao PDR for the following items **not later than 14 September 2009**

Items	Goods/services/works generic description	Quantity
1.	Personal computer – Core due processor 2.66 GHz, 1GB RAM, 160 GB HDD, minimum 2 USB 2.0 ports, sound card integrated, port for speakers and microphone, 1 standard key board Eng/optical mouse, internal 56K modem, Preinstalled Windows Vista Business and Microsoft Office 2007 licensed, with media kit.	12
2.	LCD Monitor -17 Inches with adjustable stand	12
3.	UPS 700 VA/300W	12
4.	Notebook - Core 2 duo processor (2.66 GHz, 1066MHz FSB, 6MB L2), Intel (Cantiga PM) –PM 45 Intel Wireless WIFI Link 5100 AGN 500 GB HDD 5400 rpm, (Support for 2nd HDD), Blue ray Disc ROM with SuperMulti DVD R/RW Double Layer, 5-in-1 Digital Media Reader Slot (SD,MMC,SDIO,MS) 17 inches WXGA Monitor AG Brightiew Wide Screen, Integrated Speakers, Integrated 10/100/1000 LAN Ethernet, high speed 56K modem, E-SATA Port combo with 4th USB port. HDMI v1.3 supporting 1080p, 1394a (1), VGA, RJ=11 I Modem, RJ-45 I Ethretnet, Consumer IR input, Headphone Line out (stereo), Microphone input (strereo), AC port, Microsoft Windows Vista Premium, Ultra Slim remote control Quick play functions, Integrated webcam	2
5.	Multifunction devise – Panasonic KX-MB271 or equal All-in-One Flatbed Laser Office Machine with Print and Copying Capacity up to 18 Pages per Minute and Color Scanning with Flatbed and Document Feeder	20

GENERAL CONDITIONS/REQUIREMENTS

- 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.
- 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.
- The Hardware and Software shall be branded, new, unused and complete.
- All offered software shall support **Lao fonts and language**.
- CONNECTION CABLES. The computer hardware shall be supplied with all necessary cables such as power,

interface, etc.

6. COMPATIBILITY. The computer hardware to be commissioned shall be compatible with the software offered. All the computer hardware and software shall function individually and allow changing LAN configuration (number of computers and peripheral equipment, if necessary).

7. PERIPHERAL EQUIPMENT. Peripheral equipment shall be provided with appropriate software and drivers to operate with the standard software.

8. 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.

9. Warranty for computers and servers shall be three years and for other equipment at least one year.

10. The Supplier shall meet all minimal requirements indicated in the current RFQ.

OTHER CONDITIONS

Delivery Time	The delivery time should not exceed four (4) weeks after receiving a purchase order from UNDP
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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
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Validity of Quotation	30 DAYS
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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 envelope via mail/express mail or by hand to the address below **not later than 14 September 2009:**

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

Late or partial bids will be rejected.

ATTENTION: Please indicate **on the envelop or on e-mail subject** the RFQ reference i.e. **"RFQ/038/09"**.

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

Diyor Rasulov
Procurement Specialist
UNDP LAO PDR

