



Mekong River Commission

P.O. Box 6101, 184 Fa Ngoum Road, Unit 18,
Ban Sithane Neua, Sikhottabong District, Vientiane 01000, Lao PDR
Telephone: (856-21) 263 263. Facsimile: (856-21) 263 264

29 June 2020

Request for Quotations **No. RFQ20-082.5**

Dear Sir/Madam,

The Mekong River Commission Secretariat (MRCS) is now inviting your company/printing house to submit the sealed Quotation (Unit Price) for the **Printing MRC Plaque and Folding box**. Technical requirement of publication to be provided are in the annex I attached.

The quotation shall be quoted for a fixed **unit price in US Dollar** excluded all taxes/VAT and remaining valid at least for **45 days after the deadline** for submission of quotations;

The quotation shall be submitted to MRCS Procurement Unit not later than **10 July 2020, 3:00 PM** a sealed envelope clearly marked “**RFQ20-082.5 Printing MRC Plaque and Folding box - DO NOT OPEN BEFORE SUBMISSION DEADLINE**”. The sealed envelope shall be addressed to the Mekong River Commission Secretariat at the following address:

Mekong River Commission Secretariat
Administration Division
Procurement Team
P.O. Box 6101, Unit 18 Ban Sithane Neua
Sikhottabong District, Vientiane 01000, Lao PDR
Tel: (856) 21 263 263; Fax: (856) 21 263 264

Alternatively, bidders have the option of submitting their Quotation electronically by email to the Procurement Unit account: procurement@mrcmekong.org. The subject of the email should be clearly marked “**Quotation for the RFQ20-082.5 Printing MRC Plaque and Folding box**”.

E-mails will be opened only by the authorized officer with password to access to the account and at the time of the opening session.

Please be aware that bids not emailed to the Procurement Unit account: procurement@mrcmekong.org will be rejected. Bids received after the deadline for bid submission will also be rejected. As an email may take some time to arrive after it is sent,

especially if it contains a lot of information, we advise all bidders to send email submissions well before the deadline.

MRCS may annul the bidding process and reject all quotations at any time prior to contract award, without thereby incurring any liability to the bidders.

The Framework Contract will be awarded to the supplier whose quotation is the substantially technical compliant and lowest offer for the [Lot](#). A template of the Framework Contract is provided in the Annex I for your information.

The supplies shall be delivered within [the time set by MRCS](#) after issuance of the Framework Contract. Failure to respect the [completion](#) date gives MRCS the right to cancel the Contract.

Full payment will be done to the Supplier's bank account upon the basis of an original invoice and after acceptance of receipt and commissioning reports by MRCS Offices.

We appreciate receiving your quotation.



Sincerely yours,

Signed

Tran Minh Khoi
Director of Administration Division

ANNEX I
Technical Specifications and Quantities
of products to be supplied

(Product detailed Price Schedule to be attached to the Bid Submission Form)

No	Publication title	Specifications	Quantity (up to)	Unit Price	Total Amount US\$
1	<p>MRC Plaque</p> 	<p>Plaque size: w:18.5xH:9.7cm, depth:1.8cm</p> <ul style="list-style-type: none"> - Wooden background, carving three layers on the border - Surface is by math gold and stick to the wooden background - Screening map size 5.1x8.2cm with two colors - MRC logo and slogan 7.2x6.3cm with two colors - Color code: - Blue: C:100 M:73 Y:0 K:10 - Gray: 80% 	200		
2	<p>Folding box</p> 	<ul style="list-style-type: none"> - Clamshell rigid box style - Size: W:12, L:20, H:4cm with black color - Paper: coated Duplex Paperboard Material - Die cut foam inserted with black color - Magnetic closing lid - Golden logo screen at the center size 3.5x3.5cm 	200		

***Remarks:** It is mandatory requirement of proof checking by MRC before mass production.

ANNEX II

[Insert Supplier logo and paper heading]

BID SUBMISSION FORM

To: Mekong River Commission
Procurement Office

Date: _____
Ref. No.: _____

Dear Mr. Tran Minh Khoi,
Administration Division Director

Subject: Supply of

Having examined the Request for Quotation by Email/Fax (or published in the MRCS website) dated dd/mm/yy, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply in conformity with the required specifications in the Request for quotation for the sum of [total bid amount in words and figures].

We undertake, if our Quotation is accepted, to deliver the goods in accordance with our offered terms of conditions as informed below.

Our quotation is valid until: [please insert the date (at least for 45 days after the deadline for submission of quotations)].

Local representatives: Name & address

Offered Price:

Item No	Offered Equipment	Qty (set)	Unit price (USD)	Total (USD)
1	MRC Plaque	200		
2	Folding box	200		
	TOTAL (VAT excluded)			

	GRAND TOTAL (VAT excluded)			
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- Delivery after order: _____ week(s)

Signature and stamp: _____

Name on behalf of Supplier: _____

Title: _____