



# 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

16 August 2019

## **Request for Quotation** **No. RFQ19-090A**

Dear Sir/Madam,

The Mekong River Commission Secretariat (MRCS) is now inviting your Company to submit the sealed Quotation for the supply of IT equipment for the MRCS.

The Technical Specifications and Quantities of equipment are provided in the Annex I attached.

1. The quotation shall be quoted in USD for a fixed price excluded all taxes and remaining valid at least for 30 days after the deadline for submission of quotations.
2. Documents to be provided with the bid:
  - The Bid Submission Form: The format is provided in the Annex II for your use. A format is attached as example.
  - Copy of a valid certificate of the authorized dealer in the region (for the offered equipment branch if available)
  - Evidence proving that the company has branch/office in **Lao PDR** for after sale services.
  - Th certification of Country Origin.

The quotation shall be submitted to MRC Procurement Unit not later than **30 August 2019, 3:00 PM** a sealed envelope clearly marked “**RFQ19-090A Supply of IT equipment; - 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 Unit  
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 team account: [procurement@mrcmekong.org](mailto:procurement@mrcmekong.org). The subject of the email should be clearly marked “**RFQ19-090A Supply of IT equipment; - DO NOT OPEN BEFORE SUBMISSION DEADLINE**”.

E-mails will be opened only after the submission deadline and at the time of the opening session.

Please be aware that bids not emailed to the Procurement team account: [procurement@mrcmekong.org](mailto: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.

3. 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, according to the revised Procurement Manual posted in MRC website: <http://www.mrcmekong.org/working-with-mrc/tenders/>
4. MRCS will evaluate quotations received one lot and Purchase Order will be awarded to the supplier(s) whose quotation is substantially technical compliant and lowest offer.
5. The equipment shall be delivered at **MRCS Office** within **4 weeks** after issuance of the Purchase Order. Failure to respect the delivery date gives MRCS the right to cancel the Purchase Order.
6. Full payment will be paid to the Supplier's bank account within 30 days after delivery and all equipment are checked and functioning well and upon receive the original invoice duly accepted by MRCS.
7. MRCS as International Organization is exempted from import taxes/VAT to its member countries – Cambodia, Laos, Thailand and Vietnam. Support to clearance documents will be provided if required.

We appreciate receiving your quotation.

Sincerely yours,

*Signed*  
Tran Minh Khoi  
Director Administration Division

**ANNEX I**  
**Technical Specifications and Quantities**  
**of Goods to be supplied**

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

**RFO2019-090A**

Ref	Minimum Technical Specifications of goods required	Qty	Yes/No	Technical Specifications of goods to be offered
<b>4</b>	<b>Digital Color Printing Center (RICOH IM C4500 or equivalent)</b>	<b>1 Unit</b>		<b>Brand name:</b> <b>Model:</b>
	<b>Functions:</b> Copy, print and scan			
	Support: Windows® 7 or later; Windows® Server 2008 for later; iOS: X10 or later			
	<ul style="list-style-type: none"> <li>• 2GB of RAM, 320 GB of HDD, Duplex printing</li> <li>• User authentication features/Lock print</li> <li>• Documents Feeder</li> <li>• Finisher (2,000-Sheets Large Capacity Tray (LCIT PB3290))</li> <li>• Network interface: RJ45,</li> <li>• Wi-Fi ((IEEE 802.11a/b/g/n)</li> <li>• USB 2.0/3.0</li> <li>• Paper Size: A3, A4, A5, A6, B4, B5, B6, envelop</li> <li>• Display: touch LCD screen</li> </ul>			
	<b>Copier:</b> <ul style="list-style-type: none"> <li>• Multiple copying up to 999 copies</li> <li>• Resolution: 600dpi</li> <li>• Zoom from 25% to 400% in 1% steps</li> </ul>			
	<b>Printer:</b> <ul style="list-style-type: none"> <li>• Standard: PCL5c, PCL6</li> <li>• Resolution: 1200x1200dpi</li> <li>• Speed: 45ppm</li> </ul>			
	<b>Scanner:</b> <ul style="list-style-type: none"> <li>• Scanning speed: 120ipm (simplex) / 240ipm (duplex)</li> <li>• Resolution: 1200dpi</li> <li>• File formats: TIFF, JPEG and PDF</li> <li>• Scan modes: email, network folders, USB, SD Card</li> </ul>			
	<ul style="list-style-type: none"> <li>• Toner (4 color)</li> </ul>	2 sets		
	<ul style="list-style-type: none"> <li>• <b>Warranty:</b> 1 year</li> </ul>			

**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 .....

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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	Digital color Printing	1		
2	Toner (4 color) 2 sets	2		
	<b>TOTAL (VAT excluded)</b>			

	<b>GRAND TOTAL (VAT excluded)</b>			
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- Delivery after order: \_\_\_\_\_ week(s)
- Payment term: within 30 days after received goods.

Signature and stamp: \_\_\_\_\_

Name on behalf of Supplier: \_\_\_\_\_

Title: \_\_\_\_\_

PRE-QUALIFICATION CRITERIA

Ref	Evaluation criteria	Supplier A	Supplier B
		Y/N	Y/N
1	Submission form duly signed by authorized person		
2	Quotation validity: at least 45 days		
3	Copy of Business registration		
4	Th certification of Country Origin		
	<b>Prequalification</b>	<b>Y/N</b>	<b>Y/N</b>