



14 March 2024

Request for Quotation
No. RFQ24-01

Dear Sir/Madam,

The Mekong River Commission Secretariat (MRCS) is 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 Annex I attached.

1. The quotation shall be quoted in **USD** for a fixed price, excluding all taxes and remaining valid at least for **45 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 Annex II for your use. A format is attached as example.
 - Supplier Declaration Form
 - Copy of Certificate of business registration

The quotation shall be submitted to MRC Procurement Unit not later than **29 March 2024, 15:00**, in a sealed envelope clearly marked "**RFQ24-01 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. The subject of the email should be clearly marked "**RFQ24-01 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 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 on the item basis and** Purchase Order will be awarded to the supplier(s) whose quotation is substantially technical compliant and lowest offer for the item.
5. The equipment shall be delivered at **MRCS Office** within **6-8 weeks** after issuance of the Purchase Order. Failure to respect the delivery date gives MRCS the right to cancel the Purchase Order. **Failure to respect the delivery date gives MRCS the right to apply a penalty of 0.01% of the total cost of the order per day.**
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. As an Intergovernmental Organization, MRCS is exempt from import taxes/VAT to its member countries – Cambodia, Laos, Thailand and Vietnam. Support to clearance documents will be provided if required.

We appreciate your offer.

Sincerely yours,

Watt Botkosol
Director of Administration Division
Mekong River Commission Secretariat

ANNEX I
Technical Specifications and Quantities
of Goods to be supplied

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

Ref	Minimum Technical Specifications of goods required	Qty	Yes/No	Technical Specifications of goods to be offered
1	Laptop Dell Latitude 7440 or equivalent	3		Brand name: Model:
	CPU: 13 th gen intel core i7-1365U (minimum 10 cores, 12 Threads)			
	OS: Windows 11 Pro 64 bit license			
	RAM: 32 GB, LPDDR5			
	HDD: 1 TB NVMe SSD			
	Display: 14.0" FHD(1920x1200), 16:10, IPS, touch screen, 2-in-1 laptop			
	Graphics: Integrated			
	Connectivity: Wi-Fi 6E, LAN, & BT			
	Ports: - 2xUSB3.2 Gen 1 Type-A - 2xThunderbolt4 with power delivery & DisplayPort - Universal audio jack - HDMI - LAN			
	Keyboard: Backlit English keyboard only			
	Battery: 3 cell, 57 Wh, with 65W AC adapter, USB type-C			
Accessories: Pro backpack required				
Warranty: 1 year				
2	Laptop Dell XPS 13 Plus 9320 or equivalent	3		Brand name: Model:
	CPU: 13 th gen intel core i7-1360P (minimum 12 cores, 16 Threads)			
	OS: Windows 11 Pro 64 bit license			
	RAM: 32GB LPDDR5			
	HDD: 1 TB NVMe SSD			

	Display: 13.4" UHD+(3800x2400), IPS, touch screen			
	Graphics: Integrated			
	Connectivity: Wi-Fi 6E & BT			
	Ports: 2x thunderbolt4 with DisplayPort and Power Delivery			
	Chassis: Aluminum			
	Keyboard: US -English Only			
	Power supply: 60W AC adapter, USB Type-C connector			
	Accessories: Pro backpack required			
	Warranty: 1 year			
3	MacBook Pro 16" M3 Max or equivalent Color: Space Black	1		Brand name: Model:
	Processor: M3 Max, 14-core CPU, 30-Core GPU and 16-Core Neural Engine			
	RAM: 36GB unified memory			
	HDD: 1 TB SSD			
	Display: 16" Liquid Retina XDR display			
	Connectivity: Wi-Fi 6E & BT			
	Ports: 3x Thunderbolt4, HDMI, SDXC Card slot, headphone jack			
	Keyboard: US -English Backlit magic keyboard with touch ID			
	Battery: 100 Wh with 140W Power Adapter and USB-C to Magsafe3 cable			
	Accessories: <ul style="list-style-type: none"> - Screen Protector required - keyboard cover required - Pro Backpack required - Magic mouse-Black multi touch surface required - ALPAKA Elements Sleeve required 			
	Weight: 2.16Kg(maximum)			
	Warranty: 1 year			
4	MacBook Air 13" or equivalent	1		
	OS: macOS			
	Processor: Apple M2 chip, 8-core CPU, 10-core GPU			
	Memory: 24GB Unified memory			

	Storage: 1TB SSD			
	Network: WiFi 6 & BT			
	Display: 13.6" Liquid Retina display			
	Ports: 2(two)x Thunderbolt4 with Display port & Power delivery			
	Camera: 1080p			
	Keyboard: US-English Backlit Magic Keyboard with Touch ID			
	Color: Space Gray			
	Accessories: Pro backpack required			
	Power supply: 35W AC adapter with USB-C to Magsafe3 cable			
	Warranty: 1 year			
5	Laptop Dell XPS 15 or equivalent	1		
	Processor: 13 th Gen Intel Core i7-13700H (24MB, 14 cores)			
	OS: Windows 11 Pro 64 bit			
	Storage: 1TB M.2, NVMe SSD			
	RAM: 32GB DDR5			
	Display: 15.6" 3.5K (3456x2160), OLED Touch			
	Graphics: NVIDIA GeForce RTX 4050 6GB			
	Connectivity: Wi-Fi 6 & Bluetooth			
	Ports: <ul style="list-style-type: none"> - 1xUSB 3.2 with Power Delivery & DisplayPort - 2xThunderbolt4.0 with Power Delivery & DisplayPort - Universal audio jack 			
	Battery: 6-cell 86Wh			

	Power supply: 130W AC adapter, USB Type-C			
	Keyboard: US-English backlit			
	Chassis: Aluminum			
	Accessories: - Pro Backpack required			
	Warranty: 1 year			
6	ThinkPad P14s Gen 4 Mobile Workstation or equivalent	1		
	Processor: 13 th Gen Intel Core i7-1370P vPro, 14 cores			
	OS: Windows 11 Pro 64 bit			
	Intel vPro Management: supported			
	Storage: 1TB M.2, NVMe SSD			
	RAM: 64GB LPDDR5			
	Display: 14.0" 2.8K (2880x1800), 16:10, OLED			
	Graphics: NVIDIA RTX A500 4GB			
	Connectivity: Wi-Fi 6E, LAN & Bluetooth			
	Ports: - 2xUSB 3.2 Gen 1 - 2xThunderbolt4.0 with Power Delivery & DisplayPort - Universal audio jack - HDMI - LAN			
	Battery: 39 Wh			
	Power supply: 100W AC adapter, USB Type-C			
	Keyboard: US-English backlit			
	Accessory: Pro backpack required			

7	Color: Storm Grey			
	Warranty: 1 year			
	MacBook Air 15" or equivalent	1		
	OS: macOS			
	Processor: Apple M2 chip, 8-core CPU, 10-core GPU			
	Storage: 1 TB SSD			
	Memory: 24GB			
	Display: 15.3" Liquid Retina			
	Network: Wi-Fi 6 & BT			
	Ports: -2xThunderbolt4 with DisplayPort & Power Delivery -Universal audio jack			
	Camera: 1080p			
	Color: Midnight			
	Keyboard: US English Backlit Magic Keyboard with touch ID			
	Pro Backpack: Required			
	Power supply: 35W AC adapter with USB-C to Magsafe3 cable			
Warranty: 1 year				
8	Lenovo ThinkCenter Neo 50a Gen5 or equivalent	1		
	Processor: 13 th Gen Intel Core i7-13700, 16 cores			
	OS: Windows 11 Pro			
	Storage: 1TB NVMe SSD			
	RAM: 32GB DDR5			

	Display: 27.0" FHD(1920x1080), IPS, Touch			
	Graphics: Integrated			
	Network: WiFi 6, LAN, BT			
	Ports: <ul style="list-style-type: none"> - USB3.2 Gen Type-A - USB3.2 Gen2 Type-C - USB2.0 Type-A - Universal audio jack - HDMI-In - HDMI-Out - LAN 			
	Camera: 5 MP with electronic shutter			
	Keyboard: Wireless English/Thai			
	Mouse: Wireless			
	Wireless charging base: Required			
	Power supply: 135W automatic voltage-sensing			
	Warranty: 1 year			
9	Desktop Graphic Computer	1 set		
	Case ASUS ROG HYPERION GR701 (WHITE) (E-ATX) Full Tower or equivalent	1		
	INTEL CORE I9 14900K (SOCKET LGA 1700)	1		
	MAINBOARD ASROCK Z790 STEEL LEGEND WIFI (SOCKET LGA 1700) (ATX)	1		
	THERMALTAKE TOUGHPOWER GF3 1000W GOLD - 1000W 80 PLUS GOLD (ATX)	1		
	64GB (32GBx2) DDR5 5600MHz RAM CORSAIR DOMINATOR PLATINUM RGB DDR5 (BLACK) (CMT64GX5M2X5600C40)	2		

	INNO3D GEFORCE RTX 4090 ICHILL X3 - 24GB GDDR6X (C40903-246XX-1833VA47)	1		
	1 TB SSD M.2 PCIe 4.0 WD BLACK SN850X (\VDS 1 OOT2XHE) Heatsink	1		
	2 TB SSD M.2 PCIe 4.0 WD BLACK SN850X (\VDS 1 OOT2XHE) Heatsink	1		
	LIQUID COOLING ASUS ROG RYUJIN III 360	1		
	FAN CASE 12CM COOLER MASTER MASTERFAN MF120 ARGB S2 (1\A1<\V-B2DN-12NFA-S2)	1		
	Warranty: 1 year for each part			
10	Monitor Dell Ultrasharp U2723QE or equivalent	7		
	Type: Flat screen			
	Size: 27"			
	Resolution: 4K (3840x2160)			
	Refresh rate: 60 Hz			
	Response time: 5ms			
	Brightness: 400 cd/m ²			
	Adjustability: Height, pivot (rotation), swivel, tilt			
	Aspect Ratio: 16:9			
	Contrast Ratio: 2000:1			
	Panel Technology: IPS Black Technology, LED-Backlit			
	USB Hub: Integrated USB Hub			
	Ports: <ul style="list-style-type: none"> - HDMI - Display port In - Display port Out 			

	<ul style="list-style-type: none"> - USB Type-C downstream ports 5x USB3.2 Type-C Gen2 - USB-C 3.2 Gen2 Upstream - USB-C 3.2 Gen2 Upstream with DisplayPort and Power Delivery 			
	Warranty: 1 year			
11	Monitor Samsung 34" Curved S6 A650 or equivalent	4		
	Resolution: UWQHD 3440x1440			
	Screen size: 34" Curved			
	Refresh rate: 100 Hz			
	High Dynamic Range: HDR10			
	Response Time: 5ms			
	Brightness: 350cd/m ²			
	Adjustability: Height, swivel, tilt			
	Aspect Ratio: 21:9			
	Contrast Ratio: 4000:1			
	Panel Technology: Vertical alignment			
	USB Hub: Integrated USB Hub			
	Ports: <ul style="list-style-type: none"> - HDMI In - DisplayPort In - 2xUSB Type-A Downstream ports - 1xUSB Type-C 3.2 Gen2 upstream with DisplayPort and Power Delivery 			
	Warranty: 1 year			

ANNEX II

[Insert Supplier logo and paper heading]

BID SUBMISSION FORM

To: Mekong River Commission
Procurement Office

Date: _____
Ref. No.: _____

Dear Mr. Watt Botkosal,
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		3		
2		3		
3		1		
4		1		
5		1		
6		1		
7		1		
8		1		
9		1 set		
10		7		
11		4		
TOTAL (VAT excluded)				

GRAND TOTAL (VAT excluded)			
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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	Certificate of business registration (copy)		
3	Quotation validity: at least 45 days		
	Prequalification	Y/N	Y/N

ANNEX 3

SUPPLIER DECLARATION FORM

As an important and highly visible inter-governmental organization the Mekong River Commission Secretariat (MRCS) has a special obligation to ensure that its mission is performed to the highest standards. To this end, a Fraud Prevention and Anti-Corruption (FPAC) Mechanism (as provided to bidders) has been adopted that applies to the MRCS activities and those involved in it. The FPAC Mechanism includes a commitment to ensuring that opportunities for fraud and corruption are reduced to the lowest possible level of risk.

As part of the risk mitigation and due diligence processes set out in the FPAC Mechanism, the MRCS requires all prospective service providers and their legal representatives to undertake that they shall comply with the standards set out in the FPAC Mechanism.

Full Name of Individual/Entity:			
Current Business Natures	<input type="checkbox"/> Water Resource Management (WRM) and Development Services <input type="checkbox"/> Consultancy services including Research on WRM <input type="checkbox"/> Training Services <input type="checkbox"/> Communication, PR, Advertisement	<input type="checkbox"/> Research Institution or Development Studies <input type="checkbox"/> Freelancer/general consultancy <input type="checkbox"/> Others (please specify):	
Key Detail of the Current Business:			
Business Structure (if applicable):	Business Type:		
<input type="checkbox"/> Partnership <input type="checkbox"/> Join Venture <input type="checkbox"/> Limited Liability <input type="checkbox"/> Company Corporation <input type="checkbox"/> None of the above	<input type="checkbox"/> For Profit <input type="checkbox"/> Non-Profit (NGO) <input type="checkbox"/> Public Entity <input type="checkbox"/> Community Based Organization (CBO) <input type="checkbox"/> Private business		
Registration or Formation of business (if applicable):	Country/State:		
	Time of registration (date/month/year):		
	Percentage of Ownership:		
	Business license number:		
<p>The entity/person identified above here by declares and/or confirms that the entity/person including any person having powers of representation, decision-making or control over them or a member of their administrative, management or supervisory body:</p> <ul style="list-style-type: none"> • has not been sentenced by final judgment on one or more of the following charges: participation in a criminal organization, corruption, fraud, money laundering, terrorist financing, terrorist offences or offences linked to terrorist activities, child labour or trafficking in human beings; • is not in a situation of bankruptcy, liquidation, termination or suspension of business activities, insolvency or arrangement with creditors or any like situation arising from a procedure of the same kind, or is subject to a procedure of the same kind; • has not received a judgment with res judicata force, finding an offence that affects their professional integrity or serious professional misconduct, including but not limited to: misrepresenting information required for the verification of the absence of grounds for exclusion or in the performance of a contract; entering into agreement with other persons or 			

entities with the aim of distorting competition; violating intellectual property rights; attempting to influence the decision-making process of a contracting authority; or attempting to obtain confidential information;

- has complied and continues to comply with their obligations as regards payment of taxes, social security contributions and dues, according to the applicable statutory provisions;
- is not an entity created to circumvent tax, social or other legal obligations (empty shell company), have ever created or are in the process of creation of such an entity;
- has not been involved in mismanagement or other irregularities related to the use of MRC funds or public funds of another source;
- is not in a situation of conflict of interest in relation to the procurement process and any resulting contract;
- none of its officers, employees or subcontractors has or have been sanctioned for any offence listed in this Declaration Form;
- understands the provisions of the MRC FPAC Mechanism and has not and shall not be involved in any activities that are inconsistent with the standards of conduct set out in the FPAC Mechanism;
- if shortlisted, shall treat as confidential any information provided to it by the MRC Secretariat;
- understands that the MRC Secretariat may publish the name of shortlisted bidders in accordance with the provisions of the MRC Procurement Manual;
- understands that should circumstances pertaining to this Supplier Declaration Form change or new information emerge prior to the award of the goods or services to be procured then the entity/person is under an obligation to bring such information to the MRC Secretariat's attention forthwith.

Consent:	Agrees to the MRC rules for protection of personal data.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Agrees to the MRC publishing information regarding the bidder in accordance with its Procurement Manual.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Agrees to the MRC's established rules and regulations, and disciplinary measures will be undertaken as per terms and condition set in the contract should any violation occurred.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Signature and Date:	<i>I declare, on behalf of the entity or myself, that I have the power to represent the entity in making the declarations contained in this Supplier Declaration Form, that to the best of my knowledge the statements made in this Supplier Declaration Form are complete, true and correct and undertake to provide verification for any information that the MRC Secretariat may request:</i>		

VERIFICATION MATRIX

(Indicative only to illustrate possible use)

Evaluation and due diligence options	Criteria		
	Fit for purpose	Ability to deliver	Value for money
Legal existence check			
Written offer / proposal documents complete			
Supplier declaration form*			
Financial statements			
Terrorism and sanctions database			
Reference checks			
Site visit			
Audited accounts			
Credit check			
Company's office/charities register			
Accepts the MRCS Terms & Conditions			
Security check			
Overall comments and recommendations for the mitigation of risks of any risks found or follow up actions as required:			

Note: • Risk identified and mitigation measures described

Prepared by
(name, title, and team)

Signature

Date

Reviewed by
(name, title, and team)

Signature

Date