



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

14 June 2019

Request for Quotations **RFQ19-066**

Dear Sir/Madam,

The Mekong River Commission Secretariat (MRCS) would like to invite your company to provide us the quotation for New air conditioners for MRCS Offices. Technical requirement of air conditioner to be provided are in the Annex I attached.

The quotation shall be quoted in USD or LAK for a fixed price excluded all taxes and remaining valid at least for 45 days after the deadline for submission of quotations;

The quotation shall be submitted to MRC Procurement Unit not later than **27 June 2019, 3:00 PM** a sealed envelope clearly marked “**RFQ19-066** – New air conditioner for MRCS “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

Purchase Order/Contract will be awarded to the supplier whose quotation is the lowest substantially technical compliant offer.

The goods and installation services shall be completed within **4 weeks** after issuance of the Purchase Order/Contract. Failure to respect the **completion** date gives MRCS the right to cancel the Purchase Order/Contract.

Full payment will be done to the Supplier’s bank account after completion of installation and upon receipt of the original invoice duly accepted by MRCS.

We appreciate receiving your quotation.

Sincerely yours,

Signed
Suchart Sirijungsakul
Director Administration Division

ANNEX I
The Technical Specification of new air conditioner
to be supplied

Item	Description	Quantity	Unit price	Total
1	Air Conditioner Wall Type Non- inverter Gree or equivalent - Cooling Capacity: 18,000 BTU - Warranty: 1 year	3 units		
2	Air Conditioner Wall Type Non-Inverter Gree or equivalent - Capacity: 25,000 BTU - Warranty: 1 year	2 units		
3	Air Conditioner Wall Type Non- Inverter Gree or equivalent - Capacity: 36,000 BTU - Warranty 1 year	5 units		
4	Air Conditioner Wall Type for server room (Daikin Inverter) or equivalent - Capacity: 36,000 BTU - Warranty: 2 years	2 units		
5	Air condition Timer - 2 ON/2 OFF setting per day - Support 2 Air-con of 36,000 BTU - Warranty: 1years	1 unit		
7	Extra pipe (more than 3m)	16m		
8	Remove the old units and finished the ceiling and plastering the holes are required	1 job		
Total excluding VAT & Taxes				

Remark: The supplier/contractor shall be responsible for: Safety, Cleanliness, Losses or Damages cause from the negligence of its staff.

Installation should be completed within **3-4** weeks.

ANNEX II

[Insert Supplier logo and paper heading]

BID SUBMISSION FORM

To: Mekong River Commission
Procurement Office

Date: _____
Ref. No.: _____

Dear Mr. Suchart Sirijungsakul,
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 30 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				
2				
3				
4				
5				
6				
7				
8				
TOTAL (VAT excluded)				
GRAND TOTAL (VAT excluded)				

- Delivery after order: _____ week(s)

Signature and stamp: _____

Name on behalf of Supplier: _____

Title: _____

ANNEX II

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 after submission deadline		
3	Copy of Business Registration		
	Prequalification	Y/N	Y/N