



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

07 October 2019

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

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 or LAK 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.

The quotation shall be submitted to MRC Procurement Unit not later than **25 October 2019, 3:00 PM** a sealed envelope clearly marked “**RFQ19-090 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 “**RFQ19-090 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.
5. The equipment shall be delivered at **MRCS Office** within **4-6 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)

RFQ2019-090

Ref	Minimum Technical Specifications of goods required	Qty	Yes/ No	Technical Specifications of goods to be offered
1	Laptop Dell XPS13 (or equivalent)	2		Brand name: Model:
	Processor: Intel Core i7 (8MB cache, up to 4.2GHz)			
	OS: Windows 10 Pro 64-bit (open Licenses)			
	Hard Drive: 512GB SSD			
	RAM: 16GB DDR4			
	Display: Min 13.3”(1920X1080) Touch screen			
	Connectivity: Intel 8265 Wi-Fi 802.11ac and Bluetooth			
	Ports: HDMI, USB3.0, Headset Jack & SD card reader			
	Battery: 4-cell (60WHr)			
	Keyboard: US-English backlit			
	Accessories: Supply with Carry bag/Backpack			
	Weight: (Max 1.4 Kg)			
	Warranty: 1 year			
2	Dell Latitude 7390 2- in- 1 (or equivalent)	4		Brand name: Model:
	Processor: 8 th gen Core i7 (8MB cache, up to 4.2GHz)			
	OS: Windows 10 Pro 64-bit (open Licenses)			
	Hard Drive: 512GB SSD			
	RAM: 16GB DDR4			
	Display: Min 13.3” WQHD (1920X1080) touch			
	Connectivity: Intel 8265 Wi-Fi 802.11ac2x2 and Bluetooth			
	Ports: HDMI, USB3.0, Headset Jack & SD card reader			
	Battery: 4-cell (60WHr) Express Charge capable battery			
	Keyboard: US-English backlit			
	Color: black			
	Accessories: Supply with Carry bag/Backpack			
	Weight: (Max 1.4 Kg)			
	Warranty: 1 year			

3	Laptop ThinkPad X1 Carbon Gen 7 (or equivalent)	1		Brand name: Model:
	OS: Windows 10 pro 64-bit (Open license)			
	Processor: 8th gen Core™ i7-8665U with vPro(up to 4.8, 8NB Cache)			
	Hard disk: 512GB SSD			
	RAM: 16 GB LPDDR3 onboard			
	Min. Display: 14" (1920x1080) touch			
	Connectivity: 802.11ac 2x2 Wi-Fi and Bluetooth 5			
	Port: USB 3.1, HDMI, Type-C, Audio combo jack, MicroSD card reader			
	Keyboard: US-English keyboard with backlit with white LED Lighting			
	Battery: 4 cell(51Whr) up to 18 hrs. with rapid Charge			
	Color: Black color with Carbon fiber weave on top cover			
	Weight: Max 1.1Kg			
	Accessory: Supply with Carry bag/Backpack			
	Warranty: 1-year			
4	Laptop ThinkPad X1 Extreme Gen 2(or equivalent)	1		Brand name: Model:
	OS: Windows 10 pro 64-bit (Open license)			
	Processor: 9 th Gen Core™ i9 up to 8 cores			
	Hard disk: 512GB PCIe SSD			
	RAM: 32GB DDR4			
	Min Display: 15.6" (1920x1080) touch			
	Graphics: NVIDIA GeFore GTX 1650 Max-Q 4GB			
	Connectivity: 802.11AX 2x2 Wi-Fi 6 and Bluetooth 5.0			
	Port: USB 3.1, HDMI 2.0, Type-C, Audio combo jack, MicroSD card reader			
	Keyboard: US-English keyboard with backlit with white LED Lighting, spill resistant			

	Battery: 4 cell(80Whr) internal battery, support rapid Charge with 135W AC adapter			
	Audio: Dolby Atmos speaker system and dual 360 fark field microphones			
	Color: Black color with Carbon fiber weave on top cover			
	Accessory: Supply with Carry bag/Backpack			
	Warranty: 1 year			
5	Laptop MacBook Pro (or equivalent)	1		Brand name: Model:
	OS: MacOS			
	Processor: Intel Core i5, 2.4GHz; Turbo Boost up to 4.1GHz			
	Hard disk: 256GB SSD			
	RAM: 8GB			
	Display: 13" with IPS technology, Resolution: 2560x1600 Touch bar with integrated Touch ID sensor			
	Connectivity: 802.11ac Wi-Fi wireless networking; IEEE 802.11a/b/g/n compatible Bluetooth 5.0 wireless technology			
	Port: Thunderbolt USB Type-C; USB 3.1			
	Keyboard: US-English keyboard with backlit			
	Battery: built -in 58wh battery			
	Color: Space Gray			
	Accessory: apple USB-C adapter to Ethernet RJ45, VGA, HDMI, USB3.0			
	Warranty: 1- year			
6	Desktop AIO	1		Brand name: Model:
	OS: Windows 10 Pro 64bit(Open license)			
	CPU: core i7 (up to 4.20GHz, 12MB Cache)			
	RAM: 16GB DDR4			
	HDD: 265GB SSD+1TB HDD			
	Graphic: 2 GB			
	Display: 23.8" FHD(1920X1080)			

	Connectivity: Wi-Fi 802.11ac, RJ45			
	Port: USB 2.0/3.1,audio, MSD card reader			
	Accessories: US-English keyboard and mouse			
	Warranty: 1 year			
7	Curved monitor 34" CJ791 Ultra-wide Premium curved monitor (or equivalent)	8		Brand name: Model:
	Min. resolution: 3440 x 1440			
	Color supported: 16.7 million color			
	Contrast Ratio: 1300:1			
	Aspect Ratio: 21.9			
	Brightness: 300 cd/m2			
	Port: HDMI, display port, USB 3.0			
	Repose time: 4ms (GTG)			
	Color: White			
	Warranty: 1 year			
8	Flat monitor 34" SJ55W Ultra WQHD (or equivalent)	8		Brand name: Model:
	Min. resolution: 3440 x 1440			
	Color supported: 16.7 million color			
	Contrast Ratio: 3000:1			
	Aspect Ratio: 21:9			
	Brightness: 300 cd/m2			
	Port: 2xHDMI, display port, USB 3.0			
	Repose time: 4ms (GTG)			
	Color: Black			
	Warranty: 1 year			
9	Laptop Alienware M15 (or equivalent)	1		Brand name: Model:
	9 th gen intel core i9			
	OS: Windows 10 Pro 64 bit			
	HDD: 1TB PCIe M.2 SSD			
	RAM: 16GB, (2x8GB) DDR4			
	Display: 15.6" OLED UHD (3840x2160)			

	Connectivity: Killer wi-fi 6 and Bluetooth 5.0			
	Keyboard: English-US with backlit			
	Warranty: 1 year			
10	Skype Camera	1		Brand name: Model:
	Logitech Group Video (<i>or Equivalent</i>)			
	<ul style="list-style-type: none"> • 260 pan. 130 tilt 			
	<ul style="list-style-type: none"> • 10 x Lossless HD Zoom 			
	<ul style="list-style-type: none"> • 90 Field of view 			
	<ul style="list-style-type: none"> • Full HD1080p 30fps 			
	<ul style="list-style-type: none"> • H 264 UVC 1.5 with Scalable Video Coding (SVC) 			
	<ul style="list-style-type: none"> • Auto Focus 			
	<ul style="list-style-type: none"> • 5 Camera presets 			
	<ul style="list-style-type: none"> • Accessories, speakerphone, microphone, hub/cable 			
	Warranty: 1 year			
11	Printer HP enterprise MFP M528z (<i>or equivalent</i>)	1		Brand name: Model:
	Functions: copy, print and scan			
	Support: Windows® 7 or later; Windows® Server 2008 for later; iOS: X10 or later <ul style="list-style-type: none"> • Capacity: 320GB • Memory: 1.25G(printer), 500MB (scanner) • User authentication features • Documents Feeder • Network interface: RJ45, USB 2.0/3.0 • Wi-Fi ((IEEE 802.11 a/b/g/n), • Paper Size: A4, A5, A6, B4, B5, B6, envelop • Display: Touch LCD screen 			
	Print: <ul style="list-style-type: none"> • Standard: PCL5c, PCL6 • Duplex printing • Resolution: 1200x1200dpi • Speed: 45ppm 			
	Copier: <ul style="list-style-type: none"> • Multiple copying up to 999 copies • Resolution: 600dpi • Zoom from 25% to 400% in 1% steps • Two-side copying • Resolution:600x600dpi • Speed: up to 43cpm 			

	Scanner: <ul style="list-style-type: none"> Scanning speed: 43ipm (simplex) / (duplex) Resolution: 600dpi File formats: TIFF, JPEG and PDF Scan modes: email, network folders, USB, SD Card Send to SharePoint, local address book 			
	Warranty: 1 year			
	Accessories: toner supply 2 boxes			
12	Canon image RUNNER ADVANCE C3520i III (or equivalent)	1		Brand name: Model:
	Functions: copy, print and scan			
	Support: Windows® 7 or later; Windows® Server 2008 for later; iOS: X10 or later <ul style="list-style-type: none"> Capacity: 250GB Memory: 3GB User authentication features Documents Feeder media Network interface: RJ45, USB 2.0/3.0 Wi-Fi ((IEEE 802.11 a/b/g/n), Paper Size: A3, A4, A5, A6, B4, B5, B6, envelop Display: 10” Touch LCD screen 			
	Print: <ul style="list-style-type: none"> Standard: PCL6 Duplex printing Resolution: 1200x1200dpi Speed: 20ppm(A4) 15ppm(A3) 			
	Copier: <ul style="list-style-type: none"> Multiple copying up to 999 copies Resolution: 600dpi Zoom from 25% to 400% in 1% steps Two-side copying Resolution:600x600dpi Speed: up to 43cpm 			
	Scanner: <ul style="list-style-type: none"> Scanning speed: 20ipm (simplex) / (duplex) Resolution: up to 600dpi Double sided scanning File formats: TIFF, JPEG and PDF Scan modes: email, network folders, local address book 			
	Warranty: 1 year			
	Accessory: 2 sets of toners are required			

13	Portable Wireless Printer PIXMA iP110 (or Equivalent)	1		Brand name: Model:
	Print Resolution: 9600x2400dpi			
	Print speed: up to 9.0 ipm black/5.8ipm color			
	Connectivity: wireless IEEE 802.11n/g/b			
	Interface: Hi speed USB 2.0, Wireless Pictbridge, Airprint, cloud print			
	Paper size: A4, A5, B5, letter legal, 4x6", 5x7", 8x10" and envelopes			
	Max Weight: 2.5 kgs			
	Warranty: 1 year			
14	All -in- One Color Printer Eco Tank ET-4760 (or equivalent)	2		Brand name: Model:
	Functions: Fax/print/scan/copy			
	Print speed: 15ppm(black), 8ppm(color)			
	250 sheet paper Capacity Paper size: envelop to A4			
	Resolution: 4800x1200 dpi			
	Screen: 2,4" Touchscreen color LCD Display			
	Duplex: Automatic 2 sides			
	Connectivity: Wireless and Ethernet			
	Warranty: 1 year			
	Ink is required: 2 sets			
15	Male RJ45 (CAT6 Connector)	2 boxes (100 pcs each)		Brand name: Model:
	Gender: Male			
	LAN Category: Cat6/Cat6a			
	Mounting type: Cable mount			
	Number of ways: 8P8C			
	Connector type: Modular Plug			
	Shield type: UTP			
	Orientation: Straight			
	Contact material: Phosphor Bronze			
	Contact plating: Gold			
16	USB-C Mobile Adapter (DA300)	4		Brand name: Model:
	• USB-C			

	<ul style="list-style-type: none"> • HDMI • Gigabit Ethernet • USB 3.0 			
	Warranty: at least 6 months			
17	4k Docking station	2		Brand name: Model:
	<ul style="list-style-type: none"> • USB-C • 2xHDMI • Gigabit Ethernet • USB 3.0 			
	Warranty: at least 6 months			
18	HDD/SSD Enclosure Kit	2		Brand name: Model:
	<ul style="list-style-type: none"> • Compatible with USB 3.0 WITH 5Gbps • M.2 SSD AND NGFF SSD 			
19	External Hard Disk	3		Brand name: Model:
	<ul style="list-style-type: none"> • Interface: USB 3.0/2.0 • Capacity: 2 TB • 2.5" 			
	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. 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	Laptop Dell XPS13 (or equivalent)	2		
2	Dell Latitude 7390 2- in- 1 (or equivalent)	4		
3	Laptop ThinkPad X1 Carbon Gen 7 (or equivalent)	1		
4	ThinkPad X1 Extreme Gen 2(or equivalent)	1		
5	Laptop MacBook Pro (or equivalent)	1		
6	Desktop AIO	1		
7	Curved monitor 34" CJ791 Ultra-wide Premium curved monitor (or equivalent)	8		
8	Flat monitor 34" SJ55W Ultra WQHD (or equivalent)	8		
9	Laptop Alienware M15 (or equivalent)	1		
10	Skype Camera	1		
11	Printer HP enterprise MFP M528z (or equivalent)	1		
12	Canon image RUNNER ADVANCE C3520i III (or equivalent)	1		
13	Portable Wireless Printer	1		
14	All -in- One Color Printer	2		

Item No	Offered Equipment	Qty (set)	Unit price (USD)	Total (USD)
15	Male RJ45 (CAT6 Connector)	2 boxes (100 pcs each)		
16	USB-C Mobile Adapter (DA300)	4		
17	4k Docking station	2		
18	HDD/SSD Enclosure Kit	2		
19	External Hard Disk	3		
	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	Quotation validity: at least 45 days		
3	Copy of Business registration		
	Prequalification	Y/N	Y/N