



# 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

No. RFQ17-191

13 February 2018

## Request for Quotations

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.

The quotation shall be submitted to MRC Procurement Unit not later than **28 February 2018, 3:00 PM** a sealed envelope clearly marked “**RFQ17-191 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 “**RFQ17-191 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 [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 [4-5 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 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*  
Naruepon Sukumasavin  
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)*

Ref	Minimum Technical Specifications	Qty	Proposed equipment
<b>Lot 1</b>			
<b>1</b>	<b>Laptop Dell XPS 13 or equivalent</b>	1	
	<b>Processor:</b> core i7-7500U		
	<b>RAM:</b> 16GB		
	<b>HDD:</b> 512GB		
	<b>Display:</b> 13.3", touch screen		
	<b>Connectivity:</b> Wireless n/a/ac		
	<b>Battery:</b> 60WHr		
	<b>OS:</b> Windows 10 Professional 64bit(OEM)		
	<b>Weight:</b> max 1.4kg		
	<b>Warranty:</b> 1 year		
<b>2</b>	<b>Flat Computer Monitor 27" -28"</b>	1	
	<b>Panel Type:</b> Computer Monitor		
	<b>Resolution:</b> 3840 X 2160 UHD		
	<b>Aspect Ratio:</b> 16:9		
	<b>Screen Size:</b> 27"-28"		
	<b>Power Supply Type:</b> AC100-240V (50/60Hz)		
	<b>Accessories Included in Box</b> HDMI/DP/USB 3.0/mini DP, Quick		
	<b>Warranty:</b> 1 year		
<b>3</b>	<b>Flat Computer Monitor 34"</b>	1	
	<b>Panel Type:</b> Computer Monitor		
	<b>Resolution:</b> 3440x1440		
	<b>Aspect Ratio:</b> 21:9		
	<b>Screen Size:</b> 34"		
	<b>Power Supply Type:</b> AC100-240V (50/60Hz)		
	<b>Accessories Included in Box</b> HDMI/DP/USB 3.0/mini DP, Quick		
	<b>Warranty:</b> 1 year		
<b>4</b>	<b>Curved Monitor 34"</b>	1	
	<b>Panel Type:</b> Curve Computer Monitor		
	<b>Screen size:</b> 34"		
	<b>Aspect Ratio:</b> 21:9		
	<b>Resolution:</b> 3440x1440		
	<b>Power Supply Type:</b> AC100-240V		

	<b>Accessories Included in Box</b> HDMI/DP/USB 3.0/mini DP, Quick		
	<b>Warranty:</b> 1 year		
<b>5</b>	<b>Docking station for Dell Precision 5520CTO “Dell Thunderbolt Dock”</b>	1	
	<b>Display Connections:</b> VGA, Thunderbolt, Mini DisplayPort, DisplayPort, HDMI		
	<b>USB Ports:</b> (2) USB 2.0 (3) USB 3.0		
	<b>Thunderbolt 3 Port</b> = (1) USB Type-C Audio/Headphone = (1) combo (1) speaker output		
	<b>Network:</b> Gigabit Ethernet		
	<b>Warranty:</b> 1 year		
<b>6</b>	<b>UPS APC</b>	4	
	<b>Capacity:</b> 325watts/625 VA		
	<b>Warranty:</b> 1 year		
<b>7</b>	<b>Toshiba Cavo Connect II Portable Hard Drive or equivalent</b>	3	
	<b>Capacity:</b> 2TB		
	<b>Connectivity:</b> USB3.0		
	<b>Warranty:</b> 1 year		
<b>8</b>	<b>USB-C Type C multiport 4K adapter</b>	1	
	Thunderbolt 3 compatible, USB-C to USB3.0/HDMI/VGA		
	<b>Warranty:</b> min 6 months		
<b>9</b>	<b>LCD Projector PowerLite 1795F or equivalent</b>	2	
	<b>Color brightness:</b> 3,200 lumens		
	<b>Aspect Ratio:</b> 16:9		
	<b>Native resolution:</b> 1920x1080(1080p)		
	<b>Lamp life:</b> 7,000 hours(Eco mode), 4,000 hours (normal mode)		
	<b>Project distance:</b> 30” -300”((2.2 to 27.2 ft) or 8m		
	<b>Key stone correction:</b> Automatic Verticle: ±30 degree, Horizontal: ±20 degree		
	<b>Weight:</b> max 2kg		
	<b>Warranty:</b> 1 year		
<b>10</b>	<b>Elite Screen-Manual Series 120” pull down</b>	1	
	<b>Dimension:</b>  - <b>Height:</b> 82.6 inches - <b>Width:</b> 102.3 inches - <b>Depth:</b> 3.1 inches - <b>Weight:</b> 22 pounds		
	<b>Warranty:</b> 1 year		

**ANNEX II**

*[Insert Supplier logo and paper heading]*

**BID SUBMISSION FORM**

To: Mekong River Commission  
Procurement Office

Date: \_\_\_\_\_  
Ref. No.: \_\_\_\_\_

Dear Mr. Naruepon Sukumasavin,  
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 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				
	<b>TOTAL (VAT excluded)</b>			
	<b>GRAND TOTAL (VAT excluded)</b>			

- Delivery after order: \_\_\_\_\_ week(s)

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

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

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

PRE-QUALIFICATION CRITERIA

<b>Ref</b>	<b>Evaluation criteria</b>	<b>Supplier A</b>	<b>Supplier B</b>
		Y/N	Y/N
1	Submission form duly signed by authorized person		
2	Quotation validity: at least 30 days		
	<b>Prequalification</b>	<b>Y/N</b>	<b>Y/N</b>