



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

7 August 2018

Request for Quotation **No. RFQ18-089**

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 **31 August 2018, 3:00 PM** a sealed envelope clearly marked “**RFQ18-089 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 “**RFQ18-089 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 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
1	Desktop Computer All-in-One	2	
	Processor: Core i7- 7500 (4M cache, 3.0 GHz)		
	HD: 1TB 7200RPM		
	RAM: 16GB DDR3		
	Monitor: 24” FHD (1920x1080)		
	Connectivity: Wireless LAN 802.11ac, Ethernet Network RJ-45		
	Optical Drive: DVD-ROM(optional)		
	Ports: VGA, HDMI, USB3.0, SD card reader		
	Accessories: wireless US-English Keyboard and wireless mouse		
	Warranty: 1 year		
2	Laptop Dell (2-in-1) or equivalent	1	
	Processor: Intel Core i7- (4MB cache, up to 3.6GHz)		
	Hard Drive: 1TB SSD		
	RAM: 16GB		
	Display: Minimum 13.3” (1980x1080) touch display		
	Connectivity: Intel 8265 802.11ac Wifi and Bluetooth		
	Ports: USB3.0 Headset Jack		
	Battery: 4-cell (65WHr) battery		
	Keyboard: US-English backlit		
	Weight: max 1.3kg		
	Notebook backpack	1	
	Adapter: VGA, HDMI, RJ45 and USB3.0	1	
	Warranty: 1 year		
3	Laptop	1	
	Processor: Core i7		
	Hard Disk: 1TB SATA		
	RAM: 16 GB DDR4		
	Display: Minimum 14” FHD (1920x1080)		
	Connectivity: Wireless 802.11ac and Bluetooth		
	Ports: VGA, HDMI, RJ45, USB3.0/2.0 & Head phone Jack		
	Keyboard: US-English backlit		

	Warranty: 1 year		
4	Hard Drive Samsung SSD 960 PRO	1	
	- Capacity: M.2 2TB		
	- Read/Write performance: up to 14,000/50,000 IOPS		
	Warranty: 1 year		
5	External HDD	2	
	Capacity: 2TB		
	Interface: USB3.0/2.0		
	Warranty: 1 year		
6	UPS APC	1	
	850VA/450W UPS battery back up		
	Surge Protector		
	Warranty: 2 years		
7	UPS APC	4	
	Capacity: 325Watts/625VA		
	Warranty: 1 year		
8	HDMI Cable(15feet)	2	
	Support 4K@60Hz, high speed, Hand-tested, HDMI 2.0		
	Warranty: 3 months		

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

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: _____

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 30 days		
	Prequalification	Y/N	Y/N