



**Mekong River Commission**  
For Sustainable Development

5 March 2021

**Request for Quotation**  
**No. RFQ21-004**

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 **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 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 **19 March 2021, 3:00 PM** a sealed envelope clearly marked "**RFQ21-004 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 "**RFQ21-004 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 for the item.
5. The equipment shall be delivered at **MRCS Office** within **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*  
CEO, MRCS

**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	<b>Laptop computer ThinkPad X1 Yoga Gen 5 or equivalent</b> <b>Processor:</b> Core i7-10610U 1.8/4.9GHz <b>OS:</b> NA (Support windows 10 Pro 64 bit) <b>RAM:</b> 16GB DDR3 <b>HD:</b> 1 TB SSD <b>Display:</b> 14.0" FHD(1920x1080) multi-touch <b>Graphic Card:</b> Integrated intel UHD graphics <b>Wireless:</b> Wi-Fi 6 AX201 11ax,2x2+Bluetooth 5.0 <b>Ports:</b> USB-C, USB 3.1, HDMI, Mic combo <b>Keyboard:</b> Backlit US-English <b>Battery:</b> 4-cell internal battery 51Wh includes rapid charge <b>Accessories:</b> backpack is required for each <b>Warranty:</b> 1 year at least	2		<b>Brand name:</b> <b>Model:</b>
2	<b>Laptop Computer</b> <b>Processor:</b> core i7- (2.0GHz up to 3.0GHz) <b>OS:</b> NA(Support windows 10 Pro 64 bit) <b>RAM:</b> 16GB DDR4 <b>HD:</b> 512GB SSD <b>Display:</b> 14.0" FHD(1920x1080) <b>Connectivity:</b> Wi-Fi 6 2x2 AX and BT 5.0 <b>Ports:</b> HDMI, USB3.0 USB-C SD card reader <b>Battery:</b> 4-cell <b>Keyboard:</b> backlit US-English only	1		<b>Brand name:</b> <b>Model:</b>

3	<b>Accessories:</b> <ul style="list-style-type: none"> <li>• 4-in-1 Adaptor USB-C to HDMI, USB3.0 &amp; RJ45</li> <li>• Backpack</li> </ul>			
	<b>Warranty:</b> 1 year			
	<b>Laptop Computer</b>	1		
	<b>Processor:</b> core i7- (4MB Cache, up to 4.0GHz)			
	<b>OS:</b> NA(Support windows 10 Pro 64 bit)			
	<b>RAM:</b> 32GB DDR4			
	<b>HD:</b> 1TB SSD			
	<b>Display:</b> <ul style="list-style-type: none"> <li>• 15.6" FHD(1920x1080), Touch screen</li> <li>• Active pen is included</li> </ul>			
	<b>Connectivity:</b> Wi-Fi 6 2x2 AX and Bluetooth 5.0			
	<b>Ports:</b> USB 3.0, USB-C, HDMI, SD card reader, Headset jack, pen storage			
	<b>Battery:</b> 4-cell			
	<b>Keyboard:</b> backlit US-English only with <b>numeric keypad</b>			
	<b>Accessories:</b> <ul style="list-style-type: none"> <li>• 4-in-1 Adaptor USB-C to HDMI, USB3.0 &amp; RJ45</li> <li>• Backpack</li> </ul>			
<b>Warranty:</b> 1 year				
4	<b>Desktop Computer AIO</b>	1		<b>Brand name:</b> <b>Model:</b>
	<b>CPU:</b> Core i7-10700T (2.0GHz up to 4.0GHZ)			
	<b>OS:</b> NA (Support windows 10 pro 64 bit)			
	<b>HDD:</b> 1TB 7200RPM SATA			
	<b>RAM:</b> 32GB (2 slots) DDR4			
	<b>Display:</b> 27" FHD(1920x1080)			
	<b>Graphic:</b> NVIDIA 4GB GDDR5 or graphic 630			
	<b>Optical drive:</b> DVD-RO/DVD-RW			
	<b>Port:</b> HDMI, RJ-45, USB3.0, USB type-C, SD card reader			
	<b>Connectivity:</b> Wi-Fi 6(2x20 and Bluetooth 5.0			
	<b>Keyboard &amp; mouse:</b> wireless US- English keyboard only and mouse			
<b>Warranty:</b> 1 year				
5	<b>Workstation Tower</b>	1		<b>Brand name:</b> <b>Model:</b>

	<b>CPU:</b> Intel Xeon Silver 4214R (2.4GHZ, 3.5GHZ turbo) 16.5MB Cache		
	<b>OS:</b> Support windows 10 pro for workstation		
	<b>HDD:</b> 3.5" 2TB 7200RPM SATA		
	<b>RAM:</b> 48GB (6x8GB) DDR4		
	<b>Graphic:</b> NVIDIA Quadro, 5GB		
	<b>Optical drive:</b> DVD-RW		
	<b>Port:</b> 6 USB3.2, 2 USB3.2 type-C, SD card reader, HDMI		
	<b>Connectivity:</b> Wi-Fi 6 and Bluetooth 5.0 combo		
	<b>Keyboard &amp; mouse:</b> wireless US-English keyboard only and optical mouse		
	<b>Monitor:</b> 27" LED backlit - Resolution: (5120x2880) - Display port: HDMI, DP Mini DP		
	<b>Warranty:</b> 3 years		
<b>6</b>	<b>Desktop Computer AIO</b>	2	<b>Brand name:</b> <b>Model:</b>
	<b>CPU:</b> Core i7 (2.0GHz up to 4.0GHZ)		
	<b>OS:</b> NA(Support windows 10 pro 64 bit)		
	<b>HDD:</b> 1TB 7200RPM SATA		
	<b>RAM:</b> 16GB DDR4		
	<b>Display:</b> 27" FHD (1920x1080), touch		
	<b>Graphic:</b> Integrated HD		
	<b>Optical drive:</b> Built-in DVD-RW		
	<b>Port:</b> HDMI, RJ-45, USB3.0, USB type-C, SD card reader		
	<b>Connectivity:</b> Wi-Fi 6 and Bluetooth 5.0		
	<b>Keyboard &amp; mouse:</b> wireless US-English keyboard and mouse		
	<b>Warranty:</b> 1 year		
<b>7</b>	<b>Computer Monitor</b>	1	<b>Brand name:</b> <b>Model:</b>
	<b>Resolution:</b> UHD 3840x2160		
	<b>Input connector:</b> 2xHDMI 1xDisplay port 1xMini display port		

	1xUSB-C 2xUSB3.0			
	<b>Diagonal Size:</b> 27"			
	<b>Aspect Ratio:</b> 16:9			
	<b>Warranty:</b> 1 year			
<b>8</b>	<b>IdealHub VDO TeleConference</b>	1		<b>Brand name:</b> <b>Model:</b>
	<b>Screen size:</b> D-LED screen 86"			
	<b>Resolution:</b> 4K			
	<b>Multi touch:</b> 20 points			
	<b>Camera Resolution:</b> <ul style="list-style-type: none"> <li>• 4K@30fps</li> <li>• Auto voice tracking</li> <li>• Autoframe</li> <li>• 80 degree Ultra-wide angle</li> <li>• Anti-fog, dust-proof, and anti-flicker</li> <li>• 2X digital zoom</li> </ul>			
	<b>Speakers</b> <ul style="list-style-type: none"> <li>• Frequency Domain: 100Hz-22KHz</li> <li>• 6 speakers</li> <li>• Stereo audio</li> </ul>			
	<b>Microphone</b> <ul style="list-style-type: none"> <li>• 12 microphones</li> <li>• Sound pick up Distance: 8m</li> <li>• Sound pick up angle: 180 degree</li> </ul>			
	<b>System:</b> <ul style="list-style-type: none"> <li>• CPU: Core i5, 2GHz; RAM 12GB</li> <li>• Connectivity: wifi 6, RJ45</li> <li>• Port: audio and video input/output port, HDMI</li> </ul>			
	<b>Enhanced function:</b> Echo cancellation, noise suppression, AGC and external microphone			
	<b>Accessories:</b> <ul style="list-style-type: none"> <li>• Rolling stand x1</li> <li>• Pen x2</li> <li>• Wall-mounted bracket x1</li> <li>• Touch tablet x1</li> </ul>			

<ul style="list-style-type: none"> <li>IdeaShare x1</li> <li>External microphones x2</li> </ul>			
<b>Warranty:</b> minimum 2 years			

**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 .....

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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 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 computer	2		
2	Laptop computer	1		
3	Laptop computer	1		
4	Desktop computer	1		
5	Workstation	1		
6	Desktop computer	2		
7	Computer Mointor	1		
8	IdealHub VDO Teleconference	1		

	<b>TOTAL (VAT excluded)</b>			

	<b>GRAND TOTAL (VAT excluded)</b>			
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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 certificate		
	<b>Prequalification</b>	<b>Y/N</b>	<b>Y/N</b>