



# 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

12 January 2021

## **Request for Quotation** **No. RFQ21-001**

Dear Sir/Madam,

The Mekong River Commission Secretariat (MRCS) is now inviting your Company to submit the sealed Quotation for the supply of Furniture for the Mekong River Commission's Conference room, Training room and Meeting room.

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 **26 January 2021, 3:00 PM** a sealed envelope clearly marked "**RFQ21-001 Supply of Furniture for MRC conference room, Training room and meeting room; - 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 "**RFQ21-001 Supply of Furniture for MRC conference room, Training room and Meeting room; - 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 lot 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 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.

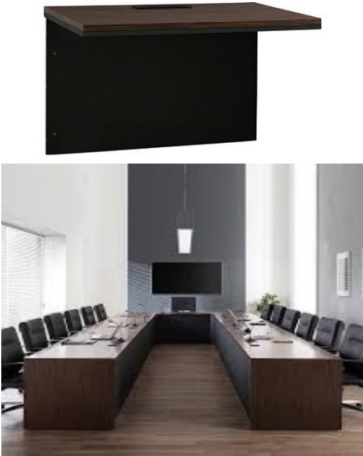
We appreciate receiving your quotation.



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	Photo/sample	Specifications of furniture to be offered
<b>1</b>	<b>Main Conference Room</b>			<b>Brand name:</b> <b>Model:</b>
	<b>1.1 Chairman Table (5 pieces)</b>	<b>1 set</b>		
	Executive conference system (Veneer) table size: L 100cm, W 75cm, H 72cm. 5 pieces to connect as one table with adjustable. <b>color: dark brown</b>			

<b>1.2 Executive Chair</b>	<b>5 units</b>		
<p>Executive chair: headrest, synchronized tilt, multi lock, adjustable headrest, adjustable lumbar support, adjustable seat depth, L 64cm, W 75cm, H 113cm ~ 120cm, <b>black color</b></p>			
<b>1.3 Participants Table</b>	<b>62 units</b>		
<p>Folding table size: L 150cm, W 60cm, H 75cm, color: Beech Color as sample, these tables can be folded to reduce their volume and store easily, casters with stoper are attached to legs for easy rotation and re-arrangement, with four sides boasting a urethane molding edge finish, the result is a clean appearance with excellent durability.</p> <p><b>Remark:</b> Make a hole for microphone cable at the center in the front with plastic cover</p>			
<b>1.4 Participants Chair</b>	<b>130 units</b>		

	Stacking chair size: L 22cm, W 23cm, H 32cm, <b>dark blue color</b> , stackable, rubber are insert to the legs to reduce the sound when moving the chair			
<b>2</b>	<b>AD Meeting Room 308</b>			<b>Brand name:</b> <b>Model:</b>
	<b>2.1 Table</b>	<b>2 units</b>		
	Group meeting table Size: L 240cm, W 120cm, H 73cm, Color: <b>as sample</b> , can be joined as one table			
	<b>2.2 Chair</b>	<b>15 units</b>		
	Multi-use chair: Adjustable seat depth, the backrest can be ventilated, <b>Color: Black and Dark blue</b>			

**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/units)	Unit price (USD)	Total (USD)
<b>1</b>	<b>Main Conference Room</b>			
1.1	Chairman Table	1 set		
1.2	Executive Chair	5 units		
1.3	Participants table	62 units		
1.4	Participant chair	130 units		
<b>2</b>	<b>AD meeting room</b>			
2.1	Table	2 units		
2.2	Chair	15 units		
	<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	Company Profile or Business registration license (Copy)		
2	Submission form duly signed by authorized person		
3	Quotation validity: at least 45 days		
	<b>Prequalification</b>	<b>Y/N</b>	<b>Y/N</b>