



Mekong River Commission
For Sustainable Development

3 March 2021

Request for Quotation
No. RFQ21-003

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.

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 **17 March 2021, 3:00 PM** a sealed envelope clearly marked "**RFQ21-003 Supply of Furniture for MRC; - 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@mrckmekong.org. The subject of the email should be clearly marked "**RFQ21-003 Supply of Furniture for MRC; - 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@mrckmekong.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.

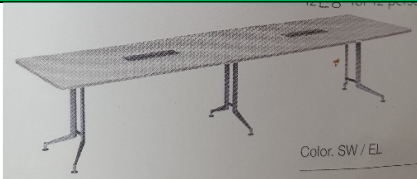

Sincerely yours,



Signed

Tran Minh Khoi
Director of AD

ANNEX I
Technical Specifications and Quantities
of Goods to be supplied

(Model detailed Price Schedule to be attached to the Bid Submission Form)

No	Minimum Technical Specifications of goods required	Qty	Photo/sample	Specifications of furniture to be offered
1	Conference table HC5 size: W4800mm x D1200mm x H730mm. connecting type color: snow white (see picture)	1 set		Brand name: Model:
2	Mid-back Chair: T557G Mid-back chair: size W 587mm x D605mm x H978mm ~ 1095mm, or equivalent, black color ; MESH/Fabric, height adjustable	15 units		Brand name: Model:

3	Executive Desk Size: W2200xD2000x H750 Material: Melamine, chipboard and metal or equivalent With high quality, Color as sample	1 set		Brand name: Model:
4	High back Chair OH 8350 Size: W705x D680x H1155-1236 or equivalent Synchronized Tilt Height adjustable Polished Aluminum arm frames and base, black color(see sample)	1 unit		Brand name: Model:
Warranty for all items: minimum 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/units)	Unit price (USD)	Total (USD)
1	Conference table	1		
2	Mid-back Chair	15		
3	Executive Desk	1		
4	High back Chair OH 8350	1		
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	Certificate of Business registration (Copy)		
2	Submission form duly signed by authorized person		
3	Quotation validity: at least 45 days		
	Prequalification	Y/N	Y/N