



Mekong River Commission
For Sustainable Development

26 May 2022

Request for Quotation
No. RFQ22-03

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 and accessories 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 **10 June 2022, 15:00**, a sealed envelope clearly marked "**RFQ22-03 Supply of IT equipment & Accessories; - 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 "**RFQ22-03 Supply of IT equipment & Accessories; - 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 Lot basis and** Purchase Order will be awarded to the supplier(s) whose quotation is substantially technical compliant and lowest offer for the lot.
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. **Failure to respect the delivery date gives MRCS the right to apply a penalty of 0.01% of the total cost of the order per day.**
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 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 of goods required	Qty	Yes/No	Technical Specifications of goods to be offered
Lot 1				
1	Laptop Dell XPS13 Plus or equivalent	1		Brand name: Model:
	Processor: 12th Generation Intel® Core™ i7-1280P (24MB Cache, up to 4.8 GHz, 14 cores)			
	OS: Windows 11 Pro 64-bit(open license only)	1 license		
	RAM: 32GB, LPDDR5			
	HDD: 1TB M.2 PCIe NVME SSD			
	Display: 13.4", FHD(1920x1200), 60Hz, Non-Touch,			
	Graphics: Intel® Iris® Xe Graphics			
	Connectivity: Wi-Fi 6 AX211; BT 5.1			
	Ports: Thunderbolt™ 4 (USB Type-C™ with DisplayPort and Power Delivery) x2 USB-C to USB-A 3.0 adapter, USB3.0,			
	Battery: 3-cell 55Wh			
	Keyboard: US-English backlit			
Accessories: - Pro backpack required				
Warranty: 1 year				
2	Lenovo ThinkPad X1 Yoga Gen6 or equivalent	3		Brand name: Model:
	Processor: core i7, up to 4.7GHz)			
	OS: Windows 11 Pro 64-bit(open license only)	3 licenses		

	Ram: 32GB LPDDR4			
	HDD: M.2 1TB SSD			
	Display: 14" UHD(3840x2400), touch			
	Connectivity: Wi-Fi 6 AX201 AX, BT 5.1			
	Ports: USB3.2, HDMI, headset Jack, Garaged pen			
	Keyboard: Backlit US English only			
	Battery: 57Wh			
	Accessory: - Pro backpack - ThinkPad pen Pro			
	Warranty: 1 year			
3	Desktop All in One	1		Brand name: Model:
	ThinkCentre Neo 30a or equivalent			
	Processor: Core i7, up to 4.4GHz)			
	OS: Windows 11 Pro 64-bit (open license only)	1 license		
	Ram: 16GB DDR4			
	HDD: M.2 512GB SSD			
	Display: 24" FHD (1920X1080)			
	Connectivity: Wi-Fi 6 AX201 AX, BT 5.0			
	Ports: USB3.2, HDMI, headset Jack, RJ45			
	Accessory: set of wireless mouse and Keyboard(US-English)			
	Warranty: one-year			
4	Printer HP LaserJet M209DWE or equivalent	2		Brand name: Model:
	Compatible OS: Windows 10 64 bit, MacOS 10.0 or later			
	Function: Momo			
	Print Resolution: 600x600dpi			

	Print Speed: 30ppm Display: LED Print Technology: Laser Duplex Printing: Automatic(standard) Memory: 64GB Media size: A4; A5; A6; Envelop & custom Connectivity: Wi-Fi, RJ45, USB			
	Warranty: 1 year			
5	ID Card Printer: Pointman N20&N30 <ul style="list-style-type: none"> • Support OS : Windows 10 or higher • Ram:128MB • Software: Card Design 2.0 (included) • Single and dual sided printing • Full-color and mono printing • Print resolution: 300dpi, 16.7 million color • Interface: USB, RJ45, Wi-Fi • One year warranty • Accessory: card(x200) 	1		Brand name: Model:
Lot 2 Accessories				
6	Wireless Keyboard and mouse set KM7321W or equivalent <ul style="list-style-type: none"> • Support Windows, MacOS and Linux • Hot key function • US-English Keyboard with Numeric 	10		Brand name: Model:
7	Tool for repair IT equipment ORICO Screwdriver Set (ST3) <i>or equivalent</i> <ul style="list-style-type: none"> • ORICO Screwdriver Set (ST3)<i>or equivalent</i> • 42-in-one (42 Heads / One Handle) 	3		Brand name: Model:
8	Webcam for a small group video conference meeting <ul style="list-style-type: none"> • Support Zoom, Webex, MS Teams, skype • For desktop or laptop • Up to 4K/30fps: 4096 x 2160 pixels 	2		Brand name: Model:

	<ul style="list-style-type: none"> • Focus type: Autofocus • Built-in mic: stereo, dual omnidirectional • Digital zoom: 5x • USB connectivity: USB-A plug-and-play, supports USB-C with third party adapter included • Up and down degree adjustment • One-year warranty 			
9	2- bay Type-C hard drive dock SDOCK2U33RE or equivalent	3		Brand name: Model:
	<ul style="list-style-type: none"> • Compatible HDD Type: 2.5 / 3.5-inch HDD / SSD • Interface: Type-C + SATA • Support Capacity 8TB (Each Port) • Supported Systems: Windows, Linux, and Mac • 1-year warranty 			
10	Laptop cooling dock Targus 17" portable Chill mat or equivalent	4		Brand name: Model:
	<ul style="list-style-type: none"> • Dual Fans • Heat Protection Laptop Cooler • Dual-fan Heat Dispersion, • USB-A Connection Laptop Fan • 1-year warranty 			
11	SSD hard disk to replace old SATA HDD of old laptops	10		Brand name: Model:
	<ul style="list-style-type: none"> • M.2 PCIe NVME SSD • Capacity: 512 GB • Min read 3500MB/S • Write 3000MB/s • 1-year warranty 			
12	Targus Laptop bag or equivalent	4		Brand name: Model:
	TCG270(x1) CVR200(x3) Color: Black <ul style="list-style-type: none"> • 1-year warranty 	TCG270 =1 CVR200 =3		
13	Laptop charging (adapter) XPS 13	1		Brand name: Model:

	<ul style="list-style-type: none"> • Adapter for Dell XPS 13 • Service tag: gdndhr2 			
14	Internet cable <ul style="list-style-type: none"> • Cat6a Ethernet cable • RJ45 TO RJ45 • FTP SHIELD, LSZH Sheath Color: blue 	10m=20 5m=20		
15	VDO adapter to support online meetings	1		Brand name: Model:
	Blackmagic ATEM Mini HDMI or equivalent Connections: <ul style="list-style-type: none"> • Total Video input: 4 • Total output: 2 • Total Audio output: 1 • Total Audio input: 2x3.5mm HDMI Video inputs: <ul style="list-style-type: none"> • 4xHDMI type A , 10-bit HD switchable • 2 Chanel embedded audio 1-year warranty 			
16	Voice recording Sony ICD-TX660 or equivalent	1		Brand name: Model:
	<ul style="list-style-type: none"> • Digital voice recording with 16GB built-in memory • Interface: USB • Format: MP3 • 1-year warranty 			
17	RAM for servers Dell R740	4		Brand name: Model:
	<ul style="list-style-type: none"> • 32GB RDIMM, 2933MT/s, Dual Rank • Service tag: GBV2Q03(X2) • Service tag: GBSBQ03(X2) 			
18	Computer RAM	2		Brand name: Model:
	<ul style="list-style-type: none"> • 16 GB(8GBx2) • For Model No. A1278 			

	SN: C1MM9E25DTY3			
Lot 3 Software license				
19	Zoom meeting license	1		
	<ul style="list-style-type: none"> One-year subscription license Enterprise up to 500 participants Unlimited cloud storage Recording transcripts 			
20	Data Recovery software	1		
	<ul style="list-style-type: none"> RAID 5 data recovery with 2 disk failure Support windows and Linux Live time software 			
21	Windows server 2022 standard (open license)	1		
	<ul style="list-style-type: none"> Windows server 2022 Standard OLP 16lic Resisted email: service@mrcmekong.org			
22	Windows 11 pro 64 bit (open licenses)	10		
	<ul style="list-style-type: none"> Windows 11 professional 64 bit SNGL OLP Resisted email: service@mrcmekong.org			
23	Visio software	1		
	<ul style="list-style-type: none"> Visio standard 2021 One-time purchase For 1 PC live time license 			
24	Screen record software	1		
	<ul style="list-style-type: none"> Support windows, IOS One-time (live time purchase) 			
25	Video streamline software for manage cameras during online meeting	1		

	<p>Manycam or equivalent</p> <ul style="list-style-type: none"> • Enterprise version • Support 3 devices • NDI Support • Edit/preview • Desktop capture • Mobile app included <p>Lifetime license (one-time payment)</p>			
26	Design software	1		
	<p>Smart Draw or equivalent</p> <ul style="list-style-type: none"> • OS: windows, iOS • Ideal for design Software, database, web, business flows <p>Lifetime license (one-time payment)</p>			

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)	Unit price (USD)	Total (USD)
Lot 1				
1				
2				
3				
4				
5				
Lot 2				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

Item No	Offered Equipment	Qty (set)	Unit price (USD)	Total (USD)
17				
18				
Lot 3				
19				
20				
21				
22				
23				
24				
25				
26				
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	Submission form duly signed by authorized person		
2	Certificate of business registration (copy)		
3	Quotation validity: at least 45 days		
	Prequalification	Y/N	Y/N