



Mekong River Commission

For Sustainable Development

14 September 2026

Request for Quotation

No. RFQ26-02

Dear Sir/Madam,

The Mekong River Commission Secretariat (MRCS) is inviting your company to submit a sealed quotation for the [Supply of Microscopes and accessories for the MRC Member Countries](#).

The Technical Specifications and Quantities of requirements are provided in the Annex I attached.

1. The quotation must be quoted in **USD** for a fixed price, **excluding all taxes**, and remain valid at least for **60 days** after the submission deadline.
2. The following documents must be included with your bid:
 - Bid Submission Form (provided in Annex II). A format is attached as an example.
 - Supplier Declaration Form (provided in Annex III - DDG-01)
 - Copy of a valid certificate of the business registration

Quotations must be submitted to the MRC Procurement Unit no later than **28 September 2026, 15:00 (Lao time)**, in a sealed envelope clearly marked "[RFQ26-02 Supply of Microscopes and accessories for the MRC Member Countries](#)"; - DO NOT OPEN BEFORE SUBMISSION DEADLINE". The sealed envelope should 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, quotations may be submitted via email to the Procurement team at: procurement@mrcmekong.org. The subject of the email should be clearly marked "[RFQ26-02 Supply of Microscopes and accessories for the MRC Member Countries](#)"; - DO NOT OPEN BEFORE SUBMISSION DEADLINE".

E-mails will be opened only after the submission deadline and during the opening session.

Please be aware that bids not emailed to the Procurement team at: procurement@mrcmekong.org will be rejected. Bids received after the submission deadline will

also be rejected. As an email may take some time to arrive after being sent, especially if it contains a large amount 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 on MRC website: <https://www.mrcmekong.org/procurement-notice/>.
4. MRCS will evaluate quotations received [on a Lot basis](#), and Purchase Order will be awarded to the supplier(s) whose quotation is substantially technical compliance and lowest offer.
5. The equipment shall be delivered to [Member Countries\(Cambodia, Vietnam & Thailand\)'s implementing line agencies office](#) within [12 weeks or 90 days](#) 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. All equipment is checked and functioning well and upon receiving 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,

Phetsamone Khanopphet
Director of Administration Division
Mekong River Commission Secretariat

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	Research-garde Stereo Zoom Microscope System	3 sets		Brand name: Model:
	Galilean optical stereo zoom body with zoom range at least 0.7×–11.5× and zoom ratio at least 16.4:1; built-in aperture diaphragm; click-stop zoom positions that can be engaged/disengaged.			
	Optical resolution at least 900 line pairs/mm when configured with a suitable high-NA objective; maximum system numerical aperture at least 0.30 .			
	Trinocular observation tube suitable for simultaneous visual observation and digital-camera attachment; inclination approximately 30° or an ergonomic adjustable design offering equivalent or better functionality.			
	Pair of focusable 10× eyepieces with field number at least 22 mm and diopter adjustment .			
	Plan apochromatic, distortion-corrected objective, nominal magnification at least 1.6×, numerical aperture at least 0.24, and working distance at least 30 mm .			
	Focusing stand/unit with coarse and fine focusing controls, suitable for stable use with the specified microscope, illumination base, objective, and camera.			
	Extendable Eyepoint Adjuster to adjust the eyepoint height between 30–150 mm .			
	Dust cover and all required power cords, adapters, mounting hardware, and accessories for a complete and operational system; power supply compatible with the destination countries.			

	Warranty: minimum 2 years			
2	LED transmitted-light illumination system	3 sets		Brand name: Model:
	Slim LED transmitted-light base with interchangeable contrast cartridges and continuously adjustable illumination.			
	Brightfield cartridge or equivalent integrated brightfield mode.			
	Oblique-contrast cartridge or equivalent adjustable oblique-contrast mode.			
	Darkfield cartridge or equivalent integrated darkfield mode.			
	AC adapter and all required power cables.			
	Warranty: minimum 2 years			
3	Color CMOS microscope camera or equivalent;	3 sets		Brand name: Model:
	Effective resolution at least 6.4 megapixels ; live-image performance at least 60 fps at Full HD			
	Accurate color reproduction; USB 3.0 or faster interface.			
	Compatible C-mount adapter providing an appropriate field of view, nominally 0.35× or equivalent , with all couplers and cables required for installation.			
	Minimum warranty: 2 years .			
4	Computer, monitor, and imaging software	3 sets		Brand name: Model:
	Computer System: Intel Core Ultra 7			
	RAM: 32 GB			
	Storage: at least 256GB SSD and 2TB HDD			
	Graphics card compatible with the camera and imaging software			
	OS: Windows 64-bit OS (permanently activated license)			
	Keyboard and mouse required			
	All required ports and cables for connection with the microscopes and camera system.			
	LED Monitor , at least 24-inch diagonal			
	With Full HD resolution or higher,			
	Digital video input compatible with the offered workstation.			
	Microscope Imaging Software licenses (perpetual license).			
	Minimum warranty: 2 years			

5	Delivery, installation and training			
5.1	All customs formalities and import clearance (door-to-door services) is required for each country (Thailand, Cambodia and Vietnam)	3 countries		
5.2	All items should be delivered and set up within 90 days after signing the contract*	3 countries		
5.3	Physical training One session per country*	3 countries		
6	Additional Conditions Requirement			
6.1	Quotation shall be valid for at least 60 days			
6.2	Please give details on the service after-sales terms and conditions			
6.3	Please indicate your shortest delivery and installation timeframe			

*** Addresses of implementing line agencies in:**

Cambodia:

Organization: Water Quality Analysis Office, Department of Hydrology and River Works,
Ministry of Water Resources and Meteorology.
Address: #576, National Road No.2, Chak Angre Commune,
Meanchey District, Phnom Penh City

Thailand

Organization: Pollution Control Department
Address: 92 Soi Pahon Yothin 7 Phahon Yothin Rd., Phayathai,
Bangkok 10400 Thailand.

Viet Nam

Organization: South Centre for Environmental Monitoring (SCEM)
Address: Lot 19, Nguyen Van Cu street extension, An Binh ward, Can Tho city

Note: The contact person of each country will be provided after the contract is awarded

ANNEX II

[Insert Supplier logo and paper heading]

BID SUBMISSION FORM

To: Mekong River Commission
Procurement Office

Date: _____

Ref. No.: _____

Dear Mr. Phetsamone Khanophet,
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 60 days** after the deadline for submission of quotation)]*.

Local representative Name & address

Offered Price:

Item No	Offered Equipment	Qty (set)	Unit price (USD)	Total (USD)
1	Research-garde Stereo Zoom Microscope System	3 sets		
2	LED transmitted-light illumination system	3 sets		
3	Color CMOS microscope camera or equivalent	3 sets		
4	Computer, monitor, and imaging software	3 sets		
5	Delivery, installation, and training	3 jobs		
	TOTAL (TAX & VAT excluded)			

Note: The customs formalities should be included. However, the MRCS shall provide the supporting document for TAX exemption requesting and handover to the selected company for further process of the customs formalities with other relevant agencies required.

- 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 60 days		
	Prequalification	Y/N	Y/N

SUPPLIER DECLARATION FORM

As an important and highly visible inter-governmental organization the Mekong River Commission Secretariat (MRCS) has a special obligation to ensure that its mission is performed to the highest standards. To this end, a Fraud Prevention and Anti-Corruption (FPAC) Mechanism (as provided to bidders) has been adopted that applies to the MRCS activities and those involved in it. The FPAC Mechanism includes a commitment to ensuring that opportunities for fraud and corruption are reduced to the lowest possible level of risk.

As part of the risk mitigation and due diligence processes set out in the FPAC Mechanism, the MRCS requires all prospective service providers and their legal representatives to undertake that they shall comply with the standards set out in the FPAC Mechanism.

Full Name of Individual/Entity:			
Current Business Natures	☐ Water Resource Management (WRM) and Development Services ☐ Consultancy services including Research on WRM ☐ Training Services ☐ Communication, PR, Advertisement	☐ Research Institution or Development Studies ☐ Freelancer/general consultancy ☐ Others (please specify):	
Key Detail of the Current Business:			
Business Structure (if applicable): ☐ Partnership ☐ Join Venture ☐ Limited Liability ☐ Company Corporation ☐ None of the above		Business Type: ☐ For Profit ☐ Non-Profit (NGO) ☐ Public Entity ☐ Community Based Organization (CBO) ☐ Private business	
Registration or Formation of business (if applicable):	Country/State:		
	Time of registration (date/month/year):		
	Percentage of Ownership:		
	Business license number:		
The entity/person identified above here by declares and/or confirms that the entity/person including any person having powers of representation, decision-making or control over them or a member of their administrative, management or supervisory body:			

- has not been sentenced by final judgment on one or more of the following charges: participation in a criminal organization, corruption, fraud, money laundering, terrorist financing, terrorist offences or offences linked to terrorist activities, child labour or trafficking in human beings;
- is not in a situation of bankruptcy, liquidation, termination or suspension of business activities, insolvency or arrangement with creditors or any like situation arising from a procedure of the same kind, or is subject to a procedure of the same kind;
- has not received a judgment with res judicata force, finding an offence that affects their professional integrity or serious professional misconduct, including but not limited to: misrepresenting information required for the verification of the absence of grounds for exclusion or in the performance of a contract; entering into agreement with other persons or entities with the aim of distorting competition; violating intellectual property rights; attempting to influence the decision-making process of a contracting authority; or attempting to obtain confidential information;
- has complied and continues to comply with their obligations as regards payment of taxes, social security contributions and dues, according to the applicable statutory provisions;
- is not an entity created to circumvent tax, social or other legal obligations (empty shell company), have ever created or are in the process of creation of such an entity;
- has not been involved in mismanagement or other irregularities related to the use of MRC funds or public funds of another source;
- is not in a situation of conflict of interest in relation to the procurement process and any resulting contract;
- none of its officers, employees or subcontractors has or have been sanctioned for any offence listed in this Declaration Form;
- understands the provisions of the MRC FPAC Mechanism and has not and shall not be involved in any activities that are inconsistent with the standards of conduct set out in the FPAC Mechanism;
- if shortlisted, shall treat as confidential any information provided to it by the MRC Secretariat;
- understands that the MRC Secretariat may publish the name of shortlisted bidders in accordance with the provisions of the MRC Procurement Manual;
- understands that should circumstances pertaining to this Supplier Declaration Form change or new information emerge prior to the award of the goods or services to be procured then the entity/person is under an obligation to bring such information to the MRC Secretariat's attention forthwith.

Consent:	Agrees to the MRC rules for protection of personal data.	Yes ☐	No ☐
	Agrees to the MRC publishing information regarding the bidder in accordance with its Procurement Manual.	Yes ☐	No ☐
	Agrees to the MRC's established rules and regulations, and disciplinary measures will be	Yes ☐	No ☐

	undertaken as per terms and condition set in the contract should any violation occurred.		
Signature and Date:	<i>I declare, on behalf of the entity or myself, that I have the power to represent the entity in making the declarations contained in this Supplier Declaration Form, that to the best of my knowledge the statements made in this Supplier Declaration Form are complete, true and correct and undertake to provide verification for any information that the MRC Secretariat may request:</i>		

ANNEXIV

DDG-02

VERIFICATION MATRIX (Indicative only to illustrate possible use)

Evaluation and due diligence options	Criteria		
	Fit for purpose	Ability to deliver	Value for money
Legal existence check			
Written offer / proposal documents complete			
Supplier declaration			
Financial statements			
Terrorism and sanctions			
Reference checks			
Site visit			
Audited accounts			
Credit check			
Company's office/charities			
Accepts the MRCS Terms & Conditions			
Security check			
Overall comments and recommendations for the mitigation of risks of any risks found or follow up actions as			

Note: • Risk identified and mitigation measures described

Prepared by
(name, title, and team)

Signature

Date

Reviewed by
(name, title, and team)

Signature

Date