



29 April 2024

Request for Quotations
RFQ24-04

Dear Sir/Madam,

The Mekong River Commission Secretariat (MRCS) is now inviting your Company to submit the sealed Quotation for the **Supply of Stationery** for the MRCS in 2024.

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 **One(1) year** 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.
 - Supplier Declaration Form(Annex III)
 - Certificate of business registration(copy) is required.

The quotation shall be submitted to MRC Procurement Unit not later than **16 May 2024, 3:00 PM** a sealed envelope clearly marked "**RFQ24-04 Supply of Stationery; - 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 "**RFQ24-04 Supply of Stationery; - 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. Purchase Order/Contract will be awarded to the supplier whose quotation is substantially technical compliant and lowest offer.
5. The supplies shall be delivered at MRCS within 3 weeks after confirmation of the Order. Failure to respect the delivery date gives MRCS the right to cancel the Order or 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 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,

Watt Botkosal
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)

Stationery Supply

No	Item	Types	Size	Unit	Qty	Unit Price	Amount
1	Paper	A4 paper (double A)	A4	ream	1		
		A3 paper (double A)	A3	ream	1		
		A3 paper (IQ) or other	A3	ream	1		
		A4 paper (IQ) or other	A4	ream	1		
		Photo glossy Paper 150g A4	N/A	pack	1		
		Photo Glossy Paper 200g A4	210x297mm	pcs	1		
		F4 paper (double A)	F4	ream	1		
		Colour paper 120g (1x100 sht)	A4	ream	1		
		Colour paper 150g (1x100 sht)	A4	pack	1		
		Colour paper 180g (1x100 sht)	A4	ream	1		
		Colour paper 55g (1x 100 sht)	A4	ream	1		
		Colour paper 80g (1x 500 sht)	A4	ream	1		
		Paper for invitation	112x160mm	sht	1		
		Carbon paper(horse)	A4	pack	1		
		Laminating A4		box	1		
		Laminating A4 (60x90 OKA)	60x90	box	1		
		Laminating A3		box	1		
		Paper Calculator	5.5 cm wide	roll	1		
		Fax Paper	30m	roll	1		
		White paper 55		roll	1		
		Any other paper available can be added					
2	Film	Transparency film copy (MIRA)	A4	pack	1		
		Transparency film writing (Orca)	A4	pack	1		
		Laminating Film (MIRA 1x 100 sheets)	216 x 306 mm	pack	1		
		Laminating Film (MIRA 1x 100 sheets)	80 x 110 mm	pack	1		

		Transparency Film(write on)	A4	pack	1		
		Transparency Film for book cover	Flip frame		1		
		Transparency Film for copier	A4	Pack	1		
		Transparency Film for Printer	A4	Pack	1		
		Thumb Tack(Diamond E-510) 1x100pcs		box	1		
3	Binder	Binder Ring 2" W	A4	pcs	1		
		Binder Ring No 10	A4	pcs	1		
		Binder Ring No 12	A4	pcs	1		
		Binder Ring No 14	A4	pcs	1		
		Binder Ring No 16	A4	pcs	1		
		Binder Ring No 20		pcs	1		
		Binder Ring No 25		pcs	1		
		Binder Ring No 28		pcs	1		
		Binder Ring No 32		pcs	1		
		Binder Ring No 38		pcs	1		
		Binder Ring No 45		pcs	1		
		Ring binder No.210P/A4	A4	pcs	1		
		Ring binder No.9230V	A4	pcs	1		
4	Pen	Blue pen (Uni Laknock fine, SN-101 FINE) or equivalent (Black and Blue)		box	1		
		Pen (normal Gold point no. 045)(1x50pc) or equivalent	0.7	box	1		
		Pen (different color in one pcs)	N/A	pcs	1		
		Pen Jell (Softline 1700) (black)	0.7	pcs	1		
		Pen (Artline Ergoline)		pcs	1		
		Pen 007		can	1		
		Pen + stand		set	1		
		Pentel K106 (Hybrid Roller)		pcs	1		
		Permanent Pen STAEDTLER (Lumocolor)		pcs	1		
		Quantum Pen		pcs	1		
		Pen GP 390		pcs	1		
		Roller-Tip Pen	0.5mm	pcs	1		
		Pentel Pen BLN75	0.5mm	pcs	1		
		Pentel Ener Gel Liquid Gel ink 0.5	0.5	box	1		
		Gel Pen Pentel K116 1x12		pack	1		

		Gel Pen Pentel(black)		pcs	1		
		Gel Pen Pentel(Frixion Pen)		pcs	1		
		Gel Pen Needle Tip(pack)	0.5	pack	1		
		Ballpen 423 1		set	1		
		Ballpen 423 F 0.7 Blue		can	1		
		Ballpen 423 F0.7 Red		can	1		
		Ballpen 4272 0.7 Blue		box	1		
		Ballpen 4273 0.7 Blue/Red		box	1		
		Ballpen 4 color			1		
		Pen box (diamond no.933		pcs	1		
		Pen box (chalet, big size)		pcs	1		
		Ball Pen GS038		can	1		
		Ball Pen AR05		can	1		
		Ball Pen P55		can	1		
		Ball Pen 1008		can	1		
		Ball Pen 1111		pack	1		
		Pen box No.921		pack	1		
		Pen box No921		pcs	1		
		Pen cover		pcs	1		
		Pilot Pen Non-permanent		pcs	1		
5	Pencil	Pencil HB (Horse No. 2200)		box	1		
		Pencil sharpener (Luna)		pcs	1		
		Pencil Sharpener (Small side)		pcs	1		
		Pencil Sharpener (Mtec no. 12)		pcs	1		
		Sharpener 511001		pcs	1		
		Sharpener 513006		pcs	1		
		Eraser (MAPAD NO. 011)		pcs	1		
		Eraser(Staedtler)		box	1		
		Eraser No. 526-35		box	1		
		Eraser No. 526-E		box	1		
		Eraser No. 526-S		box	1		
		Eraser No. 526-B		box	1		
		Eraser No. 526-50		box	1		
		Rotting pencil lead	2A HB	pcs	1		
		Rotting pencil	0.5	pcs	1		
		Pencil (computer pencil) QP-920, 2B Quan Tum		box	1		
		Pencil sharpener A5		pcs	1		
		Pencil 2		set	1		
		Pencil 4		set	1		
		Graphite pencils		can	1		
		Norica pencils		can	1		
		Pencil sharpener No. 603		pcs	1		

		Pencil Lumograph No. BH-5B		box	1		
		Pencil Lumograph No. 6B, EE		box	1		
6	Calculator	Calculator SDC - 868L Citizen		pcs	1		
		Casio DJ—120 big size		pcs	1		
		Calculator FX350		pcs	1		
		Calculator M06-12D					
7	Corrector	Correction pen (Liquid Paper)	7 ml	pcs	1		
		Correction tape (Pentel no. zt-35-wo)	5mm x 6m	pcs	1		
		Correction tape		pcs	1		
		Plus correction tape WH-605		pcs	1		
8	Econ file/Folder	Econ file 112 A4	A4	pcs	1		
		Econfile Elephant brand No. 120A4		pcs	1		
		Econfile Elephant brand No. 125A4		pcs	1		
		Econ file 210 P / A4 F4		pcs	1		
		Econfile 221/A4 color		pcs	1		
9	Envelop	Envelop Brown A4		Pack	1		
		Envelop Brown A3		Pack	1		
		Envelop Brown A5		pack	1		
		White envelop		pack	1		
10	Equipment/Tools	Binding Machine (Deli No. 3872)		pcs	1		
		Puncher (L & P no. P 2020)		pcs	1		
		Laminating Machine A4		unit	1		
		Cutter (horse H-404)		pcs	1		
		Dispenser (ORCA) for small tape	C-38	pcs	1		
		Dispenser (ORCA) for big tape		pcs	1		
		Cutting board	A4	pcs	1		
		Puncher (power stone No. 600)		pcs	1		
		Puncher POWER STONE No.800		pcs	1		
		Spare blade for cutter horse 404		pcs	1		
		Puncher PS-S2		unit	1		

11	Scissor/cutter	Scissor No. 538	8"	pcs	1		
		Scissor 6" 1/2	6"	pcs	1		
		Scissor 9"	9"	pcs	1		
		Scissor 10"	10"	pcs	1		
		Scissor 5"	5:	pcs	1		
		Scissor 7.5"	7.5"	pcs	1		
		Cutter big		pcs	1		
		Corner cutter		pcs	1		
		Steel holder Cutter 2"		pcs	1		
		ET-12270 packaging holder cutter		pcs	1		
		Cutter Handy Packaging Tape Dispenser Cutter		pcs	1		
12	Marker	Highlighter STABILO BOSS	No.70/54	pcs	1		
		Highlight No. 3681-S WP4		set	1		
		Highlight No. 364A WP8		box	1		
		Highlight No. 364 CWP4		box	1		
		Highlight No. 364 364		box	1		
		Triplus Fineliner No.334		Box	1		
		Triplus Fineliner No.334SB6CS1-6		box	1		
		Triplus Fineliner No.334SB10		box	1		
		Triplus Fineliner No.334C15		box	1		
		Triplus Fineliner No.334SB20		box	1		
		Magic 12 color No.327 LWP12		box	1		
		Magic 24 color No.327 LWP24		box	1		
		Cosmic Color Pen 12 Ass		set	1		
		Marker color Pen 12		box	1		
		Marker color Pen 12 Ass (horse)		box	1		
		Marker on film (non-permanent) Pelikan 4pens/set	N/A	set	1		
		Highlighter Luna		set	1		
		Marker on film (permanent) 4pens/set		set	1		
		White board marker (MTEC)		pcs	1		
		Lumocolor Marker		pcs	1		
		Lumocolor 4pens/set		set	1		
		Lumocolor One-Color		pcs	1		

		White board (small)		pcs	1		
		White board eraser		pcs	1		
		Lumo color whiteboard		pcs	1		
		Alcohol for cleaning white board		set	1		
		Wooden whiteboard eraser		pcs	1		
13	CD/DVD	DVD + R Imation (10pcs/box)	4.7GB	box	1		
		CD paper bag		pcs	1		
		CD-label (1x50 pc)		pack	1		
		CD-R (10pcs/box)	700MB	box	1		
		CDR-80 (Princo 50pcs/box)	80min/700MB	box	1		
		CD-RW (10pcs/box)	700MB	box	1		
		DVD +RW (10pcs/box)	4.7GB	box	1		
		Phillips CD-R 52X LightScribe		box	1		
		Phillips CD-R 16 X LightScribe		box	1		
14	Notebook	Name card book (KASGA) No.102	200sheets	book	1		
		Note book (Venus No. 740)	A4	book	1		
		Note book with ring (PW-102)	B5 (182x257mm)	book	1		
		Not book (Idea@work-WP-102) Color-organce		book	1		
		Note book (Venus No. 740)	A4	book	1		
		Note book with ring (PW-102)	B5 (182x257mm)	book	1		
		Note pad (Premier Writing Pad) 50 sheets	210x297mm	book	1		
		Telephone note book (Maple)	95x185	book	1		
		Telephone note book (Orca no 423)	150x 235mm	book	1		
		Telephone note book (Robin 39/231)	half a4 side	book	1		
		Diary 2017		book	1		
		Notebook WHC303S	105x148mm	pcs	1		
		Notebook No.444		pcs	1		
		Notebook with ring No. WHC302		pcs	1		
		Notebook with ring with No. WHC203		pcs	1		
		Notebook with ring with		pcs	1		

		No. WHC002					
		Notebook with ring with No. NW		pcs	1		
		Notebook with ring with No. 18 AA		pcs	1		
15	Tape	Packing tape brown	2"	pcs	1		
		Packing tape clear	2 "	pcs	1		
		Masking tape 1"	1"	pcs	1		
		Masking tape 1/2	1/2	pcs	1		
		Masking tape 2"	2"	pcs	1		
		Plastic Brown tape (Louis tape)	2" W	pcs	1		
		Scotch (Transparent Tape)	2"	roll	1		
		Scotch tape (louis tape) small roll	3/4x36y	pcs	1		
		Scotch tape (louis tape) big roll	3/4 y	roll	1		
		Tape clear	3/4" X 36 yard	roll	1		
		Tape clear Magic tape	3/4"	roll	1		
		Tape double side 3M	1m	roll	1		
		Tape double side 3M	3m	roll	1		
		Tape double side 3M	5m	roll	1		
		Scott OPP tape 2x100y		roll	1		
		Tape double side 3M(12mx5m)	5m	set	1		
		Tape paper(Masking tape)	1"W	roll	1		
		Tape paper(Masking tape)	2"W	roll	1		
		Tape paper(Masking tape)	2.5"	roll	1		
		Flat 2 side tape (thin)		pcs	1		
		Blue tape		pcs	1		
		Cloth tape 1 "	1"	pcs	1		
		Cloth tape 1,5"	1,5"	pcs	1		
		Cloth tape 2"	2"	pcs	1		
		Cloth Book binding Tape	2"	pcs	1		
		Luis Tape (double side)		pcs	1		
		Tape Dispenser		pcs	1		
		Magic Tape 810		box	1		
16	Battery	Battery AA (Panasonic Alkaline)	AA	pair	1		
		Battery AAA (Panasonic Alkaline)	AAA	pair	1		
		Battery size C (Duracell Alkaline)	AA	pair	1		
		Battery size D (Duracell Alkaline)	AAA	pair	1		
		Battery 9V		pcs	1		

		Battery size C (Duracell Alkaline)	AA	pair	1		
		Battery size D (Duracell Alkaline)	AAA	pair	1		
17	Clip	Black clip no. 108	50mm	box	1		
		Black clip no. 109	41mm	box	1		
		Black clip no. 110	32mm	box	1		
		Black clip no. 111	25mm	box	1		
		Black clip no. 112	19mm	box	1		
		Black clip No.113		pcs	1		
		Paper clip No.1 (Horse 50pcs/box)	No.1	box	1		
18	Desk tray	Desk Tray (Clear plastic 3 level)	26x33.5x27cm	pcs	1		
		Desk Tray Orca (1 level)	26x33.5x27cm	pcs	1		
		Desk Tray Orca (2 level)	26x33.5x27cm	pcs	1		
		Desk Tray Orca (3 level)	26x33.5x27cm	pcs	1		
		Desk Tray with top panel Eagle no 9721 (3 level)	A4	pcs	1		
		Magazine box file no. 02 1layer		unit	1		
		Magazine box file no. 22 2layer		unit	1		
		Magazine box file no. 32 3layer		unit	1		
19	Badge	Name badge (DIAMOND No. ps-20 1x 50pc)	56x91 cm	box	1		
		Name card book (KASGA) No.102	200sheets	book	1		
		Name card box	N/A	pcs	1		
		Name card paper (1x 50 pc)	A4	ream	1		
		Name card pocket book (code 104)	N/A	book	1		
		Name Tag	N/A	pcs	1		
		Name badge strong		pcs	1		
		ID card	2.2"x3.3"	pcs	1		
		String		pcs	1		
20	File/Index	Hanging file Horse no. 770 (1x 50 pc)	A4 or F4	pack	1		
		Horse file 404/A4 F4	A4 F4	pcs	1		
		Horse file 424 / A4 F4	A4 F4	pcs	1		
		Index Note		set	1		
		Index paper (Econ no. 310)	A4	set	1		
		Index plastic (Econ no.	A4	set	1		

		320)				
		Index 1-10 (Data bank) plastic		pack	1	
		Index 1-10(Data bank) paper		pack	1	
		Index 1-30(Data Bank)		pack	1	
		Index 1-20A(Data Bank)		pack	1	
		Index 1-12 Month(Data Bank)		pack	1	
		Index 1-10 (Intop)		pack	1	
		Index 1-12 (Intop)		pack	1	
		Index 1-16(intop)		pack	1	
		Index A-Z		pack	1	
		Fastener		box	1	
		Plastic file (Open corner INTOP Q 665 1x 12 pc)	A4	pcs	1	
		Plastic file folder		pcs	1	
		Elephant Title Dividers A4 (10Table Color)		pcs	1	
		Paper file (Manila) packs	F4	pack	1	
		Paper file F5	F5	pack	1	
		Plastic file with stick		pcs	1	
		Plastic file with Zip		pcs	1	
		Plastic stick 5mm		pack	1	
		Plastic stick 7mm		pack	1	
		Plastic stick 10mm		pack	1	
		Plastic stick 15mm				
		Plastic board 65x81		pcs	1	
		Plastic board 65x122	3mm	pcs	1	
		Plastic board 130x245	3mm	pcs	1	
		Plastic board 130x245	4mm	pcs	1	
		Plastic file 130F		pcs	1	
		Plastic file A4 20 refill		pcs	1	
		Plastic file A4 Lock		pcs	1	
		Magic 6 color (Staedtler)		Box	1	
		Magic 10 color (Staedtler)		Box	1	
		Magic 12 color (Staedtler)		Box	1	
		Triplus Fineliner (Staedtler)		Box	1	
		UD C-Thru folder Robin no. 5213	A4	Pcs	1	
		Protector Sheet (24x30cm)	A4	Pack	1	
21	Glue	Glue stick (UHU 12g)	12g	pcs	1	
		Glue stick (UHU 21g)	21g	pcs	1	
		Glue stick (UHU 40g)		Pcs	1	
		Glue stick (UHU 8g)		pcs	1	

		Glue Water (Horse)	150 cc	box	1		
		Latex glue small		unit	1		
		Latex glue medium		unit	1		
		Latex glue big		unit	1		
22	Sticker	Label Sticker A1 Junk/Horse (2940pcs)	9 x 13mm	pack	1		
		Label Sticker A10 Junk/Horse (360pcs)	25 x 50mm	pack	1		
		Label Sticker A11 Junk/Horse (300pcs)	28 x 55mm	pack	1		
		Label Sticker A12 Junk/Horse (180pcs)	34 x 79mm	pack	1		
		Label Sticker A13 Junk/Horse (240pcs)	38 x 50mm	pack	1		
		Label Sticker A14 Junk/Horse (180pcs)	50 x 50mm	pack	1		
		Label Sticker A15 Junk/Horse (120pcs)	50 x 80mm	pack	1		
		Label Sticker A16 Junk/Horse (90pcs)	50 x 100mm	pack	1		
		Label Sticker A17 Junk/Horse (60pcs)	80 x 105mm	pack	1		
		Label Sticker A18 Junk/Horse (135pcs)	20 x 149mm	pack	1		
		Label Sticker A19 Junk/Horse (120pcs)	37 x 102mm	pack	1		
		Label Sticker A2 Junk/Horse (2250pcs)	8 x 20mm	pack	1		
		Label Sticker A20 Junk/Horse (15pcs)	150 x 200mm	pack	1		
		Label Sticker A3 Junk/Horse (1680pcs)	13 x 19mm	pack	1		
		Label Sticker A4 Junk/Horse (1260pcs)	16 x 21mm	pack	1		
		Label Sticker A5 Junk/Horse (840pcs)	13 x 38mm	pack	1		
		Label Sticker A6 Junk/Horse (630pcs)	27 x 24mm	pack	1		
		Label Sticker A7 Junk/Horse (600pcs)	19 x 38mm	pack	1		
		Label Sticker A8 Junk/Horse (480pcs)	25 x 38mm	pack	1		
		Label Sticker A9 Junk/Horse (450pcs)	19 x 50mm	pack	1		
		Label Sticker B1 Junk/Horse (3780pcs)	9 ∅ mm	pack	1		
		Label Sticker B2 Junk/Horse (2475pcs)	13 ∅ mm	pack	1		

		Label Sticker B3 Junk/Horse (1620pcs)	16 Ø mm	pack	1		
		Label Sticker B4 Junk/Horse (1050pcs)	19 Ø mm	pack	1		
		Label Sticker B5 Junk/Horse (720pcs)	25 Ø mm	pack	1		
		Label Sticker B6 Junk/Horse (525pcs)	29 Ø mm	pack	1		
		Sticker PVC A4	A4	pack	1		
		Sticker PVC A4 Glossy	A4	pack	1		
		Sticker PVC A4 Clear	A4	pack	1		
23	Box	Magazine Box file no 02 Robin		pcs	1		
		Magazine Box file no 22 Robin		pcs	1		
		Pen box		pcs	1		
		Pen box (Chalet, big size)		pcs	1		
24	Staple	Staple Remover		unit	1		
		Stapler MAX HD-10N	HD-10N	unit	1		
		Stapler MAX HD-50/50R	HD-50/50R	unit	1		
		Stapler Max HD-88R		pcs	1		
		Stapler No. 50DM		pcs	1		
		Staples Pin (HD-3D) No. 3- 10mm		box	1		
		Staples Pin No. M8-1M	27/4.8	box	1		
		Staples Pin No. M10-1M	27/4.8	box	1		
		Staples Pin No.1210FA-H	23/10	box	1		
		Staples Pin No.1215FA-H	23/15	box	1		
		Staples Pin No.1217FA-H	23/17	box	1		
		Staples Pin No.3-1M	24/6	box	1		
		Staples Pin No.B8		box	1		
25	Label	INKJET LABEL (Elephant Brand) for cassette	76 x 46 mm	pack	1		
		INKJET LABEL (Elephant Brand) for cassette	145 x 17 mm	pack	1		
		INKJET LABEL (Elephant Brand) for CD-ROM	Ø 114 mm	pack	1		
		INKJET LABEL (Elephant Brand) for Diskettes	70 x 52 mm	pack	1		
		JET LASER LABEL (Elephant Brand) A4 / 100 shts	48.5 x 16.9 mm	pack	1		
		JET LASER LABEL (Elephant Brand) A4 / 100 shts	48.5 x 25.4 mm	pack	1		
		JET LASER LABEL (Elephant Brand) A4 / 100	38 x 21.2 mm	pack	1		

		shts				
		JET LASER LABEL (Elephant Brand) A4 / 100 shts	105 x 74 mm	pack	1	
		JET LASER LABEL (Elephant Brand) A4 / 100 shts	70 x 36 mm	pack	1	
		JET LASER LABEL (Elephant Brand) A4 / 100 shts	105 x 36 mm	pack	1	
		JET LASER LABEL (Elephant Brand) A4 / 100 shts	85 x 40 mm	pack	1	
		JET LASER LABEL (Elephant Brand) A4 / 100 shts	210 x 297 mm	pack	1	
		JET LASER LABEL (Elephant Brand) A4 / 100 shts	105 x 148 mm	pack	1	
		JET LASER LABEL (Elephant Brand) A4 / 100 shts	∅ 60 mm	pack	1	
26	Magnets	Handy Magnets (LANCER 10pcs/set)	Small	set	1	
		Handy Magnets (LANCER 5pcs/set)	Medium	set	1	
		Handy Magnets (LANCER 5pcs/set)	Big	set	1	
27	Stamp	Stamp (Urgent/Cancel)		pcs	1	
		Stamp Copy		set	1	
		Stamp date/month/year		pcs	1	
		Stamp Ink (Horse)	1fl. Oz	set	1	
		Stamp Pad (Horse)		set	1	
		Stamp PAID		set	1	
		Stamp Urgent		set	1	
		Stamp Shiny		pcs	1	
28	Post it	Post it 3M No. 653	34.9 x 47.6	set	1	
		Post it 3M No. 654	73x73	set	1	
		Post it 3M No. 655	73x123	set	1	
		Post it 3M No. 656	47.6x73	set	1	
		Post it 3M No. 657	73x98.4	set	1	
		Post it Flags 683-5C	0.5"x1.7"	set	1	
		Post it (sign here)		set	1	
29	Ruler	Plastic ruler	30cm	pcs	1	
		Plastic ruler	15cm	pcs	1	
		Plastic ruler	60cm	pcs	1	

		Steel ruler	30cm	pcs	1		
		Steel ruler	15cm	pcs	1		
		Steel ruler	60cm		1		
		Steel Ruler No. 006		pcs	1		
		Steel Ruler No. 007		pcs	1		
		Steel Ruler No. 008		pcs	1		
30	USB	USB Kingston or equivalent	8GB	unit	1		
		USB Kingston	16GB	unit	1		
		USB Kingston	32GB	unit	1		
		USB Kingston	64GB	unit	1		
		USB Kingston	128GB	unit	1		
31	White board	White board 40x60cm		unit	1		
		White board 40x80cm		unit	1		
		White board 80x120cm		unit	1		
		White board 90x150cm		unit	1		
		White board 90x180cm		unit	1		
		White board 120x120cm		unit	1		
		White board 80x120cm with stand		unit	1		
		White board 90x150cm with stand		unit	1		
		Whiteboard marier(pilot)		pcs	1		
		Lumocolor Whiteboard		pcs	1		
		Magnet board 60x80cm		unit	1		
		Magnet board 80x120cm		unit	1		
		Wooden whiteboard eraser		pcs	1		
		Flip chart stand size 80x100cm		pcs	1		
		Flip chart A0		pcs	1		
		Flip Chart paper 90x75cm					
		Cork board 60x80cm		pcs	1		
32	Others						
		Tach-it removable Adhesive		pack	1		
		Lao Keyboard sticker		pcs	1		
		Rubber band(big size)		pack	1		
		Pin(office pin)		box	1		
		Wireless mouse		unit	1		
		USB Keyboard		unit	1		
		Wireless Keyboard		unit	1		
		Mouse Pad		Pcs	1		
		Rubber		pack	1		
		Fingertip moistener		unit	1		
		Wireless basket 300		pcs	1		

		Wireless basket 302		pcs	1		
		Wireless basket 303		pcs	1		
		Power connector	5m	pcs	1		
		Power connector	10m	pcs	1		
		Power connector	10m	pcs	1		
		Special requirements: 1. Warranty for equipment and tools: 1 year (item: 10) 2. Delivery: within 1-2 weeks after receiving confirmation from MRCS					

Annex II

[Insert Supplier logo and paper heading]

BID SUBMISSION FORM

To: Mekong River Commission
Administration Division

Date: _____

Ref. No.: _____

Dear Mr. Watt Botkosal,
Director Administration Division

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 **Stationery** in conformity with the required specifications in the Request for quotation for the sum of **[total bid amount in words and figures]** for stationery supplies.

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 (1)one year)

Local representatives: Name & address

Offered Prices:

Item No	Stationery Supplies	Amount
1	Papers	
2	Film	
3	Binder	
4	Pen	
5	Pencil	
6	Calculator	
7	Corrector	
8	Econ file/Folder	
9	Envelop	
10	Equipment/Tools	
11	Scissor/cutter	
12	Marker	
13	CD/DVD	
14	Notebook	
15	Tape	
16	Battery	
17	Clip	
18	Desk tray	
19	Badge	
20	File/Index	
21	Glue	

Item No	Stationery Supplies	Amount
22	Sticker	
23	Box	
24	Staple	
25	Label	
26	Magnets	
27	Stamp	
28	Post it	
29	Ruler	
30	USB	
31	White board	
32	Others	
	TOTAL	

- Delivery after order: _____ week(s)
- Terms of payment requirement: _____

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 1 year		
	Prequalification	Y/N	Y/N

ANNEX 3

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	<input type="checkbox"/> Water Resource Management (WRM) and Development Services <input type="checkbox"/> Consultancy services including Research on WRM <input type="checkbox"/> Training Services <input type="checkbox"/> Communication, PR, Advertisement	<input type="checkbox"/> Research Institution or Development Studies <input type="checkbox"/> Freelancer/general consultancy <input type="checkbox"/> Others (please specify):
Key Detail of the Current Business:		
Business Structure (if applicable):	Business Type:	
<input type="checkbox"/> Partnership <input type="checkbox"/> Join Venture <input type="checkbox"/> Limited Liability <input type="checkbox"/> Company Corporation <input type="checkbox"/> None of the above	<input type="checkbox"/> For Profit <input type="checkbox"/> Non-Profit (NGO) <input type="checkbox"/> Public Entity <input type="checkbox"/> Community Based Organization (CBO) <input type="checkbox"/> Private business	
Registration or Formation of business (if applicable):	Country/State:	
	Time of registration (date/month/year):	
	Percentage of Ownership:	
	Business license number:	
<p>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:</p> <ul style="list-style-type: none"> 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 <input type="checkbox"/>	No <input type="checkbox"/>
	Agrees to the MRC publishing information regarding the bidder in accordance with its Procurement Manual.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Agrees to the MRC's established rules and regulations, and disciplinary measures will be undertaken as per terms and condition set in the contract should any violation occurred.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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>		

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 form*			
Financial statements			
Terrorism and sanctions database			
Reference checks			
Site visit			
Audited accounts			
Credit check			
Company's office/charities register			
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 required:			

Note:• Risk identified and mitigation measures described

Prepared by
(name, title, and team)

Signature

Date

Reviewed by
(name, title, and team)

Signature

Date