



REQUEST FOR QUOTATION

“Microsoft Office 2019 Professional Plus license”

Bid Identification No. NNP1-ADM-PCD-PO-21-112

The Nam Ngiep 1 Power Co. Ltd. (hereinafter called “The Owner”), co-owned by KPIC Netherlands, a subsidiary of Japan’s Kansai Electric Power, EGAT International of Thailand, and the Lao Holding State Enterprise, was established to develop the Nam Ngiep 1 Hydropower Project (“Project”). The Owner is now operating a 290-MW Project in Bolikhan District, Bolikhamxay Province in order to provide clean renewable electricity and contribute to poverty reduction in Laos. As part of our Project, The Owner plans to select an **eligible Supplier/Company who is an authorized Microsoft Partner or Reseller in Lao PDR** to supply **“Microsoft Office 2019 Professional Plus license”** (“the Goods”).

Bidding will be conducted through request for quotation procedures. Interested bidders must provide information indicating their qualifications that include but not limited to Supplier/Company profiles in accordance with the format provided by the Owner **“Request for Quotation Form”**.

The Owner may cancel the bidding process at any time for any reason, and the Owner is neither bound to accept any quotations that The Owner may receive nor required to invite any suppliers/companies to submit the quotation for the Project without any financial obligations or liabilities to any bidders.

The quotations shall comprise of the following but not limited to:

- Price quotation
- Valid Business License
- Valid Tax Certificate
- Valid Authorized Microsoft Partner (if applicable)

The Interested Supplier/Company must submit the quotation in **Lao kip** in the **sealed envelope**, duly signed by the authorized personnel of the bidder and clearly marked **“Confidential”** with title **“Quotation for Microsoft Office 2019 Professional Plus license”** to the Owner’s office address below **by or before 17:00 (local time) on Monday, 27th September 2021**. Late submission will be rejected and returned unopened to the bidders.

The Quotation shall be fixed for the duration of the contract and remain valid for a period not less **than 60 days** after the deadline for submission. The full set of Quotation Form can be obtained upon request by email or written application to address below:

The address referred to above is:

Attention To:

The Administration Division, Nam Ngiep 1 Power Company Limited, 2nd Floor, Sky City Building, PO Box 5530, Sybounheuang Village, Chanthabouly District, Vientiane Capital, Lao PDR,
Office Tel: +856-21-261251, Fax: +856-21-261252,
Email: procurement_nnp1@namngiep1.com, Website: <https://namngiep1.com/procurement/bidding-notices/>