

## INVITATION FOR BIDS

**Name of Project:** GIZ - CEGGA  
**Title:** Supply for Office Stationery  
**RFQ:** 7000004446  
**Address:** GIZ Office Vientiane, Watnak Nyai Road, House 247/ Unit 19,  
 Thaphalanxay Village, Sisattanak District, Vientiane Capital, Lao PDR.  
 PO Box 9233

No	Description	Quantity	Delivery Terms	Delivery Destination
1	<b>Office Stationery and supplies</b> (e.g., A4 paper, lever arch files, white envelopes, pens, and whiteboard markers in total of 73 Items)	Please see more details on stationery list by sending email to: <a href="mailto:LA_Quotation@giz.de">LA_Quotation@giz.de</a>	Please Indicate your shortest delivery time	GIZ Office Vientiane Watnak Nyai Road House 247/ Unit 19 Thaphalanxay Village Sisattanak District Vientiane Capital, Lao PDR

### Bidder qualifications:

- Open for local suppliers
- Legally registered local company or enterprise
- At least 3 years' professional experience

### Further conditions:

- Office supply consist of 73 Items (please see more details on stationery list by sending email to: [LA\\_Quotation@giz.de](mailto:LA_Quotation@giz.de))
- Quotations shall be submitted as all items requested, with product catalog and detail of technical specification; partial / optional quotations will be rejected.
- Quotation shall be valid at least 45 days from submission date.
- The price for all items shall be quoted in LAK excluding taxes and duties.
- All items must consist of warranty as required in tender documents
- Other document requirement: certificate of experiences, company registration, Tax license and others necessary document.

Interested eligible local companies are invited to register online to obtain free tendering documents by email to: [LA\\_Quotation@giz.de](mailto:LA_Quotation@giz.de), the deadline submission the offers not later by **20 April 2026, 16:30 PM** (please indicate your full address), please use the references inquiry No 7000004446 plus enclosed **your valid business license both back and front page** when requesting for registration).