



Request for Quotation (RFQ) for Goods

Purchase of IT Equipment

RFQ Ref No: UNOPS-RSOC-2016-G-020

Version: v2016.1

Invitation letter

Dear Sir/Madam,

Subject: Request for Quotations for the Purchase of IT equipment– RFQ Case No.: UNOPS-RSOC-2016-G-020

The United Nations Office for Project Services (hereinafter referred to as UNOPS) is pleased to invite prospective bidders to submit a quotation for the provision of goods/services in accordance with the UNOPS General Conditions of Contract and the Schedule of Requirements as set out in this Request for Quotation (RFQ).

The RFQ consists of the following:

- This RFQ Invitation Letter
- Section I: RFQ Particulars
- Section II: Instructions to Bidders
- Section III: Schedule of Requirements
- Section IV: Returnable Bidding Forms
 - Form A: Quotation Submission Form
 - Form B: Price Schedule Form
 - Form C: Technical Quotation Form
 - Form D: Previous Experience Form

If you are interested in submitting a quotation in response to this RFQ, please prepare your quotation in accordance with the requirements and process as set out in this RFQ and submit it to UNOPS by the deadline for quotation submission set out in the Section I: RFQ Particulars.

We look forward to receiving your quotation.

Approved by:



Name: Graeme Tyndall
Title: UNOPS RSOC Manager
Date:

Section I: RFQ Particulars

Scope of Quotation	This RFQ refers to the provision of IT equipment as further described in Section III: Schedule of Requirements.
Contact person for correspondence, notifications and requests for clarifications	<p>All correspondence, notifications and requests for clarifications in relation to this RFQ shall be sent to the following e-mail address: srpc.procurement@unops.org</p> <p style="text-align: center;">United Nations Office for Project Services Republic of Serbia Operations Centre Šumatovačka 59 11000 Belgrade, Serbia</p> <p>ATTENTION: quotations shall not be submitted to the above address but to the address for quotation submission as set out below.</p>
Clarifications	<p>Requests for clarification from bidders will not be accepted by any later than 24 June 2016.</p> <p>Responses to requests for clarification will be communicated at UNOPS website (open competition).</p>
Quotation validity period	Quotations shall remain valid for acceptance by UNOPS for ninety 90 days for RFQ from the Deadline for Quotation Submission.
Quotation Currenc(ies)	Quotations shall be quoted in RSD (Republic of Serbia Dinars)
Duties and Taxes	All quotations shall be submitted net of any direct taxes, customs duties and indirect taxes and VAT.
Language of quotations	All quotations, information, documents and correspondence exchanged between UNOPS and the Bidders in relation to this RFQ process shall be in English.
Deadline for Quotation Submission	All quotations must be submitted by 12:00, CET on 27 June 2016 .
Quotation submission	<p>Quotations must be submitted as follows:</p> <p>Quotation form must be completed signed and returned to UNOPS. The quotations must be made in accordance with the instructions contained in this request.</p> <p>All quotations must be submitted to the following address</p> <p style="text-align: center;">Address: Šumatovačka 59, 11000 Belgrade, Serbia Or to E-mail: srpc.bids@unops.org Contact person: Nenad Sucurovic</p> <p>Quotations submitted shall be binding and valid for a period of ninety (90) days from the due date stated herein. Any prices accepted during this period will be considered firm/fixed for the resulting purchase order.</p> <p>The supplier agrees to acknowledge the purchase order in the form provided upon award, under the terms and conditions stated therein, and for the agreed amount.</p>

Evaluation method and criteria	<p>Quotations shall be evaluated to determine the lowest price most technically acceptable offer. Evaluation shall be conducted as follows:</p> <ol style="list-style-type: none"> 1. Preliminary Examination. The following eligibility and formal criteria will be reviewed for compliance: <ul style="list-style-type: none"> • Bidder is eligible as defined in Instructions to Bidders, Article 3 • Completeness of the Quotation. All Returnable Bidding Forms and other documentation requested have been provided and are complete • Bidder accepts UNOPS General Conditions of Contract 2. Qualifications of the Bidder will be assessed as per below qualification criteria: <ul style="list-style-type: none"> • Bidder should be in continuous business of supplying similar goods (i.e. food processing machines) for the last 3 (three) years. • Bidder must also identify and disclose all information on any related entity/s, if any, by providing full legal name and address of the related entity/s. In the event there are not any related entities. 3. Technical compliance of the offered goods/services. The following technical criteria will be reviewed for compliance compared to UNOPS requirements: <ul style="list-style-type: none"> • Goods offered in the quotation are compliant compared to the requirements in Section III: Schedule of Requirements. • Goods offered in the quotation are compliant with the applicable national law regulations and standards 4. Financial evaluation. Quotations that are found to be technically acceptable shall be evaluated based on price and UNOPS will award the contract as per the lowest priced, most technically acceptable offer evaluation methodology. <p>At any time during the evaluation process UNOPS may request clarification or further information in writing from Bidders. The Bidder's responses shall not contain any changes regarding the substance, including the technical and financial part of their quotation. UNOPS may use such information in interpreting and evaluating the relevant quotation.</p>
Partial quotations	Bidders shall be allowed to quote prices for one or more items identified in Section III: Schedule of Requirements, however Bidders must offer 100% of the quantities specified for each item. Evaluation will be done per item.
Documents comprising the Quotation	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> • Form A: Quotation Submission Form • Form B: Price Schedule Form • Form C: Technical Quotation Form • Form D: Previous Experience Form • Company registration documents, not older than 6 months from the date of the quotation, or the valid excerpt from the Registry of Bidders of the Serbian Business Agency. • Minimum three contracts of delivery of IT equipment in the last three years, listed in the Previous Experience Form • Catalogue, brochure or similar document that will prove the required characteristics of the offered goods.
Type of Contract to be awarded	UNOPS will sign the following contract with the awarded Bidder(s): Purchase order

General Conditions of Contract	<p>In the event of an order, the following conditions of contract will apply: UNOPS General Conditions of Contract for goods</p> <p>The conditions are available at: http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx</p>
Signing of Contract	UNOPS plans to award the Contract by 28 June 2016 .
UNGM registration	<p>Any Contract resulting from this RFQ exercise will be subject to the supplier registration on United Nations Global Marketplace (UNGM) website. Vendors can register their company by accessing the website at www.ungm.org.</p> <p>The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to Contract signature</p>

Section II: Instructions to Bidders

1. SCOPE OF QUOTATION

Bidders are invited to submit a quotation for the goods and/or services specified in Section III: Schedule of Requirements, in accordance with this RFQ.

2. INTERPRETATION OF THE RFQ

This RFQ is an invitation to treat and shall not be construed as an offer capable of being accepted or as creating any contractual, other legal or restitutionary rights.

This RFQ is conducted in accordance with the applicable provisions of UNOPS Procurement Manual (latest version of which can be accessed at: <https://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx>) and other relevant Organisational Directives and Administrative Instructions that are referred to in the Procurement Manual. In case of contradictions between this RFQ and the UNOPS Procurement Manual, the UNOPS Procurement Manual shall prevail.

3. BIDDER ELIGIBILITY

Bidders may be a private, public or government-owned legal entity or any association with legal capacity to enter into a binding Contract with UNOPS.

A Bidder shall not be eligible to submit a quotation if and when at the time of quotation submission, the Bidder:

- i. is included in the Ineligibility List, hosted by UNGM, that aggregates information disclosed by UNOPS (UNOPS Ineligibility List) and other Agencies, Funds or Programs of the UN System;
- ii. is included in UN/PD's suspended and removed vendors list;
- iii. is included in the Consolidated United Nations Security Council Sanctions List, including the UN Security Council Resolution 1267/1989 list;
- iv. is included in the World Bank Corporate Procurement Listing of Non-Responsible Vendors and World Bank Listing of Ineligible Firms and Individuals;

All Bidders are expected to embrace the principles of the United Nations Supplier Code of Conduct, given that it originates from the core values of the Charter of the United Nations. UNOPS also expects all its suppliers to adhere to the principles of the United Nations Global Compact.

4. CLARIFICATION OF THE RFQ

Bidders may request clarification in relation to the RFQ or bid process by submitting a written request to the contact stated in the **Section I: RFQ Particulars**, until the time stated in **Section I: RFQ Particulars**. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official.

5. REMUNERATION FOR AND COSTS OF QUOTATIONS

Bidders shall not be entitled to any remuneration or compensation for the preparation and submission of their quotation.

6. QUOTATION CURRENC(IES)

The quotation shall be made in the currenc(ies) stated in **Section I: RFQ Particulars**. If applicable, for comparison and evaluation purposes, UNOPS will convert the quotations into USD at the official United Nations rate of exchange in force at the time of the deadline for quotation Submission.

UNOPS reserves the right not to reject any quotation submitted in a currency other than the mandatory bidding currenc(ies). UNOPS may accept quotations submitted in another currency than stated above if the Bidder confirms during clarification of quotations in writing that it will accept a Contract issued in the mandatory quotation currency and that for conversion the official United Nations operational rate of exchange of the day of RFQ deadline as stated in Section I: RFQ Particulars shall apply. Regardless of the currency of quotations received, the Contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

Rates in quotations shall be fixed. Quotations with adjustable rates shall be disqualified.

7. DUTIES AND TAXES

Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNOPS as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in **Section I: RFQ Particulars**.

8. PAYMENT TERMS

UNOPS will ordinarily effect payment within 30 days after receipt of the goods/services and on submission of payment documentation. Time in connection with discounts offered for accelerated payment will be computed from the date of receipt of payment documents by UNOPS. Payment discounts will not be considered in the financial evaluation.

9. PUBLICATION OF CONTRACT AWARD

UNOPS shall publish in its website (<https://data.unops.org>) information regarding the purchase order(s) awarded as a result of this RFQ.

10. ETHICS AND PROSCRIBED PRACTICES

UNOPS requires that all Bidders observe the highest standard of ethics during the entire RFQ process, as well as the duration of any Contract that may be signed as a result of this process. Therefore, all Bidders shall represent and warrant that they:

- (i) have not unduly obtained, or attempted to unduly obtain, any confidential information in connection with the RFQ process and any Contract that may be signed as a result of this RFQ process;
- (ii) have no conflict of interest that would prevent them from entering into a Contract with UNOPS, and shall have no interest in other parties involved in this RFQ process or in the project underlying this RFQ process;
- (iii) have not engaged, or attempted to engage, in any Proscribed Practices in connection with this RFQ process or the Contract that may be awarded as a result of this RFQ process. For the purposes of this provision, Proscribed Practices are defined in the UNOPS Vendor Sanctions Procedures, and include: corrupt practice, fraudulent practice, coercive practice, collusive practice, unethical practice and obstruction.

11. AUDIT

UNOPS may conduct investigations relating to any aspect of the Contract award at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract. The Contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNOPS access to the Contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Contractor's personnel and relevant documentation. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNOPS hereunder

12. BID PROTEST

Any Bidder that believes to have been unjustly treated in connection with this RFQ process or any Contract that may be awarded as a result of such RFQ process may submit a complaint to UNOPS' General Counsel. More information about bid protests can be found on UNOPS' website at www.unops.org.

Section III: Schedule of Requirements

List of Goods with quantities:

Item No	Description of Goods	Quantity
1.	Laptop PC with docking and miscellaneous	7
2.	Monitor	7
3.	2TB USB removal disk antishock (USB 3.0)	4
4.	Cordless mouse 1000 Hz Optical	15
5.	Headphones with microphone	20
6.	Battery for laptop PC HP 640/650	6
7.	RAM memory for laptop SODIMM 8GB DDR3	25
8.	RAM memory for desktop DIMM 8GB DDR3	20
9.	Network switch	1
10.	Wireless access point	3
11.	Keyboard	5

NOTE: All items must comply with requirements laid down in the technical specifications in the Form C: Technical Quotation Form of this tender. The required specifications present minimum requirements. Bidders may offer items with more advanced specs and such offers are accepted as appropriate.

Manufacturer's technical literature submitted with the offer must comply with the written specifications of the Bidder. In the event that there are differences between the submitted manufacturers' literature and written Bidder specification reasons for that must be explained in the Bidder specifications. Manufacturer's technical literature (brochures, booklets, instructions, etc.) should be submitted for each item offered. The manufacturers' technical literature should be marked in an appropriate manner (i.e. model number).

Bidder warrants that offered equipment is new and unused. Bidder shall further warrant that none of the supplies have any defect arising from design, materials or workmanship.

Where applicable, items must be in compliance with the Law on health safety of products for general use Republic of Serbia

Section IV: Returnable Bidding Forms

Note to Bidders: Instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Bidding Forms as instructed and return them as part of your quotation.

The following returnable forms are part of this RFQ and must be completed and returned by bidders as part of their Quotation.

Form A: Quotation submission form

Bidders are requested to complete this form, sign it and return it as part of their bid submission. The bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Date: [Insert submission date] _____

Subject: Quotation for the supply of [Insert a brief description of goods/services] in _____ [Name of country/city],
 RFQ Case No. [insert RFQ ref number] _____, dated [insert date] _____.

We, the undersigned, declare that:

- We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract.
- Our quotation shall be valid for the period of time of [insert number of days which shall not be less than the specified in Section I: Bid Particulars, Period of Validity of Bids] _____ from the date fixed for the bid submission deadline as set out in the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS;
- Our firm confirms that the offeror and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation;
- Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the Contract—has not been declared ineligible by UNOPS, nor is included in the suspended/ineligibility list of the UN/DPD, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Bidders Article 3, Eligibility;
- We embrace the UN Supplier Code of Conduct and adhere to the principles of the UN Global Compact
- We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
- We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this RFQ and will not engage in any such activity during the performance of any Contract awarded.

I, the undersigned, certify that I am duly authorized by [insert full name of bidder] _____ to sign this quotation and bind [insert full name of bidder] should UNOPS accept this quotation:

Name: [complete] _____
 Title: [complete] _____
 Signature: _____

Provide the name and contact information for the primary contact from your company for this quotation:

Name: [complete] _____
 Title: [complete] _____
 Email address: [complete] _____
 Telephone: [complete] _____

Form B: Price Schedule Form

Bidders shall fill in this Price Schedule Form in accordance with the instructions indicated.

RFQ reference no: [insert RFQ reference No.]

Currency	RSD
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Item No	Description of Goods	Quantity
1.	Laptop PC with docking and miscellaneous	7
2.	Monitor	7
3.	2TB USB removal disk antishock (USB 3.0)	4
4.	Cordless mouse 1000 Hz Optical	15
5.	Headphones with microphone	20
6.	Battery for laptop PC HP 640/650	6
7.	RAM memory for laptop SODIMM 8GB DDR3	25
8.	RAM memory for desktop DIMM 8GB DDR3	10
9.	Network switch	1
10.	Wireless access point	3
11.	Keyboard	5

Payment terms 30 days accepted: Yes

a) List of subcontractors or suppliers

Bidder must identify the names of all subcontractors/suppliers who will be providing good/services under this Contract and the type of work being subcontracted, if applicable.

[Full legal name and address of subcontractors]

- (A) _____
- (B) _____
- (C) _____

b) List of legal entities associated to the Bidder

Bidder must also identify and disclose any information regarding all associated legal entity/s, if any, by providing full legal name and address of the associated entity/s.

[Full legal name and address of the associated legal entity]

- (A) _____
- (B) _____
- (C) _____

Should there be no related entities, the Bidder must sign the following statement to that effect:

[Delete or cross out if not applicable]:

I, the undersigned, certify that there are no legal entities associated to the **[insert full name of Bidder]**

_____ [

c) Authorization to sign quotation

I, the undersigned, certify that I am duly authorized by [*insert full name of Bidder*]

_____ to sign this quotation and bind

_____ [*insert full name of Bidder*] should UNOPS
accept this quotation.

Name : _____

Title : _____

Date : _____

Signature : _____

Form C: Technical Quotation Form

RFQ reference no: [insert RFQ reference No.] _____

Name of Bidder: [insert name of Bidder] _____

Bidders are required to complete the **Comparative Data Tables** included in Section III: Schedule of Requirements to demonstrate compliance with UNOPS requirements and insert them below. Bidders are NOT allowed to make any change in the "UNOPS requirements" columns of the Comparative Data Tables. Such changes might disqualify your quotation.

Technical specifications for goods – Comparative Data Table

[insert table here]

Item No	UNOPS minimum technical requirements	Quantity	Is quotation compliant? Bidder to complete	Details of goods offered. Bidder to complete Insert details of goods offered, including specifications and brand/model offered if applicable
1.	<p>Laptop PC with docking station International Brand name manufacturer Processor 5th Generation i5 processor for mobile computers, 8GB RAM (min 2 SODIMM slots), 128 GB SSD, graphics, min 14 inches screen size, Win 7 Professional , optical DVD+/-RW Dual Layer, combined multimedia card reader, web camera , integrated sound and microphone, connectivity, 2xUSB 3.0 regular, digital video port (display port or HDMI), adapter to HDMI (if non-HDMI built in), Wireless network adapter 802.11 b/g/n, Gigabit Ethernet, 720p HD webcam, Docking connector, phones output, microphone input. Warranty: 3/3/0 Additional devices: professional shock resistant laptop carriage bag, US keyboard, mouse</p>	7	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.	<p>Height adjustable LCD Display LED technology, Screen size 21,5 inches -22 inches, Full HD Resolution 1920x1080, response time max 8 ms, digital, contrast min 1:1000, interface – VGA, digital signal video interface cable to be provided. Height adjustable Warranty: 1/1/0</p>	7	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.	<p>USB Hard disk drive Portable shock resistant hard disk drive, with anti-shock</p>	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

	protection. Connectivity: USB 3.0, Capacity 2TB Warranty 1 year			
4.	Cordless mouse Sensor technology: Advanced Optical Tracking; Sensor Resolution: 1000; Number of buttons: 5; Scroll Wheel (Y/N): Yes (with Micro-precise scrolling); Battery life: 18-month battery life*; Battery type: 1 AA battery; Wireless operating distance: Approx 10m*; Wireless technology: Advanced 2.4 GHz wireless connectivity- Interface: USB receiver Warranty 3 years	15	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5.	Headphones with microphone Type Skype headphones, standard form (not ear-in), connectivity 2x3.5mm jack, Input Impedance: 22 Ohms or more Sensitivity (headphone): 120 dB +/-3 dB or less Sensitivity (microphone): -40dBV/PA +/- 3dB or less Cord length: 1.5 m height adjusting Warranty 1 year	20	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6.	Battery for laptop Battery for Laptop PC - model HP ProBook 640 / 650 6-cell, Produced by HP Warranty 1 Year	6	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7.	RAM Memory modules for laptop SODIMM 8GB DDR3 for Computers HP ProBook 640/650, and DELL Latitude E5550 produced by brand name memory modules manufacturer, Warranty 1 year	25	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8.	RAM Memory for desktop computers DIMM 8GB DDR3 for Desktop computers, PC models – DELL Optiplex 7020 and HP ProDesk 400 produced by brand name memory modules manufacturer, Warranty 1 year	10	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9.	Managed Network Switch 10/100/1000Mbps Ethernet x 24 ports + 2 SFP ports, Layer 2+ fully managed, Telnet, web based GUI, rack-mounted, produced by international brand name manufacturer of network equipment Warranty 1 year	1	<input type="checkbox"/> Yes <input type="checkbox"/> No	

10.	Wireless Access point 300 Mbit /sec, Dual band 2.4 Ghz, 5 Ghz, 1xGigabit Ethernet LAN, replaceable antenna, produced by international brand name manufacturer of network equipment Warranty 1 year	3	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11.	Cordless Keyboard Internationally recognised brand name manufacturer (Logitech or similar) professional cordless keyboard, layout 101 international low profile, height adjustable 1 year warranty, connection type 2.4 GHz with nano-receiver, 10m wireless range Warranty 1 year	5	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Delivery requirements — Comparative Data Table

[insert table here]

UNOPS Requirements		Is quotation compliant? Bidder to complete	Details Bidder to complete Insert details
Delivery time	Bidder shall deliver the goods as soon as possible but latest within 30 (thirty) calendar days after Contract signature.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Delivery place and Incoterms rules	DAP (Delivery at Place), offload included, as per Incoterms 2010, net of any direct taxes, customs duties and indirect taxes and VAT.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Consignee details	The goods should be delivered and offloaded to, as well as all other relevant details, to Sumatovacka 59, Belgrade.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
UNOPS Right to vary requirements	At the time the Contract is awarded, UNOPS reserves the right to vary the quantity of the goods and associated services specified above, provided this does not exceed +/- 100%, without any change in the unit prices or other terms and conditions of the RFQ.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

The offered goods and related services (if applicable) are in accordance with the required specifications and requirements specified in **Section III: Schedule of Requirements**.

Yes No

ANY DEVIATION MUST BE LISTED BELOW:

Name : _____

Title : _____

Date : _____

Signature : _____

Form D: Previous experience form

RFQ reference no: [insert RFQ reference No.] _____

Name of Bidder: [insert name of Bidder] _____

Description of services/goods	Country	Total amount of Contract	Contract Identification and Title and Contact details of Client: (Name, Address, telephone, email, fax)	Year project was undertaken

Name : _____

Title : _____

Date : _____

Signature : _____