

REQUEST FOR QUOTATION (RFQ)

Date: 13 February 2014

Dear Sir/Madam,

Subject: Request for Quotation for Purchase of Software Licenses for Surdulica Municipality**Project: 00075632 - EUPROGRES****Case reference: UNOPS-EUPROGRES-2014- G-008**

1. The United Nations Office for Project Services (hereinafter "UNOPS") is pleased to invite you to submit a quotation for purchase of software licenses described in Annex I to this Request for Quotation.
2. We would appreciate receiving your quotation on or before 24 February 2014 by 12:00 hrs, noon, CET in a sealed envelope on address EU PROGRES, Šumatovačka 59, 11 000 Beograd or via e-mail srcp.bids@unops.org to the attention of Procurement unit. Please specify above project and reference number on your quotation.
3. Any requests for clarification should be referred to:
UNOPS PROCUREMENT UNIT
Office: UNOPS
Address: Šumatovačka 59, 11 000 Belgrade
Telephone: +381 (0)11 24-35-703
E-Mail: srcp.procurement@unops.org
4. Your quotation shall include the following:
 - Completed Comparative Data Form (see Annex I)
 - Completed Bid Price and Delivery Form (see Annex II)
 - Completed Previous Experience Form (see Annex III)
 - Company registration form (Izvod iz APR-a)
5. UNOPS evaluates the quotations based on best value, i.e. best quality and cost-effectiveness of the proposed offers. The following aspects will be considered for the evaluation:
 - (a) Compliance with all requirements as specified in Annex I
 - (b) Cost-effectiveness of price quotation taking into account the possibility of purchasing the freight separately.
6. A contract may be awarded to the bidder having submitted the quotation representing the best value for UNOPS. However, UNOPS reserves the right to accept or reject any quotation, and to cancel the process and reject all quotations, at any time prior to the award of contract, without thereby incurring any liability to the Bidders or any obligation to inform the Bidders of the grounds for such action.
7. UNOPS reserves the right to make multiple arrangements for any item or items. Partial bids are allowed. Evaluation will be done for all Items or per Item.

8. In the event of a Contract the UNOPS General Conditions will apply. The conditions are available at <http://www.unops.org/english/whatweneed/Pages/Guidelinesforsuppliers.aspx> under "UNOPS general conditions of contract":

- UNOPS General Conditions for Goods

9. **Supplier eligibility.** Suppliers shall not be eligible to submit an offer and to be awarded a contract when at the time of bid submission:

- (a) Suppliers are already suspended by UNOPS, or,
- (b) Supplier's names are mentioned in the UN 1267 list of Terrorists issued by the Security Council resolution 1267, which establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban, or,
- (c) Suppliers are suspended by the UN Procurement Division (UN/PD), or,
- (d) Suppliers have been declared ineligible by the World Bank.

Furthermore, as a condition of doing business with UNOPS it is necessary that suppliers, their subsidiaries, agents, intermediaries and principals cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations, UNOPS Internal Audit and Investigations Group (IAIG) as well as with other investigations authorized by the Executive Director and with the UNOPS Ethics Officer (during preliminary reviews in line with UNOPS whistle blower policy) as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives, agents and assignees of the supplier; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNOPS to repudiate and terminate the contract, and to debar and remove the supplier from UNOPS's list of registered suppliers.

10. **Information regarding Bid Protest can be found at:**

<http://www.unops.org/english/whatwedo/services/procurement/Pages/Procurementpolicies.aspx>

11. UNOPS will effect payment within 30 days after receipt of original payment documentation.

We look forward to receiving your quotation.

Yours sincerely,



Graeme Tyndall
Programme Manager

ANNEX I - GOODS: COMPARATIVE DATA FORM

Bidders are required to complete the following with “Yes”, “No” or specific information requested for the items being supplied.

Item 1: 30 licenses – Microsoft Office 2013 Std

Our minimum requirements:	Your offer (Please fill in):
Microsoft Office 2013 Standard for timely unlimited use with downgrade option	
Features to be included: Microsoft Word Microsoft Excel Microsoft Power Point Microsoft One Note Microsoft Outlook Microsoft Publisher	
Delivery time (maximum 10 calendar days), licensed and qualified after sale support	

Item 2: 60 licenses – Microsoft Usr CAL for windows Windows Server 2012

Our minimum requirements:	Your offer (Please fill in):
Licensing - Microsoft Client Access License UsrCAL for Windows Server 2012	
CAL for access to network server (platforms Windows Server 2012)	
Delivery time (maximum 10 calendar days), licensed and qualified after sale support	

Item 3: 1 license – VmWare vSphere 5 Essentials Plus

Our minimum requirements:	Your offer (Please fill in):
License – VmWare vSphere 5 Essentials Plus Kit for 3 hosts (Max 2 processors per host)	
License kit to be included Basic	

Support/Subscription VMware vSphere 5 Essentials Plus Kit for 1 year	
Delivery time (maximum 10 calendar days), licensed and qualified after sale support	

NOTE: Licenses are being purchased for the government institution - municipal administration of Surdulica Municipality. Responsibility and ownership upon licenses are transferred to Municipality of Surdulica at the moment of the delivery.

THE PRODUCTS OFFERED ARE IN ACCORDANCE WITH THE SPECIFICATIONS AND REQUIREMENTS

YES

NO

ANY DEVIATION MUST BE LISTED BELOW:

Date

Authorized Signature

ANNEX II - GOODS: PRICE & DELIVERY FORM

QUOTATION				
BIDDER'S TOTAL PRICES (Price & Currency to be entered by Bidder):				
REQUESTED OFFER VALIDITY PERIOD FROM DATE OF OFFER SUBMISSION: ___ days (120days required)				
BIDDER'S UNIT PRICES (Price & Currency to be entered by Bidder):				
ITEM	DESCRIPTION	QTY	CURRENCY:	
			UNIT PRICE DAP	TOTAL PRICE DAP
1.	Microsoft Office 2013 Standard license	30		
2.	Microsoft UsrCAL for Windows Server 2012	60		
3.	VmWare vSphere 5 Essentials Plus + 1 year license Kit	1		

BIDDER'S DELIVERY DATA		
COUNTRY OF ORIGIN OF OFFERED PRODUCTS:	ITEM 1	
	ITEM 2	
	ITEM 3	
DELIVERY TIME (FCA FROM DATE OF ORDER):	ITEM 1	
	ITEM 2	
	ITEM 3	

 Date

 Authorized Signature



ANNEX III: PREVIOUS EXPERIENCE FORM

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

Authorized Signature: _____

Date: _____