



REQUEST FOR QUOTATION (RFQ) Various IT Equipment

	DATE: October 5, 2018
	REFERENCE: PHL-RFQ-2018-207

Dear Sir / Madam:

We kindly request you to submit your quotation for **Various IT Equipment**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **October 18, 2018** and via (choose appropriate box)
☒ **email**, ☒ **courier mail** or ☐ **facsimile** to the address below:

United Nations Development Programme
15th Floor North Tower, Rockwell Business Center Sheridan
Sheridan Street corner United Street
Highway Hills, 1550 Mandaluyong City
The Procurement Unit
procurement.ph@undp.org

Quotations submitted by email must be limited to a maximum of **5MB**, virus-free and no more than 3 email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input checked="" type="checkbox"/> DAP <input type="checkbox"/> Other [pls. specify]
Exact Address/es of Delivery Location/s (identify all, if multiple)	Independent Decommissioning Body (IDB) IDB Headquarters, #19 San Isidro Avenue, Cotabato City
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> 1-45 calendar days from the issuance of the Purchase Order (PO) <input type="checkbox"/> As per Delivery Schedule attached [if delivery will be staggered] Time : [pls. indicate] Time Zone of Reference : [pls. indicate]
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Preferred Currency of Quotation	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency : Philippine Peso
Value Added Tax on Price Quotation	<input type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Deadline for the Submission of Quotation	COB, Thursday, October 18, 2018
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others [pls. specify, including dialects, if needed]
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input type="checkbox"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users; <input type="checkbox"/> Confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected; <input type="checkbox"/> Quality Certificates (ISO, etc.); <input checked="" type="checkbox"/> Latest Business Registration Certificate ; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied ;

	<input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods". <input type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; <input type="checkbox"/> Others <i>[pls. specify as many as required]</i>
Period of Validity of Quotes starting the Submission Date	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days <p>In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.</p>
Partial Quotes	<input type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted: per Lot
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of goods <input type="checkbox"/> Others
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criterion and cannot be deleted regardless of the nature of services required]</i> <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time <input type="checkbox"/> Others
UNDP will award to:	<input type="checkbox"/> One and only one supplier <input checked="" type="checkbox"/> One or more Supplier, depending on the following factors: <i>[Technically Compliant and Lowest responsive bid proposal]</i>
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilized for Long-Term Agreement and <i>if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.</i>) <input type="checkbox"/> Other Type/s of Contract
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 10 days after the latest delivery date <input type="checkbox"/> Others
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection <input type="checkbox"/> Complete Installation

	<input type="checkbox"/> Passing all Testing <input type="checkbox"/> Completion of Training on Operation and Maintenance <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements <input type="checkbox"/> Others
Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html <input type="checkbox"/> Others Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only)	[Name] : Rose Rivera [Designation] : Procurement Assistant [Mobile] : (+63) 917 506 8423 [Tel] : (02) 902 9901 [Email] : rose.rivera@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation,

fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your quotation.

Technical Specifications

Items to be Supplied*	Quantity	Description / Specifications of Goods	Latest Delivery Date
Lot 1	33 units	<p><u>Laptop Computer</u></p> <ul style="list-style-type: none"> ● Processor Speed: Intel® Core™ i5-7200U 2.5GHz (3MB Cache, up to 3.10 GHz) ● Memory: 8GB PC4-19200 SDRAM DDR4 2133MHz ● Storage: 5400RPM 1TB SATA HDD ● Graphics Card: Intel HD Graphics 620 ● Operating System: Windows 10 Pro ● Display: 15.6" FHD Anti-Glare LED-Backlit ● Connectivity: Wireless LAN 802.11ac, Ethernet, Bluetooth V4.1 ● I/O Ports: 2 x USB 3.0 1 x USB 2.0 1 x LAN 1 x HDMI 1 x Headphone/microphone combo jack 1 x SD/SDHC/SDXC ● Camera: Built-In, 720p resolution ● Security Slot Adapter Kit ● Battery: 4-Cell Removable Battery ● Accessories: Mouse and Laptop Bag ● Warranty: one (1) year warranty on unit and spare parts. ● Others: <ul style="list-style-type: none"> o Minimum of 4.52 lbs. o MS Office 2016 Home and Business -Office 365 or higher o Anti-Virus 2017 	7-14 calendar days upon receipt of P.O.
Lot 2	10 units	<p><u>Local Area Network System (Wireless Router)</u></p> <ul style="list-style-type: none"> ● Technology: Wireless-AC ● Speed: High speed up to 1000Mbps (Gigabit) ● Connectivity Type: Wireless ● Antennas: 2-4 ● Access Type: WEP/WPA/WPA2 ● Warranty: 1 year warranty 	7-14 calendar days upon receipt of P.O.
	10 sets	<p>Switch Hub</p> <ul style="list-style-type: none"> ● Device Type: Ethernet Switch ● Device Interface: 8 x 10/1000Mbps Auto MDI/MDIX (Gigabit) 	7-14 calendar days upon receipt of P.O.

		<ul style="list-style-type: none"> • Ports: 8 • Switching Capacity: 8 – 10 Gbps • Warranty: 1 year warranty 	
	2 sets	Wire Tracker <ul style="list-style-type: none"> • Application Range: Network Test • Usage: Cable testing and tracker • Interface: RJ11, RJ45, and BNC • Max Emitter: 10mA • Receiver: 30mA • Distance of Signal Transmission: 3km • Warranty: 1-year warranty 	7-14 calendar days upon receipt of P.O.
	3 rolls	UTP Cable Cat5e <ul style="list-style-type: none"> • Cable Length: 1,000ft • Conductor Construction: Solid Bare Copper • Conductor Size: 24AWG x 4pairs • Insulation Material: HDPE • Jacket Material: PVC • Standards Compliance: ISO/IEC 11801; TIA/EIA-568-B.2 • Cable Type: Bulk cable - CAT 5e • Cable Characteristic: Unshielded twisted pair (UTP) • Jacket Diameter: 5.3±0.15mm 	7-14 calendar days upon receipt of P.O.
	400pcs.	RJ45 Connector	7-14 calendar days upon receipt of P.O.
	6 sets	Crimping Tool <ul style="list-style-type: none"> • Usage: RJ11, RJ12, RJ45 • Cable Wire Cutter: Built-in with stripper and Peeling pliers 	7-14 calendar days upon receipt of P.O.

Lot 3	30 units	Image Capturing Device (webcam) <ul style="list-style-type: none"> • Image Resolution: 8.0 Mega Pixels • DPI: 3200x2400 • Image Sensor: 1/5"CMOS, 640 x 480 Pixels Item Function <ul style="list-style-type: none"> • Lens: F=2.4, f=3.0mm • View Angle: 66 degrees • Focus Distance: Automatic focus, 10cm to infinity • Exposure Control: Automatic • White Balance: Automatic • Computer Port: USB Port • Plug and Play feature enabled • Warranty: 1 year on parts 	7-14 calendar days upon receipt of P.O.
Lot 4	30 units	Biometric Fingerprint Reader with SDK <ul style="list-style-type: none"> • Device connection: USB 2.0 (High Speed) • Supported OS: Microsoft Windows 8.1 or higher • Sensor resolution: 500 dpi (native) 1000 dpi (interpolated) • Image capture area (Platen size): 19 mm x 16 mm • Sensor type: Optical • Illumination: Blue LEDs • Warranty: 1 year • Others: Software Development Kit 	7-14 calendar days upon receipt of P.O.
Lot 5	30 units	Electronic Signature Pad <ul style="list-style-type: none"> • Device connection: USB 2.0 (High Speed) • Active Area: 10 x 6 inch • Resolution: 5080 LPI (Lines Per Inch) • Reading Height: 10mm • Compatibility: Windows 8.1 or higher • Pen Holder: 8 Tips & 1 Remove Ring • Others: Pen, Driver installation CD • Warranty: 1 year 	7-14 calendar days upon receipt of P.O.
Lot 6	15 units	Sets of ID Card Generator and Consumables PVC Card Printers <ul style="list-style-type: none"> • Printing Method: Direct-to-card dye sublimation/Resin thermal transfer • Single/ Dual -sided printing: edge-to-edge/ Duplex • Resolution:300 x 300 dpi resolution • Card Lamination: Dual-sided Card Lamination Module (CLM) 	7-14 calendar days upon receipt of P.O.

		<ul style="list-style-type: none"> • Memory: 32 MB RAM or higher • Color Mode: YMCKO/ YMCKO-K • Connectivity/ Interfaces: <ul style="list-style-type: none"> o USB 2.0 or higher o Ethernet TCPIP 10BaseT,100BaseT (Traffic Led) o 802.11b/g wireless connection on the Wireless range o Laminate Patch with Customized Hologram y o Magnetic Stripe Encoder ISO 7811 o Smart Contact Station ISO 7816-2 o Contact Smart Card Encoder- PC/SC, EMV 2000-1 o Contactless Smart Card Encoder- ISO o Sole Authorized Distributor of PVC Card Printers o Minimum of 10 years in ID Printing Hardware Distribution o Card Manufacturing Facility. 	
	500 pcs.	Consumables: PVC Cards <ul style="list-style-type: none"> • 500 Pcs. Of Pre-Printed PVC ID Cards with UV watermark (all design to be provided by IDB) per printer. 	7-14 calendar days upon receipt of P.O.
	3 rolls	PVC Printer Ribbon <ul style="list-style-type: none"> • 3 Rolls YMCKO Ribbons per printer 	7-14 calendar days upon receipt of P.O.
Lot 7	1 unit	Data Server <ul style="list-style-type: none"> • Full tower form Factor • Based processor (Xeon Technology or equivalent) • Minimum of 3.4 GHz clock speed & 8Mb Cache • Minimum of 32Gb RAM DDR4 4-Channels • OS of at least Windows Server 2012 • Minimum of 2TB 7200rpm HDD • Internal or external (USB) Optical drive • LAN, 10/100/1000Mbps • WLAN, IEEE 802.11ac • Resolution: 23" IPS LED Monitor, same brand as the system unit (VGA, DVI, and HDMI) • Mouse and Keyboard • 3 years warranty on parts and services • Pre-Installed with Licensed Windows Server 2012 or higher (w/ installer and recovery disk) 	7-14 calendar days upon receipt of P.O.

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION
(This Form must be submitted only using the Supplier's Official Letterhead/Stationery)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. _____:

TABLE 1 : Offer to Supply Goods Compliant with Technical Specifications and Requirements

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
	Total Prices of Goods				
	Add : Cost of Transportation				
	Add : Cost of Insurance				
	Add : Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation				

TABLE 2: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows :	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier's Authorized Person]
[Designation]
[Date]