



## *e-Tendering* / **REQUEST FOR QUOTATION (e-RFQ)**

Procurement of IT Equipment within the scope of “*Local Administrative Reform Phase III Project.*”

<b>NAME &amp; ADDRESS OF FIRM:</b>	<b>DATE:</b> October 25, 2018
	<b>REFERENCE:</b> UNDP-TUR-eRFQ(LAR3)-2018/34

Dear Sir / Madam:

We, **UNDP Turkey Country Office**, kindly request you to submit your quotation for **Procurement of IT Equipment within the scope of “Local Administrative Reform Phase III Project.”**, as detailed in **Annex-1** (*Technical Specifications of the Goods Required of this e-RFQ*).

When preparing your quotation, please be guided by the form attached hereto as **Annex-2** (*Form for Submission of Quotation-Price Schedule*).

Detailed Solicitation Document (*this e-RFQ*), Terms of Reference (*Annex-1 of this e-RFQ*) as well as other requirements are listed in e-RFQ available on **UNDP ATLAS e-Tendering system**.

Hard copy or e-mail submissions will **NOT** be accepted by UNDP Turkey Country Office.

Quotations must be submitted on/or before **November 6, 2018** in the online e-Tendering System with the link below (*The bidders are advised to use Internet Explorer to avoid any compatibility issues with the e-tendering system.*):

<https://etendering.partneragencies.org> use your username and password.

If you have not registered in the system before, you can register now by logging in using;

<b>username:</b> event.guest <b>password:</b> why2change
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and follow the registration steps as specified in the system user guide with receive below links support:

- 1) e-Tendering Information for Bidders:  
<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>  
**Online video guidelines are also available on the following link:**
- 2) Video Guide on **How to Register** a Bidder Profile on e-Tendering:  
<https://www.youtube.com/watch?v=Trv1FX6reu8&feature=youtu.be>
- 3) Video Guide on **How to Submit** a Bid on e-Tendering  
<https://www.youtube.com/watch?v=cy34AXsYMrC&feature=youtu.be>

Although some parts of this e-RFQ are both English & Turkish, your Quotation **must** be in **English** and valid for a minimum period of **90 days**.

You are kindly requested to indicate whether your company intends to submit a Quotation by clicking on “Accept Invitation”.

In the course of preparing and submitting your quotation and **whole relevant documents** to be submitted by the offeror, it shall remain your responsibility to ensure that it is **submitted/uploaded** into e-tendering system by the deadline. The system will automatically block and not accept the quotation submitted after the deadline. Kindly ensure *-before uploading-* the supporting documents required are signed and stamped and in the .pdf format, and free from any virus or corrupted files. File Name should contain only Latin Characters (no other alphabets). Please take note of the following requirements and conditions pertaining to the procurement of the above mentioned good/s:

## DATA SHEET

<b>Subject of Procurement</b>	Procurement of IT Equipment within the scope of “ <i>Local Administrative Reform Phase III Project</i> ”
<b>Delivery Terms</b>	Delivery at Place (DAP)
<b>Address/es of Delivery Location/s (identify all, if multiple)</b>	Çankaya Ankara/Turkey <i>Exact Address will be shared with the successful offeror.</i>
<b>Deadline for the Submission of Quotation</b>	<i>Tuesday, November 06, 2018 by Close of Business</i>
<b>Target Contract Start Date</b>	13 November 2018
<b>Type of Contract to be Signed</b>	Facesheet Contract (Contract for Goods) <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
<b>Latest Expected Delivery Date (if delivery time exceeds this, quote may be rejected by UNDP)</b>	22 November 2018
<b>Currency of Quotation</b>	USD
<b>Value Added Tax</b>	UN and its subsidiary organs are exempt from all taxes. It is the Offeror’s responsibility to learn from relevant authorities (Ministry of Treasury and Finance) and/or to review and confirm published procedures and to consult with a certified financial consultant as needed to conform the scope and procedures of VAT exemption application as per all related laws and legislation on VAT.
<b>All documentations, including catalogs, instructions and operating manuals, shall be in this language</b>	English
<b>Documents to be submitted/uploaded to the online e-Tendering System</b>	<input checked="" type="checkbox"/> Duly signed and stamped version (each page) of this e-RFQ document <input checked="" type="checkbox"/> Duly Accomplished Form for Submission of Quotation-Price Schedule as provided in Annex 2, in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Valid Business Registration Certificate; <input checked="" type="checkbox"/> Copy of the Trade Registry Gazette, demonstrating establishment of the Company <input checked="" type="checkbox"/> Signatory Circular <p><b>It is the Offeror’s responsibility to upload and submit whole documents into e-tendering system by the deadline.</b></p>
<b>Period of Validity of Quotes starting the Submission Date</b>	<b>90 days</b> In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this e-RFQ. The Offeror shall then confirm the extension in writing, without any modification whatsoever on the Quotation.

<b>Partial Quotes</b>	Not permitted
<b>Payment Terms</b>	100% upon complete the delivery and installation of computers
<b>Liquidated Damages</b>	Will be imposed as follows: Percentage of contract price per day of delay: 0.5% Max. number of days of delay is 10 days, after 10 days of delay, UNDP may terminate the contract.
<b>Evaluation Criteria</b>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <sup>1</sup> <input checked="" type="checkbox"/> Full acceptance of the General Terms and Conditions for Contracts
<b>UNDP will award to:</b>	One and only one supplier
<b>Conditions for Release of Payment</b>	Written Acceptance of Goods based on full compliance with e-RFQ requirements
<b>Annexes to this e-RFQ</b>	<input checked="" type="checkbox"/> Technical Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation-Price Schedule (Annex 2) <input checked="" type="checkbox"/> e-Tendering Bidder Training Guide Release (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions for Contracts- <i>goods and/or services</i> - (Annex 4) <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a> <input checked="" type="checkbox"/> e-Tendering Frequently Asked Questions (Annex 5)  Non-acceptance of the terms of the General Terms and Conditions (GTC) for contracts shall be grounds for disqualification from this procurement process.
<b>Contact Person for Inquiries (Written inquiries only)<sup>2</sup></b>	M. Taylan Özdemir <i>Procurement Assistant</i> <a href="mailto:tr.procurement@undp.org">tr.procurement@undp.org</a>  In the course of preparing and submitting your quotation, It shall remain your responsibility to ensure that it is submitted into the system by the deadline. Any quotation that submitted via e-mail or any different way other than e-Tendering system will not be taken into consideration and will be directly rejected.

<sup>1</sup> UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

<sup>2</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Goods offered shall be reviewed based on completeness and compliance of the quotation (*submitted online via e-Tendering system*) with the minimum technical specifications described below 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 Facesheet Contract, 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.

Facesheet Contract that will be issued as a result of this e-RFQ shall be subject to the General Terms and Conditions of Contracts attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of Contracts of UNDP herein attached as Annex 4.

UNDP is not bound to accept any quotation, nor award a contract, nor be responsible for any costs associated with a Offeror'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 e-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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

**Thank you and we look forward to receiving your quotation.**

**Sincerely Yours,**

Üsame Yalçın  
*Assistant Resident Representative (Operations)*  
UNDP Turkey Country Office

**25.10.2018**

## Technical Specifications

ITEM 1 KALEM 1	Notebook and Relevant Equipment Dizüstü ve İlgili Ekipman	QUANTITY MİKTAR
		7 Units 7 Adet
<b>General Description</b> Genel Tanım	Procurement of Notebook and Relevant Equipment Dizüstü ve İlgili Ekipman Alımı	
	Required Specifications and Terms İstenilen Özellik ve Şartlar	
<b><u>CPU:</u></b> Minimum 8th Generation Intel Core i5 or higher Minimum 2.5 Ghz or higher Minimum 4 MB cache memory	<b><u>İşlemci:</u></b> 8. Nesil Intel Core i5 veya üzeri olmalıdır. Minimum 2.5 Ghz hıza sahip olmalıdır. Ön bellek 4 MB'dan az olmamalıdır.	
<b><u>RAM and Hard Disk:</u></b> Memory (RAM) shall be 16 GB and DDR4 level Hard disk shall be minimum 256 GB and shall contain SSD technology	<b><u>Bellek ve Sabit Disk:</u></b> Bellek 16 GB kapasitede ve DDR4 sınıfında olmalıdır. Sabit disk en az 256GB büyüklüğünde ve SSD teknolojisine sahip olmalıdır.	
<b><u>Display (Monitor):</u></b> Monitor shall be 13.3 inches Monitor shall contain LED technology Resolution shall be minimum 1920x1080	<b><u>Ekran:</u></b> Ekran boyutu 13.3 inç olmalıdır. Ekran LED olmalıdır. Ekran çözünürlüğü en az 1920x1080 olmalıdır.	
<b><u>Connection and Interfaces:</u></b> The computer shall contain WLAN, HDMI, Bluetooth, integrated web camera, Q Turkish keyboard.	<b><u>Bağlantı ve Arabirimler:</u></b> WLAN, HDMI, Bluetooth, tümleşik web kamerası, Q Türkçe klavye tuş takımı bulunmalıdır.	
<b><u>Weight:</u></b> The computer shall not weigh more than 1.50 kg.	<b><u>Ağırlık:</u></b> Bilgisayar ağırlığı 1.50 kg'dan fazla olmamalıdır.	
<b><u>Operating System:</u></b> The Microsoft Windows 10 Professional operating (English) system must be installed on the hard disk on the device.	<b><u>İşletim sistemi :</u></b> Cihaz üzerinde bulunan sabit disk üzerinde kurulu biçimde Microsoft Windows 10 Professional İngilizce işletim sistemi bulunmalıdır.	
<b><u>Authorized Service Network:</u></b> Authorized Services Network in Turkey is a requirement.	<b><u>Servis:</u></b> Türkiye'de yetkili servis bulunması zorunludur.	

ITEM 2 KALEM 2	Monitor Ekran	QUANTITY MİKTAR
		8 Units 8 Adet
General Description Genel Tanım	Procurement of Monitor Bilgisayar Ekranı Alımı	
	Required Specifications and Terms İstenilen Özellik ve Şartlar	
<b>Screen Size:</b> Minimum 23 inches	<b>Ekran Boyutu:</b> En az 23inch”	
<b>Resolution:</b> Minimum 1920x1080	<b>Çözünürlük:</b> En az 1920x1080	
<b>Response Time:</b> Maximum 5 ms	<b>Tepki Süresi:</b> En fazla 5 ms	
<b>Contrast/luminance:</b> Minimum 10.000:1/250 nit	<b>Kontrast/Parlaklık:</b> En az 10.000:1 / 250 nit	
<b>Connection Interfaces:</b> The Monitor must have at least one DVI, D-Port or HDMI and headphone and microphone input ports.	<b>Bağlantı arabirimleri:</b> DVI, D-Port veya HDMI arabirimlerinden en az biri ve kulaklık ve mikrofon girişi portlarına sahip olmalıdır.	
The monitor shall have an integrated camera, microphone and speaker.	Entegre kamera, mikrofon ve hoparlörü olmalıdır.	
The monitor must be compatible with the docking station and must meet the specifications required for the Docking station.	Docking station ile uyumlu çalışmalı ve Docking station için istenen özellikleri karşılamalıdır.	

ITEM 3 KALEM 3	Keyboard and Mouse Kit Klavye ve mouse takımı	QUANTITY MİKTAR
		7 Units 7 Adet
General Description Genel Tanım	Procurement of Keyboard and Mouse Kit Ofis kullanımı amaçlı klavye ve mouse takımı alımı	
	Required Specifications and Terms (İstenilen Özellik ve Şartlar)	
There must be a wireless keyboard and mouse for use with notebooks.	Dizüstü bilgisayarlar ile kullanılmak üzere kablosuz klavye ve mouse takımı olacaktır.	
<b>Connection Type:</b> Must be 2.4 GHz protocol with Nano USB receiver.	<b>Bağlantı Türü:</b> Nano USB alıcılı 2.4 GHz protokol olmalıdır.	
<b>Wireless Gap:</b> Minimum 10 meters	<b>Kablosuz Aralık:</b> En az 10 metre olmalıdır.	
<b>Wireless Encoding:</b> There must be a 128-bit Advanced Encoding Standard (AES) between the devices and the receiver.	<b>Kablosuz Kodlama:</b> Cihazlar ile alıcı arasında 128-bit Gelişmiş Kodlama Standardı (AES) olmalıdır.	
The items must have low profile keys and an adjustable keyboard height.	Düşük profilli tuşlara sahip olmalı ve ayarlanabilir klavye yüksekliği bulunmalıdır.	
The numeric keypad must be on the Turkish Q keyboard. the scroll wheel and/or laser mouse.	Türkçe Q klavye üzerinde numerik tuş takımı bulunmalıdır.	
The mouse with optical sensor and scroll wheel.	Optik sensörlü ve kaydırma skrollu Fare olacaktır.	

ITEM 4 KALEM 4	Multifunctional Laser Printer (Color) Çok Yönlü Lazer Yazıcı (Renkli)	QUANTITY MİKTAR 1 Unit 1 adet
General Description Genel Tanım	Procurement of Multifunctional Laser Printer (Color) (Printer-Scanner-Photocopy-Fax) Renkli Çok Yönlü Lazer Yazıcı Alımı (Yazıcı-Tarayıcı-Fotokopi-Faks) Required Specifications and Terms (İstenilen Özellik ve Şartlar)	
<b>Printer Type:</b> Color Printing	<b>Renkli Yazdırma:</b> Yazıcı Tipi	
<b>Max Paper Size:</b> A4	<b>Maksimum Kağıt Boyutu:</b> A4	
<b>Memory:</b> Minimum 128 MB	<b>Hafıza :</b> En az 128MB	
<b>CPU:</b> Minimum 333MHz	<b>İşlemci :</b> En az 333MHz	
<b>Technology:</b> LED or Laser Printer	<b>Teknoloji :</b> LED ya da Lazer Yazıcı	
<b>Connection:</b> Both Cable and Wireless + Network	<b>Bağlanabilirlik :</b> Kablolu ve Kablosuz Ağlar + Ağ	
<b>USB Interface:</b> High speed USB 2.0 or higher	<b>USB Arayüzü :</b> Yüksek Hızlı USB 2.0 ya da daha ileri teknolojisi	
<b>Network Interface:</b> 100/1000Base-T/100BaseTX Ethernet and IEEE 802.11 b/g/n Wireless Network	<b>Ağ Arayüzü :</b> 100/1000 Base-T/100BaseTX Ethernet ve IEEE 802.11 b/g/n Kablosuz Ağ	
<b>Wi-Fi Direct:</b> Yes	<b>Kablosuz İnternet:</b> Evet	
<b>Double Sided A4 Standart Printing Speed:</b> Black & White 7 side/minute (3,5 page/minute) (A4 size) Color 7 side/minute (3,5 page/minute) (A4 size)	<b>A4 Çift Taraflı Standart Yazdırma Hızı:</b> Siyah Beyaz 7 taraf/dakika (3,5 sayfa/dakika) (A4 boyutta) Renkli 7 taraf/dakika (3,5 sayfa/dakika) (A4 boyutta)	
<b>Single Sided A4 Standard Printing Speed:</b> Black&White Max 30 page/minute (A4 size) Color minimum 20 page/minute (A4 Size)	<b>Tek Taraflı A4 Standart Yazdırma Hızı :</b> Siyah Beyaz En fazla 30 sayfa/dakika (A4 boyutta) Renkli En az 20 sayfa/dakika (A4 boyutta)	

<b><u>Resolution:</u></b> Minimum 600 x 600 dpi	<b><u>Çözünürlük :</u></b> En az 600 x 600 dpi
<b><u>Emulations:</u></b> Minimum PCL6	<b><u>Emülasyonlar :</u></b> En az PCL6
<b><u>First Print Out Duration (from ready mode):</u></b> Black-and-white in less than 20 seconds / Color in less than 25 seconds	<b><u>İlk Çıktı Alma Süresi (Hazır modundan):</u></b> 20 saniyeden daha kısa sürede siyah-beyaz / 25 saniyeden daha kısa sürede renkli
<b><u>Faxing:</u></b> Fax modem,33,000bps (Fax)	<b><u>Faks Çekme:</u></b> Faks modem 33,000bps (Faks)
<b><u>PC Fax:</u></b> Sending and Receiving (at least shall be compatible with MS Windows)	<b><u>PC Faks:</u></b> Gönderme ve Alma (MS Windows desteklemelidir)
<b><u>Scanning:</u></b> Optical scanning resolution Minimum: 1,200 x 1,200 DPI.	<b><u>Tarama :</u></b> Optik tarama çözünürlüğü En az: 1.200 x 1,200 DPI.
<b><u>Increased Scanning Resolution:</u></b> Minimum 9,600 x 9,600 DPI	<b><u>Arttırılmış Tarama Çözünürlüğü :</u></b> En az 9,600 x 9,600
<b><u>Scanner Type :</u></b> Flatbed Digital and Automatic Document Feeder	<b><u>Taravici Tipi :</u></b> Flatbed Dijital ve Otomatik Döküman Besleyici
<b><u>Automatic Document Feed (ADF):</u></b> Minimum 20 pages Document Feed Capacity	<b><u>Otomatik Belge Besleme (OBB):</u></b> En az 20 sayfa Belge Besleme Kapasitesi
<b><u>Double-Sided Scanning:</u></b> Yes (Automatic)	<b><u>Çift Yönlü Tarama:</u></b> Evet, (Otomatik)
<b><u>Energy Star Environment Accreditation</u></b> Yes	<b><u>Enerji Dostu Çevre Akreditasyonu</u></b> Evet
<b><u>Dimensions:</u></b> Up to 500 (W) x 500 (D) x 500 (H) mm	<b><u>Ebat:</u></b> En fazla 500(G) x 500(D) x 500(Y) mm
<b><u>Weight:</u></b> Maximum 25kg	<b><u>Ağırlık :</u></b> En fazla 25kg
<b><u>Warranty:</u></b> Minimum 2 years	<b><u>Garanti :</u></b> En az 2 yıl
<b><u>Service:</u></b> Authorized Services in Turkey	<b><u>Servis :</u></b> Türkiye’de Yetkili Servis



<b>ITEM 5</b> KALEM 5	<b>Docking Station</b> Yerleştirme İstasyonu	<b>QUANTITY</b> <b>MİKTAR</b>
		7 Units 7 Adet
<b>General Description</b> Genel Tanım	Procurement of Docking Station Yerleştirme İstasyonu alımı	
	Required Specifications and Terms İstenilen Özellik ve Şartlar	
The Docking Station must be compatible with the Notebook PC and must be the same brand.	Yerleştirme İstasyonu Dizüstü Bilgisayar ile uyumlu çalışmalı ve aynı marka olmalıdır.	
The Docking Station must be compatible with the Monitor and must be the same brand.	Yerleştirme İstasyonu Monitör ile uyumlu çalışmalı ve aynı marka olmalıdır.	
Docking Station Should be able to charge the notebook.	Yerleştirme İstasyonu Dizüstü bilgisayarı şarj edebilmelidir.	
<b>Connection Technology:</b> Cable	<b>Bağlantı Teknolojisi:</b> Kablolu	
<b>Host Interface:</b> USB 3.0 (3.1 Gen 1) Type-A or higher	<b>Ana Bilgisayar Arabirimi:</b> USB 3.0 (3.1 Gen 1) Type-A ya da daha gelişmiş	
<b>Number of USB 2.0 Ports:</b> Minimum 2 ports	<b>USB 2.0 Bağlantı Noktası Sayısı</b> En az 2	
<b>Number of Ethernet LAN (RJ-45) Port:</b> Minimum 1 port	<b>Ethernet LAN (RJ-45) Port Sayısı:</b> En az 1	
<b>Combo Microphone Input Speaker Output Plug:</b> Yes	<b>Kombo Mikrofon Giriş Hoparlör Çıkış Fişi:</b> Evet	
<b>Power Consumption:</b> Maximum 50 W	<b>Güç Tüketimi:</b> En fazla 50W	
<b>Certificates, Declarations of Conformity:</b> FCC/ICES, CE	<b>Sertifikalar, Uygunluk Bildirimleri:</b> FCC/ICES, CE	

### Form for Submission of Quotation-Price Schedule

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions for Contracts, and hereby offer to procurement and installation the items listed below in conformity with the specification and requirements of UNDP as per e-RFQ Reference No.: UNDP-TUR-eRFQ(LAR3)-2018/34:

Item No.	Description/Specification of Goods	Brand Quoted by the Offeror	Quantity	Unit	Unit Price (USD)**	Total Price per Item (USD)**
1	Notebook and Relevant Equipment		7	E A		
2	Monitor		8			
3	Keyboard and Mouse Kit		7			
4	All in one Laser Printer (Color)		1			
5	Docking Station		7			
<b>Total Final and All-Inclusive Price Quotation (USD)*</b>						

\*Value Added Tax (VAT) shall not be included to the prices, as UNDP is exempt from VAT.

\*\*(!) The prices quoted by the offeror in the above table **MUST** be quoted also to the table in the **online e-Tendering** system.

[Name Offeror's Authorized Person]:

[Designation]:

[Signature/Stamp]:

[Date]: