

REQUEST FOR QUOTATION RFQ 035/19

NAME & ADDRESS OF FIRM	DATE: April 25, 2019
	REFERENCE: Supply and installation of hardware and software components of Passport and Visa department and enhancing the Central Electoral Commission servers

Dear Sir / Madam:

We kindly request you to submit your quotation for the ***Supply and installation of hardware and software components of Passport and Visa department and enhancing the Central Electoral Commission servers*** 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 **16:00** (local time), **May 8, 2019** and via ☒ *e-mail*, or ☒ *courier mail* to the address below:

Tenders.armenia@undp.org
or

United Nations Development Programme
14 Petros Adamyan street, 0010, Yerevan

Quotations submitted by email must be limited to a maximum of 10MB, virus-free and no more than 3 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]	<input checked="" type="checkbox"/> DAP Yerevan
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> by UNDP

¹ Must be linked to INCO Terms chosen.

Exact Address of Delivery Location:	14 P.Adamyan, UN House, Yerevan, Armenia		
Latest Expected Delivery	<input checked="" type="checkbox"/> 60 days from the issuance of the Purchase Order (PO)/Contract for Goods		
Delivery Schedule	<input checked="" type="checkbox"/> Required		
Mode of Transport	<input checked="" type="checkbox"/> LAND (preferred)	<input checked="" type="checkbox"/> SEA	<input checked="" type="checkbox"/> AIR
Preferred Currency of Quotation ²	<input checked="" type="checkbox"/> United States Dollars or <input checked="" type="checkbox"/> Local Currency: Armenian drams		
Value Added Tax on Price Quotation ³	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes		
After-sales services required	<input checked="" type="checkbox"/> Warranty: As per Annex 1		
Deadline for the Submission of Quotation	Wednesday, May 08, 2019, 16:00 local time		
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Armenian <input checked="" type="checkbox"/> Russian		
Documents to be submitted ⁴	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Company's profile; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Quality Certificates (ISO or equivalent); <input checked="" type="checkbox"/> Detailed technical specifications; <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 checked="" type="checkbox"/> Information on warranty;		
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 days 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.		
Partial Quotes	<input checked="" type="checkbox"/> Not permitted		
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery and acceptance of goods		
Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay: 0.25% Max. no. of days of delay: 6 weeks Next course of action: contract termination		

² Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

³ This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

⁴ First 2 items in this list are mandatory for the supply of imported goods

Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁵ <input checked="" type="checkbox"/> Manufacturer/suppliers must have at least 5 years of experience in manufacturing/supply of required equipment or similar products, confirmed by appropriate references from clients. <input checked="" type="checkbox"/> Supplier should provide warranty as per Annex 1 requirements on supplied equipment. <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Goods (and Installation Services)
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements.
Annexes to this RFQ ⁶	<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 (Annex 3). 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)	Procurement.armenia@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.

⁵ 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.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

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 herein attached as Annex 3.

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.

Sincerely yours,
Procurement Unit

Technical Specifications

I. Identifying Information

Task Title:	Supply and installation of hardware and software components of Passport and Visa department and enhancing the Central Electoral Commission servers
Project Title:	Electoral Support Project in Armenia
Delivery Duration:	45 days
Location:	Yerevan, Republic of Armenia

II. Background

In response to a formal request from the Government of the Republic of Armenia to provide electoral assistance and based on recommendations of the UN Needs Assessment Mission, UNDP has developed this project document to assist the Armenian stakeholders in holding of upcoming early elections. The project is envisaged to last 18 months and will consist of three components aiming to increase the credibility, inclusiveness and participation in the electoral process. The project's overall strategy will be to assist the Armenian authorities in, first of all, holding credible and inclusive pre-term elections, and secondly, sustaining those achievements and building solid foundations for credible, inclusive and transparent elections in the future.

More specifically, the project will support introduction of new technology to increase credibility of electoral process, increase inclusiveness and participation in elections, voter education, as well as strengthen capacity of electoral management bodies in Armenia.

III. Scope of Supply

Objective of the Task

The main objective of the task is to supply and install hardware and software components of Passport and Visa department and enhancing the CEC servers.

Requirements of the equipment to be delivered:

- Equipment should be brand new, not used before, it should be delivered in its original packing accompanied by all the documents including equipment certificate, operation manual etc.
- Supervised installation of the equipment on site, startup-setup operations and training of the personnel should be conducted by Supplier. Associated expenses should be included in the financial proposal.
- Warranty period for all the delivered equipment and devices should be **not less than 3 years** since the date of completion of startup-setup operations, including services to support the software.
- All text materials concerning technical maintenance and equipment service must be in English, and/or Armenian and/or in Russian.
- The documentation on the equipment should contain technical characteristics with the indication of at least all the parameters presented in the given announcement.

The applicant must provide information on warranty conditions if applicant is a manufacturer of the equipment or official dealer or must submit the documents specifying the procedures.

IV. Specific Requirements to Equipment

Item	Specification	Quantity
Server	Case Type: With Rack Mount Rack Rail Kit CPU: Intel Xeon min 3 Ghz, cache 8 Mb, 4 cores Ram 2X16Gb PC4-21300(2666MHz) DDR4 ECC UDIMM HDD Type 1: 2X800GB SSD SATA HDD Type 2: 2X8TB 7.2k Near Line SAS Raid Controller: SATA RAID (0,1,5,10) Controller Network Card: 2x1Gb Integrated card Power Supply: Power Supply, 350W Server Remote Management: Ilo advanced, Idrac enterprise or equivalent features Hardware Warranty: 3 years	1
Windows Server	Standard Edition 2016 with 5 CALs	1
Rack Cabinet	Rack Cabinet: 19" Wall Mount 22U Cabinet with removable side panels makes life easy, Standard 19" width 600 X 800 MM, Front Glass Door with Lock, Side doors Openable PDU: 1U 19" Power Distribution Unit - UPS Compatible	1
Network Switch	Rackmount 24-Port Web-Managed Gigabit Ethernet Switch (Energy Efficient Ethernet, SNMP, QoS, VLAN, ACL, 19), 3-year warranty	1
UPS	Rackmount, Enterprise/Data Center UPS 5000VA Smart UPS Audible Alarm, AVR (Automatic Voltage Regulation), Cold Start, LED Display, Noise Filtering, Rack Mountable, Remote Monitoring, Surge Protection, Web-Managed, 3-year warranty	1
RAM	Hynix 1Rx16GB PC4-2400T-ED2-11 HMA81GU7AFR8N-UH, for the server TAG name Service Tag 74YNHQ2	12
Visual Studio Professional	Visual Studio Professional (Standard Subscription)	1

Packing Requirements:

- The equipment to be supplied in manufacturer's undamaged packaging;
- The terms of storage, packaging and transportation should meet the requirements of manufacturer.

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁷

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁸)

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. **RFQ 035/19**:

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

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price currency	Total Price per Item, currency
1	Server	1	45 days		
2	Windows Server	1			
3	Rack Cabinet	1			
4	Network Switch	1			
5	UPS	1			
6	RAM	12			
7	Visual Studio Professional	1			
Prices of Goods⁹					
-	Add : Cost of Transportation				
-	Add : Cost of Insurance				
-	Add : Other Charges (pls. specify)				
Total Prices of Goods					
Total Final and All-Inclusive Price Quotation					

Additional Requirements

No	Description	Availability (Yes/No)
1	Technical responsiveness/Full compliance to requirements	
2	Manufacturer/suppliers must have at least 5 years of experience in manufacturing/supply of required goods or similar products.	
3	Warranty on required equipment as per Annex 1.	
4	Full acceptance of the PO/Contract General Terms and Conditions	
5	Latest Internal Revenue Certificate / Tax Clearance;	
6	Detailed technical specifications	
7	ISO certificates or similar	
8	Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List	

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]

⁷ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

⁹ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

General Terms and Conditions is attached separately.