



REQUEST FOR QUOTATION (RFQ) (Goods)

TO: INTERESTED SUPPLIERS	DATE: May 31, 2019
	REFERENCE: BBRFQ72773

Dear Sir / Madam:

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

Quotations may be submitted on or before **5pm. EST, 14th June 2019** and via *e-mail* to the secured address below, with the subject: **“BBRFQ72773- Provision of Tablets”**:

Procurement.bb@undp.org

United Nations Development Programme
Barbados & the OECS Procurement Unit

Quotations submitted by email must be limited to a maximum of 35MB, virus-free and should be submitted through one email submission. 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.

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 checked="" type="checkbox"/> DAP	
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> UNDP	
Exact Address/es of Delivery Location/s (identify all, if multiple)	UNDP Project Office Upstairs Pan American Insurance 16 Kennedy Avenue Roseau Commonwealth of Dominica West Indies	
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> 21 days from the issuance of the Purchase Order (PO). Expected Contract Award period is 3 June 2019	
Delivery Schedule	<input checked="" type="checkbox"/> Required	
Preferred Currency of Quotation	United States Dollars	
Mode of Transport	<input checked="" type="checkbox"/> AIR	<input type="checkbox"/> LAND
	<input type="checkbox"/> SEA	<input type="checkbox"/> OTHER
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes	
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts for minimum period of 24 months <input checked="" type="checkbox"/> Technical Support <input type="checkbox"/> Others	
Pre-Bid Conference	<input checked="" type="checkbox"/> Will not be held	
Deadline for the Submission of Quotation	5pm. EST, 14 June, 2019	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English	

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 checked="" type="checkbox"/> Latest Business Registration Certificate; <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;
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 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 of goods with no damage
Liquidated Damages	<input checked="" type="checkbox"/> Will not be imposed
Allowable Manner of Submitting Bids	E-mail
Bid Submission Address	Procurement.bb@undp.org
Electronic Submission requirements	<ul style="list-style-type: none"> • Format: PDF files only • All files must be free of viruses and not corrupted. • Documents must be signed by authorized representative of Supplier
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <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 Face Sheet (Goods and-or Services)

Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods being received without damage based on full compliance with RFQ requirements
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 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) ¹	<i>Procurement Unit</i> <i>UNDP Barbados and the OECS</i> <i>procurement.bb@undp.org. Please use subject email "BBRFQ72773- Provision of Tablets"</i> 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.

¹ 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.

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.

Sincerely yours,
*Procurement Unit UNDP
Barbados and the OECS*

Annex 1

Technical Specifications

Items to be Supplied*	Quantity	Description / Specifications of Goods ²	Latest Delivery Date
Tablets	12	Physical parameters should be same or better than specifications listed below	21 days after issuance of PO
		Dimensions: 280*187*22mm	
		Weight: 1014g	
		Display: 10inch 1280*800 IPS screen, brightness 280cd/m2	
		Panel: 10 point capacitive, Corning Gorilla glass, Rigidity: 7H above, TP thickness 1.1mm, COF, support handwriting	
		Camera: At least 2 million pixels front camera, 5 million pixels rear camera with auto focus	
		Speaker: 8Ω/0.8W waterproof speaker x 1	
		Mic: sensitivity: -42db, output resistance:2.2kΩ	
		TF card slot: support SDHC/SDXCx1, max 128G	
		USB interface: USB2.0*1(Host) for windows	
		DC jack: 5V 3A 3.5mm power connector x1	
		HDMI: 1.4a Type C x1	

² Represents the minimum allowable specifications

		RJ45 interface: 10/100 self-adaptable DB9 interface: RS232 TTL POGO pin: 12pin POGO Pin x1 Power supply: 3.7V/10000mAh built-in Lithium battery Endurance: 10hrs (default 50% volume, default 200 nit brightness, play 1080P HD Video) Operating Systems: Windows 10 PRO CPU: Intel cherry trail Z8350 Quad-core Speed: 1.44Ghz-1.92GHz RAM: 4G ROM: 64G G-sensor: Built-in gravity acceleration sensor GPS: U-blox NEO-7, support GPS, GLONASS, QZSS; Capture sensitivity -160dBm; cool startup <30s, hot startup <28s, frequency 0.25 Hz~10 MHz (configurable) Wireless Communication Bluetooth: BT4.0 (BLE) class1, transmission distance 10m WIFI: 802.11(a/b/g/n), 2.4G+5.8G dual bands 3G&4G: support US 3G & 4G LTE network (can not make calls)	
		Environmental Characteristics Industrial Protection Grade: IP65 waterproof & dustproof Drop Grade: 1.2m drop survival to wood floors, in operation status Working Temperature: -20°C ~ +60°C Storage Temperature: -40°C ~ +60°C Humidity: 5%-95% relative humidity; no condensation	
Charging Docks	12	Technical Details Standard USB Ports Ethernet Port DC Port	21 days after issuance of PO
Shoulder Bag/Carrying case	12	Nylon Adjustable and removable shoulder straps	21 days after issuance of PO

**Pls. attach delivery schedule, if relevant, and cluster by lot, if partial bids will be allowed. Specify delivery locations if goods multiple destinations.*

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION³

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁴⁵)

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. 72773:

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
1	Tablets	12	21 days after receipt of PO/contract		
2	Charging Docks	12	21 days after receipt of PO/contract		
3	Shoulder Bag/Carrying case	12	21 days after receipt of PO/contract		
	Total Prices of Goods⁵				
	Add: Cost of Transportation				

³ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁴ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

⁵ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

	Add: Cost of Insurance	
	Add: Other Charges (pls. specify)	
	Total Final and All-Inclusive Price Quotation	

TABLE 2: Estimated Operating Costs (if applicable)

List of Consumable Item/s <i>(Include fast moving parts, if any)</i>	Estimated Average Consumption	Unit of Measure	Unit Price	Total Price per Item

TABLE 3: 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>
Please confirm your company is legally registered and licensed for supplying of all materials/goods requested and you have submitted your latest Business Registration Certificate			
Delivery Lead Time (21 days)			
Ability to supply all items as specified in Annex 1			

Country/ies Of Origin ⁶ :			
Warranty and After-Sales Requirements			
a) Minimum two (2) years warranty on parts			
b) Technical Support			
Validity of Quotation (60 days)			
All Provisions of the UNDP General Terms and Conditions			
Please confirm you are not 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]

⁶ If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UNDP if awarded the PO/contract.