



**REQUEST FOR QUOTATION (RFQ)
(Goods/Works)**

NAME & ADDRESS OF FIRM	DATE: September 13, 2019
	REFERENCE: RFQ/TZA/2019/011

Dear Sir / Madam:

We kindly request you to submit your quotation for **Procurement of ICT Equipments for CHRAGG**, 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 September 19, 2019 via ☐ e-mail, ☒ courier mail or hand delivered ☐ facsimile to the address below:

**United Nations Development Programme
UN House premises, Plot: 182, Mzinga Way,
Oysterbay -Dar Es Salaam,
P. O. Box 9182, Dar Es Salaam.
United Republic of Tanzania**

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: *[check the condition that applies to this RFQ, delete the entire row if condition is not applicable to the goods being procured]*

Delivery Terms [INCOTERMS 2010] <i>(Pls. link this to price schedule)</i>	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input type="checkbox"/> DAP <input checked="" type="checkbox"/> Other DDP
Customs clearance ¹ , if needed, shall be done by:	<input type="checkbox"/> UNDP <input checked="" type="checkbox"/> Supplier/Offeror <input type="checkbox"/> Freight Forwarder
Exact Address/es of Delivery Location/s (identify all, if multiple)	CHRAGG DSM

UNDP Preferred Freight Forwarder, if any ²	N/A	
Distribution of shipping documents <i>(if using freight forwarder)</i>	N/A	
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> 30 working days from the issuance of the Purchase Order. <input type="checkbox"/> As per Delivery Schedule attached <i>[if delivery will be staggered]</i> Time: <i>[pls. indicate]</i> Time Zone of Reference: <i>[pls. indicate]</i>	
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required	
Packing Requirements	N/A	
Mode of Transport	<input type="checkbox"/> AIR <input type="checkbox"/> SEA	<input type="checkbox"/> LAND <input checked="" type="checkbox"/> OTHER N/A
Preferred Currency of Quotation ³	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency: Tanzanian Shillings (TZS)	
Value Added Tax on Price Quotation ⁴	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 12 Months <input checked="" type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others <i>[pls. specify]</i>	
Deadline for the Submission of Quotation	On Thursday, September 19, 2019 at 10:00 HRS EAT	
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 <i>[pls. specify, including dialects, if needed]</i>	
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 checked="" 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 checked="" 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 checked="" type="checkbox"/> Active member of Tanzania Contractors Registration Board (Attach valid membership certificate) <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 type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 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 type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted
Payment Terms ⁵	<input checked="" type="checkbox"/> 100% upon complete delivery of goods <input type="checkbox"/> Others <i>[pls. specify]</i>
Liquidated Damages	<input type="checkbox"/> Will not be imposed <input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay: 0.1% Max. no. of days of delay: 15 days After which UNDP may terminate the contract.
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 <i>[pls. specify]</i>
UNDP will award to:	<input type="checkbox"/> One and only one supplier <input checked="" type="checkbox"/> One Supplier

Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP <input type="checkbox"/> Other Type/s of Contract <i>[pls. specify]</i>
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:
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 21 Working days after the PO is signed <input type="checkbox"/> Others <i>[pls. specify]</i>
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection <i>[specify method, if possible]</i> Complete Installation <input checked="" type="checkbox"/> Passing all Testing <i>[specify standard, if possible]</i> <input checked="" type="checkbox"/> Completion of Training on Operation and Maintenance <i>[specify no. of trainees, and location of training, if possible]</i> <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements <input type="checkbox"/> Others <i>[pls. specify]</i>
Annexes to this RFQ6	<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 <i>[pls. specify, if any]</i> 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) ⁷	Email: tenders.tz@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.

Sincerely yours,


Jeremiah Mallongo
Operations Manager
September 13, 2019

COMPUTERS AND ACCESSORIES REQUIREMENTS FOR THE COMMISSION FOR HUMAN AND GOOD GOVERNANCE

SN	ITEMS	QUANTITY	SPECIFICATIONS
1.	Computers HP Pavilion Desktop - 510- p030xt	15	Operating system: Windows 10 Professional 64-bit Processor and graphics: 6th Generation Intel® Core™ i5-6400T Processor Memory: 8 GB DDR4 memory Hard drive: 1 TB HDD storage Graphics: AMD Radeon™ R5 Series Graphics Optical drive: Ultra Slim-tray Super Multi DVD burner Networking: 802.11b/g/n (1x1) and Bluetooth® 4.0 M.2 combo Audio: DTS Studio Sound™ Keyboard and mouse: HP USB Wired Keyboard with volume control Memory slots: 2 DIMM External I/O Ports: 2 USB 3.0; 4 USB 2.0
2.	UPS Back-UPS Pro (BX1500M)	15	<ul style="list-style-type: none"> • 1500Va /900W battery backup Uninterruptible power supply (ups) • 10 total outlets: 5 outlets provide ups power backup and surge protection; 5 outlets offer surge protection only • Automatic voltage Regulation (AVR) maintains safe voltage conditions without using backup battery power.
3.	Laptops HP Pavilion 15- AU116TX	10	Operating system: Windows 10 Professional 64-bit Processor: Intel® Core™ i5-7200U (2.5 GHz, up to 3.1 GHz, 3 MB cache, 2 cores) Graphics: Intel® HD Graphics 620 Display: 15.6" diagonal FHD IPS UWVA WLED-backlit touch screen (1920 x 1080) Memory: 8 GB DDR4-2133 SDRAM (1 x 8 GB) Hard drive: 1 TB 5400 rpm SATA Optical drive: Super Multi DVD burner Network interface: Integrated 10/100 BASE-T Ethernet LAN Wireless: 802.11a/b/g/n/ac (1x1) and Bluetooth® 4.0 combo Battery: 2-cell, 41 Wh Li-ion Battery life: Up to 7 hours and 15 minutes Ports: 1 USB 3.1 Gen 1 (Type-C™); 1 USB 2.0; 1 HDMI; 1 RJ-45; 1 headphone/microphone combo Expansion slots: 1 multi-format SD media card reader Webcam: HP Wide Vision HD Camera with dual array digital microphone Audio: B&O PLAY with 2 speakers Color: Natural silver cover, ash silver keyboard frame Pointing device: HP Image pad with multi-touch gesture support Keyboard: Full-size island-style keyboard with integrated numeric keypad Dimensions (W X D X H): 15.06 x 9.56 x 0.89 in
4.	Scanners Image FORMULA DR-C225W	4	Type Office Document Scanner Document Feeding Automatic or Manual

			<p>Document Size U-Turn Path Width: 2.0" - 8.5"</p> <p>Length: 2.8" - 14.0"</p> <p>Document Size Straight Path Width: 2.0" - 8.5"</p> <p>Length: 2.8" - 14.0"</p> <p>Long Document Mode Up to 118.1"</p> <p>Folio Mode Up to 11" x 17"</p> <p>Document Weight U-Turn Path: 14 - 32 lb. Bond Straight Path: 11 - 58 lb. Bond</p> <p>Feeder Capacity Up to 30 Sheets</p> <p>Grayscale 8-bit</p> <p>Color 24-bit</p> <p>Scanning Element One-Line Contact Image Sensor (CMOS)</p> <p>Light Source RGB LED</p> <p>Scanning Modes Color, Grayscale, Black and White, Error Diffusion, Advanced Text Enhancement, Advanced Text Enhancement II (for Windows only)</p> <p>Optical Resolution 600 dpi</p> <p>Output Resolution 150/200/300/400/600 dpi</p> <p>Scanning Speeds:</p> <p>Black And White (Simplex / Duplex):* 25 ppm / 50 ipm</p> <p>Grayscale (Simplex / Duplex):* 25 ppm / 50 ipm</p> <p>Color (Simplex / Duplex):* 25 ppm / 50 ipm</p> <p>Interface USB 2.0 or WiFi</p> <p>Supported Os Microsoft Windows XP Service Pack 3 or later, Microsoft Windows XP x64 Edition Service Pack 2 or later, Microsoft Windows Vista Service Pack 2 or later (32-bit/64-bit), Microsoft Windows 7 Service Pack 1 or later (32-bit/64-bit), Microsoft Windows 8/8.1 (32-bit/64-bit), Windows 10, Mac OS 10.7.5, Mac OS 10.8.5, Mac OS 10.9.1</p> <p>Dimensions (H X W X D) 8.7" x 11.8" x 6.1" (with tray closed)</p> <p>Weight 5.95 lbs</p> <p>Power Consumption 12.7W or less (Energy Saving Mode: 1.7W or less)</p> <p>Suggested Daily Volume 1,500 Scans</p> <p>Bundled Software:</p>
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			<p>Windows ISIS/TWAIN Drivers, Capture On Touch, Nuance eCopy PDF Pro Office, Nuance Paper Port, Nuance Omni Page, New Soft Presto! Bizcard, Evernote</p> <p>Mac TWAIN Driver, Capture OnTouch, Nuance Presto! Page Manager, New Soft Presto! Bizcard, Evernote</p> <p>Options Capture On Touch Mobile Exchange Roller Kit, Flatbed Scanner Unit 101/201, eCarePAK Extended Service</p> <p>Other Features Automatic Color Detection, Automatic Page Size Detection, Automatic Resolution, Background Smoothing, Character Emphasis, Color Dropout/Red Color Enhance, Deskew, Duplex, Edge Emphasis, Face-Up Feeding, Folio Mode, Image Rotation, Long Document Mode, Moiré Reduction, Multi Stream, Pre-Scan, Prevent Bleed Through/Remove Background, Shadow Cropping/Removal, Simplex, Skip Blank Page, Text Enhancement, Text Orientation Recognition, Three-Dimensional Color Correction, Ultrasonic Double-Feed Detection, User Preferences</p>
5.	Scanners hp Scanjet 5590	4	<p>Scanner type: Flatbed, ADF</p> <p>Scan resolution, optical: Up to 2400 dpi</p> <p>Duty cycle (daily): Recommended daily duty cycle: 500 pages</p> <p>Bit depth: 48-bit</p> <p>Levels of grayscale: 256</p> <p>Transparency adapter: Satellite (TMA), three 35 mm slides or four 35 mm negative frames</p> <p>Task speed:</p> <ul style="list-style-type: none"> • 10 x 15 cm colour photo into Microsoft Word: less than 24 sec • OCR a full page of text into Microsoft Word: less than 36 sec • e-mail photo: less than 18 sec <p>Scan size, maximum: 210 x 297 mm</p> <p>Media types:</p> <ul style="list-style-type: none"> • Paper (banner, inkjet, photo, plain), envelopes, labels, cards (greeting, index), 3-D objects, 35-mm

			<p>slides and negatives (using transparent materials adapter), iron-on transfers</p> <p>Media weights, supported ADF: 60 to 90 g/m²</p> <p>Scan file format:</p> <ul style="list-style-type: none"> • Windows: BMP, JPEG, TIFF, TIFF compressed, PNG, PCX, Flash pix (FPX), PDF, PDF searchable, RTF, HTM, TXT • Macintosh: TIFF, PICT, JPEG, GIF, Flash Pix, Plain Text, PDF, HTML, Rich Text <p>Scan input modes:</p> <ul style="list-style-type: none"> • Front-panel "scan", "copy", "e-mail", "share-to-web", "save-document-to-disc" • HP Photo & Imaging software • user application via TWAIN <p>Control panel: 5 front-panel buttons (Copy, E-mail, File document, Scan document, Scan photo)</p>
6.	<p>Printer HP Laserjet P2055dn</p> <p>Industrial printer</p>	4	<p>Printer Technology: laser</p> <p>Print Speed: 33 ppm - B/W - A4 (8.25 in x 11.7 in)</p> <p>Connectivity Technology: wired</p> <p>Interface: USB, Gigabit LAN</p> <p>Max Resolution (B&W): 1200 dpi</p> <p>Image Enhancement Technology: HP Pro Res 1200 / HP Fast Res 1200</p> <p>Automatic Duplexing: Yes</p> <p>First Print Out Time B/W: 8 sec</p> <p>Language Simulation: PCL 5C, PCL 6, PostScript 3</p> <p>Fonts Included: 45 x TrueType, 35 x PostScript</p> <p>Type: workgroup printer</p> <p>Max H-Document Size: 8.5 m</p> <p>Max V-Document Size: 14 in m</p> <p>Media Type: cards, envelopes, glossy paper, labels, plain paper, transparencies</p> <p>Media Sizes: A4 Long (8.25 in x 13.7 in), A5 (5.83 in x 8.25 in), A6 (4.13 in x 5.83 in), Legal (8.5 in x 14 in)</p> <p>Total Media Capacity: 300 sheets</p>

Jeremiah Mallongo
Operations Manager
September 19, 2019



FORM FOR SUBMITTING SUPPLIER'S QUOTATION8
(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. RFQ/TZA/2019/011:

TABLE 3: Offer to Supply Goods Compliant with Technical Specifications and Requirements

Item No.	Description/Specification of Goods	Qty	Latest Delivery Date	Unit Price	Total Price per Item
1.	<i>Laptop</i>	09			
2.	<i>Desktop Computers</i>	10			
3.	<i>Printer</i>	04			
4.	<i>Scanner</i>	04			
5.	<i>Public Addressing System (Full Set)</i>	01			
6.	<i>Projector</i>	04			
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 4: 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			
Estimated weight/volume/dimension of the as detailed in BOQ/TOR			

Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance			
b) Minimum one (1) year warranty on both parts and labor			
c) Service Unit to be Provided when the Purchased Unit is Under Repair			
d) Brand new replacement if Purchased Unit is beyond repair			
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]