



**Amendmnet-1**

**REQUEST FOR QUOTATION (RFQ)  
For Supply and Delivery of Laptops with Docking Stations for UNRCO**

NAME & ADDRESS OF FIRM	DATE: November 6, 2019
	REFERENCE: UNDP/RFQ/39/2019

Dear Sir / Madam:

We kindly request you to submit your quotation for **Supply and Delivery of Laptops (with 14" HD smart interactive screen touch function) with Docking Stations for UNRCO**, 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 **5:00PM, November 18, 2019** in sealed envelope by *courier mail or hand delivery* to the address below:

**United Nations Development Programme  
Ref: UNDP/RFQ/39/2018  
The Registry, Reception, UN House  
Pulchowk, Lalitpur, Nepal**

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 above mentioned services:

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> <b>Other: Local delivery inclusive of taxes, duties and VAT</b>	
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> <b>Supplier/Offeror</b>	
Exact Address/es of Delivery Location/s (identify all, if multiple)	<b>UN Resident Coordinator's Office (UNRCO) UN House, Pulchowk, Lalitpur, Nepal.</b>	
UNDP Preferred Freight Forwarder, if any	<b>Not applicable</b>	
Distribution of shipping documents (if using freight forwarder)	<b>Not applicable</b>	
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> <b>4-5 weeks.</b>	
Delivery Schedule	<input checked="" type="checkbox"/> <b>Required</b>	
Packing Requirements		
Mode of Transport	<input checked="" type="checkbox"/> <b>AIR</b>	<input checked="" type="checkbox"/> <b>Road</b>
		<input type="checkbox"/> <b>OTHER</b>
Preferred Currency of Quotation	<input checked="" type="checkbox"/> <b>Local Currency : Nepalese Rupees (NPR.) inclusive of VAT</b>	
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> <b>Must be inclusive of VAT and other applicable indirect taxes</b>	
After-sales services required	<input checked="" type="checkbox"/> <b>Warranty as mentioned in the RFQs.</b>	
Deadline for the Submission of Quotation	<b>5:00PM, Friday, November 15, 2019 Nepal Standard Time</b>	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> <b>English</b>	
Documents to be submitted	<input checked="" type="checkbox"/> <b>Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;</b> <input checked="" type="checkbox"/> <b>Detailed Specifications and catalogues for all the quoted items;</b>	

	<input checked="" type="checkbox"/> <b>Copy of Certificates for authorized dealership/s in Nepal;</b> <input checked="" type="checkbox"/> <b>Latest Business Registration Certificate;</b> <input checked="" type="checkbox"/> <b>Latest VAT/PAN Registration Certificate;</b> <input checked="" type="checkbox"/> <b>Latest Tax Clearance Certificate;</b> <input checked="" type="checkbox"/> <b>Client certificates from minimum two clients for satisfactory performance to supply similar items.</b> <input checked="" type="checkbox"/> <b>Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;</b>
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> <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 RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> <b>Not permitted</b>
Payment Terms	<input checked="" type="checkbox"/> <b>Payment will be made after successful completion of delivery of the equipment.</b>
Liquidated Damages	
Evaluation Criteria	<input checked="" type="checkbox"/> <b>Technical responsiveness/Full compliance to requirements and lowest price<sup>1</sup></b>  <input checked="" type="checkbox"/> <b>Full acceptance of the PO/Contract General Terms and Conditions</b>
UNDP will award to:	<input checked="" type="checkbox"/> <b>One and only one supplier</b>
Type of Contract to be Signed	<input checked="" type="checkbox"/> <b>Purchase Order</b>

<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 shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).

Special conditions of Contract	<input checked="" type="checkbox"/> <b>Cancellation of PO/Contract if the delivery/completion is delayed by 30 days.</b>
Conditions for Release of Payment	<input checked="" type="checkbox"/> <b>Written Acceptance of completion of the services, based on full compliance with RFQ requirements</b>
Annexes to this RFQ	<input checked="" type="checkbox"/> <b>Schedule of Requirement and Specifications for Laptops and Docking Stations (Annex 1)</b> <input checked="" type="checkbox"/> <b>Form for Submission of Quotation (Annex 2)</b> <input checked="" type="checkbox"/> <b>General Terms and Conditions / Special Conditions (Annex 3).</b>  Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact address for Inquiries (Written inquiries only) <sup>3</sup>	<i>Procurement Unit</i> <i>UNDP Nepal</i> <i>Email: <a href="mailto:query.procurement.np@undp.org">query.procurement.np@undp.org</a></i> Written inquiries must be submitted mentioning RFQ Ref: UNDP/RFQ/39/2019(SA), on or before 11:00AM, 12 November 2019.  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.

<sup>3</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.

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 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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

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

**Sincerely yours,**

*Niraj Shrestha*  
*Assistant Resident Representative (Operations)*  
*UNDP Nepal*  
November 6, 2019

**Schedule of Requirements for Supply and Delivery of Laptops with Docking Stations**

<b>Schedule of Requirement</b>			
<b>S.no.</b>	<b>Description</b>	<b>Qty</b>	<b>Requirement</b>
1	<p><b><u>Laptop Computer</u></b> (International recognized brand) with 14" HD smart interactive screen touch function</p> <p>Processor: i7 8<sup>th</sup> Generation processor  Memory: 16GB RAM  Graphics: Intel Integrated UHD 620  HDD: 512GB SSD  Camera: 720p HD  Audio: 2x Stereo Speaker with HD Audio  Keyboard: Spill-resistant Backlit keyboard, Touchpad &amp; Fingerprint Reader  WiFi: 802.11/b/g/n/ac, Bluetooth 4.0  Bluetooth: Bluetooth 4.1  I/O Ports: 3 USB 3.1 port (one Type C), HDMI 1.4b, Headphone/Microphone Combo jack, microSD card reader, Security  Battery: Li-ion Battery with 12 hours or more power backup  OS: Microsoft Windows 10 Professional 64-bit, Genuine License, Pre-installed  Power: AC Adapter, Power cord  Weight: More than 2 kg  Warranty: 3 years on laptop, 6 months or more warranty on battery</p> <p><b><u>Accessories:</u></b></p> <ol style="list-style-type: none"> <li>1. Back pack type carrying bags</li> <li>2. Docking: Docking Compatible</li> <li>3. Docking Station: Docking Station with extra Adapter, wireless Keyboard, wireless Mouse and headphone with mic and 24" LED Screen</li> </ol>	13 sets	Supply and delivery of the items as soon as possible.

Niraj Shrestha  
Assistant Resident Representative (Operations)  
UNDP Nepal

November 6, 2019

## FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>4</sup>

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>5</sup>)*

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer bid for **Supply and Delivery of Laptops (with 14" HD smart interactive screen touch function) with Docking Stations for UNRCO** in conformity with the requirements of UNDP as per RFQ Reference No. UNDP/RFQ/39/2019:

**TABLE 1 : Offer for Supply and delivery of Laptops**

Item No.	Description/Specification of Goods	Brand Name and Model No. of the quoted items	QTY	Unit Price in NPR.	Total Price in NPR.
1	Supply and Delivery of Laptop Computer with 14" HD smart interactive screen touch function including the accessories, in accordance with the Schedule of Requirement and Specifications – Annex 1		7		
	TOTAL				
	VAT 13%				
	<b>TOTAL PRICE FOR in Nepalese Rupees inclusive of 13% VAT</b>				

**TABLE 2 : Estimated Operating Costs (if applicable)**

List of Consumable Item/s (Include fast moving parts, if any)	Estimated Average Consumption	Unit of Measure	Unit Price	Total Price per Item
<b>NOT APPLICABLE</b>				

<sup>4</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>5</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**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>
Delivery Lead Time			
Estimated weight/volume/dimension of the Consignment:	NA	NA	
Country/ies Of Origin <sup>6</sup> :			
Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance	NA	NA	
b) Warranty as mentioned in the specification			
c) Service Unit to be Provided when the Purchased Unit is Under Repair			
d) Brand new replacement if Purchased item is not working at the time of delivery			
e) Others	NA	NA	
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>	NA	NA	

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]*

<sup>6</sup> 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.



### **Annex 3**

#### **General Terms and Conditions**