

## REQUEST FOR QUOTATION

*Procurement of IT Equipment for United Nations Resident Coordinator Office (UNRCO)*

<b>NAME &amp; ADDRESS OF FIRM:</b>	<b>DATE:</b> November 20, 2019
	<b>REFERENCE:</b> UNDP-TUR-RFQ(RCO)-2019/34

Dear Sir / Madam:

We, **UNDP Turkey Country Office**, kindly request/invite you to submit your quotation for **Procurement of IT Equipment for United Nations Resident Coordinator Office (UNRCO)**, as detailed in Annex-1 (*Technical Specifications of the Goods*).

*Please send your quotation to:*

Yıldız Kule,  
Yukarı Dikmen Mahallesi, Turan Güneş Bulvarı,  
No:106, 21<sup>st</sup> Floor, 06550,  
Çankaya/Ankara  
Turkey

*or to 'e-mail:*

[tr.procurement@undp.org](mailto:tr.procurement@undp.org)

until **COB** on **25 November 2019.**

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

Although some parts of this RFQ are both English & Turkish, your Quotation **must** be in **English** and valid for a minimum period of **60 days**. Please note that the quotations shall be prepared with the consideration of below issues. Turkish version of the solicitation documents is given only for reference purposes. English version will govern the procurement procedure.

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, for whatever reason, shall not be considered for evaluation.

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.

UNDP reserves the right to vary the quantity of the goods and services stated in the Price Schedule without any change in the unit price or other terms and conditions at the time of contract award or during contract implementation.

UNDP is not bound to accept any quotation, nor award a contract, nor be responsible for any costs associated with an Offeror's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Thank you and we look forward to receiving your quotation.

## DATA SHEET

<b>Subject of Procurement</b>	Procurement of <b>IT Equipment</b> for United Nations Resident Coordinator Office (UNRCO)
<b>Delivery Terms</b>	Delivery at Place (DAP)
<b>Address of Delivery Location</b>	Yıldız Kule, Yukarı Dikmen Mahallesi, Turan Güneş Bulvarı, No:106, 21 <sup>st</sup> Floor, 06550, Çankaya/Ankara-Turkey
<b>Deadline for the Submission of Quotation</b>	<i>Monday, November 25, 2019 by Close of Business (COB)</i>
<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</b> <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	20 December 2019
<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>Documents to be Submitted</b>	<input checked="" type="checkbox"/> Duly signed and stamped version (each page) of this 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"/> Chamber Registration Certificate; <input checked="" type="checkbox"/> Copy of the Trade Registry Gazette, demonstrating establishment of the Company <input checked="" type="checkbox"/> Signatory Circular <input checked="" type="checkbox"/> <b>Technical Specification Documents:</b> <i>(signed and stamped by the company) where the brand-model for each proposed item (product) are specified, which involves the detailed information corresponding to each specification in the technical specification and which indicated the compatibility with the requested specifications.</i>
<b>Period of Validity of Quotes starting the Submission Date</b>	<b>60 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 Offeror shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
<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 contractor
<b>Conditions for Release of Payment</b>	Written Acceptance of Goods based on full compliance with RFQ requirements
<b>UNDP's Right to Vary the Requirements</b>	UNDP reserves the right to vary the quantity of the goods and services stated in the Price Schedule without any change in the unit price or other terms and conditions at the time of contract award or during contract implementation.
<b>Annexes to this 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"/> General Terms and Conditions for Contracts-goods and/or services- (Annex 3) <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>  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</b> (Written inquiries only) <sup>2</sup>	M. Taylan Özdemir Procurement Assistant <a href="mailto:tr.procurement@undp.org">tr.procurement@undp.org</a>

<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 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 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 RFQ and the contract 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 3.

UNDP is not bound to accept any quotation, nor award a contract, nor be responsible for any costs associated with an 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 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  
**20.11.2019**

## Technical Specifications

ITEM 1 KALEM 1	Notebook and Relevant Equipment Dizüstü ve İlgili Ekipman	QUANTITY MİKTAR 7 Units 7 Adet
General Description Genel Tanım	Procurement of Notebook and Relevant Equipment (Dizüstü ve İlgili Ekipman Alımı)	
	Required Specifications and Terms (İstenilen Özellik ve Şartlar)	
<div>Lenovo T490 Ultraportable Laptop</div> <ul style="list-style-type: none"><li>Display: Display Panel: 14.0" FHD (1920x1080) IPS, Anti-Glare, 300nits, non-Touch, 720p HD Camera, Black</li><li>WiFi wireless LAN Adapters: Intel Wireless-AC 9560 2x2 AC, Bluetooth Version 5.0 vPro Onboard</li><li>Processor: Intel Core i78665U</li><li>Graphics Card: Intel UHD Graphics 620, vPro certified</li><li>Total Memory: 16GB DDR4 2666MHz Onboard</li><li>Hard drive: 512 SSD M.2 PCIe-NVMe OPAL 2.0</li><li>Battery: 3 Cell Li-Polymer Internal Battery, 50Wh</li><li>AC Adapter and Power Cord: 65W USBC Adapter</li><li>Backlit Turkish Keyboard</li><li>Operating System: Windows 10 Pro</li></ul>		

ITEM 2 KALEM 2	Monitor Ekran	QUANTITY MİKTAR 7 Units 7 Adet
General Description Genel Tanım	Procurement of Monitor (Bilgisayar Ekranı Alımı)	
	Required Specifications and Terms (İstenilen Özellik ve Şartlar)	
<div>Lenovo ThinkVision P27h Monitor</div> <ul style="list-style-type: none"><li>Brightness350 nits</li><li>Contrast Ratio1000:1</li><li>Response Time4ms/6ms/15ms (extreme/default/off)</li><li>VESA MountYes</li><li>Maximum Resolution2560 x 1440</li><li>ConnectionsUSB-C, DP 1.2, HDMI 1.4</li><li>Display TypeIPS</li><li>StandLift, Tilt, Swivel, Pivot</li><li>Screen IlluminationLED Backlight</li><li>Contrast Ratio1000:1</li><li>Viewable Image Size Inches27”</li><li>Swivel±45°</li><li>Tilt-5 to 30 degrees</li><li>Horizontal Viewing Angle178 degrees</li></ul>		

ITEM 3 KALEM 3	Docking Station Yerleştirme İstasyonu	QUANTITY MİKTAR 7 Units 7 Adet
General Description Genel Tanım	Procurement of Docking Station (Yerleştirme İstasyonu Alımı)	
	Required Specifications and Terms (İstenilen Özellik ve Şartlar)	
<div>Lenovo 135W ThinkPad Pro Docking Station</div> <ul style="list-style-type: none"><li>• <b>Color</b> Black</li><li>• <b>Refresh Rate</b> DisplayPort 1: 4096 x 2160 @ 60 Hz; DisplayPort 2: 4096 x 2160 @ 60 Hz;; "Maximum resolution" refers to what can be supported by the dock. Actual resolution will vary by laptop.</li><li>• <b>Hardware Requirements</b> ThinkPad Side Docking Connector</li><li>• <b>Audio Ports</b> 1 x 3.5 mm Stereo/Mic Combo Port</li><li>• <b>USB Ports</b> 1 x USB-C (5 Gbps, 5V/3A power); 3 x USB 3 (5 Gbps, 1 always-on); 2 x USB 2</li><li>• <b>Video Ports</b> 2 x DisplayPort 1.4</li><li>• <b>Input Power</b> 135 W</li><li>• <b>Power Button</b> Yes</li><li>• <b>Other Information:</b><ul style="list-style-type: none"><li>▪ 1 x Gigabit Ethernet Port</li><li>▪ 1 x Kensington security lock slot</li></ul></li></ul>		

ITEM 4 KALEM 4	Keyboard and Mouse Kit Klavye ve Fare Takımı	QUANTITY MİKTAR 7 Units 7 Adet
General Description Genel Tanım	Procurement of Keyboard and Mouse Kit (Klavye ve Fare Takımı Alımı)	
	Required Specifications and Terms (İstenilen Özellik ve Şartlar)	
<div>Logitech MK850 Wireless Keyboard and Mouse Set</div> <ul style="list-style-type: none"><li>Windows 10</li><li>Logitech Unifying receiver and Bluetooth Connection</li></ul>		



### 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 RFQ Reference No.: UNDP-TUR-RFQ(RCO)-2019/34:

Item No.	Description/Specification of Goods	Brand Quoted by the Offeror <i>(with product ID/code)</i>	Quantity	Unit	Unit Price <b>(USD)**</b>	Total Price per Item <b>(USD)**</b>
1	Lenovo T490 Ultraportable Laptop		7	E A		
2	Lenovo ThinkVision P27h Monitor		7			
3	Lenovo 135W ThinkPad Pro Docking Station		7			
4	Logitech MK850 Wireless Keyboard and Mouse Set		7			
Total Final and All-Inclusive Price Quotation <b>(USD)*</b>						

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

\*\*(!) UNDP reserves the right to vary the quantity of the goods and services stated in the Price Schedule without any change in the unit price or other terms and conditions at the time of contract award or during contract implementation.

[Name Offeror's Authorized Person]:

[Designation]:

[Signature/Stamp]:

[Date]: