



REQUEST FOR QUOTATION (RFQ) (Goods)

To: Interested Bidders	DATE: November 25, 2019
	REFERENCE: RFQ/UNDP/PLJ/061/2019 – Power Desktop for Pulse Lab Jakarta Office

Dear Sir / Madam:

We kindly request you to submit your quotation for RFQ/UNDP/PLJ/061/2019 – Power Desktop for Pulse Lab Jakarta Indonesia, 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 November 29, 2019 and via ☒ e-mail to the address below:

United Nations Development Programme - UNDP (Procurement Unit)
Menara Thamrin Building, 8th Floor, Kav. 3, Jl. M.H. Thamrin, Jakarta 10250
PIC: Sri Hastutiningsih / Fathia Alya Shabrina

bids.id@undp.org

Quotations submitted by email must be limited to a maximum of 7 MB, virus-free and no more than four (4) email 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	Max 2 (two) weeks upon issuance of contract	
Exact Address/es of Delivery Location/s (identify all, if multiple)	Pulse Lab Jakarta Wisma Nusantara 5th floor Jl. MH Thamrin No.59 Jakarta 10350	
Latest Expected Delivery Date	<input checked="" type="checkbox"/> 20 days from the issuance of the Purchase Order (PO)	
Delivery Schedule	<input checked="" type="checkbox"/> Required	
Mode of Transport	<input type="checkbox"/> AIR	<input checked="" type="checkbox"/> LAND
	<input type="checkbox"/> SEA	<input type="checkbox"/> OTHER [pls. specify]
Preferred Currency of Quotation ¹	<input checked="" type="checkbox"/> Local Currency : IDR	
Value Added Tax on Price Quotation ²	<input checked="" 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 3 years	
Deadline for the Submission of Quotation	COB, Friday, November 29, 2019 at 15:00 (GMT +7)	
All documentations, including catalogues, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English	
Documents to be submitted ³	<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"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <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"/> 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	

¹ 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.

² 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.

³ First 2 items in this list are mandatory for the supply of imported goods

Payment Terms ⁴	<input checked="" type="checkbox"/> 100% upon complete delivery of goods
Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions : Percentage of contract price per day of delay : 0,5% Max. no. of days of delay : 20 days After which UNDP may terminate the contract.
Evaluation Criteria [check as many as applicable]	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁵ 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"/> Purchase Order
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
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 20 days.
Conditions for Release of Payment	Passing Inspection [specify method, if possible] Complete Installation <input checked="" type="checkbox"/> Passing all Testing [specify standard, if possible] <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: 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.

⁴ UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

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.

Contact Person for Inquiries (Written inquiries only) ⁷	<i>Sri Hastutiningsih cc Fathia Alya Shabrina</i> <i>UNDP Procurement Unit</i> <i>Sri.hastutiningsih@undp.org/ fathia.shabrina@undp.org</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.
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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/>

⁷ 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.

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,



Martin Kurnia
Procurement Analyst
November 25, 2019

Annex 1

Technical Specifications

Items to be Supplied*	Quantity	Description / Specifications of Goods	Latest Delivery Date
Desktop	1	<p>Desktop, with specification as below:</p> <ul style="list-style-type: none"> • Processor: Intel Core i9-9900X 3.5Ghz Up To 4.4Ghz - Cache 19.25MB [Box] Socket LGA 2066 - Skylake-X Series • CPU Cooler: Corsair Hydro Series H150i PRO Water Cooler • Motherboard: ASUS ROG RAMPAGE VI EXTREME OMEGA LGA 2066 Intel X299 SATA 6Gb/s USB 3.1 Extended ATX Intel Motherboard • RAM: Corsair DDR4 Vengeance LPX PC24000 32GB (2X16GB) • Graphics card: NVIDIA GEFORCE RTX 2080 Ti Founders Edition • Solid state drive: Samsung SSD 970 EVO PLUS M.2 2TB • Hard drive: Western Digital 4TB SATA3 64MB - Black Ver.2 • Power supply unit: Seasonic Prime Titanium TX-1000/1000TR - 1000W Full Modular - 80+ TITANIUM Certified • Case: Cooler Master MasterCase H500M (Extended-ATX) • Monitor: LG 22" LED 22MK430H-B IPS • Keyboard and mouse: Logitech M 590 Silent Wireless Mouse + Logitech Wireless Desktop MK270r • UPS: APC Back-UPS RS 1500VA LCD, Master Control - BR1500Gi • Operating system: Windows server 2019 standard x64 	24 January 2020

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



Sandra Lega
ICT Associate
November 25, 2019

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁸

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁹)

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/UNDP/PLJ/061/2019 – Power Desktop for Pulse Lab Jakarta Office:

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
	Desktop, with specification as below: <ul style="list-style-type: none"> • Processor: Intel Core i9-9900X 3.5Ghz Up To 4.4Ghz - Cache 19.25MB [Box] Socket LGA 2066 - Skylake-X Series • CPU Cooler: Corsair Hydro Series H150i PRO Water Cooler • Motherboard: ASUS ROG RAMPAGE VI EXTREME OMEGA LGA 2066 Intel X299 SATA 6Gb/s USB 3.1 Extended ATX Intel Motherboard • RAM: Corsair DDR4 Vengeance LPX PC24000 32GB (2X16GB) • Graphics card: NVIDIA GEFORCE RTX 2080 Ti Founders Edition • Solid state drive: Samsung SSD 970 EVO PLUS M.2 2TB • Hard drive: Western Digital 4TB SATA3 64MB - Black Ver.2 • Power supply unit: Seasonic Prime Titanium TX-1000/1000TR - 1000W Full Modular - 80+ TITANIUM Certified • Case: Cooler Master MasterCase H500M (Extended-ATX) • Monitor: LG 22" LED 22MK430H- B IPS 	1			

⁸ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

	<ul style="list-style-type: none"> Keyboard and mouse: Logitech M 590 Silent Wireless Mouse + Logitech Wireless Desktop MK270r UPS: APC Back-UPS RS 1500VA LCD, Master Control - BR1500Gi Operating system: Windows server 2019 standard x64 				
	Total Prices of Goods¹⁰				
	Add : Cost of Transportation				
	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 (Include fast moving parts, if any)	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		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time			
Estimated weight/volume/dimension of the Consignment:			
Country/ies Of Origin ¹¹ :			
Warranty and After-Sales Requirements			

¹⁰ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

¹¹ 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.

a) Minimum one (1) year warranty on both parts and labor			
b) Brand new replacement if Purchased Unit is beyond repair			
c) Others			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>			

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]