



REQUEST FOR QUOTATION (RFQ)
For Supply and Delivery of ICT equipment for UNDP Nepal

NAME & ADDRESS OF FIRM	DATE: November 29, 2019
	REFERENCE: UNDP/RFQ/44/2019

Dear Sir / Madam:

We kindly request you to submit your quotation for **Supply and Delivery of ICT equipment for UNDP Nepal**, 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, December 9, 2019** in sealed envelope by *courier mail or hand delivery* to the address below:

United Nations Development Programme
Ref: UNDP/RFQ/44/2019
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"/> CIP TIA Kathmandu, Nepal <u>Please note that quotations must be submitted by the Principle Company as the Purchase order is issued in the name of the Principle Company.</u>	
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Freight Forwarder	
Exact Address/es of Delivery Location/s (identify all, if multiple)	United Nations Development Program (UNDP) Nepal UN House, Pulchowk Lalitpur, Nepal	
UNDP Preferred Freight Forwarder, if any		
Distribution of shipping documents (if using freight forwarder)		
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> 7-8 weeks.	
Delivery Schedule	<input checked="" type="checkbox"/> Required	
Packing Requirements		
Mode of Transport	<input checked="" type="checkbox"/> AIR	
Preferred Currency of Quotation ¹	<input checked="" type="checkbox"/> United States Dollars	
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect	
After-sales services required	<input checked="" type="checkbox"/> Warranty as mentioned in the specification. <input checked="" type="checkbox"/> Technical Support <input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance/repair	
Deadline for the Submission of Quotation	5:00PM, Monday, December 09, 2019 Nepal Standard Time	
All documentations, including catalogs, instructions and	<input checked="" type="checkbox"/> English	

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.

operating manuals, shall be in this language	
Documents to be submitted	<p><input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;</p> <p><input checked="" 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;</p> <p><input checked="" type="checkbox"/> Quality Certificates (ISO, etc.);</p> <p><input checked="" type="checkbox"/> Detailed Specifications and catalogues for all the quoted items;</p> <p><input checked="" type="checkbox"/> Copy of Certificates for authorized dealership/s in Nepal or Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);</p> <p><input checked="" type="checkbox"/> Latest Business Registration Certificate;</p> <p><input checked="" type="checkbox"/> Latest VAT/PAN Registration Certificate, as applicable;</p> <p><input checked="" type="checkbox"/> Latest Tax Clearance Certificate;</p> <p><input checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied;</p> <p><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;</p>
Period of Validity of Quotes starting the Submission Date	<p><input checked="" type="checkbox"/> 120 days</p> <p>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.</p>
Partial Quotes	<p><input checked="" type="checkbox"/> Permitted <u>Bidders can submit bid for any of the Package A or Package B. However partial bids within a package is not permissible.</u></p>
Payment Terms	<p><input checked="" type="checkbox"/> Payment will be made after successful completion of delivery of the equipment.</p>
Liquidated Damages	

Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price² <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One or more Supplier, depending on the following factors: The order will be awarded to the technically qualified lowest bidder for each Package
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of completion of the services, based on full compliance with RFQ requirements
Annexes to this RFQ	<input checked="" type="checkbox"/> Schedule of Requirement and Specifications (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3). 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) ³	Procurement Unit UNDP Nepal Email: query.procurement.np@undp.org Written inquiries must be submitted mentioning RFQ Ref: UNDP/RFQ/44/2019(SA), on or before 11:00AM, 5 th December 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

² 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.

³ 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 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 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

Thank you and we look forward to receiving your quotation.

Sincerely yours,




Niraj Shrestha
Assistant Resident Representative (Operations)
UNDP Nepal
November 29, 2019

Annex 1

Schedule of Requirements and Specifications for Laptops with Docking and Accessories

Package A

SN	Items	Qty
1	13" Laptop (dockable) Processor: 8th Gen Intel Core i5-8365U or faster Memory: 16 GB DDR4 2400Mhz Hard Disk: 512GB SSD PCIe NVMe Graphics: Intel UHD 620 Graphics Display: 13.3" Full HD IPS Anti-glare Multi Touch Webcam: 720p HD WiFi: Dual band 802.11ac, Bluetooth 5.0 Stereo Speakers, Mic Keyboard: Backlit, Spill-resistant, Touch Pad, Fingerprint Reader Ports: 3 USB 3.1 Gen 1, Thunderbolt 3, HDMI 1.4, MicroSD Card Reader, Headphone/mic combo jack, Docking Ethernet Extension or USB-C to Ethernet Adapter (same brand as Laptop) Operating System: Factory Installed Win 10 Pro 64-bit (Genuine) Battery Life: 12 hours backup or more USB Mouse (Same Brand as Laptop) USB Stereo Headphone (Same Brand as Laptop preferred) Power adaptor Carrying Case (Backpack type) Environment: Energy Star 7, RoHS Compliant Weight: Less than 1.5kg Warranty: 3 years, 1-year on battery	24
2	Laptop accessories (Same brand as laptop except item v, 1year warranty) i. Docking station or Port Replicator ii. Monitor: 18.5/19" LED HD+ iii. Monitor Stand (similar to pic shown below)  iv. USB Keyboard v. Laptop Security Lock (combination type)	24 (qty may change)

Package B

1	Tape Drive LTO-5 SAS External Half-height Tape Drive 2 years warranty	1
2	Tape Drive accessories	
	i. SAS HBA Card with external Mini-SAS Female port PCIe 2.0 low profile, 4800MB/s transfer rate VMware ESXi 6.7 supported, 3 year warranty	2
	ii. External Mini-SAS Cable 2 meter, SFF 8088 to SFF 8088	2
	iii. LTO-5 1.5TB/3TB Tape Cartridge	14 (qty may change)
	iv. LTO Universal Cleaning Cartridge	1

Niraj Shrestha
Assistant Resident Representative (Operations)
UNDP Nepal
November 29, 2019

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁴

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁵)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer bid for **Supply and delivery of ICT equipment** in conformity with the requirements of UNDP as per RFQ Reference No. UNDP/RFQ/44/2019:

TABLE 1 : Offer

Package A

Item No.	Description/Specification of Goods	Brand Name and Model No. of the quoted items	QTY	Unit Price in CIF, USD	Total Price in CIF, USD
1	Supply and delivery of Laptops in accordance with the Schedule of Requirement and Specifications – Annex 1		24		
2	Supply and delivery of Laptop Accessories in accordance with the Schedule of Requirement and Specifications – Annex 1		24		

Package B

3	Supply and delivery of Tape Drive in accordance with the Schedule of Requirement and Specifications – Annex 1		1		
4	Supply and Delivery of Tape Drive Accessories in accordance with the Schedule of Requirement and Specifications – Annex 1				

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

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

i. SAS HBA Card with external Mini-SAS Female port PCIe 2.0 low profile, 4800MB/s transfer rate VMware ESXi 6.7 supported, 3 year warranty		2		
ii. External Mini-SAS Cable 2 meter, SFF 8088 to SFF 8088		2		
iii. LTO-5 1.5TB/3TB Tape Cartridge		14		
iv. LTO Universal Cleaning Cartridge		1		
TOTAL PRICE in USD (CIF)				

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
NOT APPLICABLE				

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:	NA		
Country/ies Of Origin ⁶ :			
Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance	NA		
b) Warranty as mentioned above			

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.

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	NA		
e) Others			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>	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]

Annex 3

General Terms and Conditions