



REQUEST FOR QUOTATION (RFQ) (Goods)

United Nations Development Programme	DATE: March 15, 2021
	REFERENCE: ICT equipment for the below Projects 1. Earthquake municipal social protection 2. Regional Roma Returnees 3. ERR Programme 4. SCUL Project 5. SALW Project 6. EU4schools Project 7. LNB Project 8. Gender Programme

Dear Sir / Madam:

We kindly request you to submit your quotation for **Procurement of ICT Equipment**, 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 **March 31, 2021 at 14:00 hrs** through e-Tendering

Allowable Manner of Submitting Proposals: e-Tendering only. Bids not sent in e-Tendering system will not be considered. Proposal Submission Address: <https://etendering.partneragencies.org>

Please acknowledge receipt of this RFQ by using the "Accept Invitation" function in e-Tendering system. This will enable you to receive amendments or updates to the RFQ.

Please find the link for all the procurement guides and videos:
<https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/>

Electronic submission (e-Tendering) requirements:

- Format: PDF files only
- File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.
- All files must be free of viruses and not corrupted.

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- Max. File Size per transmission: 35 MB
- UNDP reserves the rights to ask for originals during the evaluation.
- Please name the submitted files following the structure of the solicitation document, and consolidate the files into as few files as possible, using compression tools (zip etc.).

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

Delivery Terms [INCOTERS 2020] (Pls. link this to price schedule)	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input type="checkbox"/> DAP <input checked="" type="checkbox"/> Other	
Customs clearance ¹ , if needed, shall be done by:	<input type="checkbox"/> UNDP <input checked="" type="checkbox"/> Supplier/Offoror <input type="checkbox"/> Freight Forwarder	
Exact Address/es of Delivery Location/s (identify all, if multiple)	United Nations Development Programme Str. "Skenderbej", Gurten Center, 2nd floor, Tirana, Albania	
UNDP Preferred Freight Forwarder, if any ²	N/A	
Distribution of shipping documents (if using freight forwarder)	N/A	
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> Immediate, but maximum 30 days from the issuance of the Purchase Order (PO) <input type="checkbox"/> As per Delivery Schedule attached [if delivery will be staggered] Time: Time Zone of Reference:	
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 checked="" type="checkbox"/> LAND <input type="checkbox"/> OTHER
Preferred Currency of Quotation ³	<input checked="" type="checkbox"/> United States Dollars for international suppliers <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency: ALL (Albanian Lek) for national suppliers	

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 1 year <input 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	Wednesday, March 31, 2021 at 14:00 hrs.
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 ⁵	<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"/> 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 type="checkbox"/> Quality Certificates (ISO, etc.); <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input 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 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 checked="" type="checkbox"/> 90 days <input 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 checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>
Payment Terms ⁶	<input checked="" type="checkbox"/> 100% upon complete delivery of goods <input type="checkbox"/> Others <i>[pls. specify]</i>
Liquidated Damages	N/A
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price⁷ <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time⁸ <input type="checkbox"/> Others <i>[pls. specify]</i>
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier <input type="checkbox"/> One or more Supplier, depending on the following factors:
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement ⁹ and if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <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) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) 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 30 days <input type="checkbox"/> Others <i>[pls. specify]</i>

Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection <input type="checkbox"/> Complete Installation <input type="checkbox"/> Passing all Testing <i>[specify standard, if possible]</i> <input 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 RFQ ¹⁰	<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"/> <u>General Terms and Conditions / Special Conditions</u> <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) ¹¹	Procurement Unit, UNDP Albania E-mail: procurement.al@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

¹⁰ Where the information is available in the web, a URL for the information may simply be provided.

¹¹ 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.

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:

<https://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html>

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: <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>

Thank you and we look forward to receiving your quotation.

Sincerely yours,



Nuno Queiros
Deputy Resident Representative

Technical Specifications

Project	Items to be procured	Quantity	Description/ Specifications	Latest Delivery date
<u>Earthquake municipal social protection & Regional Roma Returnees Project</u>	Laptop Dell latitude 7310 or similar	4 pieces	10th Generation Intel Core i5-10210U Laptop screen 13.3" FHD (1920 x 1080) AG, SLP, 2.7mm HD Cam/Mic, WLAN, Carbon Fiber, Non-Touch 16GB, 2666 MHz, DDR4 Non-ECC, Integrated M.2 512GB PCIe NVMe Class 35 Solid State Drive 4 Cell 52Whr ExpressCharge Capable Battery 65W Type-C Epeat Adapter Intel Dual Band Wireless AC 9560 (802.11ac) 2x2 + Bluetooth 5.1 Single Point Keyboard International-English with backlight Weight up to 1.33 kg Windows 10 Pro (64Bit) Multi-Language English, , French, Spanish Carrying bag Warranty: NBD 3 years	
	Docking station	4 pieces	Dell Thunderbolt Dock WD19 180W – EU plug or similar Warranty: NBD 3/3/3 years	
	Monitor	4 pieces	Dell 27 monitor - p2719hc or similar Warranty: NBD 3 years	
	Keyboard/Mouse	4 pieces each	Keyboard Dell Multimedia Keyboard KB216 - US International Layout Black and Dell Optical Mouse MS116 – Black	
	Printer B&W Multifunction Print/Scan/Copy HP LaserJet Pro MFP M521dn Or similar	1 piece	Print speed – 42 ppm Resolution – 1200 x 1200 dpi Monthly duty cycle – 75000 pages Recommended monthly page volume – 2000 to 6000 pages Print Technology – Laser Ports – 1 Hi-Speed USB 2.0 Device; 1 Hi-Speed USB 2.0 Host; 1 Gigabit Ethernet 10/100/1000Base-TX; 1 Telecom optional Paper trays – standard 2 trays Paper capacity - 100-sheet multipurpose tray, 500-sheet input tray 2, 50-sheet Automatic Document Feeder (ADF) Duplex printing – Automatic standard Scanner Type Flatbed with automatic document feeder Scan speed – 15ppm color simplex or 14ppm duplex Scan features: Duplex scanning from ADF, Scan to USB drive, Scan to network folder, Scan to email, Scan to cloud, Optimize text/picture, Image adjustments, Output quality setting, Selectable scan resolution: 75-600 dpi	

			<p>Copier Maximum Resolution 300 x 300 dpi</p> <p>Copy speed – 42 ppm</p> <p>Duplex copying – Yes</p> <p>Reduction / Enlargement – 25-400%</p> <p>Media sizes supported – Tray 1: 3 x 5" to 8.5 x 14" (76 x 127 to 216 x 356 mm) / Tray 2 3: 4.1 x 5.8" to 8.5 x 14" (105 x 148 mm to 216 x 356 mm)</p> <p>Warranty 3 years</p>	
<u>ERR</u> <u>Programme</u>	DELL Latitude 7310 or similar (Laptop, Docking station, Monitor, Keyboard Mouse)	6 pcs	<p>10th Generation Intel Core i5-10210U</p> <p>Laptop screen 13.3" FHD (1920 x 1080) AG, SLP, 2.7mm HD Cam/Mic, WLAN, Carbon Fiber, Non-Touch</p> <p>16GB, 2666 MHz, DDR4 Non-ECC, Integrated</p> <p>M.2 512GB PCIe NVMe Class 35 Solid State Drive</p> <p>4 Cell 52Whr ExpressCharge Capable Battery</p> <p>65W Type-C Epeat Adapter</p> <p>Intel Dual Band Wireless AC 9560 (802.11ac) 2x2 + Bluetooth 5.1</p> <p>Single Point Keyboard International-English with backlight</p> <p>Weight up to 1.33 kg</p> <p>Windows 10 Pro (64Bit) Multi-Language English, , French, Spanish</p> <p>Carrying bag</p> <p>Warranty: NBD 3 years</p>	
	Docking station	6 pcs	<p>Dell Thunderbolt Dock WD19 180W – EU plug or similar</p> <p>Warranty: NBD 3 years</p>	
	Monitor	6 pcs	<p>Dell 27 monitor - p2719hc or similar</p> <p>Warranty: NBD 3 years</p>	
	Keyboard/Mouse	6 pcs	<p>Keyboard Dell Multimedia Keyboard KB216 - US International Layout Black and</p> <p>Dell Optical Mouse MS116 – Black</p>	
	Printer B&W Multifunction Print/Scan/Copy HP LaserJet Pro MFP M521dn Or similar	1 piece	<p>Print speed – 42 ppm</p> <p>Resolution – 1200 x 1200 dpi</p> <p>Monthly duty cycle – 75000 pages</p> <p>Recommended monthly page volume – 2000 to 6000 pages</p> <p>Print Technology – Laser</p> <p>Ports – 1 Hi-Speed USB 2.0 Device; 1 Hi-Speed USB 2.0 Host; 1 Gigabit Ethernet 10/100/1000Base-TX; 1 Telecom optional</p> <p>Paper trays – standard 2 trays</p> <p>Paper capacity - 100-sheet multipurpose tray, 500-sheet input tray 2, 50-sheet Automatic Document Feeder (ADF)</p> <p>Duplex printing – Automatic standard</p> <p>Scanner Type Flatbed with automatic document feeder</p> <p>Scan speed – 15ppm color simplex or 14ppm duplex</p> <p>Scan features: Duplex scanning from ADF, Scan to USB drive, Scan to network folder, Scan to email, Scan to cloud, Optimize text/picture, Image adjustments, Output quality setting, Selectable scan resolution: 75-600 dpi</p> <p>Copier Maximum Resolution 300 x 300 dpi</p>	

			Copy speed – 42 ppm Duplex copying – Yes Reduction / Enlargement – 25-400% Media sizes supported – Tray 1: 3 x 5" to 8.5 x 14" (76 x 127 to 216 x 356 mm) / Tray 2 3: 4.1 x 5.8" to 8.5 x 14" (105 x 148 mm to 216 x 356 mm) Warranty NBD 3 years	
<u>SCUL Project</u>	DELL Latitude 7310 or similar (Laptop, Docking station, Monitor, Keyboard Mouse)	2 pcs	10th Generation Intel Core i5-10210U Laptop screen 13.3" FHD (1920 x 1080) AG, SLP, 2.7mm HD Cam/Mic, WLAN, Carbon Fiber, Non-Touch 16GB, 2666 MHz, DDR4 Non-ECC, Integrated M.2 512GB PCIe NVMe Class 35 Solid State Drive 4 Cell 52Whr ExpressCharge Capable Battery 65W Type-C Epeat Adapter Intel Dual Band Wireless AC 9560 (802.11ac) 2x2 + Bluetooth 5.1 Single Point Keyboard International-English with backlight Weight up to 1.33 kg Windows 10 Pro (64Bit) Multi-Language English, , French, Spanish Carrying bag Warranty: NBD 3 years	
	Docking station	2 pcs	Dell Thunderbolt Dock WD19 180W – EU plug or similar Warranty: NBD 3 years	
	Monitor	2 pcs	Dell 27 monitor - p2719hc or similar Warranty: NBD 3 years	
	Keyboard/Mouse	2 pcs	Keyboard Dell Multimedia Keyboard KB216 - US International Layout Black and Dell Optical Mouse MS116 – Black	
<u>SALW Project</u>	PC Desktop	5 pcs	Min Proc. Rating According to: cpubenchmark.net: 12000 Points RAM: 32 GB, min. DDR4 2666 MHz, ECC HDD Size: (1) x 256 GB SSD Operative System and (2) x 1000 GB HDD HDD Speed: 7200 RPM SATA 6.0 Gb/s Disk Subsystem Controller: Serial ATA 6.0 Gb/s Interface with RAID 0,1,5,10 Support. Graphics: Dedicated HD Graphic Card PCI-E x16, Minimum 4 GB Memory, min. (2) Ports (VGA/DVI/HDMI/DP) Media Device: DVD+/-RW with Dual Layer DVD+RWri. Capacity Slots: Minimum (4) PCI/PCI-E of which min. (2) PCI-E x16 Communication and management Ports: Min. (10) USB of which: a. min (4) USB in front b. min (6) USB 3.0 (1) RJ-45, (1) Audio In/Out, (1) Mic. and (1) Headphone, (1) Video Port	

			<p>Networking: (2) 10/100/1000 LAN Gigabit Ethernet Port</p> <p>Sound: Integrated Sound Card</p> <p>Speakers: Internal or Built-in Monitor</p> <p>Security Management: Embedded Security TPM 2.0</p> <p>Preinstalled Licensed O. S.: OEM Windows 10 64-bit Professional</p> <p>Keyboard: Standard Keyboard QWERTY</p> <p>Mouse: Minimum 3 Button Scroll Optical</p> <p>Power Supply: 220 V AC, 50 Hz</p> <p>Accessories</p> <p>Power Cord: Yes, European</p> <p>Recover CD: Recover CD/DVD ose Recover Partition</p> <p>Display</p> <p>Type: LCD or LED the same brand with the PC</p> <p>Size: 23"</p> <p>Native Resolution: 1920 x 1080 at 60 Hz</p> <p>Constrast Ratio Static: 1000:1</p> <p>Display Port: (1) VGA or DVI and (1) from ports DVI/HDMI/DP</p> <p>Response Time: ≤ 6 ms</p> <p>Energy Efficiency: Energy Star</p> <p>Power Supply: 220 V AC, 50 Hz</p> <p>Warranty</p> <p>Warranty 3 Years</p>	
	Barcode Printer	5 pcs	<p>Technology: Thermal for min. printing barcode EAN 13</p> <p>Print label size: Width max 100 mm, Length: max 500 mm</p> <p>Print Speed min. 150 mm/sec</p> <p>Print Resolution: min.203 dpi X 8 dots</p> <p>Label / Tag Width 25-104 mm</p> <p>Thickness approx. tolerance: 60-250 μ m</p> <p>Style min.: Roll Fed, Continuous</p> <p>Ribbon Max. Length 300 m</p> <p>Ribbon Roll Core min.: 25.4 mm</p> <p>Ribbon Width diapason min.: 40-100 mm</p> <p>Sensors min.: Gap, Out of Media Out of Ribbon</p> <p>Memory min. 16 MB</p> <p>Power Supply 230 V AC, 50 Hz</p> <p>Interface min.: Ethernet Port</p> <p>Accessories: Auto Cutter, CD including barcode software & driver, EU Cable,</p> <p>Included one Ribbon 300m,</p> <p>Warranty: 2 Years</p>	
	Barcode Scanner	5 pcs	<p>Reading Technology Laser min. 2D</p> <p>Type of barcode read min.: EAN 13, Code 39</p> <p>Light Source Laser.</p> <p>Interface min.: USB Wired.</p> <p>Operating min. diapason temp. 0 – 50 0C.</p> <p>Humidity min. diapason: 5% – 85%.</p> <p>Input Voltage: 5V DC</p> <p>Regulatory min. CE, FCC</p> <p>Scanner desk stand: Yes</p> <p>Warranty: 2 Years</p>	

	UPS for PC	5 pcs	Power min 1000 VA, Power Factor min 0.8, Wave Form Sinusoidal, Nominal Voltage 220-240 VAC, Freq 50 Hz +/- 5% Volt regulator +/-10%, Output Connectors min (4) IEC 320 C13 or Schuko, INPUT Nominal Voltage 220 - 240 VAC. Freq. 50 Hz, Voltage diapason min 180 - 260 V AC, Equipped with AVR, Input Connectors (1) IEC 320 C14, Led Indicators, Audible Indicators, Data connection min (1) USB, Protection Overload, Discharge & Overcharge Protection Battery, Transfer time min 4ms, Back-Up Time min 6 min. full load. Warranty 2 year.	
	KIT MFP (Copy, Scanner, Printer and extra tonner)	5 pcs	Print speed on A4 B&W min 24ppm, Max monthly Duty Cycle min 20.000 pages, Technology Laser B&W, Print resolution 600x600 dpi Zoom In/Out min 25%-400% Document feeder type ADF, Paper trays min (1) In capacity min 250 pages, Output capacity min standard 100 pages, Copy/Printing double page, Min paper format A4 Memory min 256 MB, Min scan document to: FTP, Email and USB Scanning speed min 20 ppm, Scanning resolution min 600x600 dpi, Min scanning paper format A4, Included Toner with Starter Kit, Included Extra +1 tonner set for spare part, Remote access to MFP logs per user profile, toner level and MFP Usage, SNMPv3, Interface ports: min Ethernet min 100Mbps, Accessories: Power cable European and Driver CD for Win10 Warranty min 1 year or 90'000 copies* (*which comes first).	
<u>EU4schools Project</u>	Laptop Dell Latitude 7310 or similar	1 piece	10th Generation Intel Core i5-10210U Laptop screen 13.3" FHD (1920 x 1080) AG, SLP, 2.7mm HD Cam/Mic, WLAN, Carbon Fiber, Non-Touch 16GB, 2666 MHz, DDR4 Non-ECC, Integrated M.2 512GB PCIe NVMe Class 35 Solid State Drive 4 Cell 52Whr ExpressCharge Capable Battery 65W Type-C Epeat Adapter Intel Dual Band Wireless AC 9560 (802.11ac) 2x2 + Bluetooth 5.1 Single Point Keyboard International-English with backlight Weight up to 1.33 kg	

			Windows 10 Pro (64Bit) Multi-Language English, , French, Spanish Carrying bag Warranty: NBD 3 years	
	Docking station	1 piece	Dell Business Dock WD19TB EU plug or similar Warranty 3 yrs with 3/3/3 Parts / Labor / On site model	
	Monitor	1 piece	Dell Ultra Sharp 27 Monitor P2719HC or similar Warranty 3 yrs with 3/3/3 Parts / Labor / On site model	
	Keyboard and Mouse	1 piece	Keyboard Dell Multimedia Keyboard KB216 - US International Layout Black and Dell Optical Mouse MS116 – Black	
<u>LNB Project</u>	Laptop Dell latitude 7310 or similar	4 pieces	10th Generation Intel Core i5-10210U Laptop screen 13.3" FHD (1920 x 1080) AG, SLP, 2.7mm HD Cam/Mic, WLAN, Carbon Fiber, Non-Touch 16GB, 2666 MHz, DDR4 Non-ECC, Integrated M.2 512GB PCIe NVMe Class 35 Solid State Drive 4 Cell 52Whr ExpressCharge Capable Battery 65W Type-C Epeat Adapter Intel Dual Band Wireless AC 9560 (802.11ac) 2x2 + Bluetooth 5.1 Single Point Keyboard International-English with backlight Weight up to 1.33 kg Windows 10 Pro (64Bit) Multi-Language English, , French, Spanish Carrying bag Warranty: NBD 3 years	
	Docking station	4 pieces	Dell Thunderbolt Dock WD19 180W – EU plug or similar Warranty 3 yrs with 3/3/3 Parts / Labor / On site model	
	Monitor	4 pieces	Monitor Dell 27 monitor - p2719hc or similar Warranty 3 yrs with 3/3/3 Parts / Labor / On site model	

	Keyboard	4 pieces each	Keyboard Dell Multimedia Keyboard KB216 - US International Layout Black and Dell Optical Mouse MS116 – Black	
	Desktop PC	2 pieces	Processor: Intel Core i3-9100 RAM: 4 GB DDR4 Hard Disk: 256 GB SSD HDD Graphic Card: Integrated Optical drive: DVD+/-RW Monitor: 20 Inch same brand Mouse + Keyboard same brand Operating System: windows 10 Pro licensed ENERGY STAR certified Desktop and Monitor Warranty: at least 1 year	
	Printer	2 pieces	Model HP Laserjet M401dn or similar Technology: Laser Speed: 33 ppm A4 Resolution: 1200 x 1200 dpi Recommended monthly page volume: 750 – 3000 Monthly Duty Cycle: 50000 pages Connectivity: USB/LAN Standard Tray: 250 pages, 50-sheet multipurpose tray Duplex printing: automatic ENERGY STAR certified Warranty: at least 1 year	
<u>Gender Programme</u>	PC/Desktops	9 pcs	Processor: Intel Core i3-10100 RAM: 4 GB DDR4-2666 DIMM Memory Hard Disk: 256 GB SSD HDD Graphic Card: Integrated Optical drive: DVD+/-RW Ports: at least 1 USB Type-C, 2 USB Type-A in FRONT; 4 USB Type-A Rear Monitor: 20" same brand Mouse + Keyboard: Same brand Operating System: Windows 10 Pro licensed Trusted Platform Module: TPM 2.0 Embedded Security Chip shipped with Windows 10 ENERGY STAR certified Desktop and Monitor Warranty: at least 1 year	
	Printer /Scanner /Copier	6 pcs	Printer/ Scanner/Copier: HP LaserJet Pro MFP M428fdn All-in-One Monochrome Laser Printer or similar Functions: Print, Copy, Scan, Fax, Email Print speed: 40 ppm (black) Print Technology: Laser Duplex: yes / Automatic Duplexing Resolution: HP FastRes 1200, HP ProRes 1200, 600 dpi	

			<p>Paper input: 100-sheet tray 1, 250-sheet input tray 2; 50-sheet Automatic Document Feeder (ADF)</p> <p>Media sizes supported: A4; A5; A6; B5 (JIS); Oficio (216 x 340 mm); 16K (195 x 270 mm); 16K (184 x 260 mm); 16K (197 x 273 mm); Japanese Postcard; Double Japan Postcard Rotated; Envelope #10; Envelope Monarch; Envelope B5; Envelope C5; Envelope DL; Custom Size; 4 x 6 in; 5 x 8 in; Statement;</p> <p>Monthly page volume: 750 to 4000</p> <p>Monthly Duty Cycle: 80,000 Pages</p> <p>Maximum Document Size: 8.5 x 14"</p> <p>Processor speed: 1200 MHz</p> <p>Print technology: HP ePrint; Apple AirPrint™; Mopria™-certified; Wireless Direct Printing; Google Cloud Print 2.0; Mobile Apps</p> <p>Connectivity/ports: 1 Hi-Speed USB 2.0; 1 rear host USB; 1 Front USB port; Gigabit Ethernet 10/100/1000BASE-T</p> <p>Cables: Included USB, and POWER</p> <p>Warranty: 1 year</p>	
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**Pls. attach delivery schedule, if relevant, and cluster by lot, if partial bids will be allowed. Specify delivery locations if goods multiple destinations.*

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹²***(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹³)***

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. _____:

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
	Total Prices of Goods¹⁴				
	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

¹² This serves as a guide to the Supplier in preparing the quotation and price schedule.

¹³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

¹⁴ Pricing of goods should be consistent with the [INCO Terms 2020](#) indicated in the RFQ

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:			
Country/ies Of Origin ¹⁵ :			
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			
e) 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]

¹⁵ *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



3. UNDP GTCs for
Contracts (Goods ar