

## REQUEST FOR QUOTATION (RFQ)

TO:	DATE: 10 December 2014
INTERESTED COMPANIES	REFERENCE: RFQ/UNDP/017/2014/OIST Procurement of "Offsite Tape Storage"

Dear Sir/ Madam:

We kindly request you to submit your quotation for the **Procurement of "Offsite Tape Storage"** according to the Instructions and Conditions as well as Annex 1 (Technical Specifications) indicated in this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2 (Form for Submitting Supplier's Quotation).

Quotations are to be submitted on or before **Friday, 19 December 2014 at 5:00 pm New York Eastern Time** via email noting the Subject Reference to: **cpu.bids@undp.org** and cc: **[ferouze.mohamed@undp.org](mailto:ferouze.mohamed@undp.org)**

**Subject Reference: RFQ /UNDP/017/2014/OIST – RFQ Procurement of "Offsite Tape Storage"**

Bidders may send as many e-mails as needed; however, the **size of each e-mail should not exceed five megabytes (5 MB)**. As an e-mail can take some time to arrive after it is sent, we advise all bidders to send e-mail submissions well before the deadline. Please be aware that bids e-mailed to UNDP will be rejected if they are received after the deadline for bid submission. It is the exclusive responsibility of the offeror to ensure that the document(s) are received at the specified email address before the closing date.

Bidder should ensure that submitted offers are in PDF format and do not contain viruses or corrupted files. Such offers will be rejected.

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

CONDITIONS	
Terms of Delivery Place of Destination	<b>Delivered at Place (DAP)</b> <b><u>UNDP OIST</u></b> <b><u>Office of Information Systems &amp; Technology</u></b> <b><u>304 East 45th Street FF-5th Floor</u></b> <b><u>New York, NY 10017</u></b>
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars
Payment Terms	UNDP shall, on fulfilment of the Delivery Terms, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in the Purchase Order. Note: any bank charges and bank commissions shall be borne by the vendor
Taxes	All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.
After-sales services required	Required
Deadline for the Submission of Quotation	<b>Friday, 19 December 2014 at 5:00 pm Eastern Time</b>



All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex II. <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"/> <b>30 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.
Evaluation of Quotation and award criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements as described in Annex I & II <input checked="" type="checkbox"/> Acceptance of the PO/Contract General Terms and Conditions  The Evaluation Committee will examine the quotation to determine whether they are complete and whether the offer complies with the requirements.  Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the offeror does not accept the correction of errors, its quotation will be rejected. If there is a discrepancy between words and figures the amount in words will prevail. Any offers which do not meet the requirements will be rejected. <b>The Contract will be awarded to the offeror that offers the lowest priced technically qualified quotation</b>
UNDP will award to:	<input checked="" type="checkbox"/> One vendor
Type of contract to be signed:	<input checked="" type="checkbox"/> Long-term Agreement (LTA) <b>The duration of LTA is for 3-year period subject to satisfactory contract performance</b> <b>Note:</b> The Long-term Agreement (LTA) does not form a financial obligation or commitment from UNDP at the time the LTA contract is signed, and that such an agreement is non-exclusive. When a specific need arises, UNDP will issue a Purchase Order (PO) pursuant to the LTA and as accepted by the Contractor. This PO will form the only binding contract(s) between UNDP and the Contractor. Financial commitments will only be established each time a Purchase Order for the specific request to Contractor is committed. Furthermore, UNDP does not warrant that any quantity of Goods and/or Services will be purchased during the term of this Agreement, which shall be for three years subject to the Contractor's satisfactory performance.



Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of "Offsite Tape Storage" based on full compliance with RFQ requirements
Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of Procurement of <b>Offsite Tape Storage</b> required (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 Person for Inquiries (Written inquiries only)	Ferouze Mohamed Procurement Associate <a href="mailto:ferouze.mohamed@undp.org">ferouze.mohamed@undp.org</a> And CC: <a href="mailto:karla.dalimunthe@undp.org">karla.dalimunthe@undp.org</a>  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.

Services 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.

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 contract that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto as Annex III.

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/procurement/protest.shtml>.



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,

A handwritten signature in blue ink, appearing to read 'Bakhtiyor Khamraev'.

Bakhtiyor Khamraev  
Procurement Specialist

A small, stylized blue ink mark or signature, possibly a monogram or a small flourish.