



## UN-Women Expression of interest

**Title of the EOI:**

Call for Expression of Interest for the Provision of ICT Equipment to the UN-Women Country Office, Afghanistan.

**Date of the EOI:**

07 February 2016

**Closing date and time for the EOIs submission:**

21 February 2016 at 12 am Kabul, local time

**EOI Number:**

EOI-002-2016

**Email for EOI submission:**

[procurement.af@unwomen.org](mailto:procurement.af@unwomen.org)

**Summary of proposal:**

UN Women envisages entering into long-term agreement (LTA) with the successful Proposer(s) for the provision of an indefinite quantity of the specified services in support of UN Women operations. In the event of UN Women signing long term agreements, the following shall apply:

- a) The agreements shall be valid for 2 years from the date where both parties have signed the LTA with an option for a further extension of 24 months at UN Women's discretion. The successful proposer(s) shall have the right to review their prices every 24 months from commencement of the LTA, and shall notify UN Women in writing 90 days prior to the 24-month period of a proposed price decrease or increase. The successful proposer(s) shall provide proper justification for any price increase. UN Women shall be entitled to either accept the price decrease / increase or to cancel the LTA, and shall notify the successful proposer(s) in writing of its decision.
- b) UN Women will not be committed to purchase any minimum quantity of the Services, and purchases will be made only if and when there is an actual requirement. UN Women shall not be liable for any cost in the event that no purchases are made under any resulting LTA.
- c) UN Women intends to award more than one LTA to the responsive Proposers. During the validity of the LTAs, the LTA holders will be invited to quote for each specific requirement based on secondary bidding in order to ensure best value for money through effective competition based on those specific requirements.
- d) The Secondary bidding requirement will be waived for jobs leading to Purchase Orders below USD 5,000.
- e) The LTA holders must be able to provide quality and on-time services.
- f) The confirmation of orders for specific requirements will be placed by issuing Purchase Orders. The UN Women General Conditions of LTA will be in force.

**The Contractor shall provide the following services:**

UN-Women is looking for a company capable of providing ICT Equipment and expects to purchase ICT Equipment in the following areas:

- ☐ Laptops and accessories,
- ☐ Printers and accessories,
- ☐ Toners,
- ☐ Scanners,
- ☐ UPS Equipment,
- ☐ Servers/Storage, Rack,
- ☐ Digital Equipment,
- ☐ Cisco Equipment,
- ☐ Software.
- ☐ Projectors and Accessories
- ☐ Copiers and Accessories
- ☐ ICT Accessories ( Monitors, Mouse, Keyboards, webcam, Extension cords)
- ☐ External Storages ( USB Flash Drive, USB Hard drives high Capacity)

**Outputs:**

UN Women envisages entering into long-term agreement (LTA) with the successful Proposer(s) for the provision of an indefinite quantity of the specified ICT equipment in support of UN Women operations.

**Eligibility criteria:**

Bidders are required to submit the following documents as guide to respond to this EOI.

List of attributes	Benchmark
Legally registered International and national ICT Equipment Provider and Private Sector.	- Provide official registration documents in accordance with incorporation laws of Afghanistan.
Clear Organizational profile and structure with an experienced team of specialists, team leader with planning expertise, specialized technical staff, skilled administration and finance related to the capacity areas	- Provide clear organization profile with organigram, number of staff within the organization and CVs of key staff to demonstrate team experience and qualification.
Financial stability of the organization	- Provide certified financial statements for the past 2 consecutive years.
Previous experience working in the related capacities areas	- Provide list of projects or activities undertaken. - Provide supporting documents as evidence related to the projects or activities undertaken.
Confirmation of technical capability and competence.	- Two to three (2-3) Letters of reference or recommendations of goods provided from any organization, governmental institutions, and international organizations with which previous goods have been provided.

*(You may advise that only short-listed firms shall be considered for the bid solicitation)*

### **Submission details**

In order to be considered as a potential supplier, interested enterprises should submit their Expression of Interest including the following information:

- brief presentation of your enterprise including number of staff, turnover, years in business, business registration documents,
- Description of the qualifications, areas of expertise of the company roster,
- Interested Companies must provide information indicating that they are qualified to perform the services (brochure, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc...). Companies may associate to enhance their qualifications.
- Companies will be selected in accordance with the procedure set out in the UN-Women Procurement Guidelines and UN-Women Financial Rules and Regulations.
- EOI from suppliers failing to provide the request information will be disregarded. Invitations to bid and any subsequent purchase order will be issued in accordance with the rule and procedures of UN-Women.
- This EOI does not entail any commitment on the part of UN-Women, either financial or otherwise. UN-Women reserve the right to accept or reject any or all EOI without incurring any obligation to inform the affected applicant/s of the grounds.

The Expression of Interest and accompanying documents must be received by UN-Women no later than **21 February 2016, 12.00 am Kabul local time** on the address below.

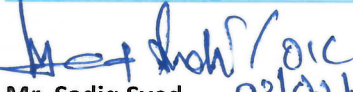
This call for Expression of Interest does not constitute a solicitation. UN-Women reserves the right to change or cancel the requirement at any time during the EOI and/or solicitation process. UN-Women also reserves the right to require compliance with additional conditions as and when issuing the final solicitation documents. Submitting a reply to a call for EOI does not automatically guarantee receipt of the solicitation documents when issued. Invitations to bid or requests for proposals and any subsequent purchase order or contract will be issued in accordance with the rules and procedures of UN-Women.

All documents should be presented in the English language and presented in an orderly manner. UN-Women reserves the right to reject Expression of interests from applicants failing to provide the requested information.

UN-Women Contact Information:

**UNOCA Compound, Jalalabad Road  
Kabul Afghanistan**

[procurement.af@unwomen.org](mailto:procurement.af@unwomen.org)

  
03/02/2016.

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UNWOMEN