



## REQUEST FOR QUOTATION (RFQ)

	DATE: September 21, 2016
	REFERENCE: RFQ/VSAT/09-02/2016

Dear Sir / Madam:

We kindly request you to submit your quotation for **Supply and installation of dedicate 4 MB download and 2 MB upload internet service including the subscription for the period of one year**, 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 30<sup>th</sup> September 30, 2016** email: [procurement.ly@undp.org](mailto:procurement.ly@undp.org) with reference number (RFQ/VSAT/09-02/2015).

Quotations submitted by email 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 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 [INCOTERMS 2010] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> KIKLA MUNICIPALITY BUILDING, Almalajeb, Kikla Center, Kikla, Lybia	
Customs clearance <sup>1</sup> , if needed, shall be done by:	By the supplier/contractor	
Exact Address of Delivery Location	KIKLA MUNICIPALITY BUILDING, Almalajeb, Kikla Center, Kikla, Libya	
Latest Expected Delivery Date and Time	<input checked="" type="checkbox"/> 6 weeks from the reception of the Purchase Order (PO)	
Delivery Schedule	<input checked="" type="checkbox"/> Required	
Packing Requirements	Appropriate packing and conform with the international standard	
Mode of Transport	<input checked="" type="checkbox"/> AIR <input type="checkbox"/> OTHER	<input checked="" type="checkbox"/> By Road
Preferred	<input checked="" type="checkbox"/> United States Dollars	

<sup>1</sup> Must be linked to INCO Terms chosen.

Currency of Quotation <sup>2</sup>	
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> <b>Warranty for minimum period of 12 months</b>
Deadline for the Submission of Quotation	<b>COB, Friday, September 30, 2016</b>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input type="checkbox"/> French
Documents to be submitted	<input checked="" type="checkbox"/> Technical specifications (Technical Data sheet as per TOR) - Annex 1 <input checked="" type="checkbox"/> Written Self- declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List of other UN ineligibility List <input checked="" type="checkbox"/> Business Registration of the Firm/Company <input checked="" type="checkbox"/> Company Profile including brochure of offered products
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"/> <b>Not permitted</b>
Payment Terms	<input checked="" type="checkbox"/> cost of equipment and one-time cost released upon the delivery and acceptance of goods/installation of equipment <input checked="" type="checkbox"/> Dedicated link cost – service Fee for 20 GB quota will be paid on monthly basis in advance
Liquidated Damages	N/A
Evaluation Criteria [check as many as applicable]	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <sup>3</sup> <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Enclosure of technical data sheet including brochures and photos <input checked="" type="checkbox"/> CVs of technicians who will be involved in the installation to be enclosed <input checked="" type="checkbox"/> Minimum 2-3 years of experience in providing similar assignments. <input checked="" type="checkbox"/> Copies of agreements (3) + Accomplishment certificate or 03 reference letters <input checked="" type="checkbox"/> Minimum 2 contracts of similar nature in the MENA region (please provide details including contracts/reference letters)
UNDP will award to:	<input checked="" type="checkbox"/> <b>One and only one supplier</b>
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order

<sup>2</sup> 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.

<sup>3</sup> 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.

Conditions for Release of Payment	<input checked="" type="checkbox"/> Cost of equipment and one-time cost released upon the delivery and acceptance of goods/installation of equipment <input checked="" type="checkbox"/> Dedicated link cost – service Fee for 20 GB quota will be paid on monthly basis in advance
Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Goods Required and detailed statement of work (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 4). 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) <sup>4</sup>	<b>marceline.bahati@undp.org</b> 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 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.

<sup>4</sup> 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.

**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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

**Thank you and we look forward to receiving your quotation.**

**Sincerely yours,**



Ermira Basha

Operations and HR Specialist

September 21, 2016

## Annex 1 Technical specifications

### **Supply and Install dedicate 4 MB download and 2 MB upload internet service including the subscription for the period of one year**

#### **Background**

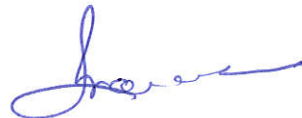
The Stabilization Facility for Libya aims to bridge the critical period of transition from initial period of humanitarian relief towards mid- and long-term structural and sector-specific support. It includes time bound quick interventions at the municipality level providing concrete improvements and peace dividends at the community level through rehabilitation of critical infrastructure, building the capacity of local authorities and enhancing local mediation and conflict resolution capacities and processes.

Under this project, UNDP will repair light infrastructure within the conflict affected areas to reverse the physical disruption caused by the conflict and enable the reopening of key services at the municipal level. It will also support quick recovery of businesses that are critical to the survival of whole communities through rehabilitation and provision of equipment. Through these activities it will also aim to boost the capacity of municipalities.

#### **Description of Work**

The details of required services/equipment is as below:

<b>S. No</b>	<b>Minimum Requirement</b>	<b>Supplier Specification</b>
1.1	Wireless Satellite Internet Service	
1.2	Supply and fix complete set of equipment and accessories for uninterrupted wireless internet service including all necessary accessories	
1.3	4 Mbps dedicated download internet service with not less than 95% efficiency and Valid IP address	
1.4	2Mbps dedicated internet service with not less than 95% efficiency and Valid IP address	
1.5	200 GB per month usage quota	
1.6	Installation at Kikla Municipality	
1.7	Service availability for 12 months	





**FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>5</sup>**  
*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>6</sup>)*

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/VSAT/09-02/2016**:

**TABLE 1: Offer to Supply Goods Compliant with Technical Specifications and Requirements**

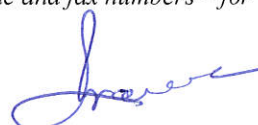
**DAP KIKLA MUNICIPALITY BUILDING, Almalajeb, Kikla Center, Kikla, Lybia**

Item No.	Description/Specification of Goods	Quantity	Unit Price	Latest Delivery Date	Total Price per Item
1	Complete Hardware Package to support the requirement dedicate 4 MB download and 2 MB upload internet service  Hardware will be the property of Kikla Municipality (pls provide the details of the hardware used as stated above)	1			
2	Dedicated Link Cost - Service Fee cost dedicate 4 MB download and 2 MB upload internet service with 200 GB quote per month	12 months			
3	Activation Fee, if any	One Time			
4	Installation Cost at the designated location and initial provisioning	One Time			
5	Customer Service – remote during office hours for 01 Year	One Time			
6	Any other cost – pls specify				
	<b>Total</b>				
	<b>Optional:</b> Cost of additional data – 100 GB per month*	1			

**\*Companies must specify this cost for additional data use**

<sup>5</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>6</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes



**TABLE 2: 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>
Valid Business registration			
Country/ies Of Origin <sup>7</sup> :			
Warranty and After-Sales Requirements (12 months)			
Technical specifications – Annex 1			
CVs of technician who will be involved in the installation (Cvs must be provided)			
Minimum 2-3 years of experience in providing similar assignments.			
Copies of agreements (3 ) + Accomplishment certificate or 03reference letters providing the similar services			
Minimum 2 contracts of similar nature in the MENA region (please provide details including contracts/reference letters)			
Delivery date: within 6 weeks from the reception of PO.			
Validity of Quotation (90 days)			
Payment Terms:			
<ul style="list-style-type: none"> <li>Cost of equipment and one-time cost released upon the delivery and acceptance of goods/installation of equipment</li> <li>Dedicated link cost – service Fee for 20 GB quota will be paid on monthly basis in advance</li> </ul>			
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]*

<sup>7</sup> 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.

**Checklist of required documents:**

*Following are the minimum documents that needs to be submitted by bidders:*

- ☐ Technical specifications (Technical Data sheet as per TOR) - Annex 1 (signed and stamped)
- ☐ Submission of brochures/details of the products offered
- ☐ Written Self- declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List of other UN ineligibility List
- ☐ Business Registration of the Firm/Company
- ☐ Company Profile including brochures of offered products
- ☐ Full acceptance of the PO/Contract General Terms and Conditions (table 2) - (signed and stamped)
- ☐ CVs of technicians who will be involved in the installation to be enclosed
- ☐ Minimum 2-3 years of experience in providing similar assignments. (supporting documents must be provided)
- ☐ Copies of agreements (3) + Accomplishment certificate or 03 reference letters
- ☐ Minimum 2 contracts of similar nature in the MENA region (please provide details including contracts/reference letters)