



REQUEST FOR QUOTATION (RFQ) (Goods)

To: All Interested Bidder	Date: February 26, 2020
	Reference: RFQ/UNDP/MTRE3/94208/018/2020 – ICT Equipment MTRE3 Project

Dear Sir / Madam:

We kindly request you to submit your quotation for RFQ/UNDP/MTRE3/94208/018/2020 – ICT Equipment MTRE3 Project, 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 11, 2020 at 1700 hour (GMT +7) and via ☒ *e-mail*, to the address below:

United Nations Development Programme
Menara Thamrin Building, 7th Floor, Kav. 3, Jl. M.H. Thamrin, Jakarta 10250
Ph: 6221-29802300
Attn: Procurement Unit (Rida Dian Trisna/Abrilianny Lintang Kirana)
Email: bids.id@undp.org

Quotations submitted by email must be limited to a maximum of 10MB, virus-free and no more than five (5) email transmissions. They 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 or before 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"/> DAP	
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror	
Exact Address/es of Delivery Location/s (identify all, if multiple)	MTRE3 Project Attn: Maria Deviyani 6th Floor, Menara Ravindo Jl. Kebon Sirih Kav. 75, Jakarta Pusat, Indonesia	
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"/> Max. 2 (two) weeks after issuance of Purchase Order	
Delivery Schedule	<input checked="" type="checkbox"/> Required	
Packing Requirements	YES, to avoid any damage during the shipment process	
Mode of Transport	<input type="checkbox"/> AIR <input type="checkbox"/> SEA	<input type="checkbox"/> LAND <input checked="" type="checkbox"/> OTHER as proposed by bidder in order to meet the required delivery Date and Time
Preferred Currency of Quotation ³	<input checked="" type="checkbox"/> United States Dollar <input checked="" type="checkbox"/> Local Currency: For Local Bidders	
Value Added Tax on Price Quotation ⁴	<input checked="" 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 as specified by manufacture for each item	
Deadline for the Submission of Quotation	March 11, 2020 at 1700 hour (GMT +7)	
All documentations, including catalogs, instructions and	<input checked="" type="checkbox"/> English	

¹ Must be linked to INCO Terms chosen.

² Depends on INCO Terms. The suggestion to use a UNDP preferred courier is only for purposes of familiarity with procedures and documentary requirements applicable to the UNDP when clearing with customs.

³ 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.

⁴ This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

operating manuals, shall be in this language	
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"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <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"/> 60 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
Payment Terms ⁶	<input checked="" type="checkbox"/> 100% upon complete delivery of goods
Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following condition: Percentage of contract price per day of delay: 0,5% Max. no. of days of delay: 1 (one) week After which UNDP may terminate the contract.
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁷ <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One Supplier only
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" 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 more than one week

⁵ First 2 items in this list are mandatory for the supply of imported goods

⁶ UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

⁷ 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"/> Passing Inspection upon delivery to the location mentioned above <input checked="" type="checkbox"/> Passing all Testing will be tested within 48 hours upon received of goods <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ ⁸	<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"/> General Terms and Conditions / Special Conditions: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html 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) ⁹	Rida Dian Trisna/Abriliany Lintang Kirana <i>Procurement Unit</i> Rida.trisna@undp.org cc. <i>abriliany.kirana@undp.org</i> 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

⁸ Where the information is available in the web, a URL for the information may simply be provided.

⁹ 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.

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:

<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,



Martin Stephanus Kurnia
Procurement Analyst
February 26, 2020

Annex 1

Specifications of Goods

ITEM & SPECIFICATION

No.	Item	Specifications	Qty
1	Laptop Equivalent to LENOVO YOGA C940-14IIL-77ID 4K i7 1065G7 16GB 1TB SSD WIN10 TOUCH (GREY)	<ul style="list-style-type: none"> - Processor Up to 10th Generation Intel® Core™ i7-1065G7 (1.30GHz, up to 3.90GHz with Turbo Boost, 8MB Cache). - Operating System Windows 10 Professional x64. - Graphics Intel® Iris® Plus Graphics. - Display 14" 4K UHD (3840 x 2160) IPS, touchscreen, glossy, HDR 400, 500nits. - Memory 16GB LPDDR4X 3733 MHz. - Storage 1TB SSD PCIe. - Battery Up to 10 hours* (UHD). - Connectivity Intel® 802.11AX (2 x 2) Bluetooth® 5.0. - Audio Rotating Sound Bar with Dolby Atmos® Speaker System 2 x far-field microphones. - Weight: Starting at 2.98 lbs (1.35 kg). - Dimensions (H x W x D) 320.3mm x 215.6mm x 14.5-15.7mm / 12.61" x 8.54" x 0.57-0.61". - Keyboard : Backlit. - Ports/Slots 2 x USB 3.1 Gen 2** Type-C / Intel Thunderbolt™ 3 (Power Delivery, DisplayPort) 1 x USB 3.1 Gen 2** Type-A - Headphone/mic combo. - Security. - Fingerprint reader. - TrueBlock Privacy Shutter. - Lenovo Privacy Essentials by FigLeaf. <p>*What's in the box*</p> <p>Yoga C940 14"</p> <p>Lenovo Pen</p> <p>65W AC Adapter</p> <p>4 Cell 60Wh internal battery</p> <p>Warranty 2 Years By Lenovo</p> <p>Included</p> <p>Microsoft Office Professional 2019</p> <p>Kaspersky Internet Security 2019 / user /year)</p>	5
2	Handphone Equivalent to Samsung Note 10+ 512GB (Aura Black)	<p>Prosesor: CPU Speed 2.7GHz, 2.4GHz, 1.9GHz; CPU Type Octa-Core</p> <p>Display: Size (Main_Display): 171.6mm (6.8" full rectangle) / 170.5mm (6.7" rounded corners)</p> <p>Dukungan S Pen Yes (Gesture/Remote Control)</p>	2

		Memori: RAM Size (GB) 12; ROM Size (GB) 512 Available Memory (GB)*: 461.4 Dukungan Memori Eksternal: MicroSD (Up to 1TB) Sistem Operasi: Android Spesifikasi Fisik: Dimension (HxWxD, mm): 162.3 x 77.2 x 7.9 Weight (g): 196 Original Warranty and Support by Samsung Indonesia (SEIN)	
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1. WARRANTY SCHEME

Warranty on Parts and Labor for minimum period of 1 years after commissioning and extended guarantee for 5 years

2. DELIVERY

Delivery time: Max. 2 (two) weeks after issuance of Purchase Order

Delivery place:

UNDP Indonesia, MTRE3 Project

Attn: Maria Deviyani

6th Floor, Menara Ravindo

Jl. Kebon Sirih Kav. 75, Jakarta Pusat, Indonesia

3. LOCAL SERVICE

The Supplier should describe the after-sales service that is available locally, technical support and availability of spares in Indonesia

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹⁰

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹¹)

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.:

No.	Item	Specifications	Qty	Remarks	Unit Price (IDR)	Total Price (IDR)
1	Laptop Equivalent to LENOVO YOGA C940-14IIL-77ID 4K i7 1065G7 16GB 1TB SSD WIN10 TOUCH (GREY)	<ul style="list-style-type: none"> - Processor Up to 10th Generation Intel® Core™ i7-1065G7 (1.30GHz, up to 3.90GHz with Turbo Boost, 8MB Cache). - Operating System Windows 10 Professional x64. - Graphics Intel® Iris® Plus Graphics. - Display 14" 4K UHD (3840 x 2160) IPS, touchscreen, glossy, HDR 400, 500nits. - Memory 16GB LPDDR4X 3733 MHz. - Storage 1TB SSD PCIe. - Battery Up to 10 hours* (UHD). - Connectivity Intel® 802.11AX (2 x 2) Bluetooth® 5.0. - Audio Rotating Sound Bar with Dolby Atmos® Speaker System 2 x far-field microphones. - Weight: Starting at 2.98 lbs (1.35 kg). - Dimensions (H x W x D) 320.3mm x 215.6mm x 14.5-15.7mm / 12.61" x 8.54" x 0.57-0.61". - Keyboard : Backlit. - Ports/Slots 	5			

¹⁰ This serves as a guide to the Supplier in preparing the quotation and price schedule.

¹¹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

		2 x USB 3.1 Gen 2** Type-C / Intel Thunderbolt™ 3 (Power Delivery, DisplayPort) 1 x USB 3. 1 Gen 2** Type-A - Headphone/mic combo. - Security. - Fingerprint reader. - TrueBlock Privacy Shutter. - Lenovo Privacy Essentials by FigLeaf. *What's in the box* Yoga C940 14" Lenovo Pen 65W AC Adapter 4 Cell 60Wh internal battery Warranty 2 Years By Lenovo Included Microsoft Office Professional 2019 Kaspersky Internet Security 2019 / user /year)				
2	Handphone Equivalent to Samsung Note 10+ 512GB (Aura Black)	Prosesor: CPU Speed 2.7GHz, 2.4GHz, 1.9GHz; CPU Type Octa-Core Display: Size (Main_Display): 171.6mm (6.8" full rectangle) / 170.5mm (6.7" rounded corners) Dukungan S Pen Yes (Gesture/Remote Control) Memori: RAM Size (GB) 12; ROM Size (GB) 512 Available Memory (GB)*: 461.4 Dukungan Memori Eksternal: MicroSD (Up to 1TB) Sistem Operasi: Android Spesifikasi Fisik: Dimension (HxWxD, mm): 162.3 x 77.2 x 7.9 Weight (g): 196 Original Warranty and Support by Samsung Indonesia (SEIN)	2			
Total Prices of Goods¹²						
Add : Cost of Transportation						
Add : Cost of Insurance						

¹² Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

	Add : Other Charges (pls. specify)		
	Total Final and All-Inclusive Price Quotation		

TABLE 2 : Offer to Supply Goods Compliant with Technical Specifications and 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 (IF YOU CAN <u>NOT COMPLY, YOU WILL BE AUTOMATICALLY REJECTED</u>).</i>
Delivery time: Max. 2 (two) weeks after issuance of Purchase Order			
Validity of quotation: 60 days			
Warranty scheme: Warranty on Parts and Labor for minimum period of 1 years after commissioning and extended guarantee for 5 years			
All Provisions of the UNDP General Terms and Conditions			

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]