

**REQUEST FOR QUOTATION (RFQ)**

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| UNDP BIH  Zmaja od Bosne bb; Sarajevo | DATE: June 11, 2020 |
| REFERENCE: BIH/RFQ/**074/20** |

Dear Sir / Madam:

We kindly request you to submit your quotation for: **Supply and delivery of IT equipment– Laptops, printers and projector** 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 **Monday, June 22, 2020 by 10:00 CET** and via ***courier mail or e-mail*** to the address below:

**United Nations Development Programme**

Zmaja od Bosne bb, Sarajevo 71000

[registry.ba@undp.org](mailto:registry.ba@undp.org)

**REF: BIH-RFQ-074-20**

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.

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

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| --- | --- |
| Delivery Terms [INCOTERMS 2010] | DDP |
| Customs clearance, if needed, shall be done by: | Supplier/Offeror |
| Exact Address/es of Delivery Location/s (identify all, if multiple) | UNDP BiH, Zmaja od Bosne bb, 71000 Sarajevo. |
| UNDP Preferred Freight Forwarder, if any | Not applicable |
| Distribution of shipping documents *(if using freight forwarder)* | Not applicable |
| Latest Expected Delivery Date and Time *(if delivery time exceeds this, quote may be rejected by UNDP)* | Maximum 30 days upon acceptance of UNDP PO |
| Delivery Schedule | N/A |
| Packing Requirements | N/A |
| Mode of Transport | Land |
| Preferred Currency of Quotation | Local Currency: BAM |
| Value Added Tax on Price Quotation | Must be exclusive e of VAT and other applicable indirect taxes (VATstated separately) |
| After-sales services required | ☒Warranty of minimum 3 years for laptops, while for printers and projector as per manufacturer instruction. /Garancija od minimalno 3 godine za laptope, dok za printere I projector prema instrukciji proizvodjaca;  ☒ Service, maintenance and spare parts available in BiH. /Servis, odrzavanje I rezervni dijelovi dostupni u BiH. |
| Deadline for the Submission of Quotation | June 22, 2020 by 10:00 CET |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language | Local or English language |
| Documents to be submitted | ☒ Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;/**Pravilno ispunjen obrazac kako je navedeno u Prilogu 2 i u skladu sa listom zahtjeva u Prilogu 1**  ☒ Latest Business Registration Certificate; /**Najnovije rješenje o registraciji;**  ☒Tax Registration Certificate/**Uvjerenje o poreskojregistraciji;**  ☒LatestInternalRevenueCertificate/TaxClearance (certifiedcopynotolderthen2 monthsfromtheexpirationofdeadlineofthisRfQ); **/Potvrde o izmirenim direktnim i indirektnim porezima (ovjerena fotokopija nestarija od 2 mjeseca od dana isteka ovog poziva);**  ☒ List ofthree references for the similar scope of services and/or delivery of goods. **/Tri reference za sličanopsegusluga i/ili isporuku robe;**  ☒ Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List**. /Pisana izjava da se podnosilac prijave ne nalazi nalisti Vijeća sigurnosti UN-a 1267/1989, UN odjela za nabavke ili drugoj UN listi o neprihvatljivosti;**  ☒Catalogue/technical specification of the offered equipment /**Katalog proizvoda sa tačno označenim proizvodima i specifikacijom iz ponude za trazenu opremu**;  ☒To be authorized diller/distributor by the Manufacturer, if bidder is not a manufacturer /**Dokaz da je ovlašteni ponuđač zastupnik/distributer u ime proizvođača, ukoliko sam ponuđač nije proizvođač**  ☒ Declaration of CE marking Conformity for those machinery and equipment whose technical specifications require such marking. /**Deklaracija o CE oznakama Usaglašenost za opremu čije tehničke specifikacije zahtevaju takvo obilježavanje.** |
| Period of Validity of Quotes starting the Submission Date | 90 days |
| Partial Quotes | 🗹 Partial Quotes are permitted |
| Payment Terms | Within 30 days upon UNDP’s acceptance of the goods delivered as specified and receipt of invoice. |
| Advanced Payment | Not allowed |
| Evaluation Criteria | ☒Technical responsiveness/Full compliance to requirements and lowest price  ☒ Full acceptance of the PO/Contract General Terms and Conditions  Bidershould meet following criteria:  ☒To be authorizeddiller/distributor by the Manufacturer, if bidder is not a manufacturer/**Dokazda je ovlašteni ponuđač zastupnik/distributer u ime proizvođača, ukoliko sam ponuđač nije proizvođač**  ☒ Authorised service and spare parts availability in Bosnia and Herzegovina such as contract with service and spare parts providers etc./ **Dokaz o dostupnosti rezervnih dijelova i servisa u BiH kao što su ugovori sa serviserima i distributerima rezervnih dijelova;** |
| UNDP will award to: | One or more suppliers, depending on following factors:  a) Technical responsiveness/Full compliance to requirements  b) Lowest price offer of technically qualified/responsive Quotation |
| Type of Contract to be Signed | ☒ Purchase Order |
| Special conditions of Contract | Cancellation of PO/Contract if the delivery/completion is delayed by 10 days |
| Conditions for Release of Payment | Written Acceptance of Goods based on full compliance with RFQ requirements |
| Annexes to this RFQ | ☒ Specifications of the Goods Required (Annex 1)  ☒ Form for Submission of Quotation (Annex 2)  ☒ General Terms and Conditions / Special Conditions (Annex 3) Link: [English version](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-2493)  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) | *UNDP BIH - GENERAL SERVICES* [*registry.ba@undp.org*](mailto:registry.ba@undp.org) *Fax: 033 552 330*  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. **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,**

*UNDP BIH* June 11, 2020

**Annex 1**

**Technical specifications**

***Supply and delivery of IT equipment***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No./ Broj** | **Description and characteristics of the**  **product** | **Opis i karakteristike proizvoda** | **Unit of measure /Jedinična mjera** | **Quantity/**  **Količina** |
| 1 | **LAPTOP** | **Laptop, (equivalent or better)**  ***SCREEN:*** *15.6” (equivalent or better)*  ***CPU:*** *Intel Core i5 or AMD Ryzen 5*  ***RAM:*** *16GB (equivalent or better)*  *SSD: 240 GB (equivalent or better)*  ***OS:*** *Linux*  ***WARRANTY:*** *36 months* | pcs/kom | 8 |
| 2 | **LAPTOP** | **Business class laptop**  **LENOVO T490**  *Type Notebook*  *Processor Intel® Core™ i5-10210U*  *Display 14.0" FHD (1920 x 1080) IPS, anti-glare, 250 nits*  *Graphics Integrated Intel® UHD Graphics*  *Camera HD 720p*  *Memory 8 GB DDR4 2400MHz (Soldered)*  *Storage 256 GB PCIe SSD*  *I/O (Input / Output) Ports 1 x USB 3.1 Gen 2 Type-C / Intel Thunderbolt 3 (Power Delivery, DisplayPort, Data transfer)*  *MicroSD card reader*  *Smart card reader (Optional)*  *Headphone / mic combo HDMI 1.4*  *RJ45 Gigabit Ethernet*  *Connectivity WWAN: Fibocom L850-GL 4G LTE-A Cat9 (Optional)*  *WLAN: Intel® Wi-Fi 6 AX201 802.11 AX (2 x 2)*  *WLAN: Intel® 9560 802.11AC (2 x 2)*  *Bluetooth® 5.0*  *Optional: NFC†*  *Weight 1.55 kg*  *Colors Black/Silver*  *KeyboardSpill resistant Bottom-load backlight with white LED lighting (Optional)*  *Battery Up to 16.11 hours\* 50Whr*  *Operating System Windows 10 Pro 64 bit  (already installed)*  *Microsoft Office 2019 (already installed)*  *Warranty period 3 years* | pcs/kom | 1 |
| 3 | **LAPTOP** | **Business class laptop**  **HP Probook 450 G7**  *Type Notebook*  *Processor Intel Core i7 10510U*  *Display 15.6" FHD IPS eDP and PSR anti-glare 1000 nits,  (1920 x 1080)*  *Graphics Integrated  Intel UHD Graphics 620*  *Camera HD 720p*  *Memory 8 GB DDR4-2666 SDRAM (8 GB x 1)*  *Storage 256 GB*  *I/O (Input / Output) Ports 2 USB 3.1*  *HDMI*  *RJ45*  *MicroSD*  *MicroSIM*  *DVD-RW*  *Headphone/microphone combo jack*  *Connectivity Intel Dual Band Wireless-AC 9560 802.11a/b/g/n/ac (2x2) WLAN and Bluetooth 5 Combo, non-vPro*  *Intel Dual Band Wi-Fi 6 AX201 802.11a/b/g/n/ac (2x2) WLAN and Bluetooth 5 Combo, non-vPro*  *Realtek 802.11ac (2x2) WLAN and Bluetooth 5 Combo WLAN      Intel XMM 7360 LTE-Advanced (Cat9)        Ethernet  -Realtek 10/100/1000 GbE NIC*  *Weight 2.00 kg*  *Colors Black/Silver*  *Keyboard 6-row, spill-resistant, multimedia Fn keys, LED backlight*  *Battery HP Long Life 3-cell, 45 Wh Li-ion*  *Integrated microphone (mono or dual-array)*  *(2) Integrated stereo speakers*  *Operating System Windows 10 Pro 64 bit  (already installed)*  *Microsoft Office 2019 (already installed)*  *Security For Windows 10, Trusted Platform Module (TPM) 2.0 (Infineon SLB9670) Common Criteria EAL4+ Certified*  *Warranty period 3 years* | pcs/kom | 4 |
| 4 | **LAPTOP** | **Business class laptop,**  LENOVO ThinkPad T495s, 14.0" FHD, AMD Ryzen 5 PRO 3500U, W10, Black (reThink)  ***Model:*** *ThinkPad T495s*  ***Screen:*** *14.0" / 1920 x 1080px / Touchscreen*  ***Processor:*** *AMD Ryzen 5 PRO 3500U*  ***Memory:*** *8GB DDR4 (2400Mhz)*  ***Hard disc:*** *256GB SSD*  ***Graphic Card:*** *AMD Radeon RX Vega 8 (1200 MHz)*  ***Operating System:*** *Windows 10*  ***Ports:*** *HDMI, USB 3.1 x2, USB 3.1 Type-C x2, Audio-Combo connection*  ***LAN / Bluetooth / WiFi:*** *No /Yes / Yes*  ***Optics / Audio / Camera:*** *No / Dolby Audio Premium / Yes*  ***Weight / Color:*** *1.25kg / Black*  ***Warranty:*** *36 months*  ***Other:*** *Keyboard Layout: INT* | pcs/kom | 1 |
| 5 | **LAPTOP** | **Business class laptop,** LENOVO ThinkPad E585, 15.6" FHD, AMD Ryzen 5-2500U, Win 10 Home, Black (reThink) ***Model:*** *ThinkPad E585*  ***Screen:*** *15.6" / 1920 x 1080px / Anti-glare*  ***Processor:*** *AMD Ryzen 5-2500U*  ***Memory:*** *8GB DDR4 (2400Mhz)*  ***Hard disc:*** *500+256GB HDD + SSD*  ***Graphic Card:*** *AMD Radeon RX Vega 8 (1100 MHz)*  ***Operating System:*** *Windows 10*  ***Ports:*** *LAN, HDMI, USB 2.0 x1, USB 3.1 x2, USB Type C x1, Audio-Combo connection*  ***LAN / Bluetooth / WiFi:*** *Yes /Yes / Yes*  ***Optics / Audio / Camera:*** *No / Stereo Speakers/ Yes*  ***Weight / Color: 2****.1kg / Black*  ***Warranty:*** *36 months*  ***Other:*** *Backlit keyboard, Keyboard Layout: BE, Mouse* | pcs/kom | 5 |
| 6 | **LASER PRINTER** | **Laser printer:** BROTHER printer HL-L8360CDW ***Printing Technology:*** *Laser colour*  ***Format:*** *A4*  ***Duplex: Yes***  ***Network (LAN): Yes***  ***WI-FI: Yes***  ***Monthly Duty Cycle:****60000 pages*  ***Printing Speed:*** *33 ppm*  ***Printout resolution:*** *2400 x 600 dpi*  ***Initial Toner:*** *Mono 3000 pages, Colour 1800 pages*  ***Connections:*** *USB, Ethernet, WiFi*  ***Warranty:*** *as per manufacturer* | pcs/kom | 3 |
| 7 | **PROJECTOR** | **Projector:**  EPSON PROJECTOR EB-W42 WLAN  ***Resolution:*** *WXGA (1280 x 800)*  ***Brightness:*** *3600 ANSI Lumens*  ***Aspect Ratio:*** *16:10 (16:9 and 4:3 compatible)*  ***Contrast Ratio:*** *15000: 1*  ***Lamp Life:****6000 Hours*  ***Projection screen size:****33"-320"*  ***Warranty:*** *as per manufacturer* | pcs/kom | 1 |
| **NOTE/ NAPOMENA:** | | The offer includes warranty of minimum 3 yearsfor laptops, while for printers and projector as per manufacturer instruction. /**Ponuda uključuje garanciju od minimalno 3 godine za laptope, dok za printere i projector prema instrukciji proizvodjaca.**  Service, maintenance and spare parts available in BiH. /**Servis, odrzavanje I rezervni dijelovi dostupni u BiH.** | | |

UNDP BiH reserves the rights to change the total quantity for +/-20%.

*UNDP BiH*

**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery)***

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and herebyoffer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No.**BIH/RFQ/074/20:**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description/Specification of Goods** | **Quantity** | **Latest Delivery Date** | **Unit Price in BAM** | **Total Price in BAM per Item** |
| **1.** |  |  |  |  |  |
| **2.** |  |  |  |  |  | |
| **3.** |  |  |  |  |  | |
| **4.** |  |  |  |  |  | |
| **5.** |  |  |  |  |  | |
| **6.** |  |  |  |  |  | |
| **7.** |  |  |  |  |  | |
|  | **TOTAL without VAT** |  |  |  |  | |
|  | Add: VAT 17% |  |  |  |  | |
|  | **Total Final and All-Inclusive Price Quotation** |  |  |  |  | |

**TABLE 2: Offer to Comply with Other Conditions and Related Requirements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Other Information pertaining to our Quotation are as follows:** | | **Your Responses** | | |
| ***Yes, we will comply*** | ***No, we cannot comply*** | ***If you cannot comply, pls. indicate counter proposal*** |
| Latest deliveryTime: | 30 days upon acceptance of UNDP PO |  |  |  |
| Certification or authorization to act as Agent in behalf of the Manufacturer, if bidder is not a manufacturer | |  |  |  |
| Warranty and  After-Sales Requirements | Brand new replacement if Purchased Unit is beyond repair |  |  |  |
| ☒Warranty of minimum 3 years for laptops, while for printers and projector as per manufacturer instruction. /Garancija od minimalno 3 godine za laptope, dok za printere i projector prema instrukciji proizvodjaca;. |  |  |  |
| ☒ Service, maintenance and spare parts available in BiH. /Servis, odrzavanje I rezervnidijelovidostupni u BiH. |  |  |  |
| Validity of Quotation of 90 days | |  |  |  |
| 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]*

**Annex 3**

**General Terms and Conditions**

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| --- |
|  |

General Terms and Conditions (for Goods and/or Services)

Link: [English version](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-2493)