



## REQUEST FOR QUOTATION (RFQ) (Goods)

To: Interested bidders	DATE: 19 June 2020
	REF: <b>RFQ/UNDP/UNODC/036/2020 – Purchase and Delivery of ICT Equipment to the establishment of the UNODC E-learning Centres in Papua and West Papua Province.</b>

Dear Sir / Madam:

We kindly request you to submit your quotation for **RFQ/UNDP/UNODC/036/2020 – Purchase and Delivery of ICT Equipment to the establishment of the UNODC E-learning Centres in Papua and West Papua Province**, 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 **3 July 2020 at 1700hours** (GMT +7) via email to the address below:

**United Nations Development Programme**

Menara Thamrin Building, 7th Floor  
Jl. M.H. Thamrin, Kav. 3, Jakarta 10250

[bids.id@undp.org](mailto:bids.id@undp.org)

And should be marked / titled:

**RFQ/UNDP/UNODC/036/2020**

**Purchase and Delivery of ICT Equipment to the establishment of the UNODC E-learning Centres in Papua and West Papua Province.**

**Attn: Rida Dian Trisna**

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]	DAP
Customs clearance <sup>1</sup> , if needed, shall be done by:	Supplier/offeror
Exact Address/es of Delivery Location/s (identify all, if multiple)	<ol style="list-style-type: none"> <li>1) University of Cenderawasih, Jayapura, Papua Jl. Kamp Wolker Waena, Jayapura Papua 99351</li> <li>2) University of Papua, Manokwari, West Papua Jl. Gunung Salju, Amban, Manokwari Barat, Amban, Manokwari, Kabupaten Manokwari, Papua Barat 98314</li> </ol>
UNDP Preferred Freight Forwarder, if any <sup>2</sup>	NA
Distribution of shipping documents ( <i>if using freight forwarder</i> )	NA
Latest Expected Delivery Date and Time ( <b><i>if delivery time exceeds this, quote may be rejected by UNDP</i></b> )	60 calendar days from the issuance of the Purchase Order (PO) for: <ol style="list-style-type: none"> <li>1) University of Papua in Manokwari, West Papua Province, Indonesia</li> <li>2) University of Cenderawasih in Jayapura, Papua Province, Indonesia</li> </ol>
Delivery Schedule	Required
Packing Requirements	YES, to avoid any damage during the shipment process  Bidder will be responsible for ensuring that all shipments are packaged in a manner that ensures protections against corrosion, deterioration and physical damage, during delivery and transit storage.

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

<sup>2</sup> 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.

	Receipt of computer workstations that have not been packaged/ stored in this manner will be immediately reported to vendor who will be responsible for any product deficiencies and/ or damages due to the items not having been properly packaged for transportation	
Mode of Transport	<input type="checkbox"/> AIR	<input type="checkbox"/> LAND
	<input type="checkbox"/> SEA	<input checked="" type="checkbox"/> OTHER as proposed by the bidders
Preferred Currency of Quotation <sup>3</sup>	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Local Currency: For Local Bidders	
Value Added Tax on Price Quotation <sup>4</sup>	Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	Warranty on Parts and Labor for minimum period of as specified by manufacture for each item	
Deadline for the Submission of Quotation	<b>3 July 2020 at 17.00 hrs (GMT +7)</b>	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	English	
<b>Documents to be submitted<sup>5</sup></b>	<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"/> Must be a manufacturer company or an authorised dealer or an authorised distributor. In case of an authorised dealer or authorised distributor, proof of dealership/ franchise agreement or manufacturer's authorisation must be submitted together with the bid <input checked="" type="checkbox"/> Provide a written statement or official datasheet from brand principal (for the computer workstation only) confirming the item offered conform the Environmental Compliance ( <u>green certifications such as Energy Star 7.0, EPEAT Gold, RoHS, ErP LOT 3, TUV Low Noise Certification</u> ) <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;	

<sup>3</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>4</sup> 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.

<sup>5</sup> First 2 items in this list are mandatory for the supply of imported goods

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 <sup>6</sup>	<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 <sup>7</sup> <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <b><i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</i></b>
UNDP will award to:	<input checked="" type="checkbox"/> One and only Supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
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 <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>

<sup>6</sup> 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.

<sup>7</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.

Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by more than one week
Conditions for Release of Payment	<input checked="" type="checkbox"/> Complete Installation <input checked="" type="checkbox"/> Passing all Testing will be tested within 1 (one) week upon installation of goods <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ <sup>8</sup>	<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: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>  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>9</sup>	<i>Rida Dian Trisna</i> <i>rida.trisna@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.

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

<sup>9</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.

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](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 black ink, appearing to be 'MSK' with a stylized flourish.

Martin Stephanus Kurnia  
Procurement Analyst

19-Jun-2020

## Annex 1

### Specifications of the goods

No	Minimum Requirement Specification of goods	Quantity	Delivery place
1	<p><b>Computer Workstation</b>, Equivalent to Lenovo Think Centre M920s, <b>Colour: dark grey</b></p> <p>Specifications:            Preload type: Standard Image            Preload OS: Windows 10 Pro 64            Preload Language: Windows 10 Pro 64 English            Platform: SFF Q370 CFL-R-210W 85%            Processor: Intel Core i5-8400 Processor (9MB Cache, up to 4.00GHz)            Memory: 8GB DDR4 2666MHz UDIMM            First Hard Drive: 256GB Solid State Drive, 2.5", SATA3, Opal            Graphic Card: Integrated Graphic Card            Ethernet: Integrated Ethernet            Speakers: Internal Speaker Small Form Factor            Keyboard: USB Traditional Keyboard Black English            Mouse: USB Calliope Mouse Black            Dust Shield: Dust Shield Low Profile            Publications: Publication-English            Warranty: 3-Years On-site            Monitor: 21.5 inch Wide FHD IPS Type</p>	<p>15 units</p> <p>15 units</p>	<p>Univ.of Cenderawasih, Jayapura, Papua</p> <p>Univ.of Papua, Manokwari, West Papua</p>
2	<p><b>Rack Switch</b>, equivalent to INNOVATION RACK IRW Series 19" Wallmounted 8U-500mm 6508S</p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>• 1 Fan 220V 85CFM</li> <li>• 1 PDU power 6 outlet</li> <li>• 4 Pcs Dynabolt</li> <li>• 20 Cagenut M6x15 + Bolt M6x15</li> <li>• Additional Fixed Shelf (2 pcs)</li> </ul>	<p>1 unit</p> <p>1 unit</p>	<p>Univ.of Cenderawasih, Jayapura, Papua</p> <p>Univ.of Papua, Manokwari, West Papua</p>
3	<p><b>Switch</b>, Equivalent to CISCO SG110D-08HP 8-Port PoE Gigabit Unmanaged Switch SG110D-08HP-EU</p> <p>Specifications:            Switching capacity = 16 Gbps</p>	1 unit	Univ.of Cenderawasih, Jayapura, Papua





7	<b>Headsets</b> , Equivalent to Logitech H390 USB Headset Specifications: Input Impedance: 32 Ohms Sensitivity (headphone): 94dBV/Pa +/- 3 dB Sensitivity (microphone): -17 dBV/Pa +/- 4 dB Frequency response (Headset): 20 Hz - 20 kHz Frequency response (Microphone): 100 Hz -10 kHz Cable length: 7.64 ft (2.33m ) Connections: USB-A compatible (1.1, 2.0, 3.0)	15 units	Univ.of Cenderawasih, Jayapura, Papua
		15 units	Univ.of Papua, Manokwari, West Papua







	<b>Total Prices of Goods<sup>12</sup></b>	
	Add: Cost of Installation for all items in 2 Universities	
	Add : Cost of Transportation to 2 Universities	
	Add : Cost of Insurance for all items	
	Add: Cost of travel for technician; incl. air ticket, local transport, accommodation & meals	
	Add : Other Charges (pls. specify)	
	<b>Grand Total</b>	

**NOTE TO BIDDER:**

☒ Must be a manufacturer company or an authorised dealer or an authorised distributor. In case of an authorised dealer or authorised distributor, proof of dealership/ franchise agreement or manufacturer's authorisation must be submitted together with the bid.

☒ Provide a written statement or official datasheet from brand principal (for the computer workstation only) confirming the item offered conform the Environmental Compliance (green certifications such as Energy Star 7.0, EPEAT Gold, RoHS, ErP LOT 3, TUV Low Noise Certification)

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**TABLE 2 : Offer to Supply Goods Compliant with Technical Specifications and Requirements**

<b>Other Information pertaining to our Quotation are as follows:</b>	<b>Your Responses</b>		
	<b><i>Yes, we will comply</i></b>	<b><i>No, we cannot comply</i></b>	<b><i>If you cannot comply, pls. indicate counter proposal (IF YOU CAN NOT COMPLY, YOU WILL BE AUTOMATICALLY REJECTED).</i></b>
<b>DELIVERY TIME:</b> 60 calendar days from the issuance of the Purchase Order (PO)			
Warranty on Parts and Labor for minimum period of as specified by manufacture for each item (3 years)			
Warranty and recall repairs must be performed locally within Indonesia			
Validity of Quotation: 60 days			
All quoted software should be original software			
All Provisions of the UNDP General Terms and Conditions, Includes Payment Terms			
A written statement or official datasheet from brand principal (for the computer workstation only) confirming the item offered conform the Environmental Compliance (green certifications such as Energy Star 7.0, EPEAT Gold, RoHS, ErP LOT 3, TUV Low Noise Certification)			
Brochures containing Technical Datasheet/ Specifications in English			
Must be a manufacturer company or an authorised dealer or an authorised distributor. In case of an authorised dealer or authorised distributor, proof of dealership/ franchise agreement or manufacturer's authorisation must be submitted together with the bid			

Bidders are to provide a list of at three (3) companies/agencies/entities to whom it has been supplying computer workstation units (any of types) and equipment during last five (5) years. Client details contact person's name & telephone must be provided. UNODC reserves the right to contact the mentioned clients to confirm the satisfactory performance of the Contractor, quality of products, timely delivery, etc. The bidders are requested to consent to the UN tocontact the reference companies/ Agencies / entities.			
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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]*