



REQUEST FOR QUOTATION (RFQ) (Goods/Services)

NAME & ADDRESS OF FIRM	DATE: July 24, 2020
	REFERENCE: UNDP/ RFQ/25/2020

Dear Sir / Madam:

We kindly request you to submit your quotation for **supply and delivery of IT equipment**, 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 **5:00PM, August 6, 2020** by *e-mail*,
to procurement.np@undp.org with subject line "Quotation for IT Equipment
(ref: UNDP/RFQ/25/2020)- {Bidder's Name}"

Quotations submitted by email must be limited to a maximum of **35 MB** (each transmission), virus-free and no more than **6** email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected

5 email Tran 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] <i>(Pls. link this to price schedule)</i>	<input checked="" type="checkbox"/> DDP Kathmandu <input type="checkbox"/> Other
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror for DDP <input type="checkbox"/> Freight Forwarder



Exact Address/es of Delivery Location/s (identify all, if multiple)	UN House, Pulchowk, Lalitpur, Nepal	
UNDP Preferred Freight Forwarder, if any	N/A	
Distribution of shipping documents (<i>if using freight forwarder</i>)	N/A	
Latest Expected Delivery Date and Time (<i>if delivery time exceeds this, quote may be rejected by UNDP</i>)	<input checked="" type="checkbox"/> 6 -8 weeks from the issuance of the Purchase Order (PO)	
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required	
Packing Requirements		
Mode of Transport	<input checked="" type="checkbox"/> SEA	<input checked="" type="checkbox"/> LAND
Preferred Currency of Quotation	<input type="checkbox"/> United States Dollars or <input checked="" type="checkbox"/> Local Currency : NPR	
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes	
After-sales services required	<input checked="" type="checkbox"/> Warranty as mentioned in specification sheet. <input checked="" type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others	
Deadline for the Submission of Quotation	COB, Thursday, August 06, 2020 and 1700hrs (local time)	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English	
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;	



	<p> <input checked="" type="checkbox"/> Latest Business Registration Certificate ; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied ; </p> <p> <input 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; </p> <p> <input checked="" type="checkbox"/> Specifications, Catalogues/Brochures of the offered equipment; <input checked="" type="checkbox"/> List of clients to demonstrate 3 years of professional experience on supplying similar equipment; <input checked="" type="checkbox"/> Recommendation letter/Client certificates from top 2 clients; <input checked="" type="checkbox"/> Contact detail along with description of the local representative responsible for providing in-country after-sales service for the products. </p>
Period of Validity of Quotes starting the Submission Date	<p> <input checked="" type="checkbox"/> 90 days </p> <p> 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. </p>
Partial Quotes	<p> <input checked="" type="checkbox"/> Permitted for individual lots however, partial quote within same lot is not permissible </p>
Payment Terms	<p> <input checked="" type="checkbox"/> 100% upon supply and delivery of equipment <input type="checkbox"/> Others </p>



Liquidated Damages	Liquidated Damages for delay of supply would be: 0.5% of contract for every day of delay, up to a maximum duration of 1 calendar month. Thereafter, the contract may be terminated by UNDP without notice.
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Warranty as mentioned in specification <input type="checkbox"/> Others
UNDP will award to:	<input checked="" type="checkbox"/> Single or Multiple suppliers. Contract will be awarded to technically qualified lowest bidder for each lot.
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days <input type="checkbox"/> Others
Conditions for Release of Payment	Written Acceptance of Goods and services based on full compliance with RFQ requirements by the Project or UNDP.
Annexes to this RFQ	<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 (Annex 3). <input type="checkbox"/> Others Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.



<p>Contact Person for Inquiries (Written inquiries only)</p>	<p><i>Procurement Unit UNDP Nepal Email: query.procurement.np@undp.org</i></p> <p>Written inquiries must be submitted mentioning RFQ Ref: UNDP/RFQ/25/2020, on or before 5:00PM, 31 July 2020. UNDP shall respond to the inquiries through a bulletin posted in UNDP Website: http://www.np.undp.org/content/nepal/en/home/operations/procurement.html. Inquiries received after the above date and time shall not be entertained.</p> <p>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</p>
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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,

A handwritten signature in blue ink, appearing to read 'Niraj'.

Niraj Shrestha

Assistant Resident Representative (Operations), UNDP Nepal

July 24, 2020



Annex 1

S. N.	Description of Items	Required Specification	Qty
LOT 1 - Laptop Computers			5
	Brand / Model	To be Mentioned by the bidder	
	Country of Origin	To be Mentioned by the bidder	
	Processor	10th Gen Intel Core i5-10210U or faster	
	Memory	16 GB DDR4 2400Mhz on board	
	Hard Disk	512GB Solid State Drive M.2 PCIe	
	Graphics	Intel UHD 620 Graphics	
	Display	13.3” Full HD IPS Anti-glare	
	Webcam/Camera	720p HD with microphone	
	Battery	12 hours backup or more, Universal Power adaptor	
	I/O Port	Two USB 3.1 Gen1, Two USB 3.1, Type-C Gen1, HDMI 1.4b , Micro SD Card reader , Headphone & Microphone combo jack, side docking connector , Ethernet extension connector , Security keyhole 3 USB 3.1 Gen 1, Thunderbolt 3, HDMI 1.4, MicroSD Card Reader, Headphone/mic combo jack, Docking	
	Wireless	Dual band 802.11ac, Bluetooth 5.0,	
	Keyboard	Backlit, Spill-resistant, Touchpad, Fingerprint Reader	
	Operation system	Factory Installed Win 10 Pro 64-bit (Genuine)	
	Weight	Less than 2 kgs	
	Accessories /Carrying case	Necessary accessories like AC adapter, power cord, carrying bag , USB Mouse (Same Brand as Laptop) USB Stereo Headphone (Same Brand as Laptop preferred) USB Gigabit Ethernet Adapter	
Environment	Energy Star 7		
Warranty	3 years, 1-year on battery		
LOT 2 - Software			5
<ul style="list-style-type: none">Microsoft 365 Business Standard 1-year subscriptionAnti-Virus (Kaspersky, Symantec, McAfee etc), 1-year subscription			
LOT – 3 Laser Printers			
1. Monochrome or B/W Laser Printer Duplex printing: Automatic Print size: A4/Letter Print speed: 40 ppm or higher Print resolution: Up to 1200 dpi Paper Tray capacity: 250 sheets			1



Memory: 256MB or more Monthly page volume: 3000 or more Connectivity: Hi-Speed USB, Gigabit Ethernet, Wireless, Host USB OS Driver: Windows 8/10, Mac OS X 10.x (32/64-bit) Energy star qualified Warranty: 1 year Inclusive of 2 meter printer USB cable	
1a. Extra Black Toner cartridge (to be used on Item 1)	1
2. Colour Laser Printer Duplex printing: Automatic Print size: A4/letter Print speed (B/W and Colour): 20 ppm Print resolution (B/W and Colour): 600x600 dpi or higher Paper tray capacity: 250 sheets Memory: 256MB or more Monthly page volume: 2500 or more Network connectivity: Hi-speed, Gigabit Ethernet, Wireless, Host USB OS Compatibility: Windows 8/10, Mac OS X 10.x (32/64-bit) Energy Star qualified Warranty: 1 year Inclusive of 2 meter printer USB cable	1
2a. one full set of all 4 Colour Toner cartridges (All to be used on item 2) Extra Black Toner cartridge Extra Cyan Toner cartridge Extra Yellow Toner Cartridge Extra Magenta Toner Cartridge	1

A handwritten signature in blue ink, appearing to read 'Riaj'.

[Enter name of authorized staff]

[Designation]

[Click here to enter a date]



Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery²)

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. **UNDP/RFQ/25/2020**:

TABLE 1 : Offer for IT equipment as per Requirement stated in RFQ

Item No.	Description/Specification of Goods	Quantity	Unit Price (NPR)	Total Price per Item
LOT 1	Supply and delivery of Laptops	5		
	Total Prices of Goods			
	Add : Cost of Transportation (if applicable)			
	Add : Other Charges (pls. specify)			
	Sub Total			
	VAT 13% (Where applicable)			
	Total Final and All-Inclusive Price Quotation			

Item No.	Description/Specification of Goods	Quantity	Unit Price (NPR)	Total Price per Item
LOT 2	Supply of Software			
	Microsoft 365 Business Standard	For 5 laptops		
	Antivirus software (Kaspersky, BitDefender, Sytmantec, McAfee etc)	5		
	Total Prices of Goods			
	Add : Cost of Transportation (if applicable)			
	Add : Other Charges (pls. specify)			
	Sub Total			
	VAT 13% (Where applicable)			
	Total Final and All-Inclusive Price Quotation			

¹ This serves as a guide to the Supplier in preparing the quotation and price schedule.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes



Item No.	Description/Specification of Goods	Quantity	Unit Price (NPR)	Total Price per Item
LOT 3	Supply and delivery of Laser Printers			
	1. Monochrome or B/W Laser Printer	1		
	1a. Extra Black Toner cartridge (for approx. 8500 pages)	1		
	2. Colour Laser Printer	1		
	2a. Extra Black Toner cartridge Extra Cyan Toner cartridge Extra Yellow Toner Cartridge Extra Magenta Toner Cartridge	1		
	Total Prices of Goods			
	Add : Cost of Transportation (if applicable)			
	Add : Other Charges (pls. specify)			
	Sub Total			
	VAT 13% (Where applicable)			
	Total Final and All-Inclusive Price Quotation			

Note: UNDP may opt either SN# 1 or 2 items of LOT-3, depending on the requirement.

**TABLE 3 : 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>
Delivery Lead Time			
Estimated weight/volume/dimension of the Consignment:			
Country/ies Of Origin ³ :			
Warranty and After-Sales Requirements			
a) Warranty as mentioned in specification sheet			
b) Brand new replacement if Purchased item is not working within warranty period			
Validity of Quotation			
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]

³ *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.*



Annex 3

General Terms and Conditions for Services

<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>