



REQUEST FOR QUOTATION (RFQ)
(Goods)

REFERENCE: K-200818	DATE: August 18, 2020
----------------------------	------------------------------

Dear Sir / Madam:

We kindly request **Vietnam-based suppliers** to submit your quotation for **Server and accessories** as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2 (Nhà thầu nộp báo giá theo mẫu Phụ lục 2 đính kèm).

Quotations may be submitted on or before **August 24, 2020** and via *e-mail or courier mail* to the address below

United Nations Development Programme
304 Kim Ma, Ba Dinh, Hanoi
Tel: (+84 24) 32673130;
Email for quotation submission: le.kim.dung@undp.org

Quotations submitted by email must be limited to **a maximum of 30MB**, virus-free and no more than 05 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 address/ Địa chỉ giao hàng	<u>Annex 2/Xem phụ lục 2)</u>
Latest Expected Delivery Date and Time/Ngày giao hàng (if delivery time exceeds this, quote shall be rejected by UNDP)	<input checked="" type="checkbox"/> 06-08 weeks since the date of contract signing / 06-08 tuần sau khi ký hợp đồng
Delivery Schedule	<input checked="" type="checkbox"/> Required – one time for all items listed in the Annex 2 <input type="checkbox"/> Not Required
Preferred Currency of Quotation ¹	<input checked="" type="checkbox"/> Local Currency : Vietnamese dong
Value Added Tax on Price Quotation ²	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts as per producers' policy. <input 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, Monday, August 24, 2020 and Hanoi time
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English Vietnamese for catalogs, instructions, manuals
Documents to be submitted Hồ sơ chào giá yêu cầu nộp bao gồm	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1 (Mẫu gửi báo giá tại Phụ lục 2 được điền đầy đủ theo yêu cầu hướng dẫn);

¹ 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.

² 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.

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"/> Not permitted
Payment Terms	100% contract value to be paid upon receiving the official invoice, satisfactory completion of the delivery and acceptance report of the ordered items certified by authorized person
Liquidated Damages	N/A
Evaluation Criteria [check as many as applicable]	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ³ <input checked="" type="checkbox"/> Acceptance of payment terms <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</i> <input type="checkbox"/> Earliest Delivery / Shortest Lead Time ⁴
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Conditions for Release of Payment	<input checked="" type="checkbox"/> Official Invoice <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements

³ 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.

⁴ This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).

Annexes to this RFQ ⁵	<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). 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) ⁶	<i>Le Thi Kim Dung</i> <i>Procurement Consultant</i> <i>le.kim.dung@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 (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.

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ 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.

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,

Tran Thi Hong
Head of Procurement Unit
August 18, 2020

ANNEX 1

TECHNICAL SPECIFICATION REQUIREMENTS

TT	Item/Tên thiết bị	Description/Mô tả, thông số kỹ thuật	Unit	Quantity
1	Server đồng bộ chuột, màn hình, bàn phím.	Bộ VSL : Intel (Xeon hoặc core i7) hoặc ADM; ưu tiên Intel. Tốc độ xử lý 2.4 GHz trở lên. 14 đến 16 lõi (nhân) trở lên. Cache 35 MB trở lên. Đa luồng RAM : từ 128 GB trở lên Ổ cứng: 5 x 2 TB trở lên; Sata hoặc SAS. Hệ điều hành Windows Server 2019 Cổng giao tiếp: + 2 port 1 GB kiểu j45; 01 port USB. Nguồn cấp: AC220v/900W trở lên. Thùng máy: Nằm ngang Hãng sản xuất: Dell hoặc IBM Phần mềm Windows Server 2019 bản quyền. Đồng bộ bàn phím, chuột, màn hình 24 inch.	Set	01
2	Router	Tổng thông lượng: 2 GB Cổng WAN tích hợp: 2 GE/SFP Tổng số cổng WAN hoặc LAN 10/100/1000 trên bo mạch: 8 hoặc 16 RAM: 4 GB (mặc định) / 8 GB (tối đa) Bộ nhớ flash: 4 GB (mặc định) / 16 GB (tối đa) Tùy chọn cung cấp điện: Bên ngoài AC và PoE Chiều cao rack: 1 UDạng mã hóa SSL/SSH	Piece	01
3	FireWall	Khả năng hiển thị đầy đủ các mã TLS, HTTP Thông lượng: HTTP 1 GB trở lên. Giao thức Ethernet PPPoE, đa phát PIM-SM, PIM-SSM. Chế độ NAT: IP tĩnh, IP động. Giao tiếp điều khiển: j-45 Khả năng lưu trữ: 250 GB trở lên. Chiều cao rack: 1U.	Piece	01
4	UPS	UPS 220V/1KVA	Piece	01
6	Software/Phần mềm	Phần mềm Windows Server 2019 bản quyền	Unit	01

7	Transportation and installation and testing/Vận chuyển lắp đặt và chạy thử	Trung tâm hành động bom mìn Quốc gia Việt Nam Thôn 6, Thạch Hòa, Thạch Thất, Hà Nội	Package	01
8	Warranty/Bảo hành	At least 01 year warranty or as per manufacturer's standard/tối thiểu 01 năm hoặc theo tiêu chuẩn nhà sản xuất		