

|  |
| --- |
|  |

**REQUEST FOR QUOTATION (RFQ)**

**(Goods)**

|  |  |
| --- | --- |
| NAME & ADDRESS OF FIRM | DATE: August 19, 2020 |
| REFERENCE: ETH1678 |

Dear Sir / Madam:

We kindly request you to submit your quotation for (briefly describe the goods and quantity), 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 **September 3, 2020and** via *e-mail, ONLY to* the address below dedicated for this purpose:  **Procurement.et@undp.org**

**United Nations Development Programme (UNDP)  
ECA Compound, Congo Building, 6TH Floor, North Wing;  
Contact name: MG**

**Procurement.et@undp.org**

***+251 115 444150***

Quotations submitted by email must be limited to a maximum of 10MB, virus-free and no more than *[indicate number]*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 2020](https://www.kn-portal.com/incoterms_2020/)] | CIP | |
| Customs clearance[[1]](#footnote-1), if needed, shall be done by: | UNDP in Ethiopia Customs Clearance; | |
| Exact Address/es of Delivery Location/s (identify all, if multiple) | **United Nations Development Programme (UNDP ); Ethiopia Country Office; ECA COMPOUND; CONGO BUILDING,6TH FLOOR; NORTH WING;** | |
| UNDP Preferred Freight Forwarder, if any[[2]](#footnote-2) | Air Freight; | |
| Distribution of shipping documents *(if using freight forwarder)* | **Invoice, two original and two copy; packing list; Certificate of Origin; etc** | |
| Latest Expected Delivery Date and Time *(if delivery time exceeds this, quote may be rejected by UNDP)* | 15 days from the issuance of the Purchase Order (PO) | |
| Delivery Schedule | Required; | |
| Packing Requirements | As to the International standard in respect to the nature of the Goods; | |
| Mode of Transport | AIR |  |
|  |  |
| Preferred  Currency of Quotation[[3]](#footnote-3) | United States Dollars  Euro | |
| Value Added Tax on Price Quotation[[4]](#footnote-4) | Must be exclusive of VAT and other applicable indirect taxes | |
| After-sales services required | Warranty on Parts and Labor for minimum period of One year  Technical Support | |
| Deadline for the Submission of Quotation | COB, *Thursday, September 03, 2020 and* ***5:00pm EAT/Nairobi Time;*** | |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language | English | |
| Documents to be submitted[[5]](#footnote-5) | Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;  Quality Certificates (ISO, etc.);  Latest Business Registration Certificate;  Manufacturer’s Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);  Evidence/Certification of Environmental Sustainability (“Green” Standards) of the Company or the Product being supplied;  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 | 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 | Not permitted | |
| Payment Terms[[6]](#footnote-6) | 100% upon complete delivery of goods | |
| Liquidated Damages | Will be imposed under the following conditions:  Percentage of contract price per day of delay: 0.05%  Max. no. of days of delay: 30 **calendar days**;  After which UNDP may terminate the contract. | |
| Evaluation Criteria  *[check as many as applicable]* | Technical responsiveness/Full compliance to requirements and lowest price[[7]](#footnote-7)  Comprehensiveness of after-sales services  Full acceptance of the PO/Contract General Terms and Conditions | |
| UNDP will award to: | One or more Supplier, depending on the following factors: ***Technical evaluation and price comparison;*** | |
| Type of Contract to be Signed | Purchase Order  Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement[[8]](#footnote-8) and *if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)* | |
| Contract General Terms and Conditions | General Terms and Conditions for contracts (goods and/or services);  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 | Cancellation of PO/Contract if the delivery/completion is delayed by 30 calendar days; | |
| Conditions for Release of Payment | Passing Inspection at site;  Complete Installation  Passing all Testing at site;  Written Acceptance of Goods based on full compliance with RFQ requirements; | |
| Annexes to this RFQ[[9]](#footnote-9) | Specifications of the Goods Required (Annex 1)  Form for Submission of Quotation (Annex 2)  [General Terms and Conditions / Special Conditions](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-2493)  Technical compliance sheet;  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)[[10]](#footnote-10) | *Procurement unit*  *Team*  **info.procurementet@undp.org**  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 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:

https://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html

**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: <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>

**Thank you and we look forward to receiving your quotation.**

**Sincerely yours,**

*Endrias Getachew*

*DRR-O, A.I.*

*19 August 2020*

**Annex 1**

**Technical Specifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items to be Supplied\*** | **Quantity** | | **Description / Specifications of Goods** | **Latest Delivery Date** |
| **Server** | **2 units** | | **Model and Type: Dell PowerEdge T640 Tower Server;**  **Processor family: Intel Xeon scalable processor, 2.1GHz, 24 cores, 2133MHz;**  **Cache: 30M;**  **Memory: 128GBRDIMM;**  **RAID Support: 1,5,6,10;**  **Storage:**  **64TB, 8 x 3.5” SAS/SATA (HDD/SSD);**  **Security: Cryptographically signed firmware;**  **Silicon Root of Trust;**  **Secure Boot;**  **System Lockdown;**  **System Erase;**  **TPM 1.2/2.0;**  **I/O & Ports:**  **2 x 10GbE LOM (1GbE/10GbE) ;**  **8 x USB (1 x USB 2.0, 1 x USB 3.0, 6 x USB 2.0/3.0;)**  **1 dedicated IDRAC Direct Micro-USB;**  **Video card: VGA ;**  **Up to 8 PCIe Gen3 slots;**  **Management:**  **Systems management:**  **IPMI compliant;**  **Dell Open Manage Enterprise**  **Remote management:**  **iDRAC9 with Lifecycle Controller;**  **iDRAC Direct;** | **Two weeks** |
|  | | **Power supplies:**  **48VDC 1100W, Hot plug power supplies with full redundancy;**  **2 fans with N+1 redundancy;**  **Power Cord: Schuko Type;**  **Operating systems supported: Licensed Windows Server 2016 with Hyper-V, 16CORE, Factory Install;**  **Chassis: Tower;**  **Warranty: 3 Years ProSupport** |  |
| **100 USERS for 60-unit computers** | | **Anti-Virus for 60 units of computers;**  **Anti-Virus: Kaspersky Internet Security 2020, centrally managed for 100 users.** | | **Two weeks** |
| **iPad Pro with Apple Pencil** | **60 UNITS** | | **10.5-inch iPad Pro with Apple Pencil**  **Color: Space Gray;**  **Connection Method: Wi-Fi;**  **Display: Retina Display;**  **10.5" diagonal;**  **LED-backlit with Multi-Touch;**  **2224 x 1668 resolution;**  **Chip: A10X Fusion fourth-generation chip with 64-bit desktop-class architecture;**  **Writing tool: Apple Pencil;** | **Two weeks;** |
| **4G Dongles** | **100 units** | | **4G Dongles**  **20g 4G Dongles – with Data Package: 100 pieces** | **Two weeks;** |
| **External HD** | **60 units** | | **1TB External Hard Disk**  **1TB External Hard Disk: 60 pieces (preferably Nestern brand);** | **Two weeks** |

*Endrias Getachew*

*DRR-O,a.i.* August 19, 2020

**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION[[11]](#footnote-11)**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery[[12]](#footnote-12))***

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. \_\_\_\_\_\_\_:

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description/Specification of Goods** | **Quantity** | **Latest Delivery Date** | **Unit Price** | **Total Price per Item** |
| 1 | **Servers** | 2 | Two Weeks |  |  |
|  | **Model and Type**: Dell PowerEdge T640 Tower Server; |  |  |  |  |
|  | **Processor family**: Intel Xeon scalable processor, 2.1GHz, 24 cores, 2133MHz; |  |  |  |  |
|  | **Cache:** 30M; |  |  |  |  |
|  | **Memory:** 128GBRDIMM; |  |  |  |  |
|  | **RAID Support**: 1,5,6,10; |  |  |  |  |
|  | **Storage:**  64TB, 8 x 3.5” SAS/SATA (HDD/SSD); |  |  |  |  |
|  | |  | | --- | | **Security:** Cryptographically signed firmware; | | Silicon Root of Trust; | | Secure Boot; | | System Lockdown; | | System Erase; | | TPM 1.2/2.0; | |  |  |  |  |
|  | **I/O & Ports:**   |  | | --- | | 2 x 10GbE LOM (1GbE/10GbE) ; | | 8 x USB (1 x USB 2.0, 1 x USB 3.0, 6 x USB 2.0/3.0;) | | 1 dedicated IDRAC Direct Micro-USB; | | Video card: VGA ; | | Up to 8 PCIe Gen3 slots; | |  |  |  |  |
|  | Management:   |  | | --- | | **Systems management:** | | IPMI compliant; | | Dell Open Manage Enterprise | | **Remote management:** | | iDRAC9 with Lifecycle Controller; | | iDRAC Direct; | |  |  |  |  |
|  | **Power supplies:**   |  | | --- | | 48VDC 1100W, Hot plug power supplies with full redundancy; | | 2 fans with N+1 redundancy; | |  |  |  |  |
|  | **Power Cord:** **Schuko Type;** |  |  |  |  |
|  | **Operating systems supported:** **Licensed Windows Server 2016 with Hyper-V, 16CORE, Factory Install;** |  |  |  |  |
|  | **Chassis:** Tower; |  |  |  |  |
|  | **Warranty**: 3 Years ProSupport |  |  |  |  |
|  |  |  |  |  |  |
| 2 | **Anti-Virus for 60 units of computers;** | 60 | Two Weeks |  |  |
|  | **Anti-Virus:** Kaspersky Internet Security 2020, centrally managed for 100 users. |  |  |  |  |
| 3 | **10.5-inch iPad Pro with Apple Pencil;** | 60 | Two Weeks |  |  |
|  | Color: Space Gray; |  |  |  |  |
|  | Connection Method: Wi-Fi; |  |  |  |  |
|  | **Display**: Retina Display;  10.5" diagonal;  LED-backlit with Multi-Touch;  2224 x 1668 resolution; |  |  |  |  |
|  | **Chip**: A10X Fusion fourth-generation chip with 64-bit desktop-class architecture; |  |  |  |  |
|  | Writing tool: Apple Pencil; |  |  |  |  |
|  |  |  |  |  |  |
| 4 | **4G Dongles;** |  |  |  |  |
|  | 20g 4G Dongles – with Data Package: 100 pieces | 100 | Two weeks |  |  |
| 5 | 1TB External Hard Disk | 60 | Two weeks |  |  |
|  | 1TB External Hard Disk: 60 pieces (preferably Nestern brand); |  |  |  |  |
|  | **Sub Total** | | |  |  |
|  | Freight and Insurance | | | |  |
|  | CIP ADDIS ABABA BOLE INTERNATIONAL AIRPORT | | | |  |

**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*** |
| Delivery Lead Time |  |  |  |
| Estimated weight/volume/dimension of the Consignment: |  |  |  |
| Country/ies Of Origin[[13]](#footnote-13): |  |  |  |
| Warranty and After-Sales Requirements |  |  |  |
| 1. Training on Operations and Maintenance |  |  |  |
| 1. Minimum one (1) year warranty on both parts and labor |  |  |  |
| 1. Service Unit to be Provided when the Purchased Unit is Under Repair |  |  |  |
| 1. Brand new replacement if Purchased Unit is beyond repair |  |  |  |
| 1. Others |  |  |  |
| Validity of Quotation |  |  |  |
| All Provisions of the UNDP General Terms and Conditions |  |  |  |
| Other requirements *[pls. specify]* |  |  |  |

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

*Endrias Getachew]*

*DRR-O, A.I.*

*19 August 2020*

1. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)
4. [↑](#footnote-ref-4)
5. [↑](#footnote-ref-5)
6. [↑](#footnote-ref-6)
7. [↑](#footnote-ref-7)
8. [↑](#footnote-ref-8)
9. [↑](#footnote-ref-9)
10. [↑](#footnote-ref-10)
11. [↑](#footnote-ref-11)
12. [↑](#footnote-ref-12)
13. [↑](#footnote-ref-13)