



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, 2020** and 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]	<input checked="" type="checkbox"/> CIP	
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> 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	Air Freight;	
Distribution of shipping documents (<i>if using freight forwarder</i>)	Invoice, two original and two copy; packing list; Certificate of Origin; etc	
Latest Expected Delivery Date and Time (<i>if delivery time exceeds this, quote may be rejected by UNDP</i>)	<input checked="" type="checkbox"/> 15 days from the issuance of the Purchase Order (PO)	
Delivery Schedule	<input checked="" type="checkbox"/> Required;	
Packing Requirements	As to the International standard in respect to the nature of the Goods;	
Mode of Transport	<input checked="" type="checkbox"/> AIR	
Preferred Currency of Quotation ³	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Euro	
Value Added Tax on Price Quotation ⁴	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of One year <input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> English
Documents to be submitted ⁵	<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"/> Quality Certificates (ISO, etc.); <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (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; <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;
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 ⁶	<input checked="" type="checkbox"/> 100% upon complete delivery of goods
Liquidated Damages	<input checked="" type="checkbox"/> 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]	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁷ Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One or more Supplier, depending on the following factors: Technical evaluation and price comparison;
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order

	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement ⁸ and <i>if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.</i>)
Contract General Terms and Conditions	<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> 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 <input checked="" type="checkbox"/> Passing all Testing at site; <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements;
Annexes to this RFQ ⁹	<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 <input checked="" type="checkbox"/> 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	<i>Procurement unit Team</i> 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

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	
	Anti-Virus for 60 units of computers;		Two weeks

100 USERS for 60-unit computers	Anti-Virus: Kaspersky Internet Security 2020, centrally managed for 100 users.		
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 QUOTATION¹¹

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹²)

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		
	<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 ¹³ :			
Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance			
b) Minimum one (1) year warranty on both parts and labor			
c) Service Unit to be Provided when the Purchased Unit is Under Repair			
d) Brand new replacement if Purchased Unit is beyond repair			
e) Others			
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.

Endrias Getachew]
DRR-O, A.I.
19 August 2020