**REQUEST FOR QUOTATION (RFQ)**

|  |  |
| --- | --- |
| UNDP BIH  Zmaja od Bosne bb; Sarajevo | DATE: 08/09/2020 |
| REFERENCE: **BIH/RFQ/132/20** |

Dear Sir / Madam:

UNDP BIH kindly requests you to submit your quotation for **Supply and delivery of Laptops to 18 locations in BiH**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 3.

Quotations may be submitted on or before **23 September 2020, latest by 14:00** via ***courier mail or e-mail*** to the address below:

**United Nations Development Programme**

Zmaja od Bosne bb, Sarajevo 71000

General Service

[registry.ba@undp.org](mailto:registry.ba@undp.org)

Fax: (33) 552 330

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.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

|  |  |
| --- | --- |
| Delivery Terms [INCOTERMS 2010]  *(Pls. link this to price schedule)* | DAP (delivery locations as per distribution schedule in Annex 2) |
| Customs clearance, if needed,  shall be done by: | UNDP |
| Exact Address/es of Delivery Location/s (identify all, if multiple) | 18 locations in Bosnia and Herzegovina - Bihać, Bosanska Krupa, Cazin, Doboj, Gračanica, Gradačac, Gradiška, Kalesija, Kostajnica, Kozarska Dubica, Prijedor, Prnjavor, Sanski Most, Tešanj, Teslić, Tuzla, Velika Kladuša and Žepce - as per delivery schedule in Annex 2 |
| Latest Expected Delivery Date and Time | ☒ ASAP – preferably from stock or 45 days upon acceptance of UNDP PO |
| Delivery Schedule | ☒Required |
| Preferred Currency of Quotation | Local Currency: BAM or United States Dollars or EUR |
| Value Added Tax on Price Quotation | Must be exclusive of VAT and other applicable indirect taxes; (VAT and custom stated separately) |
| After-sales services required | Warranty for minimum period as specified in Annex 1. |
| Deadline for the Submission of Quotation | 23 September 2020, 14:00 CET |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language | ☒ English or  ☒ In one of the official languages of BiH people |
| Documents to be submitted | * Duly Accomplished Form as provided in Annex 3, and in accordance with the list of requirements in Annex 1; * Delivery Schedule as per Annex 2 **with Gant chart;** * Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation; * Declaration issued by relevant Tax Administration that Bidder has clear direct tax record, not older than one month (original or certified copy); * Declaration issued by respective Indirect Taxation Authority that Bidder has clear indirect tax record, not older than one month (original or certified copy); * Reference list indicating successfully completed contracts for supplies and deliveries of similar items within the 3 (three) years on the company memorandum letter, indicating exact subject of contract, value and time period – minimum 3 completed contracts. * Catalogue with indicated offered items and specification; * Documents confirming that the Bidder is an authorized distributor of the offered goods; * Statement regarding warranty, service and after-sales support; * Confirmation on availability of authorized service in Bosnia and Herzegovina; * 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 | ☒ 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 | ☒ Partial Quotes are not permitted. |
| Payment Terms | ☒ 100% upon complete delivery of goods |
| Evaluation Criteria | ☒ Technical responsiveness/Full compliance to requirements  ☒ Lowest priced technically responsive quotation  ☒ Full acceptance of the PO/Contract General Terms and Conditions |
| UNDP will award to: | ☒ One Supplier |
| Type of Contract to be Signed | ☒ Purchase Order |
| Special conditions of Contract | ☒ Cancellation of PO/Contract if the delivery/completion is delayed by 10 days from agreed delivery date |
| Conditions for Release of Payment | Written Acceptance of Goods based on full compliance with RFQ requirements  Written confirmation of acceptance by the beneficiary |
| Annexes to this RFQ | ☒ Specifications of the Goods Required (Annex 1)  ☒ Delivery Schedule (Annex 2)  ☒ Form for Submission of Quotation (Annex 3)  ☒ General Terms and Conditions / Special Conditions (Annex 4).  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) | UNDP BiH, Registry Fax: 033 552 330; email: [registry.ba@undp.org](mailto:registry.ba@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 herein attached as Annex 2.

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/procurement/protest.shtml>

**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,

UNDP BIH

**Annex 1**

**TECHNICAL SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **LAPTOP PC (Brand Lenovo, HP or Dell)** | **UNIT** | **QTY** |
| 1 | Display: Display: 15,6” FHD (1920x1080)  CPU: Intel Core i7  Memory: 8GB  HDD: 128GB SSD + 1T HDD  VGA: Dedicated VGA 4GB  Keyboard BA/CRO Layout  Windows Pro 64bit  Laptop carrying case  **Warranty: 36 months**  **The bidders can offer any other brand/manufacturer of equal or better equipment and products. (Equal means of comparable quality and/or capable of performing the intended function)** | pcs | **64** |

**Annex 2**

**DISTRIBUTION SCHEDULE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **LOCATION** | **BENEFICIARY** | **ADDRESS** | **PCS** |
| 1 | Bihać | City of Bihać | Bosanska 4,  77000 Bihać, BiH | 3 |
| Cantonal Ministry of Economy | Alije Đerzeleza 2,  77000 Bihać, BiH | 3 |
| 2 | Bosanska Krupa | Municipality of Bosanska Krupa | Terzića b.b. 77240 Bosanska Krupa, BiH | 4 |
| 3 | Cazin | City of Cazin | Trg Prvog Predsjednika Predsjedništva RBiH Alije Izetbegovića br.1 77220 Cazin, BiH | 3 |
| 4 | Doboj | City of Doboj | Ulica Hilandarska 1 74000 Doboj, BiH | 3 |
| 5 | Gračanica | City of Gračanica | Mula Mustafe Bašeskije br. 1 75320 Gračanica, BiH | 5 |
| 6 | Gradačac | City of Gradačac | Husein Kapetana Gradaščevića 54 76250 Gradačac, BiH | 4 |
| 7 | Gradiška | City of Gradiška | Vidovdanska 1a 78400 Gradiška, BiH | 4 |
| 8 | Kalesija | Municipality of Kalesija | Ul. Patriotske lige 15 75260 Kalesija, BiH | 3 |
| 9 | Kostajnica | Municipality of Kostajnica | Svetosavska 11 79224 Kostajnica, BiH | 3 |
| 10 | Kozarska Dubica | Municipality of Kozarska Dubica | Svetosavska 5 79240 Kozarska Dubica, BiH | 3 |
| 11 | Prijedor | City of Prijedor | Trg oslobođenja 1 79101 Prijedor, BiH | 4 |
| 12 | Prnjavor | Municipality of Prnjavor | Karađorđeva br. 2 78430 Prnjavor, BiH | 3 |
| 13 | Sanski Most | Municipality of Sanski Most | Banjalučka 3 79260 Sanski Most, BiH | 3 |
| 14 | Tešanj | Municipality of Tešanj | Trg Alije Izetbegovića 11 74260 Tešanj, BiH | 3 |
| 15 | Teslić | Municipality of Teslić | Karađorđeva 18 74270 Teslić, BiH | 3 |
| 16 | Tuzla | City of Tuzla | ZAVNOBiH-a 11 75000 Tuzla, BiH | 3 |
| 17 | Velika Kladuša | Municipality of Velika Kladuša | Hamdije Pozderca 3 77230 Velika Kladuša, BiH | 4 |
| 18 | Žepče | Municipality of Žepče | Stjepana Radića 2 72230 Žepče, BiH | 3 |
| **TOTAL** | | | | **64** |

*[Name and Signature of the Supplier’s Authorized Person]*

*Ime i prezime, i potpis ovlaštenog zastupnika ponuđača*

*…………………………………………………………………………………….*

**Annex 3**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery)***

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 **BIH/RFQ/132/20 - Supply and delivery of Laptops to 18 locations in BiH**

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 | Laptops | 64 |  |  |  |
|  |  |  |  |  |  |
|  | Total Prices of Goods | | | |  |
|  |  | | | |  |
|  |  | | | |  |
|  | Add: Other Charges (pls. specify) | | | |  |
|  | Custom |  |  |  |  |
|  | Transport |  |  |  |  |
|  | VAT |  |  |  |  |
|  | Total Final and All-Inclusive Price Quotation | | | |  |

*Bid validity: ……………………………..*

*[Name and Signature of the Supplier’s Authorized Person]*

*Ime i prezime, i potpis ovlaštenog zastupnika ponuđača*

*…………………………………………………………………………………….*

*[Date]*

*Datum…………………………………………..*

**Annex 4**

**GENERAL TERMS AND CONDITIONS**

General Terms and Conditions (for Goods and/or Services)

Link: [English version](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-2493)