



REQUEST FOR QUOTATION (RFQ)

	DATE: September 8, 2020
	REFERENCE: RFQ-088-PHL-2020

Dear Sir / Madam:

We kindly request you to submit your quotation for **the Supply and Delivery of Tablets and Laptops** 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 **21 September 2020; 5:00 PM (Philippine Time)** via e-tendering website: <https://etendering.partneragencies.org>

Business Unit (BU) Code: PHL10

Event ID Number : 0000007078

Quotations submitted by email must be limited to a maximum of 5MB, virus-free and no more than 3 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:

Exact Address/es of Delivery Location/s (identify all, if multiple)	MILG, BARM Compound, Cotabato City 9600
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Local Currency: Philippine Peso

Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> within 30 days upon issuance and receipt of Purchase Order	
Delivery Schedule	<input checked="" type="checkbox"/> Required	
	<input checked="" type="checkbox"/> AIR	<input checked="" type="checkbox"/> LAND
Mode of Transport	<input checked="" type="checkbox"/> SEA	<input type="checkbox"/> OTHERS
Preferred Currency of Quotation	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency : Philippine Peso	
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT. <i>Please note the UN and its specialized agencies (including UNDP) are exempt from paying taxes on procurement of services and goods.</i>	
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 1 year <input checked="" type="checkbox"/> Others: Please provide list (name, contact number and address) of authorized service center in Cotabato City.	
Deadline for the Submission of Quotation	Monday, September 21, 2020; 5:00 PM, Manila 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; <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"/> 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	<input checked="" type="checkbox"/> 100% payment within 30 after completion of delivery of goods	
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <input checked="" type="checkbox"/> Comprehensiveness of after-sales service <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions	

UNDP will award to:	<input type="checkbox"/> One and only one supplier <input checked="" type="checkbox"/> One or more Supplier, depending on the following factors: - lowest and most compliant quotation for each lot.
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
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
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing all Testing <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ	<input checked="" type="checkbox"/> Technical Specifications (Annex 1) <input checked="" type="checkbox"/> Form for Submitting Supplier's Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html 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)	<i>Joseph Pangilinan</i> <i>Procurement Associate</i> <i>procurement.ph@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.

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:

<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,

Karyll Angeles
Procurement Associate

Technical Specifications

THIS SECTION IS INTENDED TO PROVIDE DESCRIPTION OF THE REQUIREMENT. THE SUPPLIER SHOULD NOT FILL UP THESE BOXES AND SHOULD USE THE FORM IN THE NEXT PAGE.

Item	Qty.	Technical Description/Specifications	Compliant		Latest Delivery Date
			Yes	No	
		Lot A – Tablets -			
Tablet	150	Processor: CPU: Octa-Core (4 x 2.5Ghz + 4x1.6Ghz) RAM: 8GB Display Size: Minimum 10.5 inches” Battery: 400mAh Android 9 OS At least 244.5 x 159.5 x 5.7mm display At least 287 ppi At least 13.0 MP ultra-wide camera (rear) At least 8.0MP front camera With sim-card slot With micro SD card slot With Wi-Fi and Bluetooth Additional accessories: keyboard compatible with android OS, - Bluetooth Edition: Bluetooth 3.0. - Dimensions: 285 x 120 x 6 mm / 11.2 x 4.7 x 0.2 inch. - Buttons: 78 keys (including 13 iPad Hot keys) - Weight: 282g / 9.95 oz. - Operating Range: Up to 10 meters / 33 feet.			Within 30 days after issuance and receipt of PO

Item	Qty.	Technical Description/Specifications	Compliant		Latest Delivery Date
			Yes	No	
		Lot B – Laptops			
Laptops	15	CPU: Core i7 (4.5Ghz) GPU: UHD 620 Memory: 16GB RAM 500 GB SSD (solid state drive) Monitor: 14” display size, resolution-1024 x 768 Ports: HDMI, Thunderbolt, USB, headphones/mic jack, display port OS: Windows 10 Pro Productivity Tools: Office 365			Within 30 days after issuance and receipt of PO

Note:

The specifications provided for lots A and B are minimum requirements, offers that are below the minimum requirements will be evaluated as not compliant and responsive and will be disqualified.

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. **RFQ-084-PHL-2020**:

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
Lot A	Tablets	150			
Lot B	Laptops	15			
	Total Prices of Goods³				
	Add : Cost of Transportation				
	Add : Cost of Insurance				
	Add : Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation				

TABLE 2 : Estimated Operating Costs (if applicable)

List of Consumable Item/s (Include fast moving parts, if any)	Estimated Average Consumption	Unit of Measure	Unit Price	Total Price per Item

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

³ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

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			
Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance			
b) Minimum one (1) year warranty on both parts and labor			
c) Brand new replacement if Purchased Unit is beyond repair			
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]