



REQUEST FOR QUOTATION (RFQ)

UNDP-RFQ-2020-284

Supply and Delivery of IT Equipment for Digitalization of Government Offices in NMDS

NAME & ADDRESS OF FIRM	DATE: 09-September-2020
	REFERENCE: UNDP-RFQ-2020-284

Dear Sir / Madam:

We kindly request you to submit your quotation for Supply and Delivery of IT Equipment for Digitalization of Government Offices in NMDS as per specification given at Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Your offer, comprising of a Technical Bid and Price Schedule, should be submitted in accordance with Annex 2, through e-Tendering online system <https://etendering.partneragencies.org> on or before **Wednesday, 23rd September 2020 by 12:30 pm PST or 3:30 am EDT.**

You are kindly requested to indicate whether your company intends to submit a quotation by clicking on "Accept Invitation" button no later than **Friday, 18th September 2020 [12:30 PM Pakistan Standard Time or 03:30 am EDT]**. If that is not the case, UNDP would appreciate your indicating the reason, for our records

Any requests for clarification about the contents of RFQ shall be sent via fax (+51-2600254 & 55) or to the email address at pakistan.procurement.info@undp.org. Answers to questions/inquiries will be forwarded to all the prospective bidders.

Important notes on submission

1. Submissions must be in the form of PDF files and should be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned goods:

Delivery Terms [INCOTERMS 2010] <i>(Pls. link this to price schedule)</i>	<input checked="" type="checkbox"/> DAP UNDP Sub Office Peshawar – Pakistan
Exact Address/es of Delivery Location/s (identify all, if multiple)	UNDP Sub Office Peshawar – Pakistan
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> Within two weeks after the issuance of purchase order
Delivery Schedule	<input checked="" type="checkbox"/> Not Required
Mode of Transport	<input checked="" type="checkbox"/> LAND
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Local Currency (Pak Rupee)
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes (the quotation submitted should indicate the price and tax portion separately). The United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with UNDP to determine a mutually acceptable procedure.
After-sales services required	<input checked="" type="checkbox"/> Required Vendor will be responsible for providing the Standard Three (03) years Warranty for Laptops and Minimum One(01) year warranty on other items including replacement of faulty equipment.

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Deadline for the Submission of Quotation	<p>Wednesday , 23rd September 2020 (12:30 pm Pakistan Standard Time) or 3:30 AM EDT</p> <p>To be submitted in e-Tendering system: https://etendering.partneragencies.org</p> <p>Note: Detailed instructions on how to register, submit, modify or cancel a bid in the eTendering system are provided in the e-Tendering System Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p> <p>File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</p> <p>All files must be free of viruses and not corrupted.</p>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents must be submitted with the quotation	<p><input checked="" type="checkbox"/> Properly filled-in Annex-II and III with company stamp and signature;</p> <p><input checked="" type="checkbox"/> Statement on letterhead that bidder is not listed in the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council</p> <p><input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured;</p> <p><input checked="" type="checkbox"/> Tax Registration (NTN & STRN)/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder;</p> <p><input checked="" type="checkbox"/> Satisfactory Performance Certificates from the Top 3 – Clients the past three (3) years.</p> <p><input checked="" type="checkbox"/> Provide Copy of 3 PO/Contracts for supply of Similar Equipment in past three (3) years.</p> <p><input checked="" type="checkbox"/> Bidder must provide Pictures, Technical Data Sheet, or Brochure of all the quoted items.</p> <p><input checked="" type="checkbox"/> Authorization as seller/reseller/service provider for the products/services offered. Bidder should provide the authorization letter from manufacturer's (Where applicable).</p>
Period of Validity of Quotes starting the Submission Date	<p><input checked="" type="checkbox"/> 90 days</p> <p>In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially</p>

	indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Bid Security	<input checked="" type="checkbox"/> Not Required
Acceptable forms of Bid Security	<input checked="" type="checkbox"/> N/A
Partial Quotes	<input checked="" type="checkbox"/> Not Allowed
Payment Terms	100% within 15 days upon delivery of equipment and UNDP's acceptance of equipment as mentioned in the Purchase Order.
Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: 0.33% of contract for every day of delay, up to a maximum duration of 1 calendar month. Thereafter, the contract may be terminated".
Evaluation method to be used in selecting the most responsive Bid	<input checked="" type="checkbox"/> Non-Discretionary "Pass/Fail" Criteria on the Technical Requirements; and <input checked="" type="checkbox"/> Lowest price offer of technically qualified and responsive Bid.
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to the Specifications/requirements [Must meet the requirements (Y/N)]. <input checked="" type="checkbox"/> Written confirmation to deliver all the quoted items within the delivery period of 15 days from the date of issuance of Purchase Order. [Must meet the requirements (Y/N)]. <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> Only one bidder (Technically Qualified Lowest bidder)
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Performance Security	<input checked="" type="checkbox"/> Not Required
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO if delivery is delayed by 15 days from the last date of delivery as per PO.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods
Annexes to this RFQ	<input checked="" type="checkbox"/> Schedule of Requirement & Technical Specifications (Annex 1) <input checked="" type="checkbox"/> Price Schedule (Annex 2) <input checked="" type="checkbox"/> Bid Submission form (Annex 3) <input checked="" type="checkbox"/> UNDP General Terms & Conditions (Annex 4) Non-acceptance of the terms of the General Conditions of Contract (GTC) shall be grounds for disqualification from this procurement process.

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Contact Person for Inquiries (Written inquiries only)	<p>Mr. Muhammad Tahir ul Islam Procurement Officer pakistan.procurement.info@undp.org;</p> <p>Any delay in UNDP's response shall not be 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.</p>
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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 4.

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,



Aliona Niculita
Resident Representative (a.i)
United Nations Development Programme

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Ali Saeed

Annex 1

**Schedule of Requirements – Requested Items Specification and Bidders statement
regarding deviations – This form must be filled, signed and submitted with Bid**

RFQ REFERENCE No: UNDP-RFQ-2020-284					
SN	Description	Details Specification	Quantity	Offered Brand, Model and Part number	Description/specification of equipment offered and Suppliers statement on deviations
1	LED TV 65"	65 Inch LED Ultra HD (4K) TV - Wifi and Internet, 2 USB Ports, 3 HDMI Ports - with wall mount kit	5		
2	Laptop Core i-7	Core i7 10th Generation Laptop 8GB RAM 1TB HDD 2GB Nvidia GeForce MX230 GDDR5 - Intel Core i7 10th Generation - 1.3 GHz - 1TB - 8GB - 15.6 -Windows 10 Pro - Standard 3 years warranty	5		
3	HD Camera for the conference	Full 1080p HD Camera	5		
4	UPS system with battery	1 KVA smart UPS	5		
5	Conference Speaker-mic	Audio. Peak output power. 6 W. Microphone Type. Digital MEMS, bottom port. ... Connectivity. Connectivity. USB/Bluetooth/3.5 mm jack. Bluetooth® standard. Bluetooth® 4.2 – Bluetooth® Low Energy (BTLE) ...	5		

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Annex - 2**Price Schedule Form**

(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 No. **UNDP-RFQ-2020-284**:

Table 1:

Sr. No	Item Description	Specifications	Qty	Unit Price (without Tax)	Tax %age	Unit Price (including Tax)	Total Price (Including Tax)
1	LED TV	As per Annex-1	5				
2	Laptop	As per Annex-1	5				
3	HD Camera for Conference	As per Annex-1	5				
4	UPS	As per Annex-1	5				
5	Speaker	As per Annex-1	5				
Transportation & Insurance (If Any)							
Grand Total (DAP Peshawar-Pakistan)							

IMPORTANT NOTE:

For price comparison of each item(s) offered by the bidders, Unit Cost must be:

For local vendors - The bid must be inclusive of all applicable tax(s). UNDP will not provide any tax exemption to local vendors.

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Table 2:

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 (15 Days)			
Validity of Quotation (90 Days)			
Confirmation of Standard Manufacturer Warranty of Offered Item(s) where applicable.			
Acceptance of All Provisions of the UNDP General Terms and Conditions			

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Contact Details: _____

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Annex 3

Bid Submission Form

(This should be written in the Letterhead of the Bidder. Except for indicated fields, no changes may be made in this template.)

Insert: Location

Insert: Date

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to supply the goods and related services required for [insert: title of goods and services required as per RFQ] in accordance with your Request for Quotation dated Insert: bid date. We are hereby submitting our Bid for _____ which includes the Technical Bid and Price Schedule.

We hereby declare that:

- a) All the information and statements made in this Bid are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby fully accept the Schedule of Requirements and Technical Specifications describing the duties and responsibilities required of us in this RFQ, and the General Terms and Conditions of UNDP's Standard Contract for this RFQ.

We agree to abide by this Bid for [insert: period of validity as indicated in Data Sheet].

We undertake, if our Bid is accepted, to initiate the supply of goods and provision of related services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this Bid, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Contact Details: _____

[please mark this letter with your corporate seal, if available]
