



REQUEST FOR QUOTATION (RFQ)
Supply, Delivery, Installation and Commissioning of Server for UNRCO

NAME & ADDRESS OF FIRM	DATE: September 15, 2020
	REFERENCE: UNDP/ RFQ/31/2020

Dear Sir / Madam:

We kindly request you to submit your quotation for **Supply, Delivery, Installation and Commissioning of Server for UN Resident Coordinator's Office (UNRCO)**, 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 **5:00PM, September 25, 2020** by e-mail, to procurement.np@undp.org with subject line "Quotation for Supply, Delivery, Installation and Commissioning of Server for UNRCO (ref: UNDP/RFQ/31/2020)- {Bidder's Name}"

Quotations submitted by email must be limited to a maximum of **35 MB** (each transmission), virus-free and no more than **5** email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

5 email Tran 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 2010] <i>(Pls. link this to price schedule)</i>	<input checked="" type="checkbox"/> DDP at UNRCO <input type="checkbox"/> Other
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Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror for DDP <input type="checkbox"/> Freight Forwarder	
Exact Address/es of Delivery Location/s (identify all, if multiple)	UNRCO, UN House, Pulchowk, Lalitpur, Nepal.	
UNDP Preferred Freight Forwarder, if any	N/A	
Distribution of shipping documents (<i>if using freight forwarder</i>)	N/A	
Latest Expected Delivery Date and Time (<i>if delivery time exceeds this, quote may be rejected by UNDP</i>)	<input checked="" type="checkbox"/> 2 weeks from the date of order/PO	
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required	
Packing Requirements		
Mode of Transport	<input checked="" type="checkbox"/> AIR	
Preferred Currency of Quotation	<input type="checkbox"/> United States Dollars or <input checked="" type="checkbox"/> Local Currency : NPR	
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes	
After-sales services required	<input checked="" type="checkbox"/> Warranty on the equipment for at least one year <input checked="" type="checkbox"/> Technical Support <input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others	
Deadline for the Submission of Quotation	Friday, September 25, 2020 and 1700hrs (local 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 Terms of Reference and Technical Specifications in Annex 1; <input checked="" type="checkbox"/> Specifications, Catalogues/Brochures of the offered Server; <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"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Latest Tax (VAT/PAN) Registration Certificate; <input checked="" type="checkbox"/> Latest Tax Clearance Certificate; <input checked="" type="checkbox"/> Audit Report of last 2 years <input checked="" type="checkbox"/> List of similar projects completed in the past; <input checked="" type="checkbox"/> CV and certificate of the expert; <input checked="" type="checkbox"/> Recommendation letter from top 3 clients; <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; <input checked="" type="checkbox"/> Certification of proposed items as mentioned in the specification <input checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied ;
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 allowed
Payment Terms	<input checked="" type="checkbox"/> 100% after delivery, installation, training, and commissioning.
Liquidated Damages	Liquidated Damages for delay of supply would be: 0.5% of contract for every day of delay, up to a maximum duration of 1 calendar month. Thereafter, the contract may be terminated by UNDP without notice.
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input type="checkbox"/> Others
UNDP will award to:	<input checked="" type="checkbox"/> One supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order

Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days <input type="checkbox"/> Others
Conditions for Release of Payment	Written Acceptance of Goods and services based on full compliance with RFQ requirements by UNRCO.
Annexes to this RFQ	<input checked="" type="checkbox"/> Schedule of Requirements and Technical Specifications of Server (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3). 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>Procurement Unit</i> <i>UNDP Nepal</i> <i>Email: query.procurement.np@undp.org</i> Written inquiries must be submitted mentioning RFQ Ref: UNDP/RFQ/31/2020, on or before 5:00PM, 20 September 2020. UNDP shall respond to the inquiries through a bulletin posted on UNDP Website: http://www.np.undp.org/content/nepal/en/home/operations/procurement.html . Inquiries received after the above date and time shall not be entertained. 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 3.

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,



Shiva Prakash Adhikari
Procurement Associate
UNDP Nepal
15-Sep-2020

Annex 1**SCHEDULE OF REQUIREMENT AND TECHNICAL SPECIFICATION****1. Server**

Item	Specification
Form Factor	2U rack mount; includes rack mount kit
Processor	2 x Intel Xeon Silver 4210 (2.2GHz/10 Core/85W/13.75 MB L3 Cache) - V2 Scalable Processor
Memory	2x16 GB Single Rank x 4 DDR4-2933 CAS-21-21-21 Registered Smart Memory (maximum 24 RAM slots - up to 2TB RAM support)
HDD Bays	8 internal HDD bays, Upgradable up to 24 bays
Hard Disk Drives	5 x 1.2TB SAS 12G Enterprise 10K SFF (2.5in) SC
Optical Drive	Slim DVD RW
RAID Controller	SAS RAID Controller with RAID 0/1/1+0/5/5+0 with 2GB Battery Backup Cache and 96W Smart Storage Battery
Network Ports	4 Gigabit Network Ports, 1 Management port.
Ports	USB 3.0 supporting with 5 totals: (2) front, (1) internal and (2) rear accessible USB ports, 1 VGA Port. 6 full height full length PCIe slots available.
Power Supply	Two Redundant 800W Flex Slot Platinum Hot Plug Low Halogen Power Supply Kit
OS Support	Microsoft Windows Server, Red Hat Enterprise Linux (RHEL), SUSE Linux Enterprise Server (SLES), VMware, Citrix Xen Server
Remote Management	HPE iLO Advanced with full license feature including remote KVM support.
System Management	Built-in Server Health Monitoring and Alerting Capability without OS agents. Intelligent Provisioning to configure server without any separate media. 1 x 1Gb Dedicated Remote Management Port with 16 MB Flash Memories.
Warranty	3 Years Manufacturer Warranty

2. Backup Device

Drive	External tape drive
Type	External

No. of Tapes	10 units
Capacity of Tapes	1TB RDX Disk
Connection	USB
Software	Retrospect Licensed
Warranty	3 Years Manufacturer Warranty

3. Accessories

42U Server Rack Management
6 Way Rack Mount Power Distribution unit-2-unit
Reverse Power Cable-15 Units
APC PDU Power Connectors-4 units

4. Installation & Commissioning of Smart Cabinet & Server


One Time Installation and Commissioning of Smart Cabinet and Server:
Server Rack Power and Network management
Server 2019 Standard Version 64-bit installation, configuration, Domain controller, DNS, File Server Migration from old server to New server, MySQL, Hyper-V Virtualization implementation with High Availability and replication, FortiGate Firewall configuration for Required task.
Licensed Retrospect Backup software install and configure.

5. Training

On site BASIC training of Hyper-V Replication/Recovery and Retrospect backup to technical staff

6. Other requirements:

- The company should have qualified manpower to execute the task. At least BE with MCSE certified one person and Bachelor with CompTIA A+ certified one person. (CV and notarized copy of the certificate of the proposed personnel should be included)
- The company should exhibit that they have already carried out the Retrospect backup solution implementation, Active Directory Migration and Hyper-V HA solution implementation. (Two reference notarized letters of appreciation from previous client should be added)
- Delivery Time: Since the requirement is urgent the server must be delivered within 2 weeks of issuing Purchase Order.


 Shiva Prakash Adhikari
 Procurement Associate, UNDP
 September 15, 2020

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. **UNDP/RFQ/31/2020**:

TABLE 1 : Supply, Delivery, Installation and Commissioning of Server for UNRCO

SN	Description	Qty	Brand/Model No. of the offered Item	Unit Cost (NPR)	Total (NPR.)
1	Server without Microsoft Windows Server License in accordance with the specifications given in Annex 1 – Schedule of Requirement and Technical Specifications	1			
2	Backup Device including 10 units of external Tapes	1			
3	Accessories (42U Server Rack Management)				
3.1	6 Way Rack Mount Power Distribution unit	2			
3.2	Reverse Power Cable	15			
3.3	APC PDU Power Connectors	4			
4	Installation & Commissioning of Smart Cabinet & Server	1			
5	Training	1			
	Total cost before VAT				
	13% VAT charge				
	Grand Total with VAT				

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
NOT APPLICABLE				

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

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 Within 2 weeks from the date of order			
Estimated weight/volume/dimension of the Consignment:	NA	NA	
Country/ies Of Origin ³ :			
Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance			
b) Minimum ONE year warranty on items to be supplied and technical support			
c) Brand new replacement if Purchased item is not working within warranty period	NA	NA	
Validity of Quotation – 90 days			
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]

³ *If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UNDP if awarded the PO/contract.*

Annex 3

General Terms and Conditions