



REQUEST FOR QUOTATION (RFQ) (Goods)

NAME & ADDRESS OF FIRM	DATE: September 16, 2020
	REFERENCE: RFQ/MUS/2020/013 Supply, Testing and Commissioning of ICT Equipment

Dear Sir / Madam:

We kindly request you to submit your quotation for **Supply, Testing and Commissioning of ICT Equipment**, 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 **Tuesday September 29, 2020 at 16:00 Mauritius time** and via ☒ e-mail, (procurement.mu@undp.org to the address below:

procurement.mu@undp.org

Quotations submitted by email must be limited to a maximum of **9 MB**, 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: *[check the condition that applies to this RFQ, delete the entire row if condition is not applicable to the goods being procured]*

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP (Delivered at Place)
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror
Exact Address/es of Delivery Location/s (identify all, if multiple)	United Nations Development Programme Mauritius and Seychelles Country Office 6th Floor, Anglo Mauritius House Intendance Street P.O Box 253 Port Louis Mauritius
UNDP Preferred Freight Forwarder, if any ²	N/A
Distribution of shipping documents (if using freight forwarder)	N/A
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> 6 weeks from the issuance of the Purchase Order (PO)
Delivery Schedule	<input checked="" type="checkbox"/> Required
Preferred Currency of Quotation ³	<input checked="" type="checkbox"/> Local Currency: Mauritian Rupees
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 2 years <input type="checkbox"/>

¹ Must be linked to INCO Terms chosen.

² Depends on INCO Terms. The suggestion to use a UNDP preferred courier is only for purposes of familiarity with procedures and documentary requirements applicable to the UNDP when clearing with customs.

³ Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

⁴ This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

Deadline for the Submission of Quotation	Tuesday, September 29, 2020 at 16:00, Mauritius 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"/> Latest Business Registration Certificate;
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> permitted by lot
Payment Terms ⁶	<input checked="" type="checkbox"/> 100% upon complete delivery of goods
Liquidated Damages	<input checked="" type="checkbox"/> Will not be imposed
Evaluation Criteria [check as many as applicable]	<input type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁷ <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions] <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time ⁸ <input checked="" type="checkbox"/> Comprehensiveness of after-sales services

⁵ First 2 items in this list are mandatory for the supply of imported goods

⁶ UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

⁷ UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

⁸ This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).

UNDP will award to:	<input checked="" type="checkbox"/> Supplier by 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
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 6 weeks after issuance on purchase order.
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 <input checked="" type="checkbox"/> Passing Inspection, visual checks and documentary checks
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: 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) ¹⁰	Name: Operations Manager a.i Address: United Nations Development Programme Mauritius and Seychelles Country Office 6th Floor, Anglo Mauritius House Intendance Street P.O Box 253 Port Louis Mauritius Tel: 212 5431 Email: procurement.mu@undp.org

⁹ Where the information is available in the web, a URL for the information may simply be provided.

¹⁰ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

	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,
Sameer Khudaroo
Operations Manager a.i
September 17 2020

Technical Specifications

#	Items to be Supplied*	Quantity	Description / Specifications of Goods	Latest Delivery Date
LOT 1	Laptop	15	Processor: Intel Core i7 processor 8 th generation or higher	30 th October
			Memory: 8 GB RAM DDR 4 or Higher	
			Internal Storage: SSD 500GB or Higher	
			Display: 13.3 inch with HD resolution 1080P	
			Keyboard: English type	
			Others: webcam, integrated microphone, network Card WIFI, USB port, Ethernet Port, HDMI ports.	
			Operating systems: Windows 10 Pro 64	
			Warranty: Minimum 2 years	
LOT 2	Display Monitor	15	HDMI Monitor 24 Inch or higher with HDMI and VGA connectors 1080 with minimum 2 years warranty	30 th October
	Keyboard and Mouse	15	Wireless Keyboard and Mouse with nano receiver with minimum 2 years warranty	
	Headset	15	USB Headset with microphone with minimum 1 year warranty	
	Power Extension	15	4 Ports Universal power extension of 3 meters supporting UK and French plugs (13Amp and 16Amp)	
	Laptop Carry bag	15	Backpack	
LOT 3	Projector	2	Technology: 3 LCD Native Resolution: at least 1920 * 1080 Contrast ratio: at least 14,000:1 Zoom Lens Ratio: 1.30:1 or better Lamp life of 4500 hours or more HDMI port Warranty of minimum 2 years	30 th October
LOT 4	Printer	2	Heavy Duty Laser Color Printer A4/A3laser multifunction printer/scanner/copier/USB A4*1: 25 ppm 8 1/2" x 11"*1: 24 ppm Print security User Code 4 Trays 2X A3 and 2X A4 Warranty of minimum 2 years	

LOT 5	Laptop	3	Processor: Intel Core i7 processor 9 th generation or higher	30 th October
			Memory: 16 GB RAM DDR 4 or Higher	
			Internal Storage: SSD 1 TB or Higher	
			Display: 12 to 13.3 inch with HD resolution 1080P	
			Graphics card: 2GB Dedicated graphics or higher	
			Keyboard: English type	
			Others: webcam, integrated microphone, network Card WIFI, USB port, Ethernet Port, HDMI ports.	
			Operating systems: Windows 10 Pro 64	
	Monitor	3	Display monitor 24 Inch IPS full HD with Built-in Audio Full HD Resolution	
	Keyboard Mouse	3	Wireless Keyboard and mouse with battery saving option	
	Carry Case	3	Back pack carry case with Shockproof	
	External Drive	3	Slim external drive 2TB Shock Proof	
			Warranty: Minimum 2 years	

**Pls. attach delivery schedule, if relevant, and cluster by lot, if partial bids will be allowed. Specify delivery locations if goods multiple destinations.*



Sameer Khudaroo
Operations Manager a.i
September 17, 2020