

**REQUEST FOR QUOTATION (RFQ)**

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| UNDP BIH  Zmaja od Bosne bb; Sarajevo | DATE: September 23, 2020 |
| REFERENCE: BIH/RFQ/**148/**20 |

Dear Sir / Madam:

We kindly request you to submit your quotation for:

**Supply and delivery of IT and TV equipment for 4 (four) LGs in BiH / Nabavka i isporuka IT i TV opreme za 4 (četiri) jedinica lokalne samouprave u Bosni i Hercegovini** 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 **Wednesday, October 7, 2020 by 11:00 CET**, ***by email or*** ***courier 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)

**REF: BIH- RFQ-148-20**

Quotations submitted by email must be limited to a maximum of 20 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.

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

|  |  |
| --- | --- |
| Delivery Terms [INCOTERMS 2010] | DDP |
| Customs clearance, if needed, shall be done by: | Supplier/Offeror |
| Exact Address/es of Delivery Location/s (identify all, if multiple) | Grad Gradiška  Općina Pale FBiH  Opština Petrovo  Općina Žepče |
| UNDP Preferred Freight Forwarder, if any | Not applicable |
| Distribution of shipping documents *(if using freight forwarder)* | Not applicable |
| Latest Expected Delivery Date and Time *(if delivery time exceeds this, quote may be rejected by UNDP)* | 30 days upon acceptance of UNDP PO |
| Delivery Schedule | N/A |
| Packing Requirements | N/A |
| Mode of Transport | Land |
| Preferred Currency of Quotation | Local Currency: BAM |
| Value Added Tax on Price Quotation | Must be exclusive e of VAT and other applicable indirect taxes (VAT stated separately) |
| After-sales services required | For all items  ☒ Warranty of minimum 3 years. /Garancija od minimalno 3 godine;  ☒ Service, maintenance and spare parts available in BiH. /Servis, odrzavanje i rezervni dijelovi dostupni u BiH. |
| Deadline for the Submission of Quotation | October 07, 2020 by 11:00 CET |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language | Local language/English |
| Documents to be submitted | **For all items:**  Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;/**Pravilno ispunjen obrazac kako je navedeno u Prilogu 2 i u skladu sa listom zahtjeva u Prilogu 1**  Latest Business Registration Certificate; /**Najnovije rješenje o registraciji;**  Tax Registration Certificate/**Uvjerenje o poreskoj registraciji;**  Latest Internal Revenue Certificate/Tax Clearance (certified copy not older then 2 months from the expiration of deadline of this RfP); **/Potvrde o izmirenim direktnim i indirektnim porezima (ovjerena fotokopija ne starija od 2 mjeseca od dana isteka ovog poziva);**  List of three references in the last three (3) years for the similar scope of services and/or delivery of goods. **/Tri reference u posljednje tri (3) godine za sličan opseg usluga i/ili isporuku robe;**  Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List**. /Pisana izjava da se podnosilac prijave ne nalazi na listi Vijeća sigurnosti UN-a 1267/1989, UN odjela za nabavke ili drugoj UN listu o neprihvatljivosti;**  Catalogue/technical specification of the offered equipment /**Katalog proizvoda sa tačno označenim proizvodima i specifikacijom iz ponude za trazenu opremu**;  To be authorized diller/distributor by the Manufacturer, if bidder is not a manufacturer /**Dokaz da je ovlašteni ponuđač zastupnik/distributer u ime proizvođača, ukoliko sam ponuđač nije proizvođač**  Declaration of CE marking Conformity for those machinery and equipment whose technical specifications require such marking. /**Deklaracija o CE oznakama Usaglašenost za opremu čije tehničke specifikacije zahtevaju takvo obilježavanje.** |
| Period of Validity of Quotes starting the Submission Date | 60 days |
| Partial Quotes | **Partial quotes permitted /**Pojedinačne ponude dozvoljene. |
| Payment Terms | Within 30 days upon UNDP’s acceptance of the goods delivered as specified and receipt of invoice. |
| Advanced Payment | Not allowed |
| Evaluation Criteria | Technical responsiveness/Full compliance to requirements and lowest price  Full acceptance of the PO/Contract General Terms and Conditions  Bider should meet following criteria:  ☒ To be authorized diller/distributor by the Manufacturer, if bidder is not a manufacturer /**Dokaz da je ovlašteni ponuđač zastupnik/distributer u ime proizvođača, ukoliko sam ponuđač nije proizvođač**  ☒ Authorised service and spare parts availability in Bosnia and Herzegovina such as contract with service and spare parts providers etc./ **Dokaz o dostupnosti rezervnih dijelova i servisa u BiH kao što su ugovori sa serviserima i distributerima rezervnih dijelova;** |
| UNDP will award to: | One or more Proposers, depending on the following factors:  a) Technical responsiveness/Full compliance to requirements  b) Lowest price offer of technically qualified/responsive Quotation |
| 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 |
| Conditions for Release of Payment | Written Acceptance of Goods based on full compliance with RFQ requirements |
| Annexes to this RFQ | Specifications of the Goods Required (Annex 1)  Form for Submission of Quotation (Annex 2)  General Terms and Conditions / Special Conditions (Annex 3) Link: [English version](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-2493)  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 - GENERAL SERVICES* [*registry.ba@undp.org*](mailto:registry.ba@undp.org) *Fax: 033 552 330*  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,**

*UNDP BIH* September 23, 2020

**Annex 1**

**Technical specifications**

**Supply and delivery of IT and TV equipment for 4 (four) LGs in BiH/ Nabavka i isporuka IT i TV opreme za 4 (četiri) jedinica lokalne samouprave u Bosni i Hercegovini**

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| --- | --- | --- | --- | --- | --- | --- |
| **Item no.** | **Description and characteristics of the**  **product** | | **Opis i karakteristike proizvoda** | **Unit of measure /Jedinična mjera** | **Quantity/**  **Količina** | **Mjesto isporuke Delivery location** |
| 1 | **SERVER OS** | | Windows 2012 or 2016 Server R2 - Standard edition 64bit (for min 2 processors), additional 2 virtual machines or 2 Hyper-V Container | pcs/kom | 2 | Grad Gradiška |
| 2 | **SERVER PC** | | Server (equvalent or better)  CPU: 1x Intel or AMD min. 10 core CPU  RAM: 64GB ECC  STORAGE: 4 x 2TB HDD  ODD: DVD-RW  I/O internal: 8 x SATA or SAS slots, PCIe 3.0x 16  NETWORK: 1Gbps Ethernet  OPTION: Hardware RAID controller  PSU: 2xPSU redundant  ADD: Server should be comaptible with Windows Server 2012, 2016, 2019  WARRANTY: 3 years  FORM FACTOR: Tower | pcs/kom | 2 | Grad Gradiška |
| 3 | **DESKTOP PC** | | Desktop (equivalent or better)  CPU: 4 core i5 or Ryzen 5  RAM: 16GB  STORAGE: 128GB SSD + 1TB HDD  ODD: DVD-RW  VGA: nVidia or ATI(AMD), 256bit, 4GB DDR5  OS: Genuine Windows 10 Pro  OPTIONS: Keyboard and Mouse  WARRANTY: 3 years | pcs/kom | 2 | Grad Gradiška |
| 4 | **LAPTOP** | | Laptop (equivalent or better technical specification)  DISPLAY: 15.6" FHD  CPU: 4 core i5 or Ryzen 5  RAM: 8GB  STORAGE: 128GB SSD + 1TB HDD  VGA: Dedicated nVidia or ATI(AMD) 1GB  OS: Genuine Windows 10 Pro  OPTIONS: Laptop bag  WARRANTY: 3 years | pcs/kom | 5 | Grad Gradiška |
| 5 | **MFP A3** | | A3 Color Laser Multifunctional  (equivalent or better technical specification):  *Machine type:* A3 Color Laser Multifunctional  *Core functions:* Print, Copy, Scan, Send, Store and Optional Fax  *Processor:* 1.75GHz Dual Core Processor  *Control Panel:* 25.6 cm (10.1" inch) TFT LCD WSVGA Color Touch panel  *Memory:* Standard: 3.0GB RAM  *Hard Disk drive:* Standard\*: 320 GB (available disk space: 250 GB), Optional: 250GB, 1TB \* A different initial HDD may be used.  *Connection:* Wireless LAN, USB 2.0 (Host) x1, USB 3.0 (Host) x1, USB 2.0 (Device) x1;  *Paper Supply Capacity* : Standard: 1,200 sheets Maximum: 2,300 sheets  *Paper Output Capacity* :  Standard: 250 sheets Maximum: 3,450 sheets  *Supported media sizes:* A3, A4  *Print Speed* *(BW/CL):* Up to 25 ppm  *Print Resolution (dpi):* 600 ×600, 1200 ×1200 (half-speed)  *Copy speed (BW/CL):* Up to 30 ppm  *Copy resolution:* 600 x 600  *Multiple Copies:* Up to 999 copies  *Scan Specifications:*Color Platen *DADF:* Duplexing Automatic Document Feeder  *Send Specifications:* E-mail/Internet FAX (SMTP), SMB 3.0, FTP, WebDAV, Mail Box  *Maximum Number of Connection Lines:* 2  *Warranty:* 3 years | pcs/kom | 2 | Općina Žepče |
| 6 | **SCANNER** | | Scanner  (equivalent or better technical specification)  *Technology:* CIS  *Format:* A4  *Speed:* max. 40 sts/min  *Resolution: dpi 1200*  *Capacity::* ADF 50, duplex scanning  *Connections:* USB, LAN, WiFi  *Daily Duty Cycle:* min. 1500 pages  Other: USB kabels,LCD display  *Warranty:* 3 years | pcs/kom | 1 | Općina Pale FBiH |
| 7 | **SPEAKER** | | Speakers set 2/1. System 2.0 speakers with power supply. Connection type: 3.5 mm. Total output power: 20W. Frequency range: 80 hz - 20khz. Connecting cable for connection to a computer.  *Warranty:* 3 years | pcs/kom | 2 | Općina Pale FBiH |
| 8 | **TV T-1** | | TV (equivalent or better technical specification)  *Screen:* 70" LED / 4K Ultra HD / 1600 PMI Hz  *Processor:* Quad Core Processor, 4K Active HDR, HDR10 Pro, HLG, HDR Effect, HDR Dynamic Tone Mapping, True  Colour Accuracy, 4K Upscaler, voice search  *Smart* **:** Yes  *Operating system:* webOS ThinQ Al  *Ports:* Wi-FI: DA, HDMI x3, USB x2, LAN x1,  *Audio:* 20W, DTS Vitrual:X, Ultra Surround, Clear Voice III, Magic Sound Tuning, Smart Sound Mode, Wireless Sound Sync  *Other:* VESA option, tv wall mount, Smart Remote Control, Batteries for remote control, TV stand, Power cable, User manual, HDMI cable 20 m  *Warranty: 3* years  ***Item include supply, delivery and installation at the location.*** | pcs/kom | 3 | Opština Petrovo |
| 9 | **TV T-2** | | TV (equivalent or better technical specification)  *Screen:* 55" LED / 4K Ultra HD / 1700 Hz  *Processor:* Smart Portal, Web Browser, Netflix, Bluetooth, Screen Mirroring (Miracast), HDR 10, HLG  *Smart* **:** Yes  *Operating system:* webOS  *Ports:* Wi-FI: DA, HDMI x3, USB x2, LAN x1, VGA, Ethernet  *Audio:* Sound by Onkyo, Dolby Audio, Equalizer (5 Band), Sound Modes (Music, Movie, Speech, Classic,Flat, User)  *Other:* VESA option, tv wall mount ,Smart Remote Control, Batteries for remote control, TV stand, Power cable, User manual, HDMI cable 20 m,  *Warranty:* 3 years  ***Item include supply, delivery and installation at the location.*** | pcs/kom | 14 | Opština Petrovo |
| **NOTE/ NAPOMENA:** | | The offer includes warranty of minimum 3 years /**Ponuda uključuje garanciju od minimalno 3 godina** | | | | | |
| Service, maintenance and spare parts available in BiH. **/Servis, odrzavanje I rezervni dijelovi dostupni u BiH.** | | | | | |
| All listed items include supply, delivery and instalation at the location defined by UNDP BiH. /**Sve stavke uključuju nabavku, isporuku i instalaciju na lokacijama koje definiše UNDP BiH.** | | | | | |

UNDP BiH reserves the rights to change the total quantity for +/-25%.

*UNDP BiH*

**Annex 2**

**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 No. **BIH/RFQ/148/20:**

**TABLE 1 : Offer to Supply Goods Compliant with Technical Specifications and Requirements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description/Specification of Goods** | **Unit of measure** | **Quantity** | **Unit price** | **Total Price** |
| **1.** | **SERVER OS** | **pcs/kom** | **2** |  |  |
| **2.** | **SERVER PC** | **pcs/kom** | **2** |  |  |
| **3.** | **DESKTOP PC** | **pcs/kom** | **2** |  |  |
| **4.** | **LAPTOP** | **pcs/kom** | **5** |  |  |
| **5.** | **MFP A3** | **pcs/kom** | **2** |  |  |
| **6.** | **SCANNER** | **pcs/kom** | **1** |  |  |
| **7.** | **SPEAKER** | **pcs/kom** | **2** |  |  |
| **8.** | **TV T-1** | **pcs/kom** | **3** |  |  |
| **9.** | **TV T-2** | **pcs/kom** | **14** |  |  |
|  | **TOTAL without VAT** |  |  |  |  |
|  | Add: VAT 17% |  |  |  |  |
|  | **Total Final and All-Inclusive Price Quotation** |  |  |  |  |

**TABLE 2: Offer to Comply with Other Conditions and Related Requirements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Other Information pertaining to our Quotation are as follows:** | | **Your Responses** | | |
| ***Yes, we will comply*** | ***No, we cannot comply*** | ***If you cannot comply, pls. indicate counter proposal*** |
| Latest delivery Time: | 30 days upon acceptance of UNDP PO |  |  |  |
| Certification or authorization to act as Agent in behalf of the Manufacturer, if bidder is not a manufacturer | |  |  |  |
| Warranty and  After-Sales Requirements | Brand new replacement if Purchased Unit is beyond repair |  |  |  |
| ☒ Warranty of minimum 3 year. /Garancija od minimalno 3 godine. |  |  |  |
| For all items ☒ Service, maintenance and spare parts available in BiH. |  |  |  |
| Validity of Quotation of 60 days | |  |  |  |
| All Provisions of the UNDP General Terms and Conditions | |  |  |  |

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]*

**Annex 3**

**General Terms and Conditions**

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

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