



## REQUEST FOR QUOTATION (RFQ)

REFERENCE: UNDP CYP RFQ 178 2020	DATE: October 7, 2020
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Dear Sir / Madam:

We kindly request you to submit your quotation for the Procurement of **Host Servers(s), Storage Server, Software(s) and Hardware(s) and for UNDP Cyprus on behalf of the Committee on Missing Persons in Cyprus**, 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 **October 14, 2020 16:00 Cyprus Time** and via *e-mail*, to the email address below:

**United Nations Development Programme**

***solicitations.cy@undp.org***

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

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP	
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror	
Exact Address/es of Delivery Location/s (identify all, if multiple)	UNDP, Nicosia Cyprus (CMP Laboratory, UNPA, Nicosia)	
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	<input checked="" type="checkbox"/> Within 8 weeks upon issuance of Purchase Order	
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required	
Packing Requirements	n/a	
Mode of Transport	<input checked="" type="checkbox"/> AIR	<input checked="" type="checkbox"/> LAND
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Euro	
Value Added Tax on Price Quotation	<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 on hardware as indicated in Annex 1 <input checked="" type="checkbox"/> All server hardware must come with a 3-year proactive and reactive care service with next business day support with on-site coverage.	
Deadline for the Submission of Quotation	<b>Wednesday, October 14, 2020 and 16:00 CYPRUS LOCAL TIME</b>	
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"/> 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"/> Business Registration Certificate <input checked="" type="checkbox"/> Authorized Service unit Certification from the manufacturer	
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"/> Partial bids are not accepted	
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery	
Liquidated Damages	%5 of the total cost per week of delay up to 4 weeks and order to be terminated beyond this period	

Evaluation Criteria	<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
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	n/a
Conditions for Release of Payment	<input checked="" type="checkbox"/> Complete Delivery and Installation
Annexes to this RFQ <sup>1</sup>	<input checked="" type="checkbox"/> Specifications of the Goods and Services Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and 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) <sup>2</sup>	<a href="mailto:solicitations.cy@undp.org">solicitations.cy@undp.org</a> 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.

<sup>1</sup> Where the information is available on the web, a URL for the information may simply be provided.

<sup>2</sup> 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.

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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

**Thank you and we look forward to receiving your quotation.**

**Sincerely yours,**

United Nations Development Programme  
Cyprus

**Annex 1**

**Technical Specifications**

**Please see Annex 1 (attached).**

## Annex 2

**FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>3</sup>***(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>4</sup>)***SUPPLIER'S DECLARATION(S)**

In response to the Request for Quotation the Procurement of Host Servers(s), Storage Server, Software and other Hardware(s), for the UNDP Office in Cyprus (Reference: UNDP CYP RFQ 178 2020), We, the undersigned, hereby declare that:

- a) All the information and statements made in this quotation are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We accept UNDP Purchase Order and General Terms and Conditions;
- c) 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;
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP;

**TABLE 1: Price Schedule**

Item	Quantity	Hardware/Software	Description	Unit Price	Brand/Model*	Total Price
1	2	Host Server	As per Annex 1			
2	1	Storage Server	As per Annex 1			
3	3	Software Licenses	Windows Server 2019 Standard		n/a	
	4		Windows 10 Pro 64bit		n/a	
	1		Microsoft SQL Standard (2 Core)		n/a	
	2		Proprietary Vendor Specific Embedded Server Management (e.g - iLO, iDRAC, etc)			
4	3	Hardware	6 GANG UK PDU – Rack Mounted			
	2		60cm depth Rack Shelve			
	2		Cordless Keyboard + Trackpad (Small)			
5	Installation cost					
			<b><u>Grand total in Euro ex VAT</u></b>			

\*Detailed product specifications quoted to be attached by the offerors.

\*\* The prices above for the servers must include a 3-year proactive and reactive care service with next business day support with on-site coverage.

<sup>3</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>4</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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
<b>Delivery Lead Time (within 8 weeks after the issuance of the UNDP Purchase Order)</b>			
<b>Warranty Requirements</b> <ul style="list-style-type: none"> <li>All server hardware must come with a 3-year proactive and reactive care service with next business day support with on-site coverage.</li> </ul>			
<b>All Provisions of the Specifications and UNDP General Terms and Conditions</b>			
<b>Installation requirements</b>			

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]*

*[Address, email and contact details of the Supplier's Authorized Person]*

*[Designation]*

*[Date]*