



REQUEST FOR QUOTATION (RFQ)
(Goods)

NAME & ADDRESS OF FIRM	DATE: October 15, 2020
	REFERENCE: 2020/UNDP-MMR/PN/111

Dear Sir / Madam:

We kindly request you to submit your quotation for **Supply and Delivery of IT equipment 4 item**, 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 28, 2020** and via *e-mail* to bids.mm@undp.org:

United Nations Development Programme
Team Leader, Programme Support Unit
bids.mm@undp.org

Quotations submitted by email must be limited to a maximum of **2 MB**, virus-free and no more than *[indicate number]* 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 2020]	<input checked="" type="checkbox"/> DAP
Customs clearance, if needed, shall be done by:	Supplier
Exact Address/es of Delivery Location/s (identify all, if multiple)	As mentioned in the Annex-1

UNDP Preferred Freight Forwarder, if any	N/A
Distribution of shipping documents (if using freight forwarder)	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"/> Within 21 days from the issuance of the Purchase Order (PO)
Delivery Schedule	<input checked="" type="checkbox"/> Required
Packing Requirements	Supplier has to ensure that the delivered items are not tempered with and remain intact while receiving the delivery of goods
Mode of Transport	<input checked="" type="checkbox"/> LAND
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars for overseas suppliers <input checked="" type="checkbox"/> Local Currency: Myanmar Kyats for local suppliers
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 after sale service for minimum period of 1 year, local supplier will be prior to get the local warranty <input checked="" type="checkbox"/> Technical Support
Deadline for the Submission of Quotation	COB, <i>Wednesday, October 28, 2020</i>
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"/> Quality Certificates (ISO, etc.), if any; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> If the supplier is the manufacturer provide registration of manufacturer (if applicable). <input checked="" type="checkbox"/> Equipment detail specifications , pictures, data sheets and catalogues showing that the proposed equipment meet the technical requirements <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"/> Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value for similar goods
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 120 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 [<i>but supplier has to submit full required goods for each item</i>]
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of goods (within 30 days from UNDP's acceptance of goods as specified and receipt of invoice)
Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions : 0.3% of the contract (PO) price per day for delay, up to a maximum of 10% of the final price of the Contract (PO) price. Next course of action, thereafter, the contract may be terminated.
Evaluation Criteria [<i>check as many as applicable</i>]	<input checked="" type="checkbox"/> Evaluation will be conducted item-wise <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 or more Supplier, depending on the following factors: [Lowest priced technically responsive bidders of each Items]
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services)/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 30 days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Inspection upon arrival at destination <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Check list for submission (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions 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)	Mr. Mounk Kee aung , Procurement Analyst (moung.kee.aung@undp.org), Ms. Aye Wa, Procurement Assistant (aye.wa@undp.org) 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.
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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 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:

<https://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html>

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: <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>

Thank you and we look forward to receiving your quotation.

Sincerely yours,

*Alka Aneja
Procurement Specialist
15 October 2020*

Schedule of Requirements and Technical Specifications

Items to be Supplied	Quantity	Description/Specification of Goods	Latest Delivery Date
Laptop:	52 Pcs	Intel Core i5-1035G1 1.0GHz : 8GB DDR4 2666 MHz : 500 GB SATA 5400 rpm : Nvidia GeForce Mx230 2GB DDRS : 15.6" FHD LED LCD (1920x1080): Bluetooth, Web Camera, Card Reader : Wireless LAN(AC), LAN,HDMI,USB 3.0 : 3-Cells Li-ion Battery : Weight : 2.0 kg : Window 10 Home License	Annex 1 Within 21 days after receipt of Contract/PO
Wireless headphone	52 Set	Wireless headphone with wire to join with laptop, black color, good quality	
Conference device	6 Set	Logitech - MeetUp (LOG-960-001101) or similar All-in-One Conference Cam with an extra-wide field of and huddle rooms Expansion Mic for MeetUp (LOG-989-000405) - Add-on microphone for huddle room flexibility view and integrated audio, perfect for small conference	
Projector -Video, Composite	6 Set	Resolution: XGA (1024 x 768) Brightness (ANSI Lumens): 4,000 Contrast (with Dynamic Contrast Ratio): 15,000:1 Lamp Hour (Normal / Eco / DynamicEco): 3,000 / 4,000 Throw Ratio in Meters (Wide ~ Tele): 1.97 ~ 2.17 Optical Zoom: 1.1x Digital Zoom: 2.0x Screen Size: 30" ~ 300" Keystone: +/- 40° (Vertical) Input Connectivity: VGA-in, Component Input, S Input, Audio-in, USB Type B Output Connectivity: VGA-out, Audio-out (3.5mm) Power Consumption: 360W (Max) Dimension (WxDxH): 294 × 219 × 113 mm Warranty- 3 Years Projector Screen MS-7070 (70-inch) Size: 70" x 70" Cleanable surface Easy installation Suitable for both home and office Can be mounted easily on the wall	

Exact Address/es of Delivery Locations and Delivery Quantity

No	Items	Unit	# of quantity in each township						
			MU DOA	PNG DOA	PTW DOA	RTD DOA	State DOA	State DOF	Total
1	Laptop	Pcs	7	7	7	7	12	12	52
2	Headphone	Set	7	7	7	7	12	12	52
3	Conference device	Set	1	1	1	1	1	1	6
4	Projector and screen	Set	1	1	1	1	1	1	6
	Delivery place		DOA office, MU Rakhine	DOA office, PNG Rakhine	DoA office PTW Rakhine	DOA office, RTD Rakhine	State DOA office, Sittwe Rakhine	State DOT office, Sittwe Rakhine	

Check-list for submission

Sr No.	Description	Submission of document Yes/No (NA if not applicable)
1	(a) In accordance with the list of requirements in Annex 1;	
	(b) Duly Accomplished Form as provided in Annex 2 and 3	
	(c) Acceptance of the General Terms & Condition	
2	Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer).	
	If the supplier is the manufacturer provide registration of manufacturer.	
3	Latest Internal Revenue Certificate / Tax Clearance;	
4	Latest Business Registration Certificate	
5	Quality Certificates (ISO, etc.) and/or other similar certificates	
6	Equipment detail specifications , pictures, data sheets and catalogues showing that the proposed equipment meet the technical requirements	
7	Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value for similar goods	

Supplier's Authorized Person

Signature: _____

Name: _____

Designation: _____

Date: _____

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. **2020/UNDP-MMR/PN/111**:

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

Sr. No	Description/Specification of Goods	Quantity	Country of Origin	Delivery Time	Unit Price (USD/MMK)	Total Amount (USD/MMK)
1	Laptop:	52				
	Add : Cost of Transportation					
	Add : Other Charges (pls. specify)					
2	Wireless headphone with wire to join with laptop, black color, good quality	52				
	Add : Cost of Transportation					
	Add : Other Charges (pls. specify)					
3	Conference device	6				
	Add : Cost of Transportation					
	Add : Other Charges (pls. specify)					

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

Sr. No	Description/Specification of Goods	Quantity	Country of Origin	Delivery Time	Unit Price (USD/MMK)	Total Amount (USD/MMK)
4	Projector	6				
	Add : Cost of Transportation					
	Add : Other Charges (pls. specify)					
	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		
	<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 3 weeks after receipt of Purchase Order)			
Delivery Term (DAP)			
UNDP Payment Term			
Estimated weight/volume/dimension of the Consignment:			
Country/ies of Origin:			
Warranty and After-Sales Requirements			
a) Immediately replace with supplier own cost for the new one if newly procured item is mal-functioning on test run			
b) Minimum one (1) year warranty on both parts and after sale service, local supplier will be prior to get the local warranty			
c) Service Unit to be Provided when the Purchased Unit is Under Repair			
d) Technical support when required			

Validity of Quotation (120 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]

Name _____

Designation: _____

Company Name: _____

Date: _____