



REQUEST FOR QUOTATION (RFQ) (Goods)

United Nations Development Programme	DATE: October 21, 2020
	REFERENCE: EU4Schools Programme

Dear Sir / Madam:

We kindly request you to submit your quotation for **Procurement of IT Equipment for EU4Schools Programme**, 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 **November 4, 2020 at 14:00 hrs** through e-Tendering

Allowable Manner of Submitting Proposals: e-Tendering only. Bids not sent in e-Tendering system will not be considered. Proposal Submission Address: <https://etendering.partneragencies.org>

Please acknowledge receipt of this RFQ by using the "Accept Invitation" function in e-Tendering system. This will enable you to receive amendments or updates to the RFQ.

Please find the link for all the procurement guides and videos:
<https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

Electronic submission (e-Tendering) requirements:

- Format: PDF files only
- File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.
- All files must be free of viruses and not corrupted.
- Max. File Size per transmission: 35 MB
- UNDP reserves the rights to ask for originals during the evaluation.
- Please name the submitted files following the structure of the solicitation document, and consolidate the files into as few files as possible, using compression tools (zip etc.).

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

Delivery Terms [INCOTERS 2020] (Pls. link this to price schedule)	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input type="checkbox"/> DAP <input checked="" type="checkbox"/> Other	
Customs clearance ¹ , if needed, shall be done by:	<input type="checkbox"/> UNDP <input checked="" type="checkbox"/> Supplier/Offeror <input type="checkbox"/> Freight Forwarder	
Exact Address/es of Delivery Location/s (identify all, if multiple)	United Nations Development Programme Str. "Skenderbej", Gurten Center, 2nd floor, Tirana, Albania	
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"/> Immediate, but maximum 30 days from the issuance of the Purchase Order (PO) <input type="checkbox"/> As per Delivery Schedule attached [if delivery will be staggered] Time: Time Zone of Reference:	
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required	
Packing Requirements	N/A	
Mode of Transport	<input type="checkbox"/> AIR <input type="checkbox"/> SEA	<input checked="" type="checkbox"/> LAND <input type="checkbox"/> OTHER
Preferred Currency of Quotation ³	<input checked="" type="checkbox"/> United States Dollars for international suppliers <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency: ALL (Albanian Lek) for national suppliers	
Value Added Tax on Price Quotation ⁴	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input 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 1 year <input type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others <i>[pls. specify]</i>
Deadline for the Submission of Quotation	Wednesday, November 04, 2020 at 14:00 hrs.
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others <i>[pls. specify, including dialects, if needed]</i>
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"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users; <input type="checkbox"/> Confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected; <input type="checkbox"/> Quality Certificates (ISO, etc.); <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input 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"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied ; <input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods". <input type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); <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 type="checkbox"/> Others <i>[pls. specify as many as required]</i>
Period of Validity of Quotes starting the Submission Date	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days <p>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.</p>

Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>
Payment Terms ⁶	<input checked="" type="checkbox"/> 100% upon complete delivery of goods <input type="checkbox"/> Others <i>[pls. specify]</i>
Liquidated Damages	N/A
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price⁷ <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time⁸ <input type="checkbox"/> Others <i>[pls. specify]</i>
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier <input type="checkbox"/> One or more Supplier, depending on the following factors:
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement ⁹ and <i>if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.</i>) <input type="checkbox"/> Other Type/s of Contract <i>[pls. specify]</i>
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) 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 <input type="checkbox"/> Others <i>[pls. specify]</i>
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection <input type="checkbox"/> Complete Installation <input type="checkbox"/> Passing all Testing <i>[specify standard, if possible]</i>

	<input type="checkbox"/> Completion of Training on Operation and Maintenance <i>[specify no. of trainees, and location of training, if possible]</i> <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements <input type="checkbox"/> Others <i>[pls. specify]</i>
Annexes to this RFQ ¹⁰	<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"/> <u>General Terms and Conditions / Special Conditions</u> <input type="checkbox"/> Others <i>[pls. specify, if any]</i> 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) ¹¹	Procurement Unit, UNDP Albania E-mail: procurement.al@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.

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,

¹⁰ Where the information is available in the web, a URL for the information may simply be provided.

¹¹ 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.

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,



Nuno Queiros
Deputy Resident Representative

Annex 1

Technical Specifications

No.	Items to be procured	Quantity	Description/ Specifications	Latest Delivery date
1	Laptop Dell Latitude 7300 Laptop or similar	14 pieces	Processor: 8th Gen Intel® Core™ i5-8265U Memory: 8GB, 1x8GB, DDR4 2400MHz HDD: M.2 256GB PCIe NVMe Class 40 Solid State Drive Screen: 13.3" FHD (1920 x 1080) AG, Non-Touch, SLP, 6.0mm Cam/Mic, WLAN/WWAN Capable, Carbon Fiber Keyboard: Internal English US Keyboard, Backlit Ports: 1 Headset/mic combo jack 1 DC-in 7.4 mm barrel Thunderbolt™ 3 with Power Delivery and Display Port HDMI 1.4 2 USB 3.1 Gen 1, one with PowerShare Battery (4-cell) 60 Whr Express Charge Capable Traveler Charger Software: OS Windows 10 Pro 64bit Carrying bag Warranty 3 years	30 days from PO
	Docking station	14 pieces	Dell Business Dock WD19TB Warranty 3 years	30 days from PO
	Monitor	14 pieces	Dell Ultra Sharp 27 Monitor P2719HC or similar Warranty: 3 years	30 days from PO
	Keyboard	14 pieces	Dell USB Keyboard English US Layout and mouse	30 days from PO
2	Copier/Printer /Scanner Konica Minolta Bizhub C250i or similar	1 piece	Functions: Print/Copy/Scan Print speed A4: 25/25 ppm (mono/color) Print speed A3: Up to 15/15 ppm (mono/color) memory: 8 GB HDD: 256 GB SSD Document feeder: Up to 100 originals; A6-A3; 35-163 g/m² Dual scan ADF Paper input capacity: 1,150 sheets Paper tray input Trays: 2 Trays x 500; A6-A3; custom sizes; 52-256 g/m², 1 Manual bypass 1 150 sheets; A6-SRA3; custom sizes; banner; 60-300 g/m² Automatic duplexing A6-SRA3; 52-256 g/m² Output capacity Up to 250 sheets Duty cycle (monthly) Rec. 16,000 pages; Max. 130,000 pages Toner lifetime Black: up to 28,000 pages CMY: up to 28,000 pages Print resolution: 1200 x 1200 dpi	30 days from PO

			<p>Print Languages: Page description language PCL 6 (XL3.0); PCL 5c; PostScript 3 (CPSI 3016); XPS</p> <p>Operating systems: Windows 7 (32/64); Windows 8.1 (32/64); Windows 10 (32/64); Windows Server 2008 (32/64); Windows Server 2008 R2; Windows Server 2012; Windows Server 2012 R2; Windows Server 2016; Windows Server 2019; Macintosh OS X 10.10 or later; Unix; Linux; Citrix</p> <p>Mobile printing: AirPrint (iOS); Mopria (Android); Konica Minolta Print Service (Android); Konica Minolta Mobile Print (iOS/Android/Windows 10 Mobile) optional: Google Cloud Print; WiFi Direct</p> <p>Scan speed: Up to 100/100 ipm in simplex (mono/color) Up to 200/200 ipm in duplex (mono/colour)</p> <p>Scan modes: Scan-to-eMail (Scan-to-Me); Scan-to-SMB (Scan-to-Home); Scan-to-FTP; Scan-to-Box; Scan-to-USB; Scan-to-WebDAV; Scan-to-DPWS; Scan-to-URL; TWAIN scan</p> <p>File formats: JPEG; TIFF; PDF; Compact PDF; Encrypted PDF; XPS; Compact XPS; PPTX optional: Searchable PDF; PDF/A 1a and 1b; Searchable DOCX/PPTX/XLS</p> <p>Copy resolution: 600 x 600 dpi</p> <p>Gradation: 256 gradations</p> <p>Multicopy: 1-9,999</p> <p>Original format: Up to A3</p> <p>Zoom: 25-400% in 0.1% steps; Auto-zooming</p> <p>Connectivity: Interface 10/100/1,000-Base-T Ethernet; USB 2.0; Wi-Fi 802.11 b/g/n/ac</p> <p>Warranty 3 years</p>	
	Multifunction Device, Print/Scan/Copy Black and white HP LaserJet Pro MFP M227fdw – or similar	3 pieces	<p>Functions: Print, scan, copy</p> <p>Duplex printing: Automatic</p> <p>Print speed Black: A4 30ppm</p> <p>Scan: Flatbed, ADF</p> <p>Digital sending: Scan to email, Scan to network folder, Scan to USB, Scan to Microsoft SharePoint</p> <p>Connectivity: USB 2.0 port; 1 host USB at rear side; built-in Ethernet, WIFI Wireless 802.11b/g/n/2.4/5 Ghz</p> <p>Memory: 256 MB</p> <p>Processor speed 1200 MHz</p> <p>Print Duty cycle (monthly): 30,000 pages;</p> <p>Paper handling: Input 10-sheet multipurpose tray, 250-sheet input tray, 50-sheet Automatic Document Feeder (ADF) Output 150-sheet output bin</p> <p>Warranty 3 years</p>	30 days from PO
3	Video Projector HD resolution with HDMI	3 pieces	<p>Resolution: WUXGA, 1920 x 1200, 16:10</p> <p>Brightness: 3200 lumens;</p> <p>Contrast Ratio: 15000:1 contrast ratio;</p> <p>Screen Size: 30 inches - 300 inches</p> <p>Lamp life: 5000-hour normal mode;</p> <p>Throw ratio: 1.15-1.5</p> <p>Zoom: Manual, Factor: 1 - 1.6</p> <p>Connectivity: HDMI 1.4; VGA; Composite video; S-Video; 3.5 mm stereo in x 2; 3.5mm stereo out; RS232</p> <p>Carrying Bag</p>	30 days from PO

			Warranty 3 years.	
4	Mirrorless Camera	2 pieces	Type: Digital single-lens non-reflex AF/AE camera Recording Media: SD/SDHC/SDXC memory card UHS-I compatible Lens: Approx. 18-60mm f/3.5-6.3 IS Pixels: Approx. 24.2 megapixels Aspect Ratio: 3:2 (Horizontal:Vertical) Record system: Data Type JPEG, RAW (14-bit, Canon original) RAW+JPEG simultaneous recording possible Video Recording System: MP4 Recording Size and Frame Rate: 1920 x 1080 (Full HD): 59.94 fps / 29.97 fps / 23.98 fps; 1280 x 720 (HD): 59.94 fps; 640 x 480 (SD): 29.97 fps Screen: TFT color, 3.0 inch, approx.. 1.04 million dots Connectivity: USB, HDMI, wWan Accessories: 128GB high speed storage Bag: suitable bag Warranty: at least 1 year	30 days from PO

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

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹²***(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹³)***

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. _____:

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

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
	Total Prices of Goods¹⁴				
	Add: Cost of Transportation				
	Add: Cost of Insurance				
	Add: Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation				

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

¹² This serves as a guide to the Supplier in preparing the quotation and price schedule.

¹³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

¹⁴ Pricing of goods should be consistent with the [INCO Terms 2020](#) indicated in the RFQ

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			
Estimated weight/volume/dimension of the Consignment:			
Country/ies Of Origin ¹⁵ :			
Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance			
b) Minimum one (1) year warranty on both parts and labor			
c) Service Unit to be Provided when the Purchased Unit is Under Repair			
d) Brand new replacement if Purchased Unit is beyond repair			
e) Others			
Validity of Quotation			
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]

¹⁵ *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



3. UNDP GTCs for
Contracts (Goods ar