REQUEST FOR QUOTATION (RFQ)
(Goods)

National firm to provide IT equipment for Green Climate Fund project, UNDP Viet Nam

DATE: October 22, 2020
REFERENCE: RFQ-N-201002

Dear Sir / Madam:

We kindly request you to submit your urgent quotation for IT 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 5PM October 26, 2020 (Hanoi time) and via email to the address below:

United Nations Development Programme
Nguyen.thuy.nga@undp.org

Quotations submitted by email must be limited to a maximum of 30MB and virus-free. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Please send separate email (without attachment) to procurement.vn@undp.org notifying that you already submitted quotation and the number of emails submitted. Notification email indicating the tender’s reference number should be sent to this email address by submission deadline or right after you submit quotations.

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:
| Delivery Terms [INCO TERMS 2020] (Pls. link this to price schedule) | ☐ FCA  
☐ CPT  
☐ CIP  
☒ DAP  
☐ Other [pls. specify] |
|---|---|
| Customs clearance¹, if needed, shall be done by: | ☐ UNDP  
☒ Supplier/Offeror  
☐ Freight Forwarder |
| Exact Address/es of Delivery Location/s (identify all, if multiple) | Quang Ngai city, Quang Binh (Dong Hôi), Quang Tri (Dong Ha), Quang Nam city and Hue City.  
Detail address will be provided to the selected bidder. |
| UNDP Preferred Freight Forwarder, if any² | N/A |
| Distribution of shipping documents (if using freight forwarder) | N/A |
| Latest Expected Delivery Date and Time (if delivery time exceeds this, quote will be rejected by UNDP) | ☒ As soon as possible as per Annex 2 |
| Delivery Schedule | As per Annex 2 |
| Packing Requirements | ☒ AIR  
☐ LAND  
☐ SEA  
☐ OTHER [pls. specify] |
| Mode of Transport | ☒ United States Dollars  
☐ Euro  
☒ Vietnamese Dongs |
| Preferred Currency of Quotation³ | ☒ Must be inclusive of VAT and other applicable indirect taxes  
☐ Must be exclusive of VAT and other applicable indirect taxes |
| Value Added Tax on Price Quotation⁴ | ☒ Warranty on Parts and Labor for minimum period of 12 months  
☒ Technical Support  
☐ Provision of Service Unit when pulled out for maintenance/ repair  
☐ Others |
| After-sales services required | ¹ Must be linked to INCO Terms 2020 chosen.  
² Depends on INCO Terms 2020. 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 2020 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. |
<table>
<thead>
<tr>
<th><strong>Deadline for the Submission of Quotation</strong></th>
<th>5pm, <strong>Monday, October 26, 2020 and Ha Noi time</strong></th>
</tr>
</thead>
</table>
| **All documentations, including catalogs, instructions and operating manuals, shall be in this language** | ☒ English  
☐ French  
☐ Spanish  
☐ Others |
| **Documents to be submitted**<sup>5</sup> | ☒ Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;  
☐ 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;  
☐ 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;  
☐ Quality Certificates (ISO, etc.);  
☒ Latest Business Registration Certificate;  
☐ Latest Internal Revenue Certificate / Tax Clearance;  
☐ Manufacturer’s Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);  
☐ Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer);  
☐ Evidence/Certification of Environmental Sustainability (“Green” Standards) of the Company or the Product being supplied;  
☐ Complete documentation, information and declaration of any goods classified or may be classified as “Dangerous Goods”.  
☐ Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier);  
☐ Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;  
☐ Documentation on the warranty |
| **Period of Validity of Quotes starting the Submission Date** | ☒ 60 days  
☐ 90 days  
☐ 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** | ☒ Not permitted  
☐ Permitted  
☐ Others |
| | ☒ 100% upon complete delivery of goods  
☐ Others |

<sup>5</sup> First 2 items in this list are mandatory for the supply of imported goods
## Payment Terms

| Liquidated Damages | ☒ Will not be imposed
| ☐ Will be imposed under the following conditions:
| Percentage of contract price per day of delay: ______
| Max. no. of days of delay: ______
| After which UNDP may terminate the contract.

## Evaluation Criteria

[check as many as applicable]

- ☒ Technical responsiveness/Full compliance to requirements and lowest price
- ☒ Comprehensiveness of after-sales services
- ☒ Full acceptance of the PO/Contract General Terms and Conditions
  [this is a mandatory criteria and cannot be deleted regardless of the nature of services required]
- ☒ Delivery to 5 provinces.........pls add the date
- ☐ Others

## UNDP will award to:

- ☒ One and only one supplier
- ☐ One or more Supplier, depending on the following factors:

## Type of Contract to be Signed

- ☐ Purchase Order
- ☒ Contract Face Sheet (Goods and/or Services) UNDP
- ☐ Other Type/s of Contract

## Contract General Terms and Conditions

- ☒ General Terms and Conditions for contracts (goods and/or services)
- ☐ General Terms and Conditions for de minimis contracts (services only, less than $50,000)


## Conditions for Release of Payment

- Passing Inspection
- ☒ Passing all Testing
- ☐ Completion of Training on Operation and Maintenance
- ☒ Written Acceptance of Goods based on full compliance with RFQ requirements

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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.
### Annexes to this RFQ

- Specifications of the Goods Required (Annex 1)
- Form for Submission of Quotation (Annex 2)
- Others [pls. specify, if any]

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)

*Nguyen Thuy Nga*
*Procurement Executive*
*nguyen.thuy.nga@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.

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

9 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.
(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](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/](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.
Annex 1

**Technical Specifications**

<table>
<thead>
<tr>
<th>Items to be procured</th>
<th>Unit</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Laptop</td>
<td>Piece</td>
<td>5</td>
</tr>
<tr>
<td>Lenovo Thinkpad X13 (20T2S04000) (i7 10510U/8GB RAM/512GB SSD/13.3 FHD)</td>
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<tr>
<td>- Desktop</td>
<td>Piece</td>
<td>5</td>
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<tr>
<td>+ Monitor Screen HP EliteDisplay E273Q 27.0Inch 2K IPS 1FH52AA</td>
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<tr>
<td>+ HP Z2 Tower G4 Workstation 4FU52AV</td>
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<tr>
<td>- Tablet PC</td>
<td>Piece</td>
<td>5</td>
</tr>
<tr>
<td>iPad Air 3 10.9 Wi-Fi 4G 256GB</td>
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<tr>
<td>- Smart TV: 4K 85 inch Sony KD-85X9000H HDR Android</td>
<td>Piece</td>
<td>5</td>
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<tr>
<td>- Flycam: DJI Inspire 2 + Zenmuse X5S Gimbal Camera for DJI Inspire 2</td>
<td>Piece</td>
<td>5</td>
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<tr>
<td>- Webcam: Logitech BRIO Ultra HD Pro</td>
<td>Piece</td>
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<tr>
<td>- Wireless conference speaker: Bluetooth Jabra Speak 510 MS Plus</td>
<td>Piece</td>
<td>5</td>
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<tr>
<td>- video wall system MT-Viki MT-HD0104</td>
<td>Piece</td>
<td>5</td>
</tr>
</tbody>
</table>
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. ______:

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

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description/Specification of Goods</th>
<th>Quantity</th>
<th>Warranty</th>
<th>Latest Delivery Date to 5 provinces</th>
<th>Unit Price</th>
<th>Total Price per Item</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>On site or other option</td>
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Total Prices of Goods

Add: Cost of Transportation

VAT

Total Final and All-Inclusive Price Quotation

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10 This serves as a guide to the Supplier in preparing the quotation and price schedule.
11 Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes
12 Pricing of goods should be consistent with the INCO Terms 2020 indicated in the RFQ
TABLE 2: Offer to Comply with Other Conditions and Related Requirements

<table>
<thead>
<tr>
<th>Other Information pertaining to our Quotation are as follows:</th>
<th>Your Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes, we will comply</td>
</tr>
<tr>
<td>Delivery Lead Time to 5 provinces as in annex 2</td>
<td></td>
</tr>
<tr>
<td>Warranty and After-Sales Requirements: as manufacturer’s policy</td>
<td></td>
</tr>
<tr>
<td>Validity of Quotation: 60 days</td>
<td></td>
</tr>
<tr>
<td>All Provisions of the UNDP General Terms and Conditions</td>
<td></td>
</tr>
<tr>
<td>Payment terms: 100% contract value to be paid upon receiving the official invoice, satisfactory completion of the delivery and acceptance report of the ordered items certified by authorized person.</td>
<td></td>
</tr>
<tr>
<td>Other requirements: exact required specifications as per Annex 1</td>
<td></td>
</tr>
</tbody>
</table>

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]