



REQUEST FOR QUOTATION (RFQ)
(IT equipment and Photo copier)
NATIONAL COMPETITION

NAME & ADDRESS OF FIRM	DATE: November 24, 2020
	REFERENCE: 2020/PROC/UNDP-MMR/PN/131

Dear Sir / Madam:

We kindly request you to submit your quotation for **the supply and delivery of IT equipment and photo copiers for States and Regions** as detailed in Annex 1 of this RFQ.

When preparing your quotation, please be guided by the form attached hereto as Annex 2 and Annex 3.

Quotations may be submitted on or before 17:00 PM (Yangon Time) **December 8, 2020** and via courier services, hand deliver or email to the address below:

United Nations Development Programme
 No.6, Natmauk Road, Tamwe Township
 Yangon, Myanmar
 Reference: 2020/PROC/UNDP-MMR/PN/131
bids.mm@undp.org

- For hard copy quotations, please send your quotations in sealed envelopes to **The United Nations Development Programme, No. 6 Natmauk Road, Tamwe Township, Yangon, PO Box. 650, 11211 Yangon** (Ref: 2020/PROC/UNDP-MMR/PN/131) as early as possible before the deadline of **December 8, 2020**.
- For electronic submission, please send only the duly completed Quotation Documents with above-mentioned RFQ No. to bids.mm@undp.org
- UNDP takes no responsibility for effective delivery of the electronic document.
- Please note, if your file was successfully sent to bids.mm@undp.org you should receive the message subjected 'Success! Your proposal was sent to the secured e-mail'. If upon submission you do not receive the confirmation message, please contact kyaw.win.htun@undp.org immediately for clarifications.

Quotations submitted by email must be limited to a maximum of 2MB, virus-free and no more than two 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.

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

Delivery Terms	<input checked="" type="checkbox"/> DAP (Delivered at Place) (Including loading/unloading charges)
Customs clearance, if needed, shall be done by:	Supplier
Exact Address/es of Delivery Location	As per attached specification mentioned of States and Regions
Latest Expected Delivery Date and Time	<input checked="" type="checkbox"/> Within 30 days from the receipt of the Purchase Order/Contract
Delivery Schedule	<input checked="" type="checkbox"/> Required
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Local currency (Kyat for local vendors) <input checked="" type="checkbox"/> US Dollar for overseas vendors
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 service for minimum period of Two years <input checked="" type="checkbox"/> Technical Support <input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair
Deadline for the Submission of Quotation	December 8, 2020
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 Forms as provided in Annex 2 and Annex 3, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Latest Business Registration Certificate <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Quality Certificates (ISO, etc.) and/or other similar certificates; <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.

	<input checked="" type="checkbox"/> Equipment specifications, pictures, data sheets, catalogues and manuals showing that the proposed items meet the technical requirements
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 but supplier has to submit full required goods for each item
Payment Terms	<input checked="" type="checkbox"/> Within 30 days from receipt and inspection of goods and acceptance of invoice.
Liquidated Damages	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	<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
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP
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"/> Written Acceptance of Goods based on full compliance with RFQ requirements/technical specifications

Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2, 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html 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)	Moung Kee Aung, Procurement Analyst (moung.kee.aung@undp.org), Kyaw Win Htun, Procurement Associate (kyaw.win.htun@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, 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,



Payal Suri
Programme Support Team Leader
24 November 2020

Annex 1

Technical Specifications

Sr No	Description/Specification of Goods	Qty	Location to send
1	Desktop PC <u>Specification</u> <ul style="list-style-type: none"> - i5) 10th Gen - Intel Core i5-10400 Processor - (12MB Cache,6 Cores, 12Threads, - 2.90GHz up to 4.30GHz) - 8GB DDR4 (2566MH2) Memory - 255G8 PCIe SSD + 1TB HDD - Window 10 Home Single Language (64Bit) - DVD Drive, Intel HD Graphics 630, - Wireless / Bluetooth, - Keyboard & Mouse - Microsoft Office 2019 (Home & Business) * Waranty 3years	19 nos.	Naypyitaw -1 Yangon- 1 Mandalay -1 Kachin -1 Kayah -1 Kayin -1 Chin - 1 Mon -1 Rakhine -5 Shan -1 Ayeyarwaddy - 1 Bago - 1 Magway - 1 Sagaing -1 Tanintharyi - 1
2	Monitor- 23"	19 nos.	
3	1250VA UPS (Warranty 1 year)	19 nos.	
4	Photocopier (1) Duplex Auto Document Feeder -BA 1, Cassette Feeding Unit Ana (Additional 2 x 550 sheets Universal Paper Cassette) with One Tube of Toner, Standard Duplexing,2x 550shts Universal cassette, 1x 100 shts stack Bypass, 7" full Color UI, CPU-1GB, Memory 2GB, 600x 600 dpi Copy/Scan resolution,1200 x 1200 dpi printing resolution <u>Specification</u> <ul style="list-style-type: none"> - Network print controller (UFR II LT (Supports) - Window 2000/XP/Server 2003/Vista /Server - 2008/Win 7/ Mac OSX (10.4.9 or later) - (Standard Feature: Copier, Printer, Scanner, Wi-Fi Direct, - Ethernet Network & Remote UI) - (35 PPM, 25- 400% Zoom, A3 Size) 	7 nos.	Yangon -1 Mandalay- 1 Sagaing- 1 Ayeyarwaddy - 1 Mon - 1 Shan - 2
4.1	Extra Relevant Cartridge (black &white)	7 nos.	
5	Photocopier (2) Duplex Auto Document Feeder-AZ1, One Tube of Toner and Pedestal, Standard Duplexing, 2 x 550 Shts Universal Cassette, 1 x 100 Shts Stack Bypass, 7" Full Color UI, CPU-1GB, Memory 2GB, 600 x 600 dpi Copy/Scan Resolution, 1200 x 1200 dpi Printing Resolution <u>Specification</u> <ul style="list-style-type: none"> - Network print controller (UFR II LT), PCL Supports, - Windows 7/8.1/10/ Server 2008/ Server 2008 R2/ - Server 2012/ Server 2012 R2/ Server 2016/ Server 2019, 	5 nos.	Sittwe

	<ul style="list-style-type: none"> - MAC OS X (10.9 or later) - (Standard Feature: Copier, Printer, Scanner, Color Send, - Wi-Fi Direct Mobile Print Ready, Ethernet Network & Remote UI) - (25 PPM, 25-400% Zoom, A3 Size) 		
5.1	Extra Relevant Cartridge (black & white)	5 nos.	
6	FAX (Fax, copy, print) <u>Specifications</u> <ul style="list-style-type: none"> - Fax: 33.6kbps, Up to 512 pages - Fax Forwarding, PC Faxing (TX only) - 30 sht ADF, 150 Shts paper input - Print: 18/19 PPM, 1200 x 600dpi - UFR II LT - Copy: 11.8cpm, A4, 600x600dpi - 99 Copies, 50-200% Zoom - Connectivity: USB 2.0 Std Interface) 	5 nos	Sittwe
❖ Including installation and delivery to the mentioned addresses			

Annex 2**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 Business Registration Certificate	
4	Quality Certificates (ISO, etc.) and/or other similar certificates	
5	Equipment specifications, pictures, data sheets, catalogues and manual showing that the proposed items meet the technical requirements	

Supplier's Authorized Person

Signature: _____

Name: _____

Designation: _____

Company Name: _____

Date: _____

Annex 3

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. 2020/PROC/UNDP-MMR/PN/002:

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

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price (MMK/USD)	Total Price per Item (MMK/USD)
1	Desktop PC	19 nos.			
2	Monitor 23"	19 nos.			
3	UPS for Desktop PC	19 nos.			
4	Photocopier (1)	7 nos.			
4.1	Extra Relevant Cartridge (black & white)	7 nos.			
5	Photocopier (2)	5 nos			

5.1	Extra Relevant Cartridge (black & white)	7 nos			
6	FAX (Fax, copy, print)	5 nos.			
	Total Prices of Goods				
	Add : Cost of Transportation (if require) (Please mention Transportation cost of each item from item 1 to 6)				
	Add : Cost of Insurance (if require) (Please mention Insurance cost of each item from item 1 to 6)				
	Add : Other Charges (if require) (Please mention other charges of each item from item 1 to 6)				
	Total Final and All-Inclusive Price Quotation				

[Name and Signature of the Supplier's Authorized Person]

Name _____

Designation: _____

Company Name: _____

Date: _____

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 30 days after issuance of Purchase Order)			
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 years warranty on both parts and service			
c) Service Unit to be Provided when the Purchased Unit is Under Repair			
Validity of Quotation (120 days)			
All Provisions of the UNDP General Terms and Conditions			
UNDP Payment Term			

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: _____