

## REQUEST FOR QUOTATION FOR LOW-VALUE GOODS

**DATE:** 01/12/2020

**SUBJECT:** Request for Quotation for supply of IT equipment

**REF:** RFQ/090/20 – Supply of IT equipment

**QUOTATION SUBMISSION DEADLINE:** December 9, 2020 prior to 18:00 Tashkent time (GMT +5)

**PAGES:** 4 pages

Dear Sir/Madam,

We kindly request you to provide a quotation for the goods described below:

IT Equipment				
No.	Description	Q-ty	UZS	
			Unit price	Total price
1	<b>Application area:</b> Laptop	20 pcs		
	<b>Technical specification:</b> <ul style="list-style-type: none"> <li>• Windows 10 Pro 64 – Russian</li> <li>• Intel Core i5 (10th Gen) i5-8365u quad-core (4 Core) 1.6GHz or equivalent</li> <li>• Not less than 8GB DDR4 SDRAM – 256 SDD, 500GB HDD</li> <li>• Intel UHD Graphics 620 with DDR4 SDRAM shared</li> <li>• 15.6" FHD IPS not less than 1920 x 1080</li> <li>• 4 x Total USB ports - 3 x USB 3.1 Ports, 1xHDMI, 1xRJ-45</li> <li>• HD-camera Wide Vision</li> <li>• Wi Fi</li> <li>• 3 Year Basic Warranty</li> <li>• EU power plug</li> </ul>			
2	<b>Application area:</b> Wi-Fi routers	150 pcs		
	<b>Technical specification:</b> <ul style="list-style-type: none"> <li>• Not less than 5GHz: Up to 867Mbps</li> <li>• Not less than 2.4GHz: Up to 300Mbps</li> <li>• 1*10/100Mbps WAN port</li> <li>• 3*10/100Mbps LAN ports</li> <li>• 5*5dBi external antennas</li> <li>• Bandwidth Control</li> <li>• Guest Network</li> <li>• IPTV</li> <li>• MAC Clone</li> <li>• Static Routing</li> </ul>			

	<ul style="list-style-type: none"><li>• Tenda Cloud or similar model</li><li>• Tenda App or similar model</li></ul>			
3	<b>Application area:</b> Switch	1 pcs		
	<b>Technical specification:</b> <ul style="list-style-type: none"><li>• Layer 2 Management Switch</li><li>• 24 ports 10/100 Base-TX</li><li>• 2 ports 100/1000 SFP</li><li>• 2 Combo ports 10/100/1000 BASE-T/ 100/1000 SFP</li></ul>			
	<b>Cost of IT equipment</b>			
	<b>Cost of transportation:</b>			
	<b>Other charges</b> ( <i>specify if there is any</i> )			
	<b>VAT:</b>			
	<b>Total amount of the Offer, including all the costs:</b>			

Notes:

1. The Bidders must quote genuine, new (previously never used) products. UNDP may conduct post-delivery inspection at its sole discretions.
  2. Site survey for post qualification purpose might be arranged on request.
  3. Brochures and Technical details of the model offered MUST be submitted with the bid offer.
- The UNDP General Terms and Conditions are an integral part of this RFQ and should be reviewed by all bidders:

<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

In submitting a quotation, bidders expressly accept to be bound by these General Terms and Conditions. Any Purchase Order resulting from this process shall incorporate them in full.

Please submit your quotation by completing the right column of the form below:

UNDP Requirements	Bidder's Response
Validity of Offer: <input checked="" type="checkbox"/> 30 days In exceptional circumstances, UNDP may request the Offeror to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. In such case the extension shall be confirmed in writing, without any modification whatsoever of the Quotation.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Please explain in case you chose "No":</i> _____
Warranty Period Offered: <input checked="" type="checkbox"/> Minimum 12 consecutive months.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Please explain in case you chose "No":</i> _____
Description of Warranty Coverage: <input checked="" type="checkbox"/> Standard manufacturer's Warranty.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Please explain in case you chose "No":</i> _____

<p>Description of After Sales Service (as applicable):</p> <p><input checked="" type="checkbox"/> Warranty on Goods and spare parts for a minimum period of 12 consecutive months;</p> <p><input checked="" type="checkbox"/> Technical Support;</p> <p><input checked="" type="checkbox"/> Elimination of inconsistencies and malfunctions during the warranty period, including delivery and replacement; replacement with completely new item if the delivered one does not comply with the Specification or cannot be repaired.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Please explain in case you chose "No":</p> <p>_____</p>
<p>Delivery Terms (linked to INCOTERMS 2020):</p> <p><input checked="" type="checkbox"/> <b>CIP-Tashkent, Republic of Uzbekistan (1, Abdulla Qodiriy Str., Tashkent, Uzbekistan).</b></p> <p>Customs clearance<sup>1</sup>, if necessary, is carried out by UNDP.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Please explain in case you chose "No":</p> <p>_____</p>
<p>Payment Terms:</p> <p><b>To Local Bidders registered in Uzbekistan:</b></p> <p><input checked="" type="checkbox"/> Shall be made in Uzbek Soums by means of bank transfer: 100% post-payment upon delivery of goods to the exact delivery address, and acceptance by UNDP.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Please explain in case you chose "No":</p> <p>_____</p>
<p>Application of Value Added Tax (VAT):</p> <p><input checked="" type="checkbox"/> Applicable to local Bidders registered in Uzbekistan: the offer <b>must</b> include VAT* as a separate line (if the company is registered as a VAT payer);</p> <p>*Only for the purpose of evaluation, price comparison will be carried out exclusive of VAT!</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Please explain in case you chose "No":</p> <p>_____</p>
<p>Delivery period:</p> <p>The deadline for delivery is within 30 calendar days from the date of signing the contract by both sides.</p> <p>Attention: If the delivery period, stated in the quotation exceeds the delivery period stated above, the respective offer may be declined!</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Please explain in case you chose "No":</p> <p>_____</p>
<p>All documents, including catalogs, instructions and manuals, should be in the following language(s):</p> <p><input checked="" type="checkbox"/> Russian; and/or</p> <p><input checked="" type="checkbox"/> English</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Please explain in case you chose "No":</p> <p>_____</p>
<p>Liquidated Damages:</p> <p><input checked="" type="checkbox"/> Will be imposed in case of delay in delivery.</p> <p>Percentage of contract price per day of delay: 0.1%.</p> <p>Maximum number of days of delay: 20 calendar days.</p> <p>After that UNDP may terminate the contract.</p>	<p><input type="checkbox"/> Accept</p> <p><input type="checkbox"/> Not accept</p> <p><input type="checkbox"/> Please explain in case you chose "Not accept":</p> <p>_____</p>

<sup>1</sup> Must be linked to INCO Terms chosen

Please confirm that your company is not included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List.	<input type="checkbox"/> Not listed <input type="checkbox"/> Listed <input type="checkbox"/> <i>Please explain in case you chose "Listed":</i> <hr/>
Please confirm that you accept the UN Supplier Code of Conduct, available at <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a>	<input type="checkbox"/> Accept <input type="checkbox"/> Not accept <input type="checkbox"/> <i>Please explain in case you chose "Not accept":</i> <hr/>

Please, provide your offer, duly prepared on letterhead, certified by signature and seal, indicating the required information (see above), **no later than December 9, 2020, prior to 18:00 Tashkent time (GMT +5).**

### **YOU HAVE TWO OPTIONS FOR SUBMITTING YOUR OFFER:**

#### **Option 1: HIGHLY RECOMMENDED!**

You can send your offer in electronic form by e-mail (.pdf) to [bids.uz@undp.org](mailto:bids.uz@undp.org)<sup>2</sup>

An offer submitted by e-mail should not exceed 15MB and contain viruses, should consist of no more than three mail messages.

#### **Option 2:**

You can arrange delivery of your offer by courier in a sealed envelope to the United Nations building located at: 4, Taras Shevchenko street, Tashkent 100029, Uzbekistan.

Regardless of the option you choose for submitting your offer, it must contain the following reference to the Bid, either on the envelope or in the subject of the email:

***RFQ/090/20 – Supply of IT equipment***<sup>3</sup>

Please, follow these instructions and be mindful of the deadline. Bids submitted through other means or to other e-mails will not be accepted.

UNDP will consider an award to the quotation, which complies with all requirements in full and offers the lowest price. UNDP reserves the right to conduct post qualification exercise by requesting additional documents/clarifications/information if deemed necessary.

Any offer that does not meet requirements shall be rejected. UNDP is under no obligation to accept any bid.

Any request for additional information or queries must be sent/addressed to Procurement Unit three business days prior to the deadline in writing to [pu.uz@undp.org](mailto:pu.uz@undp.org)

Yours Sincerely,

Procurement Unit

<sup>2</sup> Quotations submitted to other e-mail addresses will not be accepted and will be rejected.

<sup>3</sup> Quotations that do not contain the specified subject or reference to the tender number in the subject line of e-mail message or on the envelope will not be opened and will be rejected.