



**REQUEST FOR QUOTATION (RFQ)
(Goods)**

NAME & ADDRESS OF FIRM	DATE: December 01, 2020
	REFERENCE: RBAS-RFQ-026/2020

Dear Sir / Madam:

We kindly request you to submit your quotation for **Purchasing Digital items for UNV innovative space at Regional office-Amman**, 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 **December 06, 2020 at 09: 00 am (Amman Local Time)**. and via ☒e-mail, ☐courier mail or ☐facsimile to the address below:

**United Nations Development Programme
Regional Bureau for Arab States (RBAS)**
Proc.contract.rscjo@undp.org
**Attention: Lina Madadha/ Procurement consultant
Hanan AbuBaker/ Procurement Analyst**

Your Quotation must be expressed in the English language, and valid for a minimum period of thirty (120) days.

Quotations submitted by email must be limited to a maximum of 35 MB, virus-free and no more than 2 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:

Delivery Terms [INCOTERMS 2010] <i>(Pls. link this to price schedule)</i>	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input checked="" type="checkbox"/> DAP (To Regional Hub Amman premises) <input type="checkbox"/> Other DDP	
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)	UNDP Regional Hub Amman Office 11 Abu-Baker Seraj Al- Deen ST.– Abdoun Al Shamali P O BOX 852303 AMMAN 11185 - JORDAN	
UNDP Preferred Freight Forwarder, if any ²	NA	
Distribution of shipping documents <i>(if using freight forwarder)</i>	NA	
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> 4 weeks from the issuance of the Purchase Order (PO)	
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required	
Packing Requirements	Shipment shall be packed upon international packing standard	
Mode of Transport	<input checked="" type="checkbox"/> AIR <input type="checkbox"/> SEA	<input type="checkbox"/> LAND <input type="checkbox"/> OTHER <i>[pls. specify]</i>
Preferred Currency of Quotation ³	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input type="checkbox"/> Local Currency	
Value Added Tax on Price Quotation ⁴	<input type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	

¹ Must be linked to INCO Terms chosen.

² Depends on INCO Terms. 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 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.

After-sales services required	<input checked="" type="checkbox"/> 4 Years Basic Warranty for spare parts – Onsite services, Next Business Day (Emerging Only) for Laptop <input checked="" type="checkbox"/> one year warranty for other remaining items <input checked="" type="checkbox"/> Technical Support <input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair in Amman Jordan <input type="checkbox"/> Others <i>[pls. specify]</i>
Deadline for the Submission of Quotation	COB, <i>Sunday December 06, 2020 at 09:00 AM (AMMAN Local Time)</i>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
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 checked="" type="checkbox"/> Company Profile <input checked="" 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 checked="" type="checkbox"/> Latest Business Registration Certificate ; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability (“Green” Standards) of the Company or the Product being supplied ; (if any) <input checked="" 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;
Period of Validity of Quotes starting the Submission Date	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <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"/> 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 delivery full quantity of purchase order and acceptance by UNDP based on ICT report.

⁵ First 2 items in this list are mandatory for the supply of imported goods

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

	<input checked="" type="checkbox"/> The payment will be proceed within 30 days of submitting invoice as per UNDP rules and regulations												
Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions : Percentage of contract price per day of delay : 0.5% every 5 days of delay, up to a maximum no. of days of delay : 20 After which UNDP may terminate the contract.												
Evaluation Criteria <i>[check as many as applicable]</i>	<table border="1"> <thead> <tr> <th>Criteria</th><th>Criteria (Yes=compliant/pass No-Non-compliant/fail)</th></tr> </thead> <tbody> <tr> <td>Compliance with Technical Specifications mentioned in Annex 1</td><td>Yes/No</td></tr> <tr> <td>Comprehensiveness of after-sales services</td><td>Yes/No</td></tr> <tr> <td>Delivery time not to exceed 4 weeks from contract/PO issuance.</td><td>Yes/No</td></tr> <tr> <td>Compliance with delivery term (DAP Incoterms)</td><td>Yes/No</td></tr> <tr> <td>Compliance with requirements mentioned in Annex2-Teble 2.</td><td>Yes/No</td></tr> </tbody> </table>	Criteria	Criteria (Yes=compliant/pass No-Non-compliant/fail)	Compliance with Technical Specifications mentioned in Annex 1	Yes/No	Comprehensiveness of after-sales services	Yes/No	Delivery time not to exceed 4 weeks from contract/PO issuance.	Yes/No	Compliance with delivery term (DAP Incoterms)	Yes/No	Compliance with requirements mentioned in Annex2-Teble 2.	Yes/No
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Award Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁷ <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criterion and cannot be deleted regardless of the nature of services required]</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: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Suppliers]</i>												
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilized for Long-Term Agreement ⁸ and if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <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 minimi contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at												

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.

⁸ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

	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 10 calendar days <input type="checkbox"/> Others <i>[pls. specify]</i>
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection (meeting required specification in the RFQ) Complete Installation <input checked="" type="checkbox"/> Passing all Testing devices shall be working efficiency as expected <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 ⁹	<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"/> eTendering Guide for Bidders (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 4): http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html <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) ¹⁰	To: Lina Madadha/ Procurement Consultant E-mail: Lina.madadha@undp.org CC: Hanan AbuBaker/ Procurement Analyst E-mail: Hanan.abubaker@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

⁹ Where the information is available in the web, a URL for the information may simply be provided.

¹⁰ 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.

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: <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,



Huda Khattab
Head of Operations
December 01, 2020

Technical Specifications

UNDP intend to purchase the following items and quantities:-

SR.NO	NAME OF ITEM	DESCRIPTION	Quantity																																
1	Interactive smart screen (85") - w/ portable stand	Content sharing enabled, compatible with Windows, Android and iPhone	1																																
2	Samsung 10 inch tablet with pen or equivalent	Samsung Galaxy Tab S7 or equivalent	1																																
3	LED Light (Lighting units for the whole innovation) color: white (32 FT)	Equivalent to https://www.amazon.com/Nexlux-Wireless-Controlled-Working-Assistant/dp/B072DXFKRH	1																																
4	Mobile tripod and Light ring	Equivalent https://www.amazon.com/10-Extendable-UBeesize-Ringlight-Compatible/dp/B07QFV72LK	1																																
5	Digital signage solution (14"-22") w/ portable stand	Equivalent to http://www.lcdvideowalldisplay.com/sale-9206865-web-based-restaurant-digital-signage-floor-standing-digital-signage-22-inch-hd-media-player.html	1																																
6	Mini Desktop	<table><tr><th>Module</th><th>Description</th></tr><tr><td>OptiPlex 7780 AIO</td><td>OptiPlex 7780 All-in-One / Dell Micro Form Factor or equivalent</td></tr><tr><td>Processor</td><td>Intel® Core™ i7 10th Gen ; supports Windows 10</td></tr><tr><td>Operating System</td><td>Windows 10 Pro, 64bit English</td></tr><tr><td>Memory</td><td>16 GB 2666MHz or 2933MHz DDR4 Memory</td></tr><tr><td>Hard Drive</td><td>M.2 1TB PCIe NVMe Class 40 Opal 2.0</td></tr><tr><td>Video Card</td><td>nVidia GeForce GTX 1650 Graphics or equivalent</td></tr><tr><td>Wireless</td><td>Intel Wi-Fi 6 AX201, Dual-band 2x2 802.11ax with MU-MIMO +Bluetooth 5.0 or equivalent</td></tr><tr><td>Power Cord</td><td>UK Power Cord</td></tr><tr><td>Add Keyboards</td><td>Dell Premier Wireless Keyboard and Mouse-KM717 - Arabic (QWERTY)</td></tr><tr><td>Wireless Driver</td><td>Wireless Driver, Intel® WiFi 6 AX201 2x2 (Gig+) + Bluetooth 5 or equivalent</td></tr><tr><td>Display</td><td>27" FHD 1920x1080 IPS Non-Touch Anti-Glare,IR Camera,Discrete Graphics,</td></tr><tr><td>System Manage</td><td>Intel vPro Technology Enabled</td></tr><tr><td>TPM Security</td><td>Trusted Platform Module (Discrete TPM Enabled)</td></tr><tr><td>Stands and Mounts</td><td>OptiPlex All-in-One Articulating Stand, All-in-One</td></tr><tr><td>Extended Service</td><td>4Y Basic Onsite Service</td></tr></table>	Module	Description	OptiPlex 7780 AIO	OptiPlex 7780 All-in-One / Dell Micro Form Factor or equivalent	Processor	Intel® Core™ i7 10 th Gen ; supports Windows 10	Operating System	Windows 10 Pro, 64bit English	Memory	16 GB 2666MHz or 2933MHz DDR4 Memory	Hard Drive	M.2 1TB PCIe NVMe Class 40 Opal 2.0	Video Card	nVidia GeForce GTX 1650 Graphics or equivalent	Wireless	Intel Wi-Fi 6 AX201, Dual-band 2x2 802.11ax with MU-MIMO +Bluetooth 5.0 or equivalent	Power Cord	UK Power Cord	Add Keyboards	Dell Premier Wireless Keyboard and Mouse-KM717 - Arabic (QWERTY)	Wireless Driver	Wireless Driver, Intel® WiFi 6 AX201 2x2 (Gig+) + Bluetooth 5 or equivalent	Display	27" FHD 1920x1080 IPS Non-Touch Anti-Glare,IR Camera,Discrete Graphics,	System Manage	Intel vPro Technology Enabled	TPM Security	Trusted Platform Module (Discrete TPM Enabled)	Stands and Mounts	OptiPlex All-in-One Articulating Stand, All-in-One	Extended Service	4Y Basic Onsite Service	2
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7	Photo/Video Lighting solution	Equivalent to https://www.amazon.com/GVM-Video-Photography-Lighting-3200K-5600K/dp/B07ZCYMS3V/ref=pd_di_sccai_2/139-7655683-9802606?encoding=UTF8&pd_rd_i=B07ZCYMS3V&pd_rd_r=089ef40d-4d62-4c8d-9b41-	1																																

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8	Sony F750/970 battery or equivalent	Equivalent to Amazon.com : Sony NPF970 Rechargeable Battery Info Lithium L : Camera And Camcorder Battery Chargers : Camera & Photo	4
9	Smart Coffee machine	Equivalent to Amazon.com: Nespresso Expert Original Espresso Machine by De'Longhi, Anthracite Grey: Kitchen & Dining	1

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

[Enter name of authorized staff]

[Designation]

[Click here to enter a date]

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹¹**(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹²)**

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. **RFQ-RBAS-025/2020**:

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

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¹¹ This serves as a guide to the Supplier in preparing the quotation and price schedule.

¹² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

7	Photo/Video Lighting solution	Equivalent to https://www.amazon.com/GVM-Video-Photography-Lighting-3200K-5600K/dp/B07ZCYMS3V/ref=pd_di_sccai_2/139-7655683-9802606?_encoding=UTF8&pd_rd_i=B07ZCYMS3V&pd_rd_r=089ef40d-4d62-4c8d-9b41-2e733e545976&pd_rd_w=dQzia&pd_rd_wg=aanqT&pf_rd_p=c9443270-b914-4430-a90b-72e3e7e784e0&pf_rd_r=FEN64SJHS557T371HH3R&pvc=1&efRID=FEN64SJHS557T371HH3R	1		
8	Sony F750/970 battery or equivalent	Equivalent to Amazon.com : Sony NPF970 Rechargeable Battery Info Lithium L : Camera And Camcorder Battery Chargers : Camera & Photo	4		
9	Smart Coffee machine	Equivalent to Amazon.com: Nespresso Expert Original Espresso Machine by De'Longhi, Anthracite Grey: Kitchen & Dining	1		

TABLE 2 : Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows :	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time not to exceed 4 weeks			
Country/ies Of Origin ¹³ :			
Warranty and After-Sales Requirements			
a) Operations and Maintenance when required			
b) For Laptop "4 Years Basic Warranty for spare parts – Onsite services, Next Business Day (Emerging Only).			
c) For other items one year warranty			
d) Brand new replacement if Purchased Unit is beyond repair			
Payment terms: 1) 100% upon delivery full quantity of purchase order and acceptance by UNDP based on ICT report. 2) The payment will be processed within 30 days from submitting invoice as per UNDP rules and regulations			
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]

[Designation]

[Date]

¹³ 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.

