



**REQUEST FOR QUOTATION (RFQ)
UNDP-RFQ-2020-393**

Supply of Miscellaneous IT Equipment

NAME & ADDRESS OF FIRM	DATE: 4 th Dec 2020
	REFERENCE: UNDP-RFQ-2020-393

Dear Sir / Madam:

We kindly request you to submit your quotation for the **Supply of Miscellaneous IT equipment** for UNDP Project, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Your offer, comprising of a Technical Bid and Price Schedule, should be submitted in accordance with Annex 2, through e-Tendering online system <https://etendering.partneragencies.org> on or before **Friday 11th DEC 2020 by 12:30 pm PST or 2:30 AM EST.**

You are kindly requested to indicate whether your company intends to submit a quotation by clicking on "Accept Invitation" button no later than **Monday, 7th Dec 2020 [12:30 PM Pakistan Standard Time]**. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

Any requests for clarification about the contents of RFQ shall be sent to the email address at pakistan.procurement.info@undp.org. Answers to questions/inquiries will be forwarded to all the prospective bidders.

Important notes on submission

Submissions must be in the form of PDF files and should be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned goods:

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> DAP Planning and Development office-Civil Secretariat Khyber Road, Peshawar
Exact Address/es of Delivery Location/s (identify all, if multiple)	Address and delivery locations are mentioned in Annex 3

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Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> 3 weeks from the day of issuance of the Purchase Order (PO).
Delivery Schedule	<input checked="" type="checkbox"/> Required
Packing Requirements	Supplier has to ensure that the delivered items are not tempered with and remain intact while receiving the delivery of goods.
Mode of Transport	<input checked="" type="checkbox"/> LAND
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Local Currency (Pak Rupee)
Value Added Tax on Price Quotation	<p><input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes.</p> <p>(the quotation submitted should indicate the price and tax portion separately).</p> <p>The United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.</p>
After-sales services required	<input checked="" type="checkbox"/> N/A
Deadline for the Submission of Quotation	<p>11th Dec 2020 (12:30 pm Pakistan Standard Time or 2:30 AM EST)</p> <p>To be submitted in e-Tendering system:</p> <p>https://etendering.partneragencies.org</p> <p>Note: Detailed instructions on how to register, submit, modify or cancel a bid in the e-Tendering system are provided in the e-Tendering System Bidder User Guide and Instructional videos available on this link:</p> <p>http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p> <p>File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</p> <p>All files must be free of viruses and not corrupted.</p>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English



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Documents <u>must</u> be submitted with the quotation (Preliminary Examination)	<input checked="" type="checkbox"/> Properly filled-in Annex-II and III with company stamp and signature; <input checked="" type="checkbox"/> Statement on letterhead that bidder is not listed in the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council <input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured; <input checked="" type="checkbox"/> Tax Registration (NTN & STRN)/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder; <input checked="" type="checkbox"/> Satisfactory Performance Certificates from the Top 3 – Clients the past three (3) years. <input checked="" type="checkbox"/> Provide Copy of 3 PO/Contracts for supply of Similar Equipment in past three (3) years. <input checked="" type="checkbox"/> Bidder must provide Pictures, Technical Data Sheet, or Brochure of all the quoted items. <input checked="" type="checkbox"/> Authorization as seller/reseller/service provider for the products/services offered. Bidder should provide the authorization letter from manufacturer's (Where applicable).
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 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 Allowed
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of goods.
Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: 0.33% of contract for every day of delay, up to a maximum duration of 1 calendar month. Thereafter, the contract may be terminated".
Evaluation Criteria [check as many as applicable]	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to the requirements and lowest price; <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions; and <input checked="" type="checkbox"/> Earliest Delivery – within 3 weeks after issuance the PO.
UNDP will award to:	<input checked="" type="checkbox"/> One Bidder
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 3 weeks



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Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements.
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) <input checked="" type="checkbox"/> Delivery address and locations (Annex 3). <input checked="" type="checkbox"/> Bid Submission form (Annex 4). <input checked="" type="checkbox"/> General Terms and Conditions (Annex 5). <input checked="" type="checkbox"/> 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)	pakistan.procurement.info@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-4.



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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,



01-Dec-2020

(For) Aliona Niculita

Resident Representative a.i.

United Nations Development Programme

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**Schedule of Requirements – Requested Items Specification and Bidders statement
regarding deviations – This form must be filled, signed and submitted with Bid**

RFQ Reference Number UNDP-RFQ-2020-393					
Item No.	Short Description	Requested Items' Specifications	Qty	Offered Brand, Model and Part number	Description/specification of equipment offered and Suppliers statement on deviations
1	Printer	Multifunctional printer (printer, scanner, copier)HP MFP M528dn Monochrome Laser Printer, print,scan,copy, min 45 p/m print speed, color touchscreen,Wifi connectivity	1		
2	LED SMART TV 55"	LED Smart TV 55" with HDMI USB for the meeting room (Quantity 2)	2		
3	DSLR camera	DSLR camera, mirrorless full frame CMOS, 24.3 megapixels, continuous shooting speed 4.5 fps, 4K video resolution	1		
4	Laptops	Laptops 10th Generation Intel Core i7, Iris Plus Graphics, 16 GB RAM, 1 TB Storage	15		
5	Multimedia projector	Portable multimedia projector, 1080P 3D 4K, WIFI HDMI USB, Full HD (Quantity 1)	1		



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Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹
(This Form must be submitted only using the Supplier's Official Letterhead/Stationery²)

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. [UNDP-RFQ-2020-393](#)

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

Supply of IT Equipment: RFQ Reference Number UNDP-RFQ-2020-393						
Item Description	Specifications	Qty	Unit Price (without Tax)	Tax %age	Unit Price (including Tax)	Total Price (Including Tax)
Printer	As per Annex-1	1				
LED SMART TV 55"	As per Annex-1	2				
DSLR camera	As per Annex-1	1				
Laptops	As per Annex-1	15				
Multimedia projector	As per Annex-1	1				
Transportation & Insurance (If Any)						
Grand Total (DAP Islamabad-Pakistan)						
Planning and Development office-Civil Secretariat Khyber Road, Peshawar.						

IMPORTANT NOTE:

For local vendors - The bid must be inclusive of all applicable tax(s). UNDP will not provide any tax exemption to local vendors.

The bidder must offer only one model and refrain from alternative offer.

¹ This serves as a guide to the Supplier in preparing the quotation and price schedule.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes



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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>
Full acceptance of the PO General Terms and Conditions.			
Earliest Delivery Maximum 3 Weeks.			
Brand new replacement if purchased unit is beyond repair.			
Confirmation of Standard Manufacturer Warranty of Offered Item(s) where applicable.			
Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List.			
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]



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Exact Address of Delivery Location

Delivery Location is Planning and Development Office-Civil Secretariat Khyber Road, Peshawar.

Focal Person for receiving:

Noor Rehman (Procurement Assistant-0346-9474458) and Amjad Khan (Admin Assistant-03458855175)



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Bid Submission Form

(This should be written in the Letterhead of the Bidder. Except for indicated fields, no changes may be made in this template.)

Insert: Location

Insert: Date

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to supply the goods and related services required for [insert: title of goods and services required as per RFQ] in accordance with your Request for Quotation dated Insert: bid date. We are hereby submitting our Bid for _____ which includes the Technical Bid and Price Schedule.

We hereby declare that:

- a) All the information and statements made in this Bid are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby fully accept the Schedule of Requirements and Technical Specifications describing the duties and responsibilities required of us in this RFQ, and the General Terms and Conditions of UNDP's Standard Contract for this RFQ.

We agree to abide by this Bid for [insert: period of validity as indicated in Data Sheet].

We undertake, if our Bid is accepted, to initiate the supply of goods and provision of related services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this Bid, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Contact Details: _____

[please mark this letter with your corporate seal, if available]



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General Terms and Conditions