



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQ-012-PHL-2021	Date: 26 January 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the **Supply and Delivery of Printer and Inks** as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Name: ALKA ANEJA
Title: Procurement Team Leader
Date: 26 January 2021

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>February 9, 2021; 5:00 PM, Manila Time</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: bids.ph@undp.org</p> <ul style="list-style-type: none"> ▪ File Format: PDF Files ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 5MB ▪ Mandatory subject of email: RFQ-012-PHL-2021: Supply and Delivery of Printers and Inks ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt. <p>For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information]</p> <ul style="list-style-type: none"> • Business Unit (BU) Code: PHL10 • Event ID Number: xxxxxxxxxx <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
Cost of preparation of quotation	<p>UNDP shall not 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.</p>
Supplier Code of Conduct,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p>

Fraud, Corruption,	Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti
Gifts and Hospitality	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Conflict of Interest	<p>UNDP requires every prospective Supplier 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. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [60 days after issuance and receipt of Purchase Order]</p> <p><input type="checkbox"/> Others [pls. specify]</p>
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative</p>
Currency of Quotation	Quotations shall be quoted in Philippine Peso

Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <ul style="list-style-type: none"> <input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes <p>[according to BIR Ruling No. ITAD-006-19]</p>
Language of quotation	<p>English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Company Profile. <input checked="" type="checkbox"/> Registration certificate; <input type="checkbox"/> List and value of projects performed for the last XXXX years plus client's contact details who may be contacted for further information on those contracts; <input checked="" type="checkbox"/> List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project; <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top clients in terms of Contract value in similar field; <input type="checkbox"/> Completed and signed CVs for the proposed key Personnel; <input checked="" type="checkbox"/> Other Click or tap here to enter text.
Quotation validity period	<p>Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.</p>

Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted Base on complaint, responsive and lowest total quotation for each item
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other Click or tap here to enter text.
Conditions for Release of Payment	<input type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
Contact Person for correspondence, notifications and clarifications	E-mail address: procurement.ph@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. 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.
Clarifications	Requests for clarification from bidders will not be accepted any later than 29 January 2021. Responses to request for clarification will be communicated procurement.ph@undp.org by Click or tap to enter a date.
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer for each item <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 (Technical evaluation will be conducted through review of samples received by UNDP) <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others Click or tap here to enter text.
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	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.
Type of Contract to be awarded	<input checked="" type="checkbox"/> Purchase Order

	<input type="checkbox"/> Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	22 February 2021
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

ANNEX 1: SCHEDULE OF REQUIREMENTS

Technical Specifications for Goods:

Item No	Item	Minimum technical requirements	Unit	Quantity
1	Portable printer with black and colored ink cartridges	Print, Scan, Copy Refill Tank System Up to 12/10 ipm Up to 1,200 x 6,000 dpi Built-in Wireless Auto Document Feeder Borderless printing Ultra-high 6500 page yield (black ink) / 5000 page yield (colour ink) / Wifi-Direct, Direct Mobile Print & Scan. Seamless Multipage Scan & Copy (Auto Document Feeder). Flexible paper handling with Default Paper Tray & 1-sheet Manual Feed Slot.	pc	4
1a	Ink cartridge	Black	Pc	10
1b	Ink cartridge	Colored	pc	5
2	Paper colored Printer with scanner with colored and black ink cartridges	HP Deskjet Ink Advantage 5275 Wireless AIO (Print, Copy, Scan, Fax, Photo & Wireless) Functions: Print, copy, scan, photo, fax Multitasking supported: No Print speed black::ISO: Up to 10 ppm Draft: Up to 20 ppm Print speed color::ISO: Up to 7 ppm Draft: Up to 17 ppm First page out (ready): Black: As fast as 16 sec Color: As fast as 19 sec Duty cycle (monthly, A4): Up to 1250 pages Printer drivers included: HP PCL 3 GUI Print quality (best): Color: Up to 4800 x 1200 optimized dpi color (when printing from a computer and 1200 input dpi) Black: Up to 1200 x 1200 rendered dpi Display: 5.5 cm (2.2") Hi-Res Mono LCD Processor speed: 800 MHz Number of print cartridges: 2 (1 black, 1 Tri-color [cyan, magenta, yellow]) Print languages: HP PCL 3 GUI Automatic paper sensor: No	unit	4

Item No	Item	Minimum technical requirements	Unit	Quantity
		<p>Connectivity</p> <p>Wireless capability:Yes</p> <p>Connectivity, standard:1 Hi-Speed USB 2.0</p> <p>1 WiFi 802.11n (dual band)</p> <p>Minimum system requirements:Microsoft® Windows 10, 8.1, 8, 7: 1 GHz 32-bit (x86) or 64-bit (x64) processor,Â</p> <p>2 GB available hard disk space, CD-ROM/DVD drive or Internet connection,Â</p> <p>USB port, Microsoft® Internet Explorer.</p> <p>:OS X v10.10 Yosemite, OS X v10.11 El Capitan, OS X v10.12 Sierra,Â</p> <p>1 GB HD, Internet</p> <p>Compatible operating systems:Windows 10, 8.1, 8, Windows Vista, Windows XP SP3 or higher (32-bit only),Â</p> <p>OS X v10.10 Yosemite, OS X v10.11 El Capitan, macOS Sierra v10.12Â</p> <p>(Microsoft® Windows® 10, 8.1, 8, Windows Vista®, Windows® XP SP3 or higherÂ (32-bit only): Windows Server 2008 32-bit (SP1 or greater), Windows Server 2008Â 64-bit (SP1 or greater), Windows Server 2008 R2 64-bit, Windows Server 2008 R264-bit (SP1), Windows Server 2012 64-bit, Windows Server 2012 R2 64-bit,Â Windows Server 2016 , OS X v10.10 Yosemite, OS X v10.11 El Capitan,Â</p> <p>macOS Sierra v10.12 (previously OS X))</p> <p>Mobility</p> <p>Mobile printing capability:Features wireless direct and local Wi-Fi connectivity to enable mobile printing viaÂ HP Smart App, HP ePrint, Apple AirPrint®,ç as well as other solutions</p> <p>Mopria-certified. Supports printing from most smartphones and tablets usingÂ</p> <p>these operating systems: Android, iOS, Blackberry, Symbian, Windows 10,Â Windows 8, and Windows RT.</p> <p>Memory specifications</p> <p>Memory, standard:256 MB DDR3L Memory</p>		

Item No	Item	Minimum technical requirements	Unit	Quantity
		<p>Maximum Memory:256 MB DDR3L Memory</p> <p>Paper handling</p> <p>Paper handling input, standard:up to 100 sheet input tray</p> <p>Paper handling output, standard:25-sheet output tray</p> <p>Duplex printing:automatic (standard)</p> <p>Media sizes supported:A4, B5, A6, DL, C6, A6</p> <p>Media sizes custom:Simplex: 76.2 x 127 to 216 x 594 mm</p> <p>Simplex: 76.2 x 127 to 216 x 594 mm</p> <p>Media types:Plain Paper, HP Photo Papers, HP Matte Brochure or Professional Paper, HP Matte Presentation Paper, HP Glossy Brochure or Professional Paper, Photo Inkjet Papers, Matte Inkjet Papers, Glossy Inkjet Papers</p> <p>Media weights, recommended:75 g/m² (20 lb)</p> <p>Media weights, supported:A4: 60 to 90 g/m²</p> <p>HP envelopes: 75 to 90 g/m²</p> <p>HP cards: up to 200 g/m²</p> <p>HP 10 x 15 cm photo paper: up to 300 g/m²</p> <p>Borderless printing:Yes, up to 8.5 x 11 in (US letter), 210 x 297 mm (A4)</p> <p>Scanner specifications</p> <p>Scanner type:Flatbed</p> <p>Scan file format:RAW, JPG, PDF</p> <p>Scan resolution, optical:Up to 1200 ppi</p> <p>Scan size, maximum:216 x 297 mm</p> <p>Scan size (ADF), maximum:216 x 356 mm</p> <p>Automatic document feeder capacity:No</p> <p>File Format Supported:PDF, BMP, PNG, TIF, JPG</p> <p>Scan input modes:Front Panel, HP Scan software, Mobile app</p>		

Item No	Item	Minimum technical requirements	Unit	Quantity
		<p>Scan speed (normal, A4):3 ppm color, 7 ppm mono</p> <p>Copier specifications</p> <p>Copy resolution (black text):600 x 300 dpi</p> <p>Copy resolution (color text and graphics)600 x 300 dpi</p> <p>Fax specifications</p> <p>Faxing:Yes, color</p> <p>Fax transmission speed:33.6 kbps</p> <p>Fax memory:Up to 100 pages</p> <p>Fax Resolution Black (best):300 x 300 dpi</p> <p>Fax Broadcast Locations:Yes, 20</p> <p>Power and operating requirements</p> <p>Power:Input voltage 100 to 240 VAC (+/- 10%), 50/60 Hz 0.7 A</p> <p>Power consumption:Up to14 watts maximum, 3.75 watts (Ready), 0.11 watts (Off), 0.89 watts (Sleep)</p> <p>Operating temperature range:5 to 40°C</p> <p>Dimensions and weight</p> <p>Minimum dimensions (W x D x H):445 x 367 x 128 mm</p> <p>Maximum dimensions (W x D x H):445 x 564 x 128 mm</p> <p>Weight:5.41 kg</p> <p>Package weight:7.78 kg</p>		
2a	Ink cartridge	Black	Pc	10
2b	Ink cartridge	Colored	pc	10
3	Printer with scanner	EPSON L5190 (a) Printer type - Print, scan, copy, fax with ADF); Max Print quality - 5760 x 1440 dpi with variable-sized droplet technology); cartridge ink 180 nozzles black, 59 nozzles per color (Cyan, Magenta and Yellow)	Unit	2
4	Ink for printer	EPSON INK Black (10), Cyan (10), Magenta (10), Yellow (10)	Bottle	40
5	Seamless Background Paper	white 4.5 x 6.5ft	pc	2

Item No	Item	Minimum technical requirements	Unit	Quantity
6	Seamless Background Paper	marine blue 4.5 x 6.5ft	Pc	2
7	Epson Ink	Epson Original ink 70ml Bottle for L100/L200/L110/L210/L120/L220 Set of 4 (Black, Cyan Magenta and Yellow)	Pc	2
8	Canon Pixma iP110 wireless portable printer	Maximum Printing Resolution- 9600 (horizontal)*1x2400 (vertical) dpiPrinter head/ink- Number of nozzles: Total 1,856 nozzles- Ink Droplet Size (minimum): 1 pl- Ink Tank: PGI-35,CLI-36Print speed: Document: Colour*2 - Approx.5.8 ipmDocument: B/W*2: Approx: 9.0 ipm	1	unit
9	Canon Pixma iP110 wireless portable printer - INK	PGI-35 Black	50	piece
10	Canon Pixma iP110 wireless portable printer - INK	CLI-36 Color	50	piece
11	Brother Laser Printer Toner TN-263 / TN 267 - INK	Toner C (Blue)	20	piece
12	Brother Laser Printer Toner TN-263 / TN 267 - INK	Yoner M (Magenta)	20	piece
13	Brother Laser Printer Toner TN-263 / TN 267 - INK	Toner Y (Yellow)	20	piece
14	Brother Laser Printer Toner TN-263 / TN 267 - INK	Toner K (Black)	20	piece
15	Canon Pixma Pro-100 - INK	CLI-42 (Black)	20	piece
16	Canon Pixma Pro-100 - INK	CLI-42 (Cyan)	20	piece
17	Canon Pixma Pro-100 - INK	CLI-42 (Grey)	20	piece
18	Canon Pixma Pro-100 - INK	CLI-42 (Light Grey)	20	piece
19	Canon Pixma Pro-100 - INK	CLI-42 (Magenta)	20	piece

Item No	Item	Minimum technical requirements	Unit	Quantity
20	Canon Pixma Pro-100 - INK	CLI-42 (Photo Cyan)	20	piece
21	Canon Pixma Pro-100 - INK	CLI-42 (Photo Magenta)	20	piece
22	Canon Pixma Pro-100 - INK	CLI-42 (Yellow)	20	piece
23	HP LaserJet Pro 200 Laser Toner Cartridge	Toner Y (yellow) CF212A	20	piece
24	HP LaserJet Pro 200 Laser Toner Cartridge	Toner M (magenta) CF213A	20	piece
25	HP LaserJet Pro 200 Laser Toner Cartridge	Toner C (blue) CF211A	20	piece
26	HP LaserJet Pro 200 Laser Toner Cartridge	Toner K (black) CF210A	20	piece

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods with 30 days after issuance and receive of PO and Contract signature.
Delivery Terms (INCOTERMS 2020)	DPU
Customs clearance (must be linked to INCOTERM)	<input type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation (where applicable) <input checked="" type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	Office of the Presidential Adviser on the Peace Process 10th Floor, Agustin Building., F. Ortigas Jr. Road Ortigas Center, Pasig City
Distribution of shipping documents (if using freight forwarder)	Not Applicable
Packing Requirements	Packed per size
Training on Operations and Maintenance	Not Applicable
Warranty Period	Not Applicable
After-sales service and local service support requirements	Not Applicable
Preferred Mode of Transport	Land

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) <i>(If yes, provide a Copy of the valid Certificate):</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? <i>(If yes, provide a Copy of the valid Certificate):</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? <i>(If yes, provide a Copy)</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues <i>(If yes, provide a Copy)</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Currency of the Quotation: Philippine Peso					
INCOTERMS: DPU					
Item No	Description	UOM	Qty	Unit price	Total price
1	Portable printer with black and colored ink cartridges	pc	4		
1a	Ink cartridge	Pc	10		
1b	Ink cartridge	pc	5		
2	Paper colored Printer with scanner with colored and black ink cartridges	unit	4		
2a	Ink cartridge	Pc	10		
2b	Ink cartridge	pc	10		
3	Printer with scanner	Unit	2		
4	Ink for printer	Bottle	40		
5	Seamless Background Paper	pc	2		
6	Seamless Background Paper	Pc	2		
7	Epson Ink	Pc	2		
8	Canon Pixma iP110 wireless portable printer	1	unit		
9	Canon Pixma iP110 wireless portable printer - INK	50	piece		
10	Canon Pixma iP110 wireless portable printer - INK	50	piece		
11	Brother Laser Printer Toner TN-263 / TN 267 - INK	20	piece		
12	Brother Laser Printer Toner TN-263 / TN 267 - INK	20	piece		
13	Brother Laser Printer Toner TN-263 / TN 267 - INK	20	piece		
14	Brother Laser Printer Toner TN-263 / TN 267 - INK	20	piece		

15	Canon Pixma Pro-100 - INK	20	piece		
16	Canon Pixma Pro-100 - INK	20	piece		
17	Canon Pixma Pro-100 - INK	20	piece		
18	Canon Pixma Pro-100 - INK	20	piece		
19	Canon Pixma Pro-100 - INK	20	piece		
20	Canon Pixma Pro-100 - INK	20	piece		
21	Canon Pixma Pro-100 - INK	20	piece		
22	Canon Pixma Pro-100 - INK	20	piece		
23	HP LaserJet Pro 200 Laser Toner Cartridge	20	piece		
24	HP LaserJet Pro 200 Laser Toner Cartridge	20	piece		
25	HP LaserJet Pro 200 Laser Toner Cartridge	20	piece		
26	HP LaserJet Pro 200 Laser Toner Cartridge	20	piece		
Total Price					
Transportation Price					
Insurance Price					
Other Charges (specify)					
Total Final and All-inclusive Price (without VAT)					

Note: Since item will be awarded separately based on the compliance and responsiveness of the required specifications, supplier is requested to provide cost (if applicable) for cost of delivery/transportation

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty and After-Sales Requirements	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements <i>[pls. specify]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Other Information:

Estimated weight/volume/dimension of the Consignment:	Click or tap here to enter text.
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Country/ies of Origin: <i>(if export licence required this must be submitted if awarded the contract)</i>	Click or tap here to enter text.
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I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
Exact name and address of company Company Name Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.