



**REQUEST FOR QUOTATION (RFQ)
(Services)**

DATE: May 3, 2021

REFERENCE: UNCDF/UGA/RFQ/2021/001

Dear Sir / Madam:

We kindly request you to submit your quotation for **ICT Equipment, Software, Installation and commissioning (Computer servers, UPS, wired keyboard and SAGE 200 software)**, 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 **May 12, 2021** and via ☒ *e-mail* to the address below:
tenders.kampala@undp.org

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

Delivery Terms [INCOTERMS 2010]	Not applicable
Customs clearance, if needed, shall be done by:	Not applicable
Exact Address of Delivery Location	1. Alel Village/Apem Parish/Omel Sub-County; Angenja Cell 2. Paley West Ward, Zombo Town Council; Plot 13 3. Oyite Ojok Lane/Central Division/Lira City; 4. Oroko Village, Mede Parish, Palaro Sub-County and Plot 10 5. independence street, Arua hill Division, Arua city
UNCDF Preferred Freight Forwarder, if any	Not applicable

Distribution of shipping documents	Not applicable	
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNCDF)</i>	21 days after PO issue	
Delivery Schedule	<input checked="" type="checkbox"/> Not Required	
Packing Requirements	Not applicable	
Mode of Transport	<input type="checkbox"/> AIR	<input type="checkbox"/> LAND
	<input type="checkbox"/> SEA	<input checked="" type="checkbox"/> OTHER N/A
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Local Currency: UGX	
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes	
After-sales services required	Not applicable	
Deadline for the Submission of Quotation	<i>Wednesday, May 12, 2021 and by 23:59PM East African Time</i>	
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 Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1. <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; <input type="checkbox"/> Others	
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNCDF 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	
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of services	
Liquidated Damages	<input checked="" type="checkbox"/> Will not be imposed	
Evaluation Criteria	<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	
UNCDF will award to:	<input checked="" type="checkbox"/> One Supplier, depending on the following factors: <ul style="list-style-type: none"> • Full technical compliance • Most competitive price • Set Time availability 	

Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
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 if services are not delivered as per UNCDF Requirements
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements <input checked="" type="checkbox"/> Others Service delivery acceptance by user
Annexes to this RFQ	<input checked="" type="checkbox"/> Terms of Reference (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <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)	tenders.kampala@undp.org Any delay in UNCDF's response shall be not used as a reason for extending the deadline for submission, unless UNCDF 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 UNCDF 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 UNCDF. The unit price shall prevail, and the total price shall be corrected. If the supplier does not accept the final price based on UNCDF's re-computation and correction of errors, its quotation will be rejected.

After UNCDF has identified the lowest price offer, UNCDF 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 UNCDF'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 UNCDF after it has received

the quotation. At the time of award of Contract or Purchase Order, UNCDF 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 because 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 UNCDF indicated above - <http://www.uncdf.org/content/uncdf/en/home/procurement/business/how-we-buy.html>.

UNCDF 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 UNCDF'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/>

UNCDF encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UNCDF 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.

UNCDF implements a zero tolerance on fraud and other proscribed practices and is committed to identifying and addressing all such acts and practices against UNCDF, as well as third parties involved in UNCDF activities. UNCDF 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,

Jenifer Bukokhe Wakhungu

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DINU Programme Manager

TECHNICAL SPECIFICATIONS

Item	Quantity
<p>Supply, installation, and configuration of SAGE 200 Software with basic modules with 2 years license for 5 SMEs</p> <p>SAGE Accounting Software Specifications:</p> <ul style="list-style-type: none"> • Sage 200 Evolution Premium Version: Sage Evolution Software Core Accounting Module (Including Microsoft SQL Standard Version) • Optional / Add-on modules available • Annual renewal for the Sage software and all modules including ongoing product updates <p>Mandatory System Requirements:</p> <ul style="list-style-type: none"> • The Chart of Accounts structure must allow multi-level reporting which allows the business to classify, report, and analyse financial transactions based on specific business needs • The General Ledger must have multi-currency functionality • The software must allow for several years of data history • The system must have the following modules or functionality: <ul style="list-style-type: none"> ○ General Ledger, including Cash and Bank books ○ Budgetary Control ○ Stock (Inventory) management ○ WIP & Finished ○ Sales processing ○ Accounts Payable (Suppliers) ○ Accounts Receivable (Customers) ○ Purchase order processing ○ Business Intelligence reporting • The software must allow for clear and accurate presentation of data in its reporting tools and also allow data to be easily downloaded in raw data format to Microsoft Excel • The software must allow for import and export of data to any form such as csv, pdf, txt • The software must be able to hold a number of activity data sets (budget, forecast and actual) in addition to expenditure data • The software must ensure all validation checks are satisfied prior to posting • The software should allow for different access permissions or access levels 	5
<p>Computer servers which includes office 365, Kaspersky and windows Operating system</p> <p>Dell Optiplex 7070 Intel Core i7 9th Gen Full Set 16GB RAM, 1TB HDD SATA S/N: L9BJ933 18.5" Screen S/N: SFJ3K13 Windows 10 Professional 64Bit MS Office 365</p>	5

Kaspersky Internet Security I User	
<p>UPS Capacity 1000 VA Output</p> <ul style="list-style-type: none"> • Output power capacity 1.0 kVA • Max Configurable Power (Watts) 1.0 kVA • Nominal Output Voltage 230V • Output Voltage Note Configurable for 220 : 230 or 240 nominal output voltage • Output Voltage Distortion Less than 5% at full load • Output Frequency (sync to mains) 47 - 53 Hz for 50 Hz nominal, 57 - 63 Hz for 60 Hz nominal • Other Output Voltages 220, 240 • Topology Line Interactive • Waveform type Sine wave <p>Input</p> <ul style="list-style-type: none"> • Nominal Input Voltage 230V • Input frequency 50/60 Hz +/- 3 Hz (auto sensing) • Input Connections IEC-320 C14 • Input voltage range for main operations 160 - 286V • Other Input Voltages 220, 240 <p>Batteries & Runtime</p> <ul style="list-style-type: none"> • Battery type Maintenance-free sealed Lead-Acid battery with suspended electrolyte: leakproof • Typical recharge time 3hour(s) • Replacement Battery RBC6 • Expected Battery Life (years) 3 - 5 • RBC Quantity 1 • Battery Volt-Amp-Hour Capacity 264 <p>Communications & Management</p> <ul style="list-style-type: none"> • Interface Port(s) SmartSlot , USB • Control panel Multi-function LCD status and control console • Audible Alarm Alarm when on battery: distinctive low battery alarm: overload continuous tone alarm • Emergency Power Off (EPO) Optional • Available SmartSlot™ Interface Quantity 1 <p>Surge Protection and Filtering</p> <ul style="list-style-type: none"> • Surge energy rating 459Joules• Filtering Full time multi-pole noise filtering : 0.3% IEEE surge let-through : zero clamping response time : meets UL 1449 	5
<p>Training & implementation:</p> <ul style="list-style-type: none"> • Supply, installation, and configuration of the software • Train the staff of the 5 selected SMEs in the general functionality of the sage software for all the applicable modules: The training to be carried out both physically and remotely. • Hands on training exercise where the Accounting staff of the SME will enter live company data in the system 	1

<ul style="list-style-type: none">• Customize reports (Sage Intelligence) and documents where necessary to meet the clients changing reporting needs/requirements	
3 Years Warranty	
Ugandan Power Plugs required	

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 UNCDF General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNCDF as per RFQ Reference No. **UNCDF/UGA/RFQ/2021/001**:

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

Item No.	Description/Specification of Goods	Quantity	Unit Price	Total Price per Item
1	Supply, installation, and configuration of 5 SAGE 200 Software with basic modules with 2 years license for each SME	5		
2	Computer servers which includes office 365, Kaspersky and windows Operating system Dell Optiplex 7070 Intel Core i7 9th Gen Full Set 16GB RAM, 1TB HDD SATA S/N: L9BJ933 18.5" Screen S/N: SFJ3K13 Windows 10 Professional 64Bit MS Office 365 Kaspersky Internet Security I User	5		
3	UPS	5		
4	Training and Implementation in 5 different locations as per above list of page 1	1		
5	Transport Cost – 5 locations	1		
	Total Prices of Goods			
	Add: VAT (if applicable)			
	Total Final and All-Inclusive Price Quotation			

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]

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 (Date and Time as stated in the RFQ Doc).			
Validity of Quotation 90 days			
All Provisions of the UNCDF General Terms and Conditions			
3 Years Warranty			
Installation, commissioning, and training for the users			

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]