#### **United Nations Development Programme**



RFQ Reference: RFQ/UNDP/SMILE/152689/020/2021 – Provision of SMILE Project IT Hardware	Date: 27 August 2021
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## SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services 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:

Signature:

Name: Martin Kurnia Title: Head of Procurement Unit Date: 27 August 2021

# SECTION 2: RFQ INSTRUCTIONS AND DATA

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 <u>UNDP Programme and Operations Policies</u> and Procedures (POPP) on Contracts and Procurement 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.
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. Please refer to the event ID mentioned below
IDN10-0000010239
If any doubt exists as to the time zone in which the quotation should be submitted, refer to <u>http://www.timeanddate.com/worldclock/.</u>
For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
Quotations must be submitted as follows:
<ul> <li>☑ E-tendering</li> <li>☑ Dedicated Email Address</li> </ul>
Courier / Hand delivery
□ Other Click or tap here to enter text.
For eTendering method, click the link <u>https://etendering.partneragencies.org</u> and insert Event ID information
The Event ID for etendering system: IDN10-00000010239
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: https://www.undp.org/content/undp/en/home/procurement/business/resources-for- bidders.html
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.
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 <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> 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 <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an</a>
dinvestigation.html#anti Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including

Conflict of Interest	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. 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. 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.			
General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract Select the applicable GTC: General Terms and Conditions / Special Conditions for Contract. General Terms and Conditions for de minimis contracts (services only, less than \$50,000) General Terms and Conditions for Works Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy			
Special				
Conditions of Contract	☑ Cancellation of PO/Contract if the delivery/completion is delayed by <b>35 days.</b> □ Others [pls. specify]			
Eligibility	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. 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. Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative			
Currency of				
Quotation	Quotations shall be quoted in USD or IDR mandatory for Local Bidders			
Joint Venture, Consortium or Association	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. Refer to Clauses 19 – 24 under <u>Solicitation policy</u> for details on the applicable provisions on Joint			
	Ventures, Consortium or Association.			
Only one Bid	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. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: 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.			
	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			
Duties and	exported for its official use. All quotations shall be submitted net of any direct taxes and any other			
taxes	taxes and duties, unless otherwise specified below:			
	All prices must:			
	be inclusive of VAT and other applicable indirect taxes			
	$\boxtimes$ be exclusive of VAT and other applicable indirect taxes			
Language of				
quotation	English			
-	Bidders shall include the following documents in their quotation:			
	Annex 2: Quotation Submission Form duly completed and signed			
	Annex 3: Technical and Financial Offer duly completed and signed and in			
	accordance with the Schedule of Requirements in Annex 1			
	🖾 Company Profile.			
	⊠ Registration certificate;			
Documents	☑ Three previous relevant experience			
to be	□ 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;			
submitted				
	Statement of satisfactory Performance (Certificates) from the top 2 clients in terms of Contract			
	value in similar field;			
	□ Completed and signed CVs for the proposed key Personnel;			
	☑ Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the			
	manufacturer);			
	☑ Other brochure or catalogues (if any)			
Quotation				
validity	Quotations shall remain valid for <b>60</b> days from the deadline for the Submission of Quotation.			
period				
Price	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market			
variation	factors shall be accepted at any time during the validity of the quotation after the quotation has been			
	received.			
Partial	⊠ Not permitted			
Quotes	□ Permitted Insert conditions for partial quotes and ensure that the requirements are properly			
	listed in lots to allow partial quotes			
	⊠ Not permitted			
	Permitted			
Alternative	If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ			
Quotes	requirements is submitted. Where the conditions for its acceptance are met, or justifications are			
·	clearly established, UNDP 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	☑ 100% within 30 days after receipt of goods, works and/or services and submission of payment			
Terms	documentation.			
	□Other <del>Click or tap here to enter text.</del>			

	oxtimes Passing Inspection upon received of goods including any additional items that comes with the
	laptop e.g. power cable, battery, etc. as provided by the manufacture
Conditions	☑ Complete Installation
for Release	Passing all Testing of the function of the laptops
of	□ Completion of Training on Operation and Maintenance [specify no. of trainees, and location of
Payment	training, if possible
	☑ Written Acceptance of Goods, Services and Works, based on full compliance with RFQ
	requirements
	□ Others [pls. specify]
Contact	
Person for	E-mail address: intan.faradila@undp.org, Cc: yusef.millah@undp.org
corresponde	Attention: Quotations shall not be submitted to this address but to the address for quotation
nce,	submission above. Otherwise, offer shall be disqualified.
notifications	Any delay in UNDP's response shall be not used as a reason for extending the deadline for
and	submission, unless UNDP determines that such an extension is necessary and communicates a new
clarifications	deadline to the Proposers.
	Requests for clarification from bidders will not be accepted any later than 3 (three) days before the
Clarifications	submission deadline. Responses to request for clarification will be communicated with email.
Evaluation	The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
method	□ Other Click or tap here to enter text.
Evaluation	
criteria	Full compliance with all requirements as specified in Annex 1
cificita	Full acceptance of the General Conditions of Contract
	Comprehensiveness of after-sales services
	Earliest Delivery /shortest lead time
	Others Click or tap here to enter text.
Right not to	
accept any	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
quotation	
Right to vary	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or
requirement	decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of
at time of	the total offer, without any change in the unit price or other terms and conditions.
award	
Type of	🛛 Purchase Order
Contract to	□ Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term
be awarded	Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO,
	etc.)
	<u>Contract for Works</u>
	Other Type/s of Contract [pls. specify]
Expected	
date for	17 September 2021
contract	
award.	
Publication	LINDR will publish the contract awards valued at LISD 100,000 and more on the websites of the CO
of Contract	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.
Award	מות נווב נטו טטומנב טועטר איבט גונב.
Policies and	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
procedures	This is to reaction and procedures with on the programme and operations policies and procedures
	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the
UNGM	appropriate level on the United Nations Global Marketplace (UNGM) website at <u>www.ungm.org</u> .
	The Bidder may still submit a quotation even if not registered with the UNGM, however, if the
registration	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	Minimum technical requirements	Unit	Quantity
1	Lenovo Yoga Slim 7i or equivalent Intel® Core™ i7 11 <sup>st</sup> Generation or newest Operating System Windows 10 Pro Screen 14" (16:10) 2,2K (2240x1400), 100%sRGB, 300 nits, Dolby Vision (TBD); Memory: 16GB Soldered LPDDR4x-4266 Disk: 1 TB SSD M.2 2280 PCle 3.0x4 NVMe Graphics: NVIDIA®GeForce®MX450: 25W Speaker 2 x 2W Harman Kardon® Dolby Atmos® Front Face Camera IR Connectivity 2 x 2 AX WiFi 6 & Bluetooth®5 Ports: USB-A 3.2 Gen 1 (always on), 2 x USB-C (USB 4.0 + Thunderbolt 4 + DP + PD), Headphone / mic jack; Weight 1,5kg/3,2lbs Color White/Grey Official Warranty from Lenovo Indonesia Premium Care Onsite Support Standard bags Mouse Logitech M331; Kaspersky Internet Security Antivirus for 2 years;	Unit	15

#### **Delivery Requirements**

Delivery Requirements		
Delivery date and time	Bidder shall deliver the goods maximum 5 weeks after PO received.	
Delivery Terms (INCOTERMS 2020)	Delivered at Place (DAP)	
	□ Not applicable	
Customs clearance	Shall be done by:	
(must be linked to	□ Name of organisation (where applicable)	
INCOTERM)	🖂 Supplier/bidder	
	Freight Forwarder	
Exact Address(es) of	Attached.	
Delivery Location(s)	Allached.	
Distribution of shipping		
documents (if using	N/A	
freight forwarder)		
Packing Requirements	The bidder must ensure that the packaging is safe for transporting the goods and it is designed to avoid any damage during the shipment process.	
Training on Operations and Maintenance	The vendor must provide user manual and warranty card.	
Warranty Period	Minimum 1 Year official warranty from Manufacture for each item on Parts and Labour upon received of goods.	
After-sales service and local service support requirements	The Supplier should describe the after-sales service that is available locally, technical support and availability of spare parts in Indonesia.	
Preferred Mode of Transport	Other (Land/Air)	

#### **Delivery Address**

No	Alamat (Kota)	Qty	Unit
1	Kota Banda Aceh (Prov. Aceh)	1	Unit
2	Kota Pekanbaru (Prov. Riau)	1	Unit
3	Kota Medan (Prov. Sumatera Utara)	1	Unit
4	Kota Palembang (Prov. Sumatera Selatan)	1	Unit
5	Kota Pangkal Pinang (Prov. Bangka Belitung)	1	Unit
6	Kota Yogyakarta (Prov. DI Yogyakarta)	1	Unit
7	Kota Surabaya (Prov. Jawa Timur)	1	Unit
8	Kota Denpasar (Prov. Bali)	1	Unit
9	Kota Mataram (Prov. Nusa Tenggara Barat) 1 U		Unit
10	Kota Mataram (Prov. Nusa Tenggara Barat)	1	Unit
11	Kota Jayapura (Prov. Papua)	1	Unit
12	Kota Sorong (Prov. Papua)	1	Unit
13	Kota Makassar (Prov. Sulawesi Selatan)	1	Unit
14	Kota Banjarmasin (Prov. Kalimantan Selatan)	1	Unit
15	Kota Depok (Prov. Jawa Barat)	1	Unit
		15	Unit

## **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:	RFQ/UNDP/SMILE/152689/020/2021 – Provision of SMILE Project IT Hardware	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?	□ Yes □ No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	□ Yes □ No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	□ Yes □ No
Does your Company have a written Statement of its Environmental Policy? ( <i>If yes,</i> <i>provide a Copy</i> )	□ Yes □ 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	□ Yes □ No

institutions promoting such issues (If yes, provide a Copy)					
Is your company a member of the UN Global Compact		🗆 Yes 🗆 No			
Bank Information		Bank Name: Click or tap here to enter text.			
			Click or tap here		
		IBAN: Click or	tap here to enter	r text.	
		SWIFT/BIC: Click or tap here to enter text.			
		Account Currency: Click or tap here to enter text.			
		Bank Account	Number: Click or	r tap here to enter tex	t.
	Previous relevant experience: 3 contracts				
Name of previous	Client	& Reference	Contract	Period of activity	Types of activities
		act Details ding e-mail	Value		undertaken

#### **Bidder's Declaration**

Yes	No	
		<b>Requirements and Terms and Conditions:</b> 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.
		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.
		<b>Ethics</b> : 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.
		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 : <u>https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</u> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
		<b>Conflict of interest:</b> 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.
		<b>Prohibitions, Sanctions:</b> 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.

No	
	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.
	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance
	for the Offer Validity.
	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.
	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:	RFQ/UNDP/SMILE/152689/020/2021 – Provision of SMILE Project IT Hardware	Date: Click or tap to enter a date.

ltem No	Description	υом	Qty	Unit price	Total price
	Lenovo Yoga Slim 7i or equivalent         Intel® Core™ i7 11 <sup>st</sup> Generation or newest         Operating System Windows 10 Pro         Screen 14" (16:10) 2,2K (2240x1400),         100%sRGB, 300 nits, Dolby Vision (TBD);         Memory: 16GB Soldered LPDDR4x-4266         Disk: 1 TB SSD M.2 2280 PCle 3.0x4 NVMe         Graphics: NVIDIA®GeForce®MX450: 25W         Speaker 2 x 2W Harman Kardon® Dolby Atmos®         Front Face Camera IR         Connectivity 2 x 2 AX WiFi 6 & Bluetooth®5         Ports: USB-A 3.2 Gen 1 (always on), 2 x USB-C         (USB 4.0 + Thunderbolt 4 + DP + PD), Headphone         / mic jack;         Weight 1,5kg/3,2lbs         Color White/Grey         Official Warranty from Lenovo Indonesia         Premium Care Onsite Support         Standard bags         Mouse Logitech M331;         Kaspersky Internet Security Antivirus for 2 years;	Unit	15		
	Kaspersky internet security Antivirus for 2 years,			Total Price	
			Tra	ansportation Price	
				Insurance Price	
				Installation Price	
				Training Price	
			Other	Charges (specify)	
		Total Fi	nal and	All-inclusive Price	

# **Compliance with Requirements**

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

#### Other Information:

Estimated weight/volume/dimension of the Consignment:	Click or tap here to enter text.
Country/ies of Origin:	Click or tap here to enter text.
(if export licence required this must be submitted	
if awarded the contract)	

# 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	Authorized Signature:			
Company NameClick or tap here to enter text.	Date:Click or tap here to enter text.			
Address: Click or tap here to enter text.	Name:Click or tap here to enter text.			
Click or tap here to enter text.	Functional Title of Authorised			
Phone No.:Click or tap here to enter text.	Signatory:Click or tap here to enter text.			
Email Address:Click or tap here to enter text.	Email Address: Click or tap here to enter text.			