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REQUEST FOR QUOTATION (RFQ)

RFQ Reference: UNDP-SOI-RFQ-2022-022	Date: 15 July 2022

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, 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: DocuSigned by: 91B37C0C300448E...

Name: Nadira Sabirova

Title: Procurement Specialist

Date: 15/07/2022

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SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	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 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.
Deadline for the Submission of Quotation	28 July 2022, +11hrs If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/. For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
Method of Submission	Quotations must be submitted as follows: ☐ E-tendering ☒ Dedicated Email Address ☒ Courier / Hand delivery ☐ Other Click or tap here to enter text. Bid submission address: *United Nations Development Programme* *ANZ Haus, UN Joint Presence Office, Ranadi, Honiara Solomon Islands* *Attention: Procurement Unit* *Email: procurement.sb@undp.org* ▪ File Format: **PDF, Word and Excel** ▪ 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: **UNDP-SOI-RFQ-2022-022** ▪ 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.
Cost of preparation of quotation	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.
Supplier Code of Conduct, Fraud, Corruption,	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

DocuSign Envelope ID: 12649A22-6C64-4991-98DF-ADF7B807256D

	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_andinvestigation.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	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 [30 days] ☐ 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

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	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 **Solomon Islands Dollar**
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 Solicitation policy 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.
Duties and taxes	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: All prices must: ☐ be inclusive of VAT and other applicable indirect taxes ☒ be exclusive of VAT and other applicable indirect taxes
Language of quotation	English

DocuSign Envelope ID: 12649A22-6C64-4991-98DF-ADF7B807256D

Documents to be submitted	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 ☒ Valid Business License. ☒ Valid Registration certificate; ☐ 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; ☐ 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; ☐ Statement of satisfactory Performance (Certificates) from the top XXXX clients in terms of Contract value in similar field; ☐ Completed and signed CVs for the proposed key Personnel; ☐ Other Click or tap here to enter text.
Quotation validity period	Quotations shall remain valid for **60 days** from the deadline for the Submission of Quotation.
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	☒ Not permitted ☐ Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes
Alternative Quotes	☒ Not permitted ☐ 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	☒ 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. ☐ Other Click or tap here to enter text.
Conditions for Release of Payment	☐ Passing Inspection [specify method, if possible] Complete Installation ☐ Passing all Testing [specify standard, if possible] ☐ Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible ☒ Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements ☐ Others [pls. specify]
Contact Person for correspondence, notifications and clarifications	E-mail address: nadira.sabirova@undp.org and john.raymond@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.

DocuSign Envelope ID: 12649A22-6C64-4991-98DF-ADF7B807256D

Clarifications	Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated via email or phone by 03 June 2022
Evaluation method	☒The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer ☐ Other Click or tap here to enter text.
Evaluation criteria	☒ Full compliance with all requirements as specified in Annex 1 ☒ 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 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	☒ Purchase Order ☐ 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.) ☐ Contract for Works ☐ Other Type/s of Contract [pls. specify]
Expected date for contract award.	29 July 2022
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

DocuSign Envelope ID: 12649A22-6C64-4991-98DF-ADF7B807256D

Technical Specifications for Goods:

Item No	Minimum technical requirements		Quantity
1	Desktop Computer with Monitor	• Windows 10/11 Pro, English • Processor: intel core i5 • Memory: 4GB • Storage: 500GB HDD • Graphics: HDMI • Connectivity: WIFI, Bluetooth, • CD/DVD writer: External • Keyboard layout: US International • Power Plug: Oceania Cable Type I • Mouse • Monitor 23 – 24", LCD, HDMI	3
2	HDMI Cable	• HDMI cable 1 to 1.5 mtrs to connect desktop to monitor	8
3	Laptop	• Processor i5 minimum • OS_W10 English Minimum Home Edition • 4GB Memory • 250 HDD minimum • 12" – 14" Screen Size • Battery life – 6-10 hours • Connectivity: Wi-Fi, Bluetooth, Internet • Keyboard: English (US) • Warranty 1 year • Power Plug: Oceania Cable Type I • Backpack (shoulder Strap) and mouse	9
4	Headset for zoom	• Key features or similar to: • Memory foam leatherette ear pads • Detachable boom microphone • Inline Volume & Mic Mute Controls • Or Equivalent to Logitech H390	8
5	Color Printer - Multifunction Printer, (Medium Size, A4, A3)	**Multi-Function Color Printer (Print, Copy, Scan & Fax)** • Type: Medium Size color Printer • Print Black and Color up to 40ppm • First page out 10secs or faster • Hi-Speed USB 2.0 compatible port • Paper Size: A4 • Connections – USB & Ethernet • Scan to network folder and USB. (Scan to MiniCard optional) • Fax function (optional) • Control panel with LCD at least 4" size • Energy efficiency – Energy star qualified • Power – Solomon Islands, Australia and New Zealand requirement.	1
6	Toners, sets of 4	• 4 Sets Toners for the printer provided	4
7		**Professional Digital Camera**	1

DocuSign Envelope ID: 12649A22-6C64-4991-98DF-ADF7B807256D

	Camera	• Minimum of 18MP (APS-C CMOS Sensor) or equivalent • 8FPS with continuing shooting, • 1080P HD Video Recording • 3 inch clear view (LCD screen size) • Lens 135 MM • All required cables, power, connection etc… • Standard warranty • Memory SD Cards for Professional Digital Camera (above) 16-32GB capacity • Spare Batteries for the above Professional Digital Camera • Camera bag • Extended Lenses: 55-200mm focus length • 64GB SD card	
8	Surge Protector	• 6 inputs	8
9	HDMI Cable	• 3 to 5 meters	1

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods 45 days after Contract signature.
Delivery Terms (INCOTERMS 2020)	DAP
Customs clearance (must be linked to INCOTERM	☐ Not applicable Shall be done by: ☒ UNDP (Where applicable) ☐ Supplier/bidder ☐ Freight Forwarder
Exact Address(es) of Delivery Location(s)	1. SECSIP Project, Solomon Islands Electoral Commission, Vavaya Ridge, Honiara, Solomon Islands PO Box 1500, Phone: 21198
Packing Requirements	
Preferred Mode of Transport	Land