



REQUEST FOR QUOTATION (RFQ)

Supply and Delivery of IT Equipment

RFQ Reference: RFQ-073-PHL-2022	Date: 17 August 2022
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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: Samantha Gunasekera

Title: Operations Manager

Date: 17 August 2022

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>August 23, 2022, 5:00 P.M. Philippines Timezone</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>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p>Email Address: bids.ph@undp.org</p> <p>Subject: RFQ-073-PHL-2022: Supply and delivery of IT Equipment</p> <ul style="list-style-type: none">▪ File Format: pdf▪ 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.
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, Fraud, Corruption,	<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> <p>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</p>
Gifts and Hospitality	<p>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.</p>
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>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Possible Cancellation of PO/Contract if the delivery/completion is delayed by 30 days</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. 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 PHP for local firms or USD for international firms
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. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>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</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>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;</p> <p>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</p> <p>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.</p>
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> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable direct taxes</p>
Language of quotation	<p>English</p> <p>Including documentation such as catalogues, instructions and operating manuals.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><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</p> <p><input checked="" type="checkbox"/> Business Permit</p>
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of the 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	<input checked="" type="checkbox"/> Permitted. Bidders may bid for any number of lots.
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> Other 100% upon delivery and acceptance and receipt of payment documentation
Conditions for Release of Payment	<p><input checked="" type="checkbox"/> Passing Inspection</p> <p><input checked="" type="checkbox"/> Passing all Testing</p> <p><input checked="" type="checkbox"/> Written Acceptance of Goods, Services, and Works, based on full compliance with RFQ requirements</p>
Contact Person for correspondence, notifications and clarifications	<p>E-mail address: procurement.ph@undp.org</p> <p>Subject of email: RFQ-073-PHL-2022: Supply and Delivery of IT Equipment</p> <p>Attention: Quotations shall NOT be submitted to this address but to the address for quotation submission above. Otherwise, the 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.</p>
Clarifications	Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline.
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest priced substantially compliant offer PER LOT.

Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of the Contract <input checked="" type="checkbox"/> Comprehensiveness of after-sales services
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 number 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
Expected date for contract award.	01 September 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	<p>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.</p> <p>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.</p>

ANNEX 1: SCHEDULE OF REQUIREMENTS

Technical Specifications:

Lot 1: Laptop Computer

Item	DESCRIPTION / SPECIFICATION		Unit	Qty	Delivery Lead Time
1	Processor	Pentium i7 or approved equivalent (minimum)	unit	17	30 days after receive of Purchase Order
	Memory	16GB (minimum)			
	Storage	512GB M.2 NVMe™ PCIe® 3.0 SSD (minimum)			
	Display	Touch screen, 13.3-inch, FHD (1920 x 1080) 16:9, Wide view, Anti-glare display, LED Backlit, 300nits, sRGB: 100%, Screen-to-body ratio:78 %, With stylus support			
	OS	Windows 10 or 11 Pro (minimum)			
	Graphics	Intel® Iris® Xe Graphics			
	I/O Ports	1x USB 3.2 Gen 2 Type-A 2x Thunderbolt™ 4 supports display / power delivery 1x HDMI 2.0b 1x micro HDMI (RJ45 lan) 1x 3.5mm Combo Audio Jack			
	Warranty	3 years (minimum)			

Lot 2: Pocket Wifi

Item	DESCRIPTION / SPECIFICATION		Unit	Qty	Delivery Lead Time
1	Interface	<div>- 1 micro USB port for power supply</div> <div>- SIM card slot</div> <div>- Micro SD card slot</div>	unit	17	30 days after receive of Purchase Order
	Power Supply	Internal 2000mAh Rechargeable Battery			
	Network	<div>- 4G: FDD-LTE B1/B3/B7/B8/B20 (2100/1800/2600/900/800MHz)</div> <div>- 3G: DC-HSPA+/HSPA/UMTS B1/B8 (2100/900MHz)</div> <div>- 2G: EDGE/GPRS/GSM Quad Band (850/900/1800/1900MHz</div>			
	Data Rates	<div>- DL: 150Mbps, UL: 50Mbps</div>			
	Micro SD Card Reader	<div>- Up to 32GB (minimum)</div>			
	Screen Display	<div>- Traffic statistics, Wi-Fi status, user numbers, network type (2G/3G/4G), signal strength, Internet connection status, messages, battery meter.</div>			
	Frequency	<div>- 2.4GHz</div>			
	Wireless Security	<div>- Support WPA-PSK/WPA2-PSK, Black List, Enable/Disable SSID Broadcast</div>			

Lot 3: Headphones and Speakers

Item	DESCRIPTION / SPECIFICATION		Unit	Qty	Delivery Lead Time
1 - Headphones	Speaker Size	<div>- 40-50mm(minimum)</div>	unit	19	30 days after receive of Purchase Order
	Speaker max input power	<div>- 30mW to 40Mw (minimum)</div>			
	Rechargeable Battery	<div>- Lithium ion</div>			
	Materials	<div>- Headband cushion ultra soft foam, ear cushion, soft audio foam, aluminum slider arm</div>			
	Connectivity	<div>- USB-A/USB-C Bluetooth Adapter, Bluetooth</div>			
	Warranty	<div>- 2 years (minimum)</div>			
2 – Portbale Mic and Speakers	Audio	<div>- Full duplex audio, Acoustic echo cancellation (AEC), Omni-directional (360° pick-up range), Signal to noise ratio (SNR) +70 dB</div>	unit	1	30 days after receive of Purchase Order
	Connectivity	<div>- Connectivity USB 2.0 & Bluetooth – USB cord ~90 cm Bluetooth standard Bluetooth4.2 – Bluetooth Low Energy (BTLE) Wireless range Up to 30 m (between speakerphone and Bluetooth adapter) Up to 10 m (between speakerphone and smartphone/tablet) Supported Bluetooth profiles Headset profile v1.2 , hands free profile v1.6, A2DP v1.2, AVRCP v1.5 Talk-time Up to 11 hours PC USB Bluetooth</div>			

Item	DESCRIPTION / SPECIFICATION		Unit	Qty	Delivery Lead Time
		dongle (Jabra Link 370) USB BT audio device/HID dongle. Bluetooth 4.2 – Bluetooth Low Energy (BTLE) Charging power & time USB 5V / 500 mA – charging time 3h			
	Speakerphone weight	- 301g/10.62 oz			
	Warranty	- 2 years (minimum)			

Delivery Requirements

Delivery Requirements	
Delivery date and time	Within 30 days after signing of contract/PO
Delivery Terms (INCOTERMS 2020)	<p>DPU- Delivery at Place Unloaded</p> <p>This Incoterm requires that the seller delivers the goods, unloaded, at the named place. The Seller covers all the costs of transport (insurance, export fees, carriage, unloading from main carrier at destination port and destination port charges) and assumes all risk until arrival at the destination place. Contractor also responsible for inland trucking and personnel and equipment for unloading at the final delivery location.</p>
Customs clearance (must be linked to INCOTERM)	<p>Shall be done by UNDP (where applicable). If the items are imported, the supplier/bidder should facilitate all importation processes required. UNDP will only provide approval from the Department of Foreign Affairs (DFA) for duty free entry of goods and endorse the same to the Department of Finance (DOF). The Trace number will then be shared with the supplier's broker for follow-up with the Department of Finance’s approval. Once DOF approves, the supplier's broker shall pull out the imported items. UNDP will provide the supplier's broker with a Certificate of Guarantee and Authorization letter addressed to Bureau of Customs (BOC) prior to broker's pull out of goods and delivery and unloading at the final</p> <p>Vendor will forward to UNDP one set of digital copies in advance (7 days prior to shipment):</p> <ul style="list-style-type: none"> a) Commercial invoice b) Packing list c) Airway Bill (signed draft AWB 3-5 days prior to shipment, and confirmed AWB to be submitted on the day of shipment) or Waybill (if sea) <p>Bidder is also responsible for engaging the services of a broker to facilitate National Telecommunications Commission (NTC) and Optical Media Board (OMB) Clearances.</p>
Exact Address(es) of Delivery Location(s)	<p>UNDP Country Office 15th Flr., North Tower, Rockwelle Business Center Sheridan, Sheridan st., corner United st., Brgy. Highway Hills, Mandaluyong City.</p>
Packing Requirements	Supplier/bidder
Additional requirements	<p>List of required documentation/s from suppliers (ie. Delivery reports, serial numbers, and etc.)</p> <ul style="list-style-type: none"> 1) Brochures (with softcopy), 2) Delivery Receipts (with softcopy) 3) Master List of All equipment with the brand, model and serial numbers 4) Warranty Certificate (with softcopy) and call off procedures
Training on Operations and Maintenance	N/A
Warranty Period	Please see warranty requirement mentioned in the Technical Specifications
After-sales service and local service support requirements	After-sales support service and parts must be available within 3 years after the purchase
Preferred Mode of Transport	Land / Air/ Sea (whichever is applicable)

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) (If yes, provide a Copy of the valid Certificate):	<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? (If yes, provide a Copy of the valid Certificate):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<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 (If yes, provide a Copy)	<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.
<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-A: TECHNICAL COMPLIANCE SHEET - RFQ-054-PHL-2022

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.

COMPLIANCE SHEET

Lot 1: Laptop Computer

Item #	DESCRIPTION / SPECIFICATION		Please mark (X) your selection		Provide brand, model, specifications of offered items
			We will Comply	Will not Comply	
Lot 1	Processor	Pentium i7 or approved equivalent (minimum)			
	Memory	16GB (minimum)			
	Storage	512GB M.2 NVMe™ PCIe® 3.0 SSD (minimum)			
	Display	Touch screen, 13.3-inch, FHD (1920 x 1080) 16:9, Wide view, Anti-glare display, LED Backlit, 300nits, sRGB: 100%, Screen-to-body ratio:78 %, With stylus support			
	OS	Windows 10 or 11 Pro (minimum)			
	Graphics	Intel® Iris® Xe Graphics			
	I/O Ports	1x USB 3.2 Gen 2 Type-A 2x Thunderbolt™ 4 supports display / power delivery 1x HDMI 2.0b 1x micro HDMI (RJ45 lan) 1x 3.5mm Combo Audio Jack			
	Warranty	3 years (minimum)			

Lot 2 : Pocket Wifi

Item #	DESCRIPTION / SPECIFICATION		Please mark (X) your selection		Provide brand, model, specifications of offered items
			We will Comply	Will not Comply	
Lot 2	Interface	- 1 micro USB port for power supply - SIM card slot Micro SD card slot			
	Power Supply	Internal 2000mAh Rechargeable Battery			
	Network	- 4G: FDD-LTE B1/B3/B7/B8/B20 (2100/1800/2600/900/800MHz) - 3G: DC-HSPA+/HSPA/UMTS B1/B8 (2100/900MHz) 2G: EDGE/GPRS/GSM Quad Band (850/900/1800/1900MHz)			
	Data Rates	DL: 150Mbps, UL: 50Mbps			
	Micro SD Card Reader	Up to 32GB (minimum)			
	Screen Display	Traffic statistics, Wi-Fi status, user numbers, network type (2G/3G/4G), signal strength, Internet connection status, messages, battery meter.			
	Frequency	2.4GHz			
	Wireless Security	Support WPA-PSK/WPA2-PSK, Black List, Enable/Disable SSID Broadcast			

Lot 3: Headphones and Speakers

Item #	DESCRIPTION / SPECIFICATION		Please mark (X) your selection		Provide brand, model, specifications of offered items
			We will Comply	Will not Comply	
Headphones	Speaker Size	40-50mm(minimum)			
	Speaker max input power	30mW to 40Mw (minimum)			
	Rechargeable Battery	Lithium ion			
	Materials	Headband cushion ultra soft foam, ear cushion, soft audio foam, aluminum slider arm			
	Connectivity	USB-A/USB-C Bluetooth Adapter, Bluetooth			
	Warranty	2 years (minimum)			
Portbale Mic and Speakers	Audio	Full duplex audio, Acoustic echo cancellation (AEC), Omni-directional (360° pick-up range), Signal to noise ratio (SNR) +70 dB			
	Connectivity	Connectivity USB 2.0 & Bluetooth – USB cord ~90 cm Bluetooth standard Bluetooth4.2 – Bluetooth Low Energy (BTLE) Wireless range Up to 30 m (between speakerphone and Bluetooth adapter) Up to 10 m (between speakerphone and smartphone/tablet) Supported Bluetooth profiles Headset profile v1.2 , hands free profile v1.6, A2DP v1.2, AVRCP v1.5 Talk-time Up to 11 hours PC USB Bluetooth dongle (Jabra Link 370) USB BT audio device/HID dongle. Bluetooth 4.2 – Bluetooth Low Energy (BTLE) Charging power & time USB 5V / 500 mA – charging time 3h			
	Speakerphone weight	301g/10.62 oz			
	Warranty	2 years (minimum)			

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) DPU to UNDP Office in Cotabato City	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time 30 days after receipt of PO	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
One-year Warranty	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation 90 days	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms: SEND BILL (UNDP will process 100% Payment within 30 days after delivery and acceptance of the order)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements: Full acceptance of the GTC and the Special conditions of the contract	<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.
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.

ANNEX 3-A: FINANCIAL PROPOSAL/ PRICE SCHEDULE - RFQ-054-PHL-2022

(UNDP is exempt from VAT and other applicable direct taxes)

Currency of the Quotation: Click or tap here to enter text.
INCOTERMS: DPU – Delivery at Place includes Unloading

Lot 1: Laptop Computers

	DESCRIPTION / SPECIFICATION	Unit	Qty	Unit Cost (VAT-Exempt)	Total Cost (VAT-exempt)
1	Laptop Computers	unit	17		
Subtotal for equipment (VAT-EXCLUSIVE)					
Transportation Price					
Other Charges (specify)					
Total Final and All-inclusive Price for Lot 1 (VAT-EXCLUSIVE)					

Lot 2 : Pocket Wifi

	DESCRIPTION / SPECIFICATION	Unit	Qty	Unit Cost (VAT-Exempt)	Total Cost (VAT-exempt)
1	Pocket Wifi	unit	17		
Subtotal for equipment (VAT-EXCLUSIVE)					
Transportation Price					
Other Charges (specify)					
Total Final and All-inclusive Price for Lot 2 (VAT-EXCLUSIVE)					

Lot 3 – Headphones and Speakers

	DESCRIPTION / SPECIFICATION	Unit	Qty	Unit Cost (VAT-Exempt)	Total Cost (VAT-exempt)
1	headpohones	unit	19		
2	Speakers	unit	1		
Subtotal for equipment (VAT-EXCLUSIVE)					
Transportation Price					
Other Charges (specify)					
Total Final and All-inclusive Price for Lot 2 (VAT-EXCLUSIVE)					

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 NameClick 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.