



REQUEST FOR QUOTATION (RFQ)
(Supply and delivery of Rugged Tablets at Tonga)
(Advertisement)

DATE: 25th October 2022
 REFERENCE: RFQ/FJI/063/2022

Dear Sir / Madam:

We kindly request you to submit your quotation for Supply of rugged tablets (30 numbers) as detailed in Annex 1 of this RFQ.

Quotations must be submitted via email to the following address:

Email: etenderbox.pacific@undp.org

Quotations submitted by email and 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 UNDP 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 or stamped.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP Freight /clearance cost to be included if vendor is not based in Tonga
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror
Exact Address/es of Delivery Location/s (identify all, if multiple)	National Emergency Management Office, Otto Snaft Building Level 3, Taufa'ahau Rd. Nuku'alofa. Tonga

¹ Must be linked to INCO Terms chosen.

Latest Expected Delivery Date and Time (<i>if delivery time exceeds this, quote may be rejected by UNDP</i>)	<input checked="" type="checkbox"/> 1 month from PO Issuance
Delivery Schedule	<input checked="" type="checkbox"/> Required (Indicate by when the items can be delivered)
Mode of Transport	Bidders may choose whichever is preferred
Preferred Currency of Quotation	<input checked="" type="checkbox"/> US Dollars
Value Added Tax on Price Quotation	Pay VIP
Warranty	3-6 Months minimum wherever applicable
Deadline for the Submission of Quotation	<i>08 November 2022 (New York Time)</i>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted (Mandatory)	<input checked="" type="checkbox"/> Quotation in accordance with the list of requirements in Annex 1 <input checked="" type="checkbox"/> Standard technical information of the product
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 days
Partial Quotes	<input checked="" type="checkbox"/> Not Permitted
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of goods
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criterion and cannot be deleted regardless of the nature of services required]</i> <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time ²
UNDP will award to:	<input checked="" type="checkbox"/> Only one Supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Conditions for Release of Payment	Upon receipt and verification of items by NEMO Emergency Operations team in Tonga.

Annexes to this RFQ ³	<input checked="" type="checkbox"/> Technical Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Technical and Financial Form <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract. 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) ⁴	<p>Sivendra Michael <i>Disaster Risk Reduction and Resilience Advisor</i> sivendra.michael@undp.org</p> <p>Elena Wakolo <i>Procurement Associate</i> elena.wakolo@undp.org</p> <p>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>

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 UNDP 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 UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP 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 UNDP'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 UNDP after it has received the quotation. 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.

Any Purchase Order that will be issued as a result 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 UNDP herein attached as Annex 3.

UNDP 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.

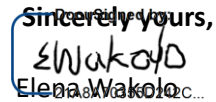
Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Vendor 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.

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

Elena Wakolo

Procurement Associate

Terms of Reference for the Distribution of IT Equipment

1. Background Information

National Emergency Management Office (NEMO) plans to completely shift its IDA from paper-based to electronic format – digitization. The shift would bring about greater accuracy, quicker, and reliable data from the field to better inform decision-making. Further it provides a platform for other assessments and surveys to be digitized and performed in quick time.

To facilitate the digitized IDA process are key equipment which includes tablets with preloaded software and digitized geo-reference forms, designated laptops for onsite data collation, analysis and back-up to facilitate relay of data almost instantaneously. UNDP under its project with the NEMO is procuring the required tablets – 30 numbers as per its terms and conditions. These tablets will be handed over to NEMO officials upon receipt by UNDP.

Destination / delivery

Supplier shall ensure ordered quantity are supplied within stipulated time of 14 – 21 days from date of order placement to the National Emergency Management Office, Otto Snaft Building Level 3, Taufa'ahau Rd. Nuku'alofa.

Annex 1**Technical Specifications for the IT Equipment**

- The products shall be brand new and not refurbished.
- The product shall be manufactured by an industry recognized and high-quality brand.
- The chosen products shall represent the most recent technology.
- All products shall accompany appropriate warranty and certification.

Total Quantity	Item Description /Specification	Place of delivery.
35	Tab Active Pro LTE Rugged Tablet 10.1" WUXGA TFT Qualcomm SDM670 2Ghz (Octa-Core) 4GB Ram 64GB Storage 13MPAF + 8MP Camera	Tonga, NEMO Office – Emergency Operations Centre

Annex 2**Technical and Financial Offer – Goods**

Bidders are requested to complete this form, sign it and return it as part of their bid along or prepare a quotation on company letter head based on this format.

Name of Bidder:	Click or tap here to enter text.				
RFQ reference:	RFQ/FJI/063/2022	Date: Click or tap to enter a date.			
Currency of the Quotation: Click or tap here to enter text.					
INCOTERMS: Click or tap here to enter text.					
Item No	Description	UOM	Qty	Unit price	Total price
1.	Tab Active Pro LTE Rugged Tablet 10.1" WUXGA TFT Qualcomm SDM670 2Ghz (Octa-Core) 4GB Ram 64GB Storage 13MPAF + 8MP Camera		35		
Total Price					
Indicate the following cost only if applicable or already inclusive in the Unit cost					
Transportation Price					
Insurance Price					
Total Final 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	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS-DAP)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time (Max 1-2 month)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty and After-Sales Requirements (6 months)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation (60 days)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms (30 days)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

Exact name and address of company Company Name Click or tap here to enter text. Address: Phone No.: Email Address: Click or tap here to enter text.	Authorized Signature: _____ Date: Name: Functional Title of Authorised Signatory: Email Address:
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