

Section 1. Request for Quotation (RFQ) - Letter of Invitation

Dear Sir/Madam,

The United Nations Entity for Gender Equality and the Empowerment of Women, hereinafter referred to as UN Women hereby invites prospective vendors to submit a quotation(s) in accordance with the Request for Quotation (RFQ) documents, including General Conditions of Contract (GCC) and the Terms of Reference as set out in this RFQ.

To enable you to submit a proposal, please read the following documents carefully.

- Section 1. This Letter of Invitation
- Section 2. Instructions to Vendors (including referenced General Conditions of Contract and Model Forms of Contract, available publicly on the UN Women website at: <https://www.unwomen.org/en/about-us/procurement/contract-templates-and-general-conditions-of-contract>)
- Section 3. Information Sheet
- Section 4. Terms of Reference/Schedule of Requirements/Statement of Works

Your submission should include the following:

- Form A: Quotation Submission Form
- Form B: Technical and Financial Offer
- Form C: Voluntary Agreement to Promote Gender Equality and Women's Empowerment (*optional - completed online*)
- Form D: Format For CV Of Proposed Key Personnel, if required

If you are interested in submitting a quotation in response to this RFQ, please prepare your quotation in accordance with the requirements and procedure as set out in this RFQ and submit it by the deadline set out in the notice.

Should you require further clarifications, kindly communicate with the procuring office through the "Messages" function in Quantum.

We look forward to receiving your proposal,
UN Women Procurement

Tender Overview	Malatya Violence Monitoring and Prevention Centers Home/Industrial Appliances IT/Electronics White Goods
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1 Overview

1.1 General Information

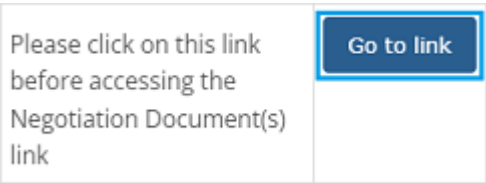
Title	Procurement of Home/Industrial Appliances, IT/Electronics, White Goods - Malatya
Contact Point	Procurement Unit
Outcome	
E-Mail	turkiye.operations@unwomen.org
Reference Number	UNW-TUR-2024-00037
Beneficiary Country	TUR
Introduction	Dear Sir/Madam,

The United Nations Entity for Gender Equality and the Empowerment of Women, hereinafter referred to as UN Women hereby invites prospective vendors to submit a quotation(s) in accordance with the Request for Quotation (RFQ) documents, including General Conditions of Contract (GCC) and the terms as set out in this RFQ.

Existing Suppliers: Navigate to the Quantum Supplier Portal (<http://supplier.quantum.partneragencies.org/>) to log in to the system.
New Suppliers: If you are viewing this notice on UNGM, click on "Links" tab >> "Supplier Registration" >> "Go to link" and you will be re-directed to the registration page of the Quantum Supplier Portal.



To view the solicitation documents - click on "Links" tab >> "Negotiation Document(s)" >> "Go to link". Please ensure to navigate to "Please click on this link before accessing the Negotiation Document(s) link" - this action needs to be done once to enable the access to the solicitation documents.



For more information, see the ["UN Women Quantum supplier guideline"](#).

1.2 Tender Timeline

Preview Date	
Open Date	23/02/24 06:17 AM
Close Date	01/03/24 14:30 PM

Time Zone Coordinated Universal Time

1.3 Response Rules

This negotiation is governed by all the rules displayed below.

	Rule
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1.4 Terms

Negotiation Currency TRY

2 Requirements

**Response is required*

While submitting your financial offer to the system, please kindly check the item number. The ranking may vary in the system.

Finansal teklifinizin sisteme girisini yaparken lutfen urun siralamalarini kontrol ediniz. Sistemdeki siralama degisiklik gosterebilir.

2.1 Section 1. Requested Documents

- *1. Please upload **Form A: Quotation Submission Form** in the format provided in this RFQ.
- *2. Please upload **Form B: Technical and Financial Offer** in the format provided in this RFQ.

2.2 Section 2. Women-Owned Details

- *1. Please select the status of the women-owned entity
Hint: Please make sure to fill the Business classification section.
- *2. Total number of management board/team members (regardless of gender) :
- *3. Total number of women in the management board / team:
- *4. Is your company a signatory to Women's Empowerment principles, which is offering guidance to business on how to promote gender equality and women's empowerment in the workplace, marketplace and community? <https://www.weps.org/>
- *5. **(Optional) Form C: Voluntary Agreement to Promote Gender Equality and Women's Empowerment Between the Bidder And The United Nations Entity for Gender Equality and the Empowerment of Women**

The United Nations Entity for Gender Equality and the Empowerment of Women, a composite entity of the United Nations established by the United Nations General Assembly by its resolution 64/289 of 2 July 2010 (hereinafter referred to as "UN Women") strongly encourages (Name of the Contractor) (hereinafter referred to as the "Contractor") to partake in achieving the following objectives:

- Acknowledge values & principles of [gender equality](#) and [women's empowerment](#);
- Provide information and statistical data (that relates to policies and initiatives that promote gender equality and women empowerment), upon request;
- Participate in dialogue with UN Women to promote gender equality and
- women's empowerment in their location, industry and organization;
- Establish high-level corporate leadership for gender equality;
- Treat women and men fairly at work and respect and support human rights and nondiscrimination;

- Ensure health, safety and wellbeing of all women and men workers;
- Promote education, training and professional development for women;
- Implement enterprise development, supply chain and marketing practices that empower women;
- Promote equality through community initiatives and advocacy;
- Measure and publicly report on progress to achieve gender equality;
- Adhere to values of respect for fundamental human rights, social justice and human dignity, and respect for the equal rights of men and women, enshrined in the United Nations (UN) Charter and the [UN Supplier Code of Conduct](#).

*4. Please provide URL/link to WEPs profile

a.1. *Response attachments are optional.*

*4. My company is committed to gender equality and women's empowerment and we would like to join the

b.1. global community of signatories to the Women's Empowerment Principles (WEPs). We will register our commitment at: www.weps.org/join

2.3 Section 3. Minimum requirements

*1. Please indicate whether your quotation meets the minimum technical requirements/specifications.

*2.

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods 10 working days after Contr
Delivery Terms (INCOTERMS 2010)	Delivered at Place (DAP)
Customs clearance (must be linked to INCOTERM	<div><input checked="" type="checkbox"/>Not applicable</div> <div>Shall be done by:</div> <div><input type="checkbox"/>Name of organisation</div> <div><input type="checkbox"/>Supplier/bidder</div> <div><input type="checkbox"/>Freight Forwarder</div>
Exact Address(es) of Delivery Location(s)	<div>Yeşilyurt/Malatya</div> <div>The exact addresses will be clarified after contract issuanc</div>

Distribution of shipping documents (if using freight forwarder)	N/A
Packing Requirements	N/A
Training on Operations and Maintenance	N/A
Warranty Period	Minimum 2 years
After-sales service and local service support requirements	Minimum 1 year
Preferred Mode of Transport	Land

Please indicate whether your quotation meets the delivery terms and lead times.
Hint: Please indicate whether your quotation meets the delivery requirements as the goods 10 working days after Contract signature.

- *3. Please indicate whether your quotation meets the requirements for the period of quotation validity.
- *4. Please indicate whether your quotation meets the requirements for the payment terms.
- *5.

Technical Specifications for Goods:

Item No	Item	Minimum technical requirements	Unit
1	Desktop Computer (Masaüstü Bilgisayar)	Intel Core i5 1235U 21.5" 16 GB RAM 512 GB SSD FHD FreeDOS All In One PC. (Intel Core i5 1235U, 21.5"Monütör ,16 GB RAM, 512 GB SSD FHD FreeDOS All In One Bilgisayar)	Each
2	Printer (Yazıcı)	Toner Printer with Photocopy and Scanner Features > 20 pps 28 MB 600 MHZ - Black and White Printing (Yazıcı, fotokopi, tarayıcı > 20 pps 128 MB 600 MHZ özelliği bulunan tonerli yazıcı - siyah beyaz çekim)	Each

3	Cordless Phone (Telsiz Telefon)	Cordless Phone with Caller ID Display and Call Sharing Feature (Arayan numara gösterme ve çağrı paylaşımı özelliği bulunan telsiz telefon)	Each
4	Multifunctional Floor Scanner Photocopier (Çok Fonksiyonlu Kat Tarayıcı Fotokopi Makinesi)	Color Printer and Scanner - Cabinet-Type Printer (1200 x 1200 DPI 30 ppm 600 x 600 DPI tarama ve kopyalama 500 kagit kapaeiteli Renkli yazıcı ve tarayıcı özelliği bulunan dolap tipi yazıcı)	Each
5	Office Type Vacuum Cleaner (İş Yeri Tipi Elektrik Süpürgesi)	Office-Type Vacuum Cleaner with 880 Watt Wet-Dry Suction Power (880 watt ıslak-kuru çekiş gücüne sahip ofis tipi elektrik süpürgesi)	Each
6	Carpet and Upholstery Cleaning Machine (Halı Koltuk Yıkama Makinesi)	Home Washing Machine with 220 Watt Power and Carpet & Upholstery Attachment (220 watt gücünde halı ve koltuk başlığı bulunan ev tipi yıkama makinesi)	Each
7	Mini Refrigerator (Mini Buzdolabı)	>90-Liter with freezer Office-Type Mini Refrigerator (>90 LT Derin doldurucu bölümü bulunan Büro tipi mini buzdolabı)	Each
8	Electric Samovar (Elektrikli Semaver)	2200 Watt Samovar with Teapot (2200 watt demlikli semaver)	Each
9	24000 BTU Air Conditioner (24000 BTU Klima)	Energy-Efficient 24000 BTU inverter Air Conditioner (24000 BTU inverter enerji tasarruflu klima)	Each
10	Portable Sound System and Microphone (Taşınabilir Ses Sistemi ve Mikrofon)	1400 Watt Portable Cabinet Speaker and Wireless Microphone (1400 watt taşınabilir kabin hoparlör ve kablosuz mikrofon)	Each
11	External Hard Drive (Harici Harddisk)	1 Terabyte Portable Hard Drive Storage Capacity (1 Terabayt depolama kapasitesinde taşınabilir harddisk)	Each
12	Water Dispenser (Su Sebili)	Bottled Water Dispenser with Cold and Hot Options (Soğuk sıcak seçeneği olan damacanalı su sebili)	Each

Hint: While submitting your financial offer to the system, please kindly check the item number. The ranking

may vary in the system. - Finansal teklifinizin sisteme girisini yaparken lutfen urun siralamalarini kontrol ediniz. Sistemdeki siralama degisiklik gosterebilir.

3 Lines

Instructions

While submitting your financial offer to the system, please kindly check the item number. The ranking may vary in the system.

Finansal teklifinizin sisteme girisini yaparken lutfen urun siralamalarini kontrol ediniz. Sistemdeki siralama degisiklik gosterebilir.

3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-Humanitarian Procurement Desktop Computer (Masaüstü Bilgisayar) - RFQ 5	43211507		Ea	6			
2-Humanitarian Procurement - RFQ 5 - Printer	43212100		Ea	6			
3-Humanitarian Procurement - RFQ 5 - Cordless Phone	43191514		Ea	6			
4-Humanitarian Procurement - RFQ 5 - Multifunctional Floor Scanner Photocopier	44101501		Ea	2			
5-Humanitarian Procurement - RFQ 5 - Office-type Vacuum Cleaner	47121800		Ea	1			
6-Humanitarian Procurement - RFQ 5 - Carpet and Upholstery Cleaning Machine	47121800		Ea	1			
7-Humanitarian Procurement - RFQ 5 - Mini refrigerator	52141501		Ea	2			

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
8-Humanitarian Procurement - RFQ 5 - 24000 BTU Air Conditioner	40101700		Ea	3			
9-Humanitarian Procurement - RFQ 5 - Portable Sound System and Microphone	43211607		Ea	1			
10-Humanitarian Procurement - RFQ 5 - External Hard Drive	56101900		Ea	1			
11-Humanitarian Procurement - RFQ 5 - Water dispenser	47101600		Ea	2			
12-Humanitarian Procurement - RFQ 5 - Installation	81111809		Ea	1			
13-Humanitarian Procurement - RFQ 5 - Delivery	78102200		Ea	1			
14-Humanitarian Procurement - RFQ 5 - Electric Samovar	47101600		Ea	2			