

REQUEST FOR QUOTATION
RFQ № UNFPA/MDA/RFQ/2018/002 - Notebooks

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items: **before Monday, 28 May 2018, 23:59 (GMT+2):**

Item No.	Description / specifications of goods	Quantity	
Item 1.	NOTEBOOK 14 inch – Advanced (Warranty: 3 years, including battery)	2 (two) units	
	CPU		4-cores Processor similar to Intel core i7 (Manufacturing Technology 14nm) – 1.8 GHz, 8MB cache
	RAM		8 GB
	Hard Drive		256 GB SSD
	LCD display		14 inch FHD LED with Integrated Web Camera
	Video		support for two monitors
	Wired network		Ethernet 100/1000
	Wireless conn.		Wi-Fi (802.11 a/b/g/n/ac), Bluetooth
	Ports		2 USB 3.1; 1 USB Type-C with Thunderbolt 3; 1 microphone in, 1 headphone, or 1 combo; 1 HDMI (with adapter to VGA) or Display Port (with adapter to VGA and adapter to 30 HDMI); 1 RJ-45; 1 docking connector or existing USB Type-C port compatible with Business category; Docking stations of the same brand as laptop.
	Slots		1 Card Reader
	Input Device		Keyboard, US English or US English/Russian, illuminated (built-in function)
	Pointing device		Touchpad
	Battery		50 WHr
	Weight		Up to 1.48 kg in minimum configuration specified by manufacturer
Accessories	Bag; USB Keyboard US English/Russian; USB optical mouse with scroll wheel; Docking station with USB 3.0, RJ-45, VGA, DP or mDP; Auto/Air/AC adapter; Lock kit.		
Security	Lock Slot		
OS/Software	Microsoft Windows 10 Pro 64-bit English		
Item 2.	MONITOR – 24" or 23.8" LCD Widescreen (Warranty: 3 years)	2 (two) units	
	Resolution		1920 x 1080
	Response time		Maximum 8 ms
	Viewing angles		178° vertical, 178° horizontal
	Ports		VGA, DP or HDMI (with adapter to DP), USB

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	Stand	Height adjustable	
	Brightness	250 cd/m ²	
	Contrast ratio	1000:1	
Item 3.	UPS (Warranty: 1 year)		2 (two) units
	<i>similar to APC Back-UPS ES 700</i>		

Please take note of the following requirements and conditions pertaining to the provision of the abovementioned items:

Delivery Terms (INCOTERMS 2010)	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input checked="" type="checkbox"/> DAP
Delivery place	131, 31 August 1989 Street, MD-2012 Chisinau, Moldova (4 th floor, UNFPA Office)
Customs clearance, if needed, shall be done by:	<input type="checkbox"/> UNFPA <input checked="" type="checkbox"/> Supplier/Offeror <input type="checkbox"/> Freight Forwarder
Latest Expected Delivery Date	30 calendar days from the issuance of the Purchase Order (PO)
Preferred Currency of Quotation ¹	<input checked="" type="checkbox"/> USD <input type="checkbox"/> EUR <input type="checkbox"/> MDL
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Payment Term	<input checked="" type="checkbox"/> 100% upon complete delivery of goods
Validity of Quotation	<input type="checkbox"/> 30 DAYS <input type="checkbox"/> 60 DAYS <input checked="" type="checkbox"/> 90 DAYS
Partial Quotes	<input checked="" type="checkbox"/> Not Permitted
Warranty	3 years for Notebooks and Monitors and 1 year for UPS
Type of contract	Purchase Order
All documents shall be in:	English or Romanian
Technical Evaluation Criteria	<ul style="list-style-type: none"> • Full compliance of offered goods to the Technical Specifications and required quality standards; • Availability of certificates of quality and origin for the offered equipment; • Equipment offered shall be FCC compliant and shall be compatible with the Microsoft Hardware Compatibility List; • Availability of authorized service in Moldova and comprehensiveness of after-sales services; • Acceptability of the Delivery Terms.

This Request for Quotation is open to all legally-constituted companies that can provide the requested products and have legal capacity to deliver in the Republic of Moldova, or through an authorized representative.

I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person's potential is fulfilled.

¹ Other currencies shall be converted into USD at the UN Operational Rate of Exchange on the day of competition deadline



UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](#)

Objective:

The objective of the RFQ is to identify a supplier who can provide UNFPA with all the above mentioned products. The selected vendor is expected to provide such products, based on specific Purchase Orders submitted to the vendor.

II. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA:	Diana Selaru, Administrative and Finance Associate
Tel N°:	+373 22 214002
Email address of contact person:	selaru@unfpa.org

The **deadline for submission of questions is Tuesday, 22 May 2018, 23:59 (GMT+2)**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

III. Content of quotations

Quotations should be submitted in a single e-mail whenever possible, depending on file size. Quotations must contain:

- a) Technical proposal, in response to the requirements outlined in the specifications should comply with:
 - The bidder shall be required to quote for all items.
 - The bidder shall submit the following documents:
 - i. Copy of Company's Registration Certificate;
 - ii. Company profile (short info up to 1 page) and list of clients;
 - iii. Detailed technical specifications of offered goods;
 - iv. Certificates of quality for the offered equipment'
 - v. Statement or certificate of origin for the offered equipment;
 - vi. Name and address of authorized service in Moldova and comprehensiveness of after-sales services.
- b) Price quotation, to be submitted strictly in accordance with Price Quotation Form.

Both parts of the quotation must be signed by the company's relevant authority and submitted in PDF format.

IV. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, are to be sent by e-mail to the contact person indicated below **no later than: Monday, 28 May 2018, 23:59 (GMT+2)**².

Name of contact person at UNFPA:	Alexandru Rusu, Administrative Associate
Email address of contact person:	moldova.office@unfpa.org

Please note the following guidelines for electronic submissions:

² <http://www.timeanddate.com/worldclock/city.html?n=69>

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- The following reference must be included in the email subject line: **RFQ № UNFPA/MDA/RFQ/2018/002 – Notebooks**. Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total e-mail size may not exceed **20 MB (including e-mail body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.

V. Overview of Evaluation Process

Quotations will be evaluated based on the compliance with the technical specifications and the total cost of the goods (price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance (pass/fail basis) prior to the comparison of price quotes.

VI. Award

UNFPA shall award a Purchase Order to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

VII. Right to Vary Requirements at Time of Award

UNFPA reserves the right at the time of award of Contract to increase or decrease by up to 20% the volume of goods specified in this RFQ without any change in unit prices or other terms and conditions.

VIII. Payment Terms

UNFPA payment terms are net 30 days upon receipt of shipping documents, invoice and other documentation required by the contract.

IX. Fraud and Corruption

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's Policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

X. Zero Tolerance

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).





XI. RFQ Protest


Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit, Ms. Rita Columbia, UNFPA Representative at columbia@unfpa.org Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at procurement@unfpa.org.

XII. Disclaimer

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).

NAME, FUNCTIONAL TITLE:

Eugenia Berzan, UNFPA Officer-in-Charge

Signature: _____


DATE: 14.05.2018





PRICE QUOTATION FORM

Name of Bidder:

Date of the quotation:

Click here to enter a date.

Request for quotation N°:

UNFPA/MDA/RFQ/2018/002 - Notebooks

Currency of quotation:

USD

Validity of quotation:

(The quotation shall be valid for a period of at least 3 months after the submission deadline.)

Price Quotation Form

Item	Product Name & Description	UOM	Unit Price	Number of Units	Total (USD)
1					
2					
3					
4					
5	Delivery Charges based on the following 2010 Incoterm, to: DAP UNFPA Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau, Moldova	Each		1	
GRAND TOTAL					

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/MDA/RFQ/2018/002 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

Click here to enter a date.

Name and title

Date and place



**ANNEX I:
General Conditions of Contracts:
De Minimis Contracts**

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#), [Spanish](#) and [French](#)



A handwritten signature in blue ink, located in the bottom right corner of the page.

