



## REQUEST FOR QUOTATION (RFQ) (Goods)

	DATE: October 25, 2017
	REFERENCE No. RFQ: RFQ/03/2017 – Office Eqt. Employment Project

Dear Sir / Madam:

1. We kindly request you to submit your quotation for the **Supply and Delivery of Office Equipment**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.
2. Quotations may be submitted on or before **November 8, 2017, 23:59H Cabo Verde time** via  e-mail to the address below:

**Email address: [procurement.cv@cv.jo.un.org](mailto:procurement.cv@cv.jo.un.org)**

**Marking of Quotations:** Quotations should be marked in the subject of email as follows:  
“**Company’s name, RFQ/03/2017 - Office Eqt. Employment Project**”.

3. Quotations submitted by email must be limited to a maximum of 8 MB, virus-free and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.
4. 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 and in the .pdf format, and free from any virus or corrupted files.
5. Ensure compliance with the following requirements and conditions pertaining to the supply of the abovementioned goods or non-consultant services:

5.1	Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAT Praia, Cabo Verde
5.2	Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> UNDP
5.3	Exact Address/es of Delivery Location/s (identify all, if multiple)	Edifício das Nações Unidas, Av. OUA, Achada Santo Antonio, Praia, Ilha de Santiago
5.4	UNDP Preferred Freight Forwarder, if any	N/A

5.5	Distribution of shipping documents (if using freight forwarder)	N/A
5.6	Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> 3 to 4 Weeks from the issuance of the Purchase Order (PO)
5.7	Delivery Schedule	<input checked="" type="checkbox"/> Required
5.8	Packing Requirements	As per International Standard for shipment and handling of Laboratory and related equipment, including Markings.
5.9	Mode of Transport	<input checked="" type="checkbox"/> AIR
5.10	Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> or any convertible currency; however local suppliers will be paid in local currency (CVE). Local suppliers who choose to submit offers in USD will be paid in local currency at the UN Exchange rate at the time of payment.
5.11	Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
5.12	After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts for a minimum period of 1 Year <input checked="" type="checkbox"/> Technical Support <input checked="" type="checkbox"/> Bidder should provide contact details of local company who will provide after-sale services in Praia or provide another solution, and comprehensive plan for after –sales in case of absence of local representative.
5.13	Deadline for the Submission of Quotation	<b><u>23:59H, Wednesday, November 08, 2017 Cabo Verde Time</u></b>
5.14	All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Portuguese <input checked="" type="checkbox"/> Bidders are requested to provide a detail description and technical brochures of the goods to be supplied.
5.15	Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Quality Certificates (ISO, etc.); <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;
5.16	Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 days  In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm

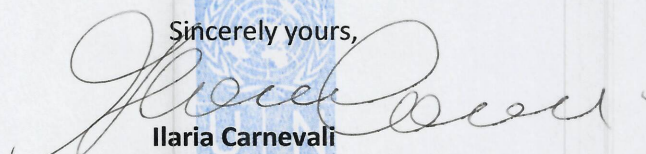
		the extension in writing, without any modification whatsoever on the Quotation.
5.17	Partial Quotes	<input checked="" type="checkbox"/> Not permitted
5.18	Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of goods
5.19	Liquidated Damages	<i>0.5% of the total Purchase order amount for every day of delay, up to a maximum duration of 1 calendar month. Thereafter, the contract may be terminated by UNDP without additional notice.</i>
5.20	Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Comprehensiveness of after-sales services
5.21	UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
5.22	Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
5.23	Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 Days
5.24	Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with this RFQ requirements
5.25	Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3).  Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
5.26	Contact Person for Inquiries (Written inquiries only)	<b>Procurement Unit : <a href="mailto:unoffice.cv@one.un.org">unoffice.cv@one.un.org</a></b> 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.

6. 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.
7. 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.

8. 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.
9. 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.
10. 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 fifteen five per cent (15%) of the total offer, without any change in the unit price or other terms and conditions.
11. 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.
12. 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.
13. 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/>
14. 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.
15. 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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your quotation.


Sincerely yours,



**Ilaria Carnevali**  
**Deputy Resident Representative**  
**October 25, 2017**

### Quantity and Technical Specifications

Items	Items to be Supplied*	Quantity	Description/Specifications of Goods
1	Laptop + Docking Station + Keyboard + Mouse + Carrying Case + Monitor	3	<b>Dell Latitude 7470</b> Intel Core i5-6200U (Dual Core, 2.3GHz, 3M cache, 15W) Integrated HD Graphics 520 14.0" HD (1366 x 768) Anti Glare LCD Integrated webcam No Fingerprint Reader 4GB (1x4GB) 2133MHz DDR4 Memory 256GB M.2 SATA Class 20 Solid State Drive 65 Watt AC Adapter - EU power plug Primary 3-cell (42W/HR) Battery Dell Wireless 1820 802.11AC Dual-Band Wi-Fi Bluetooth 4.1 No WWAN Gigabit Ethernet (10/100/1000) Internal Backlight Keyboard - English US Windows 7 Pro 64 (Win10 License) - English US No optical drive 3 year ProSupport Microsoft Office Keyboard/mouse: Portuguese Multimedia/2 button Scroll Optical Mouse Black Carry Case: Professional Slim 14" laptop carry case black Energy STAR: Energy Star 5.2 Enabled / EPEAT Docking station: Dell Advanced E-Port II w/130W Monitor: Dell Professional Monitor P2417H Dell Adapter HDMI to VGA
2	UPS	13	APC Power-Saving BACK-UPS Pro 900, 230V
3	Color Office laser Multifunction Printers + Toner	1	HP Color LaserJet Pro MFP M477fdw 1 set of Toner
4	B&W Office laser Multifunction Printers	1	HP LaserJet Pro MFP M426fdn 2 Black Toner
5	Business Projector	1	Resolution WXGA (1280x800) Aspect ratio 16:10 Video modes: 720p,1080i,480p,480i Zoom ratio 1.20:1 Projector brightness: 3000 lumens Projection technology 3LCD Service life of lamp 4000 h Focus Manual Connection Panel: Composite (RCA), VGA in (Dsub-15pin), HDMI, USB Voltage: 220V - 240V

6	Footrest	24	Ergonomic design to support legs Easily adjusts to multiple tilt angles Height adjustable to minimum 3 positions Large platform measures Non-Slip Rubber Feet to enhance overall stability
7	Desk Lamp	12	Energy Efficient LED Desk Lamp that will reduce energy Pleasant on the eyes with flicker-free lighting for reading, working, and studying Lamp that is dimmable with minimum 5 levels of brightness Specs: 410 Lumen, Color temp: 2700-6000K, CRI: 90, Lifespan: 50,000 hrs, Input: AC 220V - 240V Modern design to naturally fit anywhere on the desk
8	Mobile Board	1	Mobile white board and Cork board 1000x1000mm 
9	Heavy-Duty Mobile Magnetic Dry-Erase Flipchart	6	Magnetic Dry-Erase Surface. Durable Powder-Coated Steel Construction. Spring-loaded height adjustment Flip-Chart Pad Holder and Swing-out Display Arms. Locking Casters for Mobility.
10	Computer Headset	20	Computer Headset with Microphone Noise Cancelling Lightweight PC Headset Wired Headphones Business Headset for Skype, Webinar, etc... Equivalent to Logitech - H390
11	Comfort Gel Mouse Pad with Wrist Rest (Black) + Keyboard Gel Wrist Rest	40	Gel padding acts like a pillow and adapts to natural curves of your wrist Non-skid base helps keep the mouse pad firmly in place Equivalent to Kensington, Belkin Model
12	USB Stick 8GB	24	Retractable design
13	USB Stick 16GB	24	Retractable design



**Ilaria Carnevali**  
Deputy Resident Representative  
October 25, 2017