



**REQUEST FOR QUOTATION (RFQ)  
(Goods)**

	DATE: October 12, 2015
	REFERENCE: RFQ/IT-INMG/04-2015

Dear Sir / Madam:

We kindly request you to submit your quotation for **IT Equipments**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **October 22, 2015, 15:00H Cape Verde time** via  **e-mail** ([procurement.cv@cv.jo.un.org](mailto:procurement.cv@cv.jo.un.org)), or  **Courier** to the address below:

**The Joint Office of UNDP, UNFPA and UNICEF**  
Av. OUA, Achada Santo António – C.P. 62, Praia, Cape Verde  
Attn: Operations Manager  
**Tel. 238 2609600, Fax. 238 262 1404**

Quotations submitted by email must be limited to a maximum of 10MB, virus-free and no more than 2 email transmissions. They 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 and in the .pdf format, and free from any virus or corrupted files. Please ensure that you have mentioned reference number in the subject line as stated in the solicitation document above.

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

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> CIP Praia, Cape Verde
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Exact Address/es of Delivery Location/s (identify all, if multiple)	Edifício das Nações Unidas, Av. OUA, Achada Santo Antonio, Praia, Ilha de Santiago
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)
Delivery Schedule	<input checked="" type="checkbox"/> Required
Mode of Transport	<input checked="" type="checkbox"/> AIR
Preferred Currency of Quotation <sup>1</sup>	<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.
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 3 Years <input checked="" type="checkbox"/> Technical Support <input checked="" type="checkbox"/> Confirm if any other after sales services is available
Deadline for the Submission of Quotation	COB, <b>Thursday, October 22, 2015</b> no later than <b>15:00H, (GMT -1.00)</b>
All documentations, including catalogs, instructions and operating manuals, shall be in one these 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 materials to be supplied. Please provide this quotation based on ability to provide original and good quality.
Documents to be submitted <sup>2</sup>	<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"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users; <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;

<sup>1</sup> Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

<sup>2</sup> First 2 items in this list are mandatory for the supply of imported goods

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.
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 <sup>3</sup> <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions [this is a mandatory criteria and cannot be deleted regardless of the nature of services required]
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 Days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
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.
Contact Person for Inquiries (Written inquiries only)	<i>Pedro Gomes – Procurement Associate/ <a href="mailto:pedro.gomes@cv.jo.un.org">pedro.gomes@cv.jo.un.org</a></i>  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.

<sup>3</sup>UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

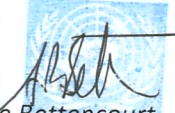
**Thank you and we look forward to receiving your quotation.**

Sincerely yours,  
  
**Salette Bettencourt**  
Administrative Analyst  
October 12, 2015

### Technical Specifications

Items to be Supplied*	Quantity	Description/Specifications of Goods
<b>Desktop Computer + Monitor + Keyboard + Mouse</b>	<b>6</b>	Processor Intel® Core i7, 3,4 GHz, 8 MB de cache, CD/DVD RW SATA, LAN Ethernet Gigabit, 802.11b/g/n, 4X USB port 2.0, 2X USB port 3.0, Memory card reader 6 in 1, HDD 1Tb or superior, Memory 6Gb or superior. <b>Monitor LCD 22"</b> . Equivalent to HP or DELL. European 2 Pin Plugs, 220V. Portuguese Operation system, with Portuguese Keyboard.
<b>Rack/Cabinet</b>	<b>1</b>	<b>Rack Cabinet Type</b> Color: Black Side Doors: Yes Depth: 600mm Front Door: Glass Wheels: Yes Ventilators: Included Shelves: Included Ruler Sockets: 5 Sockets Dimension: 600 x 900 x 900 mm
<b>Router</b>	<b>2</b>	<b>Wireless router with 4-port switch</b> Ethernet, Fast Ethernet, Gigabit Ethernet, IEEE 802.11b, IEEE 802.11a, IEEE 802.11g, IEEE 802.11n Frequency: 2.4 GHz, 5 GHz Data transmission time: 900 Mbps Processor: Broadcom 600 MHz RAM: 256MB Flash memory: 32MB <b>Equivalent to Asus RT-N66U Dual Band Router</b>
<b>Sever</b>	<b>1</b>	<b>Dell PowerEdge R620 Rack Server. Including:</b> 2 x Intel® Xeon® E5-2640 v2 2.00GHz, 20M Cache, 7.2GT/s QPI, Turbo, HT, 8C, 95W, Max Mem 1600MHz Chassis with up to 8 Hard Drives and 3 PCIe Slots Performance Optimized 1600MT/s RDIMMS 2 x 8GB RDIMM, 1600MT/s, Low Volt, Single Rank, x4 Data Width Including Operating system 2 x 146GB 15K RPM SAS 6Gbps 2.5in Hot-plug Hard Drive RAID 1 for H710P/H710/H310 (2 HDDs) PERC H310 Integrated RAID Controller iDRAC7 Express

		<p>Broadcom 5720 QP 1Gb Network Daughter Card  Dual, Hot-plug, Redundant Power Supply (1+1), 750W  2 x power cord  Power Saving Dell Active Power Controller  ReadyRails™ Sliding Rails With Cable Management Arm  Bezel - 4/8 Drive Chassis included  DVD+/-RW, SATA, Internal  Electronic System Documentation and  OpenManage DVD Kit  VFlash SD Slot Filler</p>
<b>Switch PoE 24</b>	<b>2</b>	<p>Switch 24 Porte Fast Ethernet IEEE 802.3, IEEE 802.3u, IEEE 802.3z, IEEE 802.1d, IEEE 802.1q, IEEE 802.3ab, IEEE 802.1p, IEEE 802.3af, IEEE 802.3x, IEEE 802.3ad (LACP), IEEE 802.1w, IEEE 802.1x  Porte 12 X 10/100 (Poe) + 12 X 10/100 + 2 X Combo Gigabit Sfp  Power Over Ethernet (Poe) Poe  <b>Cisco Small Business Smart SF200-24p or equivalent</b></p>
<b>UPS Rack Mount</b>	<b>1</b>	APC Smart-UPS 2200VA Rackmount 2U LCD 230V
<b>UPS Rack PDU</b>	<b>1</b>	APC Rack PDU 2G Switched ZeroU 16A 230V 21 C13 + 3 C19 IEC309 Cord
<b>UPS</b>	<b>10</b>	APC Power-Saving Back-UPS Pro 1500, 230V
<b>Hard Disk Drive</b>	<b>2</b>	External HDD for backup purposes 3Tb
<b>Monitor</b>	<b>4</b>	LCD Monitor 32", Equivalent to HP or DELL

  
Salette Bettencourt  
Administrative Analyst  
October 12, 2015

