

Date: 7th April 2020

REQUEST FOR QUOTATION
RFQ N° UNFPA/BKK/RFQ/2020/002-REV.1
PROCUREMENT OF COMPUTER LAPTOP, MONITOR AND PRINTER

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items:

Item N°	Product Name	Product Description	Unit of Measure	Quantity
1	Computer Laptop (ENG Keyboard)	Computer Laptop (ENG Keyboard) with below specification • 8th Gen Intel Mobile Core i5 or equivalent • At least Quad-Core Processor with at least 1.6 GHz speed and at least 6MB cache • At least 8GB DDR4 Memory • At least 512GB Solid State Drive • Dual Band Wireless 802.11ac • Gigabit Ethernet network interface • 1 Thunderbolt version 3 • 1 Audio combo port • 2 USB version 3.1 port • 1 HDMI port • 1 Memory Card Reader port • Lock Slot • Touch Screen 13.3" FHD (1920 x 1080) Anti-Glare • Integrated HD Graphics • At least 4 cell Lithium Ion battery • Build in English Keyboard • External USB Mouse • AC Adapter with US Power Cord • Webcam • Speaker and Noise Cancelling Digital Array Mic • Docking station • Backpack for laptop • Preload Windows 10 Professional 64bit • At least 3 years battery warranty	EA	4

		• At least 4 years warranty, included accidental damage for Laptop and Docking station • Next business day onsite service warranty • Compliance and Standards: ENERGY STAR and TCO Certified Notebook		
2	Computer Laptop (Thai Keyboard)	<u>Computer Laptop (Thai Keyboard) with below specification</u> • 8th Gen Intel Mobile Core i5 or equivalent • At least Quad-Core Processor with at least 1.6 GHz speed and at least 6MB cache • At least 8GB DDR4 Memory • At least 512GB Solid State Drive • Dual Band Wireless 802.11ac • Gigabit Ethernet network interface • 1 Thunderbolt version 3 • 1 Audio combo port • 2 USB version 3.1 port • 1 HDMI port • 1 Memory Card Reader port • Lock Slot • Touch Screen 13.3" FHD (1920 x 1080) Anti-Glare • Integrated HD Graphics • At least 4 cell Lithium Ion battery • Build in Thai/English Keyboard • External USB Thai/English Keyboard and Mouse • AC Adapter with US Power Cord • Webcam • Speaker and Noise Cancelling Digital Array Mic • Docking station • Backpack for laptop • Preload Windows 10 Professional 64bit • At least 3 years battery warranty	EA	3

		• At least 4 years warranty, included accidental damage for Laptop and Docking station • Next business day onsite service warranty • Compliance and Standards: ENERGY STAR and TCO Certified Notebook		
3	Computer Laptop for IT (Thai Keyboard)	<u>Computer Laptop for IT (Thai Keyboard) with below specification</u> • 8th Gen Intel Mobile Core i5 or equivalent • At least Quad-Core Processor with at least 1.6 GHz speed and at least 6MB cache • At least 32GB DDR4 Memory • At least 512GB Solid State Drive • Dual Band Wireless 802.11ac • Gigabit Ethernet network interface • 1 Thunderbolt version 3 • 1 Audio combo port • 2 USB version 3.1 port • 1 HDMI port • 1 Memory Card Reader port • Ethernet port or adapter • Lock Slot • Touch Screen 14" FHD (1920 x 1080) Anti-Glare • Integrated HD Graphics • At least 4 cell Lithium Ion battery • Build in Thai/English Keyboard • External USB Mouse • AC Adapter with US Power Cord • Webcam • Speaker and Noise Cancelling Digital Array Mic • Docking station • Backpack for laptop • Preload Windows 10 Professional 64bit • At least 3 years battery warranty	EA	2

		• At least 4 years warranty, included accidental damage for Laptop and Docking station • Next business day onsite service warranty • Compliance and Standards: ENERGY STAR and TCO Certified Notebook		
4	Monitor	Monitor with below specification • Viewable Size 60.45 cm (23.8 Inches) • Aspect Ratio 16:9 • LED Backlight Technology • Antiglare with 3H hardness • Support 1920 x 1080 at 60Hz resolution • Contrast Ratio: 1000: 1 (typical) • Pixel Pitch 0.275 mm x 0.275 mm • At least 92 Pixel Per Inch (PPI) • At least brightness: 250 cd/ m2 • Support Color Depth: 16.7 Million colors • Height-adjustable stand • 1 x DisplayPort version 1.2 • 1 x HDMI version 1.4 port • 1 x VGA port • 1 x USB 3.0 port – Upstream with 1 USB 3 Upstream cable • 2 x USB 3.0 ports • 2 x USB 2.0 ports • 1 HDMI Cable for Monitor to Docking • At least 5 years warranty • Next business day onsite service warranty • Compliance and Standards: ENERGY STAR, EPEAT Gold TCO Certified Displays and RoHS	EA	1
5	Color Laser Printer	Color Laser Printer with below specification • Color / Black and White Laser printer • Processor speed at least 1.2 GHz • Memory at least 256 MB • 3.0 inches LCD touchscreen • Print speed of A4 black/white at least 20 ppm	EA	2

		• Print speed of A4 color at least 20 ppm • Print quality (black) at least 1200 x 1200 dpi • Print quality (color) at least 1200 x 1200 dpi • Paper handling input, at least 50 sheet input tray 1 and 250-sheet input tray 2 • Paper handling output, at least 150 sheet • Print languages PCL 5, PCL 6, postscript level 3 emulation and PDF • Media types supported Paper (bond, brochure, colored, glossy, letterhead, photo, plain, recycled, rough), postcards, labels, envelopes • Media size support A4, A5, A6, B5 (JIS), B6 (JIS), postcards (JIS single, JIS double), envelopes (DL, C5, B5) • Automatic duplexer for two-sided printing • Mobile printing capability, Wireless Direct Printing and Google Cloud Print • Built-in wireless capability • Built-in Wi-Fi; Authentication via WEP, WPA/WPA2 • Built-in 10/100/1000Base-TX Ethernet, Gigabit; Auto-crossover Ethernet; Authentication via 802.1X • 1 Hi-Speed USB 2.0 • Duty cycle (monthly, A4), up to 50,000 pages • Driver supported Windows 10 (32 and 64 bit) and Apple Mac OS • Power Input voltage: 220 to 240 VAC (+/- 10%), 50/60 Hz (+/- 2 Hz) • ENERGY STAR® qualified • At least 2 year warranty		
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This Request for Quotation is open to all legally-constituted companies that can provide the requested products and have legal capacity to deliver goods and provide after sales services to The United Nations Population Fund Asia and Pacific Regional Office (UNFPA APRO), 4th Floor United Nations Service Building, Rajdamnern Nok Avenue, Bangkok, 10200 Thailand.



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.

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](http://unfpa.org)

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:	<i>Ms. Jarintorn Kiatniyomrung</i>
Tel N°:	<i>+66 (0)2 687 0159</i>
Email address of contact person:	<i>kiatniyomrung@unfpa.org</i>

The deadline for submission of questions is Thursday 30th April 2020 at 17:00 hours, Bangkok time. 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 be required to provide the brand/model of the offered items.
 - The bidder shall be required to provide the technical specification of all offered items.
 - The bidder shall be required to provide the delivery lead time of all offered items
- 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 Email address for bid submission at apro-procurement@unfpa.org no later than: **Friday 15th May 2020 at 17:00 hours, Bangkok time.**

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/BKK/RFQ/2020/002-Rev.1 - Procurement of Computer Laptop, Monitor and Printer**. 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.
- When submitting electronic offers, Bidders will receive an auto-reply acknowledging receipt of the **first** email. Should you offer require to submit more than one email, in the body of this first email, bidders are requested to list the number of messages, which make up their technical offer and the number of messages, which make up their financial offer. If you do not receive any auto-reply for the first email from UNFPA's email system, please inform *Ms. Jarintorn Kiatniyomrung, Programme Admin Associate* at kiatniyomrung@unfpa.org
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

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 prior to the comparison of price quotes.

VI. Award

In case of a satisfactory result from the evaluation process, UNFPA shall award a Purchase Order (PO) 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 Designated staff to receive procurement related complaints: Ms. Annette Sachs Robertson, Deputy Regional Director, UNFPA Asia and the Pacific Regional Office in Bangkok at robertson@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Designate Official, 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).



PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	RFQ N° UNFPA/BKK/RFQ/2020/002-Rev.1 Procurement of Computer Laptop, Monitor and Printer
Currency of quotation:	THB
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 (THB)	Number of Units	Total (THB)
1	Computer Laptop (ENG Keyboard) - Please indicate Brand and Model	Each		4	
2	Computer Laptop (Thai Keyboard) - Please indicate Brand and Model	Each		3	
3	Computer Laptop for IT (Thai Keyboard) - Please indicate Brand and Model	Each		2	
4	Monitor - Please indicate Brand and Model	Each		1	
5	Color Laser Printer- Please indicate Brand and Model	Each		2	
6	Delivery Charges based on the following 2010 Incoterm, to: DAP	Each		1	
	The United Nations Population Fund Asia and Pacific Regional Office (UNFPA APRO), 4th Floor United Nations Service Building, Rajdamnern Nok Avenue, Bangkok, 10200, Thailand.				
GRAND TOTAL					

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed **RFQ N° UNFPA/BKK/RFQ/2020/002-Rev.1 - Procurement of Computer Laptop, Monitor and Printer** including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on



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Asia and Pacific Regional Office (APRO)
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E-mail: kiatniyomrung@unfpa.org
Website: www.unfpa.org

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](#)