



REQUEST FOR QUOTATION (RFQ) (Goods)

	DATE: March 18, 2019
	REFERENCE: RFQ/03/2019 – IT Eqpts Municípios Plataforma

Dear Sir / Madam:

We kindly request you to submit your quotation for **Supply and Delivery of IT Equipment (Fornecimento e Entrega de Equipamentos Informático)**, 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 **April 2, 2019 16:00H Cabo Verde time** via ☒ e-mail, or ☒ courier mail to the address below:

The Joint office of UNDP, UNFPA and UNICEF
Av. OUA, Achada Santo António, Praia, Ilha de Santiago
Attn: Operations Unit
Email Address: procurement.cv@cv.jo.un.org

Marking of Quotations: Quotations should be marked in the subject of email or mail as follows:
"Company's name, RFQ/03/2019 - IT Eqpts Municípios Plataforma".

Quotations submitted by email must be limited to a maximum of 8 MB, 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 take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP – Municípios: Santa Catarina, Santiago, São Lourenço dos Órgãos, São Domingos, Mindelo, São Nicolau – Ribeira Brava e Tarrafal, São Miguel, e Boa Vista.
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror

Exact Address/es of Delivery Location/s (identify all, if multiple)	1.Santa Catarina, Ilha de Santiago 2.São Lourenço dos Orgãos, Ilha de Santiago 3.São Domingos, Ilha de Santiago 4.Mindelo, Ilha de São Vicente 5.Ribeira Brava, Ilha de São Nicolau, 6.Tarrafal, Ilha e São Nicolau 7.São Miguel, Ilha de Santiago 8.Boa Vista, Ilha da Boavista
UNDP Preferred Freight Forwarder, if any	N/A
Distribution of shipping documents (if using freight forwarder)	Via email or Delivered to the UN office in Praia
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
Packing Requirements	As per International and National Standards for shipping IT equipment
Mode of Transport	<input checked="" type="checkbox"/> AIR/SEA/LAND
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Local Currency: CVE
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> VAT (IVA) Should be indicated separately from the Total Price
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 1 Year <input checked="" type="checkbox"/> Technical Support
Deadline for the Submission of Quotation	On or Before Tuesday, April 02, 2019 - 16:00 Cabo Verde Time
All documentations, including catalogs, shall be in this language	<input checked="" type="checkbox"/> English or Portuguese
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 of the equipments (ISO, etc.); <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Equipments being supplied ; <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; <input checked="" type="checkbox"/> VAT (IVA) Registration
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
Liquidated Damages	N/A
Evaluation Criteria	<input checked="" type="checkbox"/> Compliance to requirements and lowest price ¹ <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Comprehensiveness of after-sales services
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
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 15 Days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Delivery of all Equipment <input checked="" type="checkbox"/> Confirmation of Receipt from the Municipios <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: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html 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)	Procurement Unit humanresources.cv@cv.jo.un.org 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.

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.

¹ 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.

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 indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

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

Thank you and we look forward to receiving your quotation.

Sincerely yours,

Salette Bettencourt
Operations Manager
March 18, 2019

Technical Specifications

Items to be Supplied	Qty	Description / Specifications of Goods - Conforms to International and National Standards	Delivery Date: 3 to 4 weeks from the issuance of the PO.
Personal Computer + Monitor + Keyboard + Mouse ENERGY STAR® qualified	16	CPU: Intel Core i5-7500, 3.80GHZ/ RAM 4 GB DDR4 memory; HDD: 500 GB; Drive: DVD-RW OS: Windows 10 Pro 64 Intel HD Graphics, Integrated sound, Ethernet, VGA	2 Personal computers delivered to each Municipios as indicate in the delivery address above.
	16	Monitor 18.5" LED VGA-HDMI;	
	16	USB Portuguese Keyboard and USB Optical Mouse	
Laptop ENERGY STAR® qualified	8	Intel core i5-7200U, Integrated HD Graphics 520 Memory: 4 GB DDR HDD: 1TB 15.6" LED, Integrated webcam Wireless 1820 802.11AC Dual-Band Wi-Fi Bluetooth 4.1 Gigabit Ethernet (10/100/1000) OS: Windows 10 Pro 64 Carry Case	1 Laptop delivered to each Municipios as indicate in the delivery address above.
Multifunction Laser Printer (print, copy, scan) B&W ENERGY STAR® qualified	8	<p>Printer: up to 28 ppm; Laser; up to 1200x1200 dpi; PCL5c; PCL6; PS; PCLmS; PDF; URF; PWG; 1 USB 2.0 High speed/1 Ethernet 10/100 Base-TX), Network ready.</p> <p>Scanner: ADF, Flatbed Scanner/JPG, RAW (BMP, PNG, TIFF, PDF; Resolution: up 300 dpi (color and monochrome, ADF); up to 600 dpi (color, flatbed scanner); up to 1200 dpi (monochrome flatbed scanner)/San to e-mail and Scan to network folder;</p> <p>Photocopy: B&W: up to 28 cpm; copy Resolution 600 x 600 dpi; Reduction/enlargement 25 to 400%); Size A4; A5; B5 (JIS); A6</p>	1 Printer delivered to each Municipios as indicate in the delivery address above.



 Salette Bettencourt

 Operations Manager

 March 18, 2019