 United Nations Population Fund, UNFPA

 202-204 Bauddhaloka Mawatha

 Colombo 7

 Sri Lanka

 Tel: +94-11-2580840

 E-mail (General): lk-procurement@unfpa.org

 Website: srilanka.unfpa.org

 Date: 14 October 2022

**REQUEST FOR QUOTATION**

**RFQ Nº UNFPA/LKA/RFQ/2022/004 – ICT EQUIPMENT**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the **Laptops/Desktop /A3 Inkjet Printers/Cisco Network Switches Windows Server Licenses, Cisco access point, Multimedia Projectors and Elevated Height Adjustable Desk Top Stand.**

**UNFPA can pay the supplier or their principal in USD, in case the payment is required in USD.**

**Expected Delivery – on or before 23 December 2022.**

Minimum Specifications are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Specification** | **Minimum Requirement** | **Quantity**  |
| **Desktops** | Manufacturer | Reputed Brand | **1** |
|  | Processor | Intel Core™ i7 10 th Generation or above min 3.4GHz |
|  |  | or equivalent |
|  | Microprocessor Cache | 8MB or more |
|  | Graphic | 2GB dedicated memory or better |
|  | Memory | 8GB DDR3 2133MHz RAM or higher |
|  | Monitor | Minimum 21" (16:9) LED, HD or Better resolution HDMI or USB3 |
|  | Keyboard | Standard 101 key full size Keyboard |
|  | Mouse | Optical Mouse with scroll wheel |
|  | Storage | 1TB 7200 RPM SATA HDD or Better |
|  | Optical Driver | DVD RW (DL) |
|  | Power supply | Standard 240V PSU active PFC |
|  | AS power plug type IEC | IEC Type G (BS 1363) – Square Plug |
|  | Ports | 6 x High Speed USB 2.0 & 3.0 (2 Front/ 4 rear) |
|  |  | 3 x Front audio ports: Line -Out/Microphone/Line in Jack |
|  |  | 2 x PS/2 Ports (Optional) |
|  |  | 1 x VGA Port |
|  |  | 1 x Ethernet (RJ45) Port |
|  |  | 1 x HDMI Port  |
|  | Networking | 10/100/1000 Ethernet interface - Integrated on the system |
|  | Wireless Communication | WIFI - 802.11ac dual band |
|  |  | Bluetooth – min 4.00 |
|  | Expansion Slots | Mini PCI-e x 1 Slot |
|  |  | PCI-e Expansion Card Slots x 2 |
|  | Operating System | Preloaded OS Type |
|  |  | Windows 10, 64 Pro |
|  | Other Software | Office Home 2019 or above (Genuine pack with License Key) (Microsoft word should have voice typing facility) |
|  | Warranty Period | 3 Years Comprehensive, onsite NBD. |
|  | Serviceability | Manufacturer authorized service center facilities should be available in Sri Lanka |
| **Laptop for DCS** | Processor | Intel Core i7 , min 10 Gen, min 1.6 GHz or equivalent | **4**  |
|  | Dimension | 13 or 14 inch. |
|  | Screen Type | Non Touch Screen |
|  | Resolution | min FHD- 1920x1080 |
|  | Internal Storage | 512 GB SSD |
|  | Brightness | 256 Pcl |
|  | Key Board & Mouse wireless | 101 key Keyboard & Wireless Optical Mouse with scroll wheel |
|  | Internal RAM | 16 GB |
|  | Battery Type | min 3 Cell |
|  | Input connections | min 1x USB Port and 2 x USB -C |
|  | Wireless adapter | Wireless 802.11 ac |
|  | Webcam/Quality | min 720p |
|  | Bluetooth | min 5.0 |
|  | Display output | HDMI |
|  |  | Expandable memory slot |
|  | Power Adapter | Battery: min 60 WHr, Power adapter : min 130 W AC adapter, USB-C, 240 VACIEC Type G (BS 1363) – Square Plug |
|  |  | Ethernet Dongle |
|  | Operating System | Windows 10, 64 Pro |
|  | Other Software | MS Office home 2019 (Genuine pack with License Key) |
|  | Docking station | Should be compatible with offered computer |
|  | Ports | min 2 USB 3.0 ports; 1 RJ-45 gigabit network; 2X DisplayPort 1.2; 1Xhdmi, Line-in jack; 1 Line-out jack, Thunderbolt |
|  | Power | 90 W or higher |
|  | Warranty and Serviceability | 3 Years Comprehensive, onsite NBD.Manufacturer authorized service center facilities should be available in Sri Lanka.Optional – Accident Damage Protection CoverAttach original product documentation / Data SheetProvision of international warranty, with warranty claims and services in Colombo, Sri Lanka |
| **A3 Inkjet Printer for DCS** | Make/ Model | Reputed brand | **1** |
|  | Country of Origin |  |   |
|  | Country of manufacturing |  |
|  | Technology | on-demand Inkjet |
|  | Speed | Black – 28 ppm (Draft) & Color 15ppm or better |
|  | Nozzle configuration & Minimum Ink Droplet Volume | 350 nozzles Black, 50 nozzles each color / Minimum droplet volume 3pl |
|  | USB | 2 |
|  | Input Data Buffer | Minimum 32MB |
|  | Paper Handling | 100 Sheets-A4 Plain Paper (75g/m²) |
|  | Paper Sizes | A3, A4, Legal (8.5”x14”) |
|  | Media Type Supported | Normal Papers & Photo papers |
|  | Print Resolution | 5000 dpi or better |
|  | Ink Technology | Continues Ink Supply System |
|  | Driver Support | Win & Mac |
|  | Driver CD / Diskette |  |
|  | Data Cable | USB / Network |
|  | Power Cable | IEC Type G (BS 1363) – Square Plug 60 w |
|  | Paper Trays |  |
|  | Cost Of consumables –Black |  |
|  | Cost Of consumables- Cyan |  |
|  | Cost Of consumables-Magenta |  |
|  | Cost Of consumables - Yellow |  |
|  | Maintained By | Routing maintenance visits to be made quarterly during the period of warranty. |
|  | Brochure | Supplier should provide original brochure of make/ model quoted as per above specification. Supplier should provide the manufacture authorization letter  |
|  | Warranty | 3 Years Comprehensive, onsite NBD.Manufacturer authorized service center facilities should be available in Sri Lanka. |
| **Laptops for UNFPA** | Processor | 11th Generation Intel Core i5, min 2.4 GHz | **5**      |
|  | Memory | 16 GB DDR4 (2 x 8 GB), 3200 MHz, Dual-channel DDR4, Two SO-DIMM slots, Upgradable up to 64 GB |
|  | Hard Disk Drive | 512 GB, M.2 2280, Class 40, solid-state drive (PCIe NVMe Gen4x4) |
|  | Video Card | Intel UHD Graphics (One HDMI 2.0 port) |
|  | Display | 15-inch Diagonal, 250 nits, 1920 x 1080, 600:1, Anti-glare |
|  | Connectivity | LAN: Integrated Gigabit RJ-45, 10/100/1000 MbpsWireless : 2.4 GHz/5 GHz/6 GHz, (Wi-Fi 802.11a/b/g, Wi-Fi 4 (WiFi 802.11n), Wi-Fi 5 (WiFi 802.11ac), Wi-Fi 6 (WiFi 802.11ax)), Bluetooth 5.2 |
|  | Camera | Front HD RGB camera, 1280 x 720 (HD) at 30 fps |
|  | Audio | 3.5mm Universal audio jack, 2 Speakers, Dual-array microphones |
|  | Interfaces | Network: 10/100/1000 Mbps Gigabit RJ-45 port  USB: min 2  Audio: One Universal audio jack  Video: One HDMI 2.0 port Media card reader: One microSD- card slot  Power adapter port: One DC-in port  Power-adapter port : DC-in USB Type-C |
|  | Keyboard and Pointing Devices | QWERTY, Backlight keyboard (United States 79 keys)Multi gesture touchpad with two mouse buttons |
|  | Battery &  Power Adaptor | Battery: min 60 WHr, Power adapter : min 130 W AC adapter, USB-C, 240 VACIEC Type G (BS 1363) – Square Plug  |
|  | Accessories | Wireless Mouse (Should be the same brand). Notebook Carrying Backpack Fits maximum 15-inch Notebooks (Should be the same brand) |
|  | OS | Windows 10 Pro |
|  | Device Drivers | Compatible Drivers for all devices should be supplied |
|  | Product Experiences | Vender should have minimum of 5 years in selling the Quoted brand in Sri Lanka( Please attach the proof documents) |
|  | Warranty | 3 Years Comprehensive, onsite NBD.Manufacturer authorized service center facilities should be available in Sri Lanka.Optional – Accident Damage Protection CoverAttach original product documentation / Data SheetProvision of international warranty, with warranty claims and services in Colombo, Sri Lanka |
| **Elevated Height Adjustable Desk Top Stand** | Specifications | Ability to mount Dual Monitors - Monitor size 22" - 27" approx. | **5** |
| Height adjustable - 6" - 18" approx. |
| Including keyboard tray Color-Black |
| Warranty | 2 Years |
| **Laptops for DCS** | Make | Specify(International Reputed Brand Only) | **10**    |
|  | Model | Specify |
|  | Country of Origin | Specify |
|  | Country of Manufacture | Specify |
|  | Processor | 10th or Higher/Intel i5 or Higher, Quad Core Processor |
|  | SSD Storage | 256 GB SSD |
|  | Hard Disk | 1TB 7200rpm SATA |
|  | Memory | 12 GB |
|  | Form Factor | Business Class Laptop |
|  | Optical Drive | Optical (Internal or External) |
|  | Display | 15.6-Inch; Anti-glare LED |
|  | Touch Pad | Multi gesture, two fingers scroll |
|  | Audio | Specify |
|  | Web Cam | Integrated HD Webcam |
|  | Built-In-Microphone | Required |
|  | I/O Ports | 1x HDMI Ethernet RJ45 3x USB Type A (min. 1 USB 3 port)1x USB Type C (Power) 1x Headset (Headphone& Microphone Combo) |
|  | Wi-Fi | 802.11 Ax Dual-Band, Bluetooth |
|  | Battery | Min. 5 hours standby time. Specify (Type/mAh/Hours) |
|  | Power Adapter | Battery: min 60 WHr, Power adapter : min 130 W AC adapter, USB-C, 240 VACIEC Type G (BS 1363) – Square Plug  |
|  | Operating System | Genuine Windows 10 Pro (with media Kit) |
|  | Application Software | MS Office 2019 Standard perpetual volume license, registered under Departmental existing VLSC Account MS Office 2019 Home Separately Quote for home and Standard Edition which meets above requirement |
|  | Antivirus Software | Kaspersky Internet security for 3 years (key/license should provide separately) |
|  | Manufacture Experience | 3 years’ experience of manufacturing bidding brand |
|  | Manufacture Authorization Certificate | Required |
|  | Energy Efficiency Certificate | Energy Star/ISO 14001:2015 Standard Required (Document proof required) |
|  | Other Accessories | Wireless Mouse; Charging adapter, Drivers Media Kit and relevant accessories |
|  | Carrying Case | Shoulder bag (black) |
|  | Warranty | 3 Years Comprehensive, onsite NBD.Manufacturer authorized service center facilities should be available in Sri Lanka.Optional – Accident Damage Protection CoverAttach original product documentation / Data SheetProvision of international warranty, with warranty claims and services in Colombo, Sri Lanka |
| **Cisco Network switches for DCS** | Model | C9200L-24T-4G | **2** |
|  | Downlinks total 10/100/1000 ports | 24 ports data |  |
|  | Uplink configuration | 4x 1G uplinks |  |
|  | Software | Network Essentials |  |
|  | Switching capacity | 56 Gbps |  |
|  | DRAM | 2GB |  |
|  | Flash | 4GB |  |
|  | Warranty | 3 years comprehensive |  |
| **Cisco Meraki Access Point for UNFPA** | Model | Meraki Access Point – MR33 | **1** |
| Warranty | 03 years |
| **Windows Server License for DCS** | Server Edition | Windows Server 2022 Standers Edition | **2** |
|  | CAL | 10 CAL |  |
|  | No. of Cores | 16 cores |  |
|  | VLSC account/email | noc.dcs@statistics.gov.lk |  |
|  | Media / Key | Through VLSC |  |
|  | Licensing Details | 64 bits |  |
|  | License Type | Core based |  |
| **Multimedia projectors for DCS** | Technology | Digital Light Processing (DLP) | **8** |
|  | Dark Chip Generation | 3 (DC-3) |  |
|  | Native Resolution: | 1024x768 |  |
|  | Brightness: | 3800 ANSI Lumens |  |
|  | Contrast Ratio support | 20000:1 |  |
|  | Display Color: | 1 Billion Colors |  |
|  | Light Source: | Lamp |  |
|  | Light source life Normal mode: | 4800 hour |  |
|  | Light source life- Economy mode: | 14000 hour |  |
|  | Lamp Watt: | 200W (Maximum) |  |
|  | Projection Offset: | specify |  |
|  | Throw Ratio: | 2 |  |
|  | Image size: | 35" -250" |  |
|  | Throw Distance: | specify at 100" |  |
|  | Keystone: | ±30° (Vertical) |  |
|  | Resolution Support: | FullHD(1920 x 1080) |  |
|  | HDTV Compatibility: | required |  |
|  | Video Compatibility: | NTSC, PAL, SECAM |  |
|  | VGA | 2 |  |
|  | Video | 1 |  |
|  | Audio In (3.5mm) | 1 |  |
|  | HDMI | 1 |  |
|  | VGA | 1 |  |
|  | Audio out (3.5mm) | 1 |  |
|  | Speaker | required |  |
|  | Power Supply Voltage: | 200-230V, 50/60Hz AC |  |
|  | power saving mode | support |  |
|  | Power Consumption: | Normal: 280W (Maximumm) |  |
|  |  | Standby: <1W (Maximmum) |  |
|  | Operating Temperature: | 18~38℃ |  |
|  | Language: | English |  |
|  | Enhanced Presentation Support | Specify |  |
|  | Power Cord: | IEC Type G (BS 1363) – Square Plug |  |
|  | VGA cable | (min 3 meter length) 1 |  |
|  | HDMI Cable | (min 3 meter length) 1 |  |
|  | Remote Control: | Required |  |
|  | Manual/Installation CD | Required |  |
|  | Warranty | 3 years Comprehensive for projector |  |
|  |  | 2000 hrs for lamp |  |
|  |  |  |  |

1. **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 childbirth 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://www.unfpa.org/about-us)

1. **Questions**

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

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Ms. Geetha Fernando*  |
| Mobile Nº: | *+077 7402022* |
| Email address of contact person: | *gfernando@unfpa.org* |

The deadline for submission of questions is 17 October 2022, 04:00 PM*, Colombo time*. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

1. **Eligible Bidders**

This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process you must comply with the following:

* A bidder must be a legally-constituted company that can provide the requested products and have legal capacity to enter into a contract with UNFPA to deliver in **Sri Lanka**, or through an authorized representative.
* A bidder must not have a conflict of interest regarding the solicitation process or with the Technical Specifications. Bidders found to have a conflict of interest shall be disqualified.
* At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the [Compendium of United Nations Security Council Sanctions Lists](https://www.un.org/securitycouncil/content/un-sc-consolidated-list) and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any [UN Organization](http://www.ungm.org/) or the [World Bank Group](https://www.worldbank.org/en/about/corporate-procurement/business-opportunities/non-responsible-vendors).
* Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](http://www.un.org/Depts/ptd/pdf/conduct_english.pdf).
1. **Content of quotations**

Quotations should be submitted in a single email whenever possible, depending on file size. **Suppliers can submit partial bids to the items they can supply.** Quotations must contain:

1. Duly filled and signed specification compliance sheet in response to the requirements outlined in the specifications.
	* The bidder shall not be required to quote for all requirements. Partial bids are allowed.
2. Price quotation, to be submitted strictly in accordance with Price Quotation Form.
3. Bank guarantee if the supplier request for an advance payment.

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

1. **Instructions for submission**

Quotations should be prepared based on the guidelines set forth in Section IV above, along with a properly filled out and signed price quotation form, and are to be sent by email to the contact person indicated below no later than:  *Friday, 21st October 2022 at 3:00 PM Colombo Time*[[1]](#footnote-1).

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Geetha Fernando* |
| Email address of contact person: | *gfernando@unfpa.org* |

Please note the following guidelines for electronic submissions:

* The following reference must be included in the email subject line: **RFQ Nº UNFPA/LKA/RFQ/2022/004 – ICT Equipment.** Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
* The total email size may not exceed **20 MB (including email 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.
* Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply acceptance of the quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.
1. **Overview of Evaluation Process**

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

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical specifications will be evaluated for technical compliance prior to the comparison of price quotes.

1. **Award**

In case of a satisfactory result from the evaluation process, UNFPA shall award a Purchase Order to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents and technical specifications.

1. **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.

1. **Payment Terms**

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

1. [**Fraud and Corruption**](http://www.unfpa.org/about-procurement#FraudCorruption)

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](https://www.unfpa.org/sites/default/files/admin-resource/Eths_Fraud_policy.pdf). 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](http://web2.unfpa.org/help/hotline.cfm).

1. **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](http://www.unfpa.org/about-procurement#ZeroTolerance).

1. **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 Representative Mr. Kunle Adeniyi, at adeniyi@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, Supply Chain Management Unit at supplychain@unfpa.org.

1. **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 Nº:** | UNFPA/LKA/RFQ/2022/004 |
| **Currency of quotation:** | LKR |
| **Validity of quotation:***(The quotation shall be valid for a period of at least 3 months after the submission deadline.)* |

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| **Please find attached specification compliance form which needs to be filled and submitted by the supplier together with this Price Quotation Form**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item no.** | **Item description** | **Quantity** | **Unit price** | **Total price USD / LKR** | **Delivery Date** |
| 01 | Desktop for DCS | 01 |  |  |  |
| 02 | Laptop for DCS - Intel Core i7 | 04 |  |  |  |
| 03 | A3 Inkjet Printer for DCS | 01 |  |  |  |
| 04 | Laptops for UNFPA - 11th Generation Intel Core i5 | 05 |  |  |  |
| 05 | Elevated Height Adjustable Desk Top Stand | 05 |  |  |  |
| 06 | Laptops for DCS - 10th or Higher/Intel i5 or Higher | 10 |  |  |  |
| 07 | Cisco Network switches for DCS – Model C9200L-24T-4G | 02 |  |  |  |
| 08 | Cisco Meraki Access Point | 01 |  |  |  |
| 09 | Windows Server License for DCS - Windows Server 2022 Standers Edition  | 02 |  |  |  |
| 10 | Multimedia projectors for DCS | 08 |  |  |  |

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|  |
| Delivery Charges based on the following 2020 Incoterm, to:  |  |  |  |
| **UNFPA office, No. 202, Baudhaloka Mawatha, Colombo - 07** |
| 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/LKA/RFQ/2022/004 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 **(**<http://www.unfpa.org/resources/unfpa-general-conditions-contract>**)** and we will abide by this quotation until it expires.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| 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,](http://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts) [Spanish](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20SP_0.pdf) and [French](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20FR_0.pdf)

1. <http://www.timeanddate.com/worldclock/city.html?n=69> [↑](#footnote-ref-1)