

Date: 07/05/2018

Amendment (1)

Request for Quotation No. UNFPA/SYR/RFQ/iT/05-2018/16

Dear Sir/Madam,

We hereby solicit your quotation for the supply of **IT Equipment** to the Ministry of Health located in Damascus as per the following details:

#	Item	Specifications	Quantity
1	Laptop	<ul style="list-style-type: none"> - Intel Core i7-7700 - 8 GB DDR3L SDRAM memory - 1 TB 7200 rpm SATA 3.0 - DVD Drive (USB external is acceptable) - 15.6" Display – LED Backlit HD anti-glare - Integrated HD Webcam - 2 Integrated Stereo speakers - Keyboard (US International/ Arabic) - Gigabit Network Connection (10/100/1000 NIC) - Wireless network adapter - Genuine Windows 10 - Wireless Mouse - Carry case 	7
2	Desktop Computer	<ul style="list-style-type: none"> - Intel Core i7-7700 - 8GB DDR3L SDRAM memory - 1 TB 7200 rpm SATA 3.0 - DVD Drive - 20" Display – LED - 2 External Stereo Speakers - Keyboard (US International/ Arabic) - Mouse - Genuine Windows 10 	7
3	Video Projector	<ul style="list-style-type: none"> - DLP Display Technology - Native Resolution WXGA 1920x1080 - Brightness1 (Bright Mode) 3100 ANSI Lumens - Contrast 10,000:1 - Aspect Ratio: 16:9 (HD) - Lamp Life2 Eco/Bright 4000/5000 (hrs) - I/O Connectors HDMI, VGA, A/V - USB remote clicker with Laser Pointer 	7
4	Laser Printer (B/W):	<ul style="list-style-type: none"> - Print Speed: Up to 30 ppm - B/W - Interface: USB, LAN - Max Resolution: 1200 dpi - Media Type :envelopes, labels, plain paper, transparencies - Media Sizes:A4,A5, Letter - PCL 5E, PCL 6, PostScript Support - Bypass feeder, and tray 250 sheets - Built in duplex unit 	7

5	Photocopy Machine (COPIER + PRINTER + SCANNER)	<ul style="list-style-type: none"> - Warm-up time: 20 seconds - First output speed: 6 seconds - Continuous output speed: up to 33 / 40 ppm - 2 x 250-sheet paper tray (A4-A3) - Automatic Document Feeder, two-sided (duplex) - Duplex Unit (Duplex Copying) - Copies Resolution: 600 dpi - Zoom: From 25% to 400% - Printer language: Standard: PCL5e, PCL6, PDF - Interface: USB 2.0, NIC - Full colour Scanning: 600 dpi - File format: TIFF, JPEG, PDF 	7
6	Sound System:	<ul style="list-style-type: none"> - Speaker: tweeter and woofer (Qty. 2) - Audio mixer with built in amplifier - Handheld wireless microphone 	7
7	Mobile Phone	<ul style="list-style-type: none"> - Dual Sim, Black Color. (Samsung J7 or Equivalent) 	20
8	Inkjet Printer	<ul style="list-style-type: none"> - Colored Inkjet technology - A3- A4 paper size - Support Extra Heavy Glossy 131–175 g paper 	13

If you are interested in submitting a quotation for these items, kindly fill in the attached Quotation Submission Form – Annex 1, and send by email or the address indicated below not later than **12:00 PM (Damascus Time) Monday 14th of May, 2018.**

Name of Contact Person in UNFPA: Aos Zeidan

Address: UNFPA Damascus Office, Bldg. No. 10, Fatmeh Idriss Lane Al Ghazzawi St. West Villas, Mezzeh, Damascus, Syria

Tel No.: +963-6121659/+963-6113764

Email: syria.office@unfpa.org

Quotations submitted by email 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 UNFPA 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 it is signed and in the .pdf format, and free from any virus or corrupted files.

Full acceptance of the UNFPA General Terms and Conditions is mandatory. They can be located on this webpage at: <http://www.unfpa.org/resources/unfpa-general-conditions-contract> . Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned goods:

Delivery Terms [INCOTERMS 2010]	DDP
Customs clearance, if needed, shall be done by:	Awarded supplier
Delivery Location	Damascus, Syria; Syrian MOH Drug Stores
Currency of Quotation	USD/SYP
Insurance	<u>Cargo insurance is covered by UNFPA. Please do not include insurance costs in the quotation</u>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	English
Documents to be submitted	<ul style="list-style-type: none"> - Free Sale Certificate: All goods offered under this RFQ shall have a current free sale certificate or equivalent (ex. Customs Declaration) from a regulatory authority of the country of origin, where applicable. - Changes from Specification: Wherever items offered are not in compliance with specifications indicated by UNFPA, or wherever alternatives are offered, it is the Bidders responsibility to provide the Bid fully descriptive specification and documentation of such items. In such instances the item or items must be clearly marked as an alternate and not being in compliance with specification. - Country of Origin: The country of origin for each product shall be clearly stated in the Technical Offer and Packing Information - Warranty Requirements: Bidder must submit Product Warranty Certificate valid at least for One Year from the date of Purchase Order at the time of delivery. - Storage Conditions: Particular storage conditions (temperature, pressure, humidity, etc.) shall be clearly stated in the Technical Offer. - Special Conditions: Brand name, country of origin, contents and specifications of each item shall be clearly marked on each item. Language of such information shall be English and/or Arabic.
Period of Validity of Quotes starting the Submission Date	90 days
Partial Quotes	Permitted
Partial Delivery	<u>NOT Permitted- Delivery should be done within</u>

	<u>30 days after award.</u>
Payment Terms	100% upon complete delivery of goods
Evaluation Criteria	<ul style="list-style-type: none"> - Technical responsiveness/Full compliance to requirements and lowest price - Full acceptance of the UNFPA General Terms and Conditions - Earliest dispatch date/shortest lead time
UNFPA will award to:	One or more supplier (UNFPA reserving the rights to split contract award for the sake of mitigating delivery risks.)
Type of Contract to be Signed	Purchase Order
Conditions for Release of Payment	Written Acceptance of Goods of beneficiary based on full compliance with RFQ requirements
Annexes to this RFQ	<ul style="list-style-type: none"> - Quotation Form (Annex 1) Annex 1 need to be duly completed and submitted in order to qualify for the procurement process. <ul style="list-style-type: none"> - UNFPA General Conditions (Annex 2)

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**Best regards,
Procurement Unit**