

Date: 16/08/2018

**Request for Quotation No. UNFPA/SYR/RFQ/iT/08-2018/26**

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"> <li>- Intel Core i7-6500U</li> <li>- 8 GB DDR3L SDRAM memory</li> <li>- 1 TB 7200 rpm SATA 3.0</li> <li>- DVD Drive (USB external is acceptable)</li> <li>- 15.6" Display – LED Backlit HD anti-glare</li> <li>- Integrated HD Webcam</li> <li>- 2 Integrated Stereo speakers</li> <li>- Keyboard (US International/ Arabic)</li> <li>- Gigabit Network Connection (10/100/1000 NIC)</li> <li>- Wireless network adapter</li> <li>- Genuine Windows 10</li> <li>- Wireless Mouse</li> <li>- Carry case</li> </ul>	5
2	Desktop Computer	<ul style="list-style-type: none"> <li>- Intel Core i7-7700</li> <li>- 8GB DDR3L SDRAM memory</li> <li>- 1 TB 7200 rpm SATA 3.0</li> <li>- DVD RW Drive</li> <li>- 20" Display – LED</li> <li>- 2 External Stereo Speakers</li> <li>- Keyboard (US International/ Arabic)</li> <li>- Mouse</li> <li>- Genuine Windows 10</li> </ul>	45
3	Line Interactive UPS	<ul style="list-style-type: none"> <li>- 650 VA</li> <li>- Input voltage 165-240 volts with 45-55 HZ</li> <li>- Work duration at least 10 minutes at 80% of full loading</li> </ul>	45
4	Laser Printer (B/W):	<ul style="list-style-type: none"> <li>- Print Speed: Up to 55 ppm</li> <li>- Status LCD</li> <li>- Interface: USB, LAN</li> <li>- Max Resolution: 1200 dpi</li> <li>- Standard Memory: 512 MB</li> <li>- Media Type :envelopes, labels, plain paper, transparencies</li> <li>- Media Sizes:A4,A5, Letter</li> <li>- PCL 5E, PCL 6, PostScript Support</li> <li>- Bypass feeder, and tray 500 sheets</li> <li>- Built in duplex unit</li> </ul>	4

5	Laser Printer (B/W):	<ul style="list-style-type: none"> <li>- Print Speed: Up to 40 ppm</li> <li>- Interface: USB, LAN</li> <li>- Max Resolution: 1200 dpi</li> <li>- Standard Memory:128 MB</li> <li>- Media Type :envelopes, labels, plain paper, transparencies</li> <li>- Media Sizes:A4,A5, Letter</li> <li>- PCL 5E, PCL 6, PostScript Support</li> <li>- Total Media Capacity</li> <li>- Bypass feeder, and tray 250 sheets</li> <li>- Built in duplex unit</li> </ul>	4
6	Video Projector	<ul style="list-style-type: none"> <li>- DLP Display Technology</li> <li>- Native Resolution WXGA 1280X800</li> <li>- Brightness1 (Bright Mode) 3000 ANSI Lumens</li> <li>- Contrast 10,000:1</li> <li>- Aspect Ratio: 16:9 (HD)</li> <li>- Lamp Life2 Eco/Bright 4000/5000 (hrs)</li> <li>- I/O Connectors HDMI,VGA, A/V</li> <li>- USB remote clicker with Laser Pointer</li> </ul>	4
7	Portable Projector Screen:	<ul style="list-style-type: none"> <li>- Tripod mount supports fully extended, 56-inch screen</li> <li>- Collapsible screen and tripod legs make storage and transport easy</li> </ul>	4
8	LED Monitor	<ul style="list-style-type: none"> <li>- 43 inch HD Smart TV</li> </ul>	5

If you are interested in submitting a quotation for these items, kindly fill in the attached Quotation Submission Form – Annex 1, and to the address indicated below not later than **2:00 PM (Damascus Time) Wednesday 29<sup>th</sup> of August, 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

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]	CPT
Customs clearance, if needed, shall be done by:	Awarded supplier
Delivery Location	Damascus, Syria; Syrian MOH Drug Stores
Currency of Quotation	<b>USD/SYP</b>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	English
Documents to be submitted	<ul style="list-style-type: none"> <li>- <b>Free Sale Certificate:</b> 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.</li> <li>- <b>Changes from Specification:</b> 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.</li> <li>- <b>Country of Origin:</b> The country of origin for each product shall be clearly stated in the Technical Offer and Packing Information</li> <li>- <b>Warranty Requirements:</b> Bidder must submit Product Warranty Certificate valid at least for One Year from the date of Purchase Order at the time of delivery.</li> <li>- <b>Storage Conditions:</b> Particular storage conditions (temperature, pressure, humidity, etc.) shall be clearly stated in the Technical Offer.</li> <li>- <b>Special Conditions:</b> 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.</li> </ul>
Period of Validity of Quotes starting the Submission Date	90 days
Partial Quotes	Permitted
Partial Delivery	<b><u>NOT Permitted- Delivery should be done within 15 days after award.</u></b>
Payment Terms	100% upon complete delivery of goods

Evaluation Criteria	<ul style="list-style-type: none"> <li>- Technical responsiveness/Full compliance to requirements and lowest price</li> <li>- Full acceptance of the UNFPA General Terms and Conditions</li> <li>- Earliest dispatch date/shortest lead time</li> <li>- Quantities are tentative and can be changed later.</li> </ul>
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"> <li>- Quotation Form (Annex 1)</li> </ul> Annex 1 need to be duly completed and submitted in order to qualify for the procurement process. <ul style="list-style-type: none"> <li>- UNFPA General Conditions ( Annex 2 )</li> </ul>

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**Best regards,  
Procurement Unit**