

Date: 07/07/2020

**Request for Quotation No. UNFPA/SYR/RFQ/iT/07-2020/35**

Dear Sir/Madam,

We hereby solicit your quotation for the supply of **IT Equipment** for UNFPA SYRIA CO. in Damascus as per the following details:

#	Item	Specifications	Quantity
1	Laptop HP Elite Book or Dell Latitude	<ul style="list-style-type: none"> <li>8th Generation Intel® Core™ i7 processor</li> <li>Windows 10 Pro 64</li> <li>512 GB PCIe® NVMe™ M.2 SSD</li> <li>8 GB DDR4-2400 SDRAM (1 x 8 GB)</li> <li>14" diagonal FHD IPS anti-glare LED-backlit</li> <li>Wireless Mouse</li> <li>Carry case</li> </ul>	20
2	Docking Station + Multimedia Monitor 24" (Cam, Mic, Speakers) + Keyboard + Mouse	<ul style="list-style-type: none"> <li>Compatible with the offered Laptop, same brand</li> </ul>	20
3	HP LaserJet Pro MFP M428fdw	<ul style="list-style-type: none"> <li>NA</li> </ul>	1
4	Full set of Toners for HP LaserJet Pro MFP M428fdw	<ul style="list-style-type: none"> <li>NA</li> </ul>	2
5	Mobiles Samsung A10 or equivalent	<ul style="list-style-type: none"> <li>NA</li> </ul>	6
6	Clear One CHAT 150 USB Speakerphone	<ul style="list-style-type: none"> <li>NA</li> </ul>	4
7	Video Conferencing System ( Logitech Rally premium Ultra-HD conference system or equivalent)	<ul style="list-style-type: none"> <li>Premium Ultra-HD Conference Cam system, automatic camera control, with two microphone extension</li> </ul>	1
8	Power banks for Laptops	<ul style="list-style-type: none"> <li>185Wh/50000mAh(Max. 130W) Portable Laptop Charger External Battery Pack, for Laptop Dell and HP</li> </ul>	30
9	Cisco Meraki MR33 Access point (or newer)	<ul style="list-style-type: none"> <li>NA</li> </ul>	5
10	Cisco Switch WS-C3650, 24 Port PoE+, 1 SFP	<ul style="list-style-type: none"> <li>NA</li> </ul>	1
11	1000BASE-SX SFP transceiver module	<ul style="list-style-type: none"> <li>Dual LC/PC connector</li> <li>Mode of connector MM</li> </ul>	2

The quotation shall be valid at least for 90 days after the closing date.

If you are interested in submitting a quotation for these items, kindly fill in the attached Quotation Form and send by email to the secure address: [bidsyria@unfpa.org](mailto:bidsyria@unfpa.org). The deadline for the submission of the offers is Wednesday, **15<sup>th</sup> of July, 2020 at 12.00 PM** (Damascus time). Offers received after the deadline, or at another email address than the one indicated in the above ([bidsyria@unfpa.org](mailto:bidsyria@unfpa.org)) will be automatically **disqualified**.

Please submit your quotation in USD or SYP currency. Conversion of currency into the UNFPA preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of competition deadline.



Your earliest response to this query would be highly appreciated, but not later than **15/07/2020, 12.00PM (Damascus time)**

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

Name of Contact Person in UNFPA: AOs Zeidan ([zeidan@unfpa.org](mailto:zeidan@unfpa.org))

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

Bids to be submitted at: [bidsyria@unfpa.org](mailto:bidsyria@unfpa.org)

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 note that quantities are tentative and can be changed later.**

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	UNFPA Office - Damascus, Syria
Currency of Quotation	<b><u>USD/SYP</u></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></ul>

	<ul style="list-style-type: none"> <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</u></b>
Payment Terms	<p>100% upon complete delivery of goods</p> <ul style="list-style-type: none"> <li>• <b><u>Payments in USD will only be applicable to companies with a registered foreign commercial registration and foreign bank account.</u></b></li> <li>• <b><u>Payments to Syrian companies will only be processed in SYP at the price offered in the quotation.</u></b></li> </ul>
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>- Lead Time maximum of (30) days upon releasing Purchase Order</li> <li>- Quantities are <b>tentative</b> and can be <b>changed</b> 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	<p>Written Acceptance of Goods of beneficiary based on full compliance with RFQ requirements.</p> <p>Payments in USD will only be applicable to companies with a registered foreign bank account. Payments to Syrian bank accounts will only be processed in SYP at the UN rate applicable to the month of transaction.</p>
Annexes to this RFQ	<ul style="list-style-type: none"> <li>- Quotation Form (Annex 1) Annex 1 need to be duly completed and submitted in order to qualify for the procurement process.</li> <li>- UNFPA General Conditions ( Annex 2 )</li> </ul>



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