

Date: 10/06/2021

Request for Quotation No. UNFPA/SYR/RFQ/IT/06-2021/17

Dear Sir/Madam,

We hereby solicit your quotation for the supply of **ICT Equipment** for UNFPA Office in Damascus as per the following details:

#	Item	Specifications	Quantity
1	Laptop (Dell Latitude or HP Elite book)	<ul style="list-style-type: none"> • CPU: Intel Core i7-8665U @1.9 GHz 2.11 GHz • GPU: Intel UHD Graphics 620 or higher • Display: 14.0", Full HD • Storage: 512 GB SSD • RAM: 8 GB DDR4 • Keyboard: US + Arabic • Genuine Windows 10 Pro • Original Wireless Mouse • Original carry case • Warranty : Three years 	22
2	Dock station	<ul style="list-style-type: none"> • Multimedia Monitor 24 inch (Cam+Speakers+Mic) • Docking station + Keyboard + Mouse • Compatible with the offered laptop 	22
3	B/W Printer	<ul style="list-style-type: none"> • Print only • 40 ppm minimum • Duplex printing • First page out 7 sec or faster • Resolution: Fine Lines (1200 x 1200 dpi); Native: (600 x 600 dpi), enhanced up to (4800 x 600 dpi) • Support printing up to 5000 page monthly, with Duty cycle of 80000 pages or more per month • Tray 1: 250 minimum sheets; 10 envelopes; manual feeder support paper up to cardstock • 250-sheet output • 256MB memory minimum • Processor: 1.5 Ghz • Paper Size: Tray 1: Letter, A4, Legal (8.5" x 14") minimum • Connectivity: 10/100/1000Base-TX Ethernet • Connectivity: Hi-Speed USB 2.0 Host/Device Ports • Wireless printing: Optional • Support OS levels: Windows 8 and above, Server 2012 and above, Mac OS X v10.6 and above • Support printing protocol Postscript PCL 5, PCL 6 • Warranty: Three years 	2
4	Multifunction Printer	<p>General:</p> <ul style="list-style-type: none"> • Type: Multifunction, Color Copier/scanner/printer • Warm-up time: Max. 30 seconds • First output speed: Max. 4 seconds • Monthly duty cycle: Recommended 50,000 pages Max.: 200,000 • Printing speed: Min. 45 pages per Min. mono color, Min. 35 pages per Min. color • Memory: 4 GB or better 	2

		<ul style="list-style-type: none"> • ADF: Should be provided • HDD Capacity: 250 GB or larger • Weight: Max. 100 kg • Power source, cable: 220 - 240 V, 50/60 Hz, Europe 2 pin cord • Warranty: three years <p>Copier:</p> <ul style="list-style-type: none"> • Copying process: Laser • Multiple copying: Up to 999 copies • Resolution: 600 dpi or better • Zoom: From 25% to 400% in 1% steps <p>Printer:</p> <ul style="list-style-type: none"> • Printer language: PCL5e, PCL6, PDF Direct from Adobe, PostScript 3, XPS • Print resolution: Up to 1,200 x 1,200 dpi • Fonts – PCL: PCL, PS3, IPDS • Interface: USB Host I/F, Ethernet 10 Base-T/100 base-TX/1000 Base-T, Wireless printing • Network protocol - TCP/IP: IP v4, IP v6, NetBEUI; SMB; LPD; IPP; SNMP; HTTP • Operating system: Windows 8 (32/64) and higher <p>Scanner:</p> <ul style="list-style-type: none"> • Scanning speed: Max. 120 (simplex)/220 (duplex) originals per minute • Resolution – Maximum: 600 dpi • Original size: A3, A4, A5, B4, B5 • Scan file format: PEG; TIFF; PDF; compact PDF; encrypted PDF; XPS; compact XPS; PPTX optional: searchable PDF; PDF/A 1a and 1b; searchable DOCX/PPTX/XLSX • Scan to: E-mail (support for starts and authentication), Folder, E-mail OCR, USB, Scan to url <p>PAPER HANDLING:</p> <ul style="list-style-type: none"> • Two standard paper tray(s): Should support letter, A3, A4, A5 paper size • Bypass tray: Letter, A3, A4, A5, A6, 100 sheets capacity • Paper input capacity - without finisher: Minimum 1,150 sheets • Paper output capacity -without finisher: Minimum 250 sheets • Paper weight: 52 - 300 g/m² <p>ECOLOGY:</p> <ul style="list-style-type: none"> • Power consumption - Sleep mode: Less than 0.9 W • Typical Power consumption: less than 4.9 kWh <p>CONSUMABLES:</p> <ul style="list-style-type: none"> • Two additional toner sets, Toner capacity: Minimum 24,000 prints each color 	
5	Line interactive UPS 1500 VA	<ul style="list-style-type: none"> • 1500 VA • Input voltage 165-240 volts with 45-55 HZ • Work duration at least 10 minutes at 80% of full loading • Warranty : One year 	22
6	Tablets	<ul style="list-style-type: none"> • Operating System: Android • Operating System Version: 6.0 or later • Screen Size (Minimum): 8 Inch • Screen Resolution (Minimum): 180 PPI • Screen Type: Capacitive Touch Screen; Multi-Touch; True 24 Bit Color (16 M) • Touch screen • Anti- glare • Sensor: Accelerometer 	40

	<ul style="list-style-type: none"> • Processor (Minimum): Quad Core; 1.8 GHz • Internal Memory (Minimum): 32 GB • RAM (Minimum): 3 GB • Audio: 3.5 mm Audio Jack • Wi-Fi: Dual-Band; 802.11 b/g/n • Bluetooth: Version 4.0 or later • Rear Camera (Minimum): 5 MP; 720p • Front Camera (Minimum): 2 MP • GPS: GPS with GLONASS • SIM Card Slot: Yes • Micro SD Card Slot: Supports at least 32 Gb • Battery: Non-removable Li-Ion • Battery Life (Minimum): 12 Hours • Battery Charger: Charging via Micro-USB DC Jack 5V 2A or equivalent • Warranty: One year on-site full-replacement • Screen Protector • Case: hard folding Folio case cover 	
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Please note that quantities are tentative and can be changed later. UNFPA does warrant that any quantity will be purchased.

The goods are to be delivered maximum in (30) days upon issuing of PO. The quotation shall be valid at least for 90 days after the closing date.

If you are interested in submitting a quotation, kindly fill in the attached Quotation Form and send by email to : bidsyria@unfpa.org. Bids may also be submitted by hand to the following address:

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

Please submit your quotation in **USD or SYP** currency. Conversion of currency into the UNFPA preferred currency (USD), 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 **20/06/2021, 12.00PM (Damascus time)**. Offers received after the deadline or at another email address than the one indicated in the above (bidsyria@unfpa.org) will be automatically **disqualified**

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

Best regards,


Wesam Nasser
Operations Manager

10.06.2021



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

Delivery Terms [INCOTERMS 2010]	DAP
Customs clearance, if needed, shall be done by:	Awarded supplier. UNFPA will be only responsible to provide a custom exemption, if requested.
Delivery Location	UNFPA Office- Damascus
Currency of Quotation	<u>USD</u> <u>Local suppliers can submit their offer in either USD or SYP</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"> - Valid Commercial Registration - 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 the period as mentioned in the technical specifications from the date 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
Contact Person for Inquiries (Written inquiries only)	<p>Aos Zeidan (zeidan@unfpa.org) Tel. No. +963-6121659/+963-6113764</p> <p>Any delay in UNFPA's response shall be not used as a reason for extending the deadline for submission, unless UNFPA determines that such an extension is necessary and communicates a new deadline to the bidders</p>

Partial Quotes	Permitted per line. However the bidder shall submit the offer for the full quantity per line (As per Annex 1- Quotation Form)
Partial Delivery	NOT Permitted
Payment Terms	<p>100% upon complete delivery of goods</p> <ul style="list-style-type: none"> • Local companies will be paid in local currency (SYP) at the offered price (if offered in SYP) or at the UN Exchange rate at the invoice date (if offered in USD) • International companies will be paid in USD or PO currency. <p>N.B:</p> <ul style="list-style-type: none"> - Local company is the company legally registered in Syria Arab Republic regardless of the owner(s) nationalities'(s) - International company is the company legally registered out of Syrian Arab Republic regardless of the owner(s) nationalities'(s)
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 - Shortest lead time maximum upon releasing Purchase Order - Quantities are tentative and can be changed later.
UNFPA will award to:	One or more suppliers (UNFPA reserving the rights to change the quantities and split contract award)
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) <p>Annex 1 need to be duly completed and submitted in order to qualify for the procurement process.</p> <ul style="list-style-type: none"> - UNFPA General Conditions (Annex 2)