



Date: 20/09/2022

Request for Quotation No. UNFPA/SYR/RFQ/IT/09-2022/21

Dear Sir/Madam,

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

#	Item	Specifications	Quantity
1	Laptop	<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 OEM Windows 10 Pro • Original Wireless Mouse • Original carry case • Warranty : Three years 	2
2	Laptop	<ul style="list-style-type: none"> • Intel Core I7 11370H • 16 GB DDR4 SDRAM memory • 1 TB SSD • 15.6" Display • NVIDIA 8G RTX 3070 • Integrated HD Webcam • 2 Integrated Stereo speakers • Keyboard (US International/ Arabic) • Gigabit Network Connection • Wireless network adapter • Genuine OEM Windows 10 Pro • Wireless Mouse • Carry case • Warranty: Three years 	5
3	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 clicker with Laser Pointer 	1
4	Photocopier B/W	<ul style="list-style-type: none"> • Multifunction: 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: 45 pages per Min • Memory: 4 GB or better • ADF: Should be provided, Automatic Reversing • Standard automatic duplexing • HDD Capacity: 250 GB or larger • Copying process: Laser • Resolution: 600 dpi or better • Zoom: From 25% to 400% • Interface: USB Host I/F, Ethernet 10 Base-T/100 base-TX/1000 Base-T • Coloured Scanner: • Scanning speed: Max. 120 (simplex)/220 (duplex) originals per minute • Resolution – Maximum: 600 dpi 	1



		<ul style="list-style-type: none"> 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. PAPER HANDLING: Two standard paper trays: Should support letter, A3, A4, A5 paper size, 500 sheets capacity for each Bypass tray: Letter, A3, A4, A5, A6, 100 sheets capacity Warranty: Three years 	
5	Multifunction Printer	<ul style="list-style-type: none"> Laser Print Technology LCD Display Color Touchscreen Paper Size (maximum) Up to 8.5" x 14" (legal) Print Speed (maximum) Up to 50 PPM Print Resolution (maximum) Up to 1200 x 1200 dpi Memory 1GB Automatic Duplex Print Paper Input Capacity (maximum): 250 sheet capacity paper tray, 50 sheet capacity multipurpose tray Duplexing Document Feeder Standard Interfaces Wireless 802.11b/g/n, Gigabit Ethernet, Hi-Speed USB 2.0 Copy Speed / Copy Resolution (maximum) Up to 50 cpm / Up to 1200 x 600 dpi Scan Speed (maximum)© Simplex: Up to 50ipm (black) / 20ipm (color) Scan Resolution (maximum) Optical: Up to 1200 x 1200 dpi Scan to Capability File, Image, E-mail, OCR, File, FTP, SSH Server (SFTP), Fax Modem / Fax Page Memory (max) 33.6K bps / Up to 500 pages2 Warranty: Three years 	1
6	Genuine Toners for KYOCERA colored printer ECOSYS M5526cdn	<ul style="list-style-type: none"> Full set, each set consist of Genuine: Black Cyan Yellow Magenta 	3

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 along with the technical offer 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 **27/09/2022, 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>.

DocuSigned by:
Sameer Abu-Hawilah
2AE0CC326DC748C...



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

Delivery Terms [INCOTERMS 2010]	DDP
Delivery Location	<ul style="list-style-type: none"> - Damascus, Syria (Exact location within Damascus will be provided to the successful bidder) - Delivery time of the items shall be delivered within (30) days maximum
Currency of Quotation	<p><u>USD</u></p> <p><u>Local suppliers can submit their offer in either USD or SYP</u></p>
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 different from the 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)
Liquidated Damage	<p>Will be imposed as follows:</p> <ul style="list-style-type: none"> - Percentage of contract total per week of delay: 2.5% <p>Maximum number of weeks of delay four (4) weeks, after which UNFPA may terminate the contract without any liability against UNFPA</p>
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)