

Date: 07/10/2020

**Request for Quotation No. UNFPA/SYR/RFQ/PD/10-2020/47**

Dear Sir/Madam,

We hereby solicit your quotation for the supply and install **iT Devices for Central Bureau of Statistic Office in Damascus** as per the detailed below list.

#	Item	Qty.	Remarks
1	Personal Computer (PC) with accessories.	20	Specification are stated in Annex-3: Tech. Specs.
2	UPS, Line interactive, 1200 VA	20	
3	Multi-Function Printer. HP Color LaserJet Pro MFP M479	3	
4	B/W LaserJet Printer. HP LaserJet Pro M402dn	3	
5	FAX	2	
6	Toner Set (4 colors) For HP Color LaserJet Pro MFP M479	3	
7	Black Toner for HP LaserJet Pro M402dn	3	

This Request for Quotation is open to all legally-constituted companies that can provide the requested products/services and have legal capacity to deliver the items and perform the requested services in Syria, or through an authorized legal representative. The selected vendor is expected to provide such products and services, based on specific Purchase Orders submitted to the vendor.

In case of a satisfactory result from the evaluation process, UNFPA shall award a Purchase Order to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

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) or via sealed envelopes to the tender box located at our office, UNFPA Damascus Office, Bldg. No. 10, Fatmeh Idriss Lane Al Ghazzawi St. West Villas, Mezzeh, Damascus, Syria. The deadline for the submission of the offers is **Thursday 15<sup>th</sup> of Oct. 2020 at 12:00 PM (Damascus time)**. Offers received after the deadline, or at another email address other than the one indicated in the above [bidsyria@unfpa.org](mailto:bidsyria@unfpa.org) will be automatically **DISQUALIFIED**.

The deadline for submission of questions is Sunday Oct. 11<sup>th</sup> 2020 at 16:00PM (Damascus Time). Questions will be answered in writing and shared with all parties on Tuesday Oct. 13<sup>th</sup> 2020 Close of Business.

Please submit your quotation in USD or SYP currency or any other preferable currency. The conversion of the 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 **Thursday 15<sup>th</sup> of Oct. 2020 at 12:00 PM (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:**

Ms. Iman Alrifai ([ialrifai@unfpa.org](mailto:ialrifai@unfpa.org))

Tel. No. +963-011-6121659/+963-011-6113764

**Remark:**

**No bid to be submitted to any email address other than the secure email [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.

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

Delivery Terms [INCOTERMS 2020]	CPT Damascus_ CBS Office in Damascus
Customs clearance, if needed, shall be done by:	UNFPA/Supplier (To be determined)
Delivery Location	Damascus_ CBS Office
Currency of Quotation	<b>USD/SYP or any other preferable currency</b>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	English
Documents to be submitted in One Envelope Bid:	<ul style="list-style-type: none"><li>- <b>Technical Offer:</b> Stating the detailed technical specification, the time line of the delivery of the requested goods and services. In addition to, brochures and catalogue and/or samples of each requested item.</li><li>- <b>Changes from Specification:</b> Wherever items offered are not in compliance with minimum 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></ul>

	<ul style="list-style-type: none"> <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 as of the Submission Date	(90) days
Partial Quotes	<b><u>NOT Permitted</u></b>
Partial Delivery of the quantity per each item	<b><u>NOT Permitted</u></b>
Payment Terms	<p><b>100%</b> upon complete successful delivery.</p> <ul style="list-style-type: none"> <li>• <b><u>Payment in USD will only be applicable to International companies to their international bank account.</u></b></li> <li>• <b><u>Payment to local companies will only be made in SYP to their local bank accounts per the UN Operational Exchange rate at the date of the transaction.</u></b></li> </ul>
Evaluation Criteria	<ul style="list-style-type: none"> <li>- Technical responsiveness/Full compliance to requirements with consideration to the shortest lead time.</li> <li>- Full acceptance of the UNFPA General Terms and Conditions</li> <li>- Maxi accepted lead time is (30) days upon confirmation.</li> <li>- Quantities are tentative and can be <b>CHANGED</b> later by %20±.</li> </ul>
UNFPA will award to:	One supplier.
Type of Contract to be Signed	Purchase Order
Conditions to Release the Payment	<ul style="list-style-type: none"> <li>- Dully signed Acceptance of goods and services to the beneficiary based on full compliance with RFQ requirements, the submitted Offer and PO conditions.</li> <li>- Qualified signed and stamped Invoice matching the PO terms and conditions and in-line with the successful delivery.</li> </ul>
Annexes to this RFQ	<ul style="list-style-type: none"> <li>- Annex-1: Quotation Form</li> </ul> <p>Annex 1 need to be completed, duly signed and submitted along with the bid</p> <ul style="list-style-type: none"> <li>- Annex-2: UNFPA General Conditions</li> <li>- Annex-3: Technical Specs.</li> </ul>

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