

**Request for quotation (RFQ) for  
purchase of personal computers for  
UNOPS projects**

**RFQ No: UNOPS-RSPC-2014-G-009**

**Request for quotation (RFQ)  
for purchase of personal computers for UNOPS projects  
RFQ UNOPS-RSPC-2014-G-009**

Date: 20 Aug 2014

UNOPS is accepting quotations from suppliers for purchasing of personal computers for UNOPS projects. All interested parties must complete and return the attached price sheet to the following email address: [srpc.bids@unops.org](mailto:srpc.bids@unops.org).

## 1 Requirements and price list (Annex A)

Quotations need to be submitted by using the Requirements and Price List contained in Annex A.

## 2 Eligibility

Bidders must not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNOPS to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this request for quotation.

Bidders must not be under a declaration of ineligibility for corrupt and fraudulent practices published by UNOPS on its website. Bidders must meet the eligibility criteria as published on the UNOPS website.

## 3 Currency

All prices shall be quoted in RSD – Republic of Serbia Dinar

UNOPS reserves the right not to reject any bids submitted in another currency than the mandatory bidding currency stated above. UNOPS may accept bids submitted in another currency than stated above if the bidder confirms during clarification of bids (1.18) in writing that it will accept a contract issued in the mandatory bid currency and that for conversion the official United Nations operational rate of exchange of the day of RFQ deadline as stated in the RFQ letter shall apply.

Regardless of the currency of bids received, the contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

## 4 Evaluation

UNOPS evaluates quotations based on lowest priced most technically acceptable quotation received. Partial quotations are allowed and UNOPS reserves the right to make one or multiple contractual arrangements

## 5 Delivery

All items shall be delivered ASAP.

## 6 Quotations due

All quotations must be received at the email address stated below no later than:

Date: 1 September 2014  
Time: 12:00h noon CET  
E-mail: [srpc.bids@unops.org](mailto:srpc.bids@unops.org)  
Contact person: Vladimir Stamenov

Quotations submitted shall be binding and valid for a period of ninety (90) days from the due date stated herein. Any prices accepted during this period will be considered firm/fixed for the resulting purchase order.

The supplier agrees to acknowledge the purchase order in the form provided upon award, under the terms and conditions stated therein, and for the agreed amount.

## 7 UNOPS General Conditions of Contract

Any order resulting from this RFQ exercise will be subject to the UNOPS General Conditions of Contract available for goods, small services and services at the following addresses: <http://www.unops.org/SiteCollectionDocuments/Procurement/UNOPS%20General%20Conditions%20for%20Goods.pdf>

## 8 Clarifications

Suppliers with questions or requests for more information are encouraged to send them to the email address [srpc.procurement@unops.org](mailto:srpc.procurement@unops.org) promptly in order to allow time for the provision of a written response. Explanations or interpretations provided by personnel other than the above will not be considered binding or official.

## 9 Quotation form (Annex B)

The attached Quotation Form needs to be completed and signed. Suppliers shall return the completed and signed Quotation Form with their quotation.

Approved by:  
Date: 21 August 2014



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Graeme Tyndall, RSPC Manager

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**ANNEX A  
Requirements**

The following documents form part of this RFQ and must be completed and returned with your offer:

1. Quotation comparative data form
2. Bid price&delivery form
3. Previous experience form

4. Please also provide:

4. Company registration documents
5. Catalogue, brochure or similar document that will prove the required technical characteristics of the offered equipment – if available

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**ANNEX B  
RFQ – Quotation form**

Quotation form must be completed signed and returned to UNOPS. The quotations must be made in accordance with the instructions contained in this request.

UNOPS General Conditions of Contract will apply to any resulting purchase order. A link to the UNOPS General Conditions of Contract is included in the RFQ document.

The under signed, having read the terms and conditions of RFQ-UNOPS-RSPC-2014-G-009 set out in the attached document, here by offers to supply the goods specified in the RFQ at the price or prices quoted, in accordance with any specifications stated and subject to the terms and conditions set out or specified in the document.

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Name and title: \_\_\_\_\_  
Company: \_\_\_\_\_  
Postal address: \_\_\_\_\_  
Tel. no: \_\_\_\_\_  
Fax no: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Validity of offer: \_\_\_\_\_  
Currency of offer: \_\_\_\_\_

Payment terms 30 days accepted:

Quotation to be addressed to: UNOPS  
Šumatovacka 59, 11000 Beograd  
Tel.: 011/243-5703 ; E-mail: [srpc.bids@unops.org](mailto:srpc.bids@unops.org)

## 1. Comparative data form

Bidders are required to complete the following with “Yes”, “No” or specific information requested for the items being supplied.

Our minimum requirements:		Your offer: (Please fill in technical specification offered)
<b>Item 1:</b> <b>Office Laptop Computer</b> – max. 14 inches screen size	<b>QTY: 6 pcs</b>	<b>Offered model:</b>
Processor 4 <sup>th</sup> Generation i5 processor for mobile computers, 4GB RAM (min 2 SODIMM slots), 500 GB HDD, graphics, min 13 inches - max 14 inches screen size, Win 7 Professional, optical DVD+/-RW Dual Layer, combined multimedia card reader, web camera , integrated sound and microphone, connectivity 3xUSB 3.0 regular, 1 USB 3.0 with charging, digital video port (display port or HDMI), Wireless network adapter 802.11 b/g/n, Gigabit ethernet, 720p HD webcam, Docking connector, phones output, microphone input. <b>Warranty: 3/3/0</b>  Additional devices: professional laptop carriage bag, US keyboard, mouse  <b>NOTE:</b> Max weight of laptop with battery not to exceed 2.3kg,		
<b>Item 2:</b> <b>Docking station for laptop</b>	<b>QTY: 6 pcs</b>	<b>Offered model:</b>
Docking station, adequate to office laptop computer specified in item 1 Laptop battery charger built-in, discrete power supply, min. 4 USB inputs (min 1 USB 3.0), PS2 Keyboard input, PS2 Mouse input, VGA output, digital video output, Audio output, microphone input, RJ 45 input. <b>Warranty: 1/1/0</b>		
<b>Item 3:</b> <b>Office Laptop Computer</b>	<b>QTY:</b> <b>8 pcs</b>	<b>Offered model:</b>
Processor 4 <sup>th</sup> Generation i5 processor for mobile computers, 4GB RAM (min 2 SODIMM slots), 500 GB HDD, graphics, min. 15 inches screen size, Win 7 Professional, optical DVD+/-RW Dual Layer, combined multimedia card reader, web camera , integrated sound and microphone, connectivity 3xUSB 3.0 regular, 1 USB 3.0 with charging, digital video port (display port or HDMI), Wireless network adapter 802.11 b/g/n, Gigabit ethernet, 720p HD webcam, Docking connector, phones output, microphone input. <b>Warranty: 3/3/0</b>  Additional devices: professional laptop carriage bag, US keyboard, mouse  <b>NOTE:</b> Max weight of laptop with battery not to exceed 2.5 kg,		

<b>Item 4:</b> <b>Docking station for laptop</b>	<b>QTY:</b> <b>8 pcs</b>	<b>Offered model:</b>
Docking station, adequate to office laptop computer specified in item 3 Laptop battery charger built-in, discrete power supply, min. 4 USB inputs (min 1 USB 3.0), PS2 Keyboard input, PS2 Mouse input, digital video output, VGA output, Audio output, microphone input, RJ 45 input. <b>Warranty: 1/1/0</b>		
<b>Item 5:</b> <b>Desktop Computer</b>	<b>QTY:</b> <b>3 pcs</b>	
Processor 4 <sup>th</sup> Generation i5 processor for desktop computers, 4GB RAM, 500 GB HDD, integrated graphics allowed, , Win 7 Professional, optical DVD+/-RW Dual Layer, combined multimedia card reader, integrated speakers, connectivity 4x USB 2.0, 4xUSB 3.0, Gigabit Ethernet, Case factor: microtower, Extension slots , phones output, microphone input. <b>Warranty: 3/3/0</b>		
<b>Item 6:</b> <b>Monitor for desktop computer</b>	<b>QTY:</b> <b>3 pcs</b>	
LED technology, Screen size 21,5 inches -22 inches, Full HD Resolution 1920x1080, response time max 5 ms, digital, contrast min 1:1000, interface – VGA, video interface in accordance with laptop digital signal video interface display port or HDMI – cable to be provided. Height adjustable <b>Warranty: 1/1/0</b>		
<b>Item 7:</b> <b>UPS for desktop computer</b>	<b>QTY:</b> <b>3 pcs</b>	
UPS for desktop PC, 3 battery + 1 power surge protect power interfaces, battery capacity 300 W <b>Warranty: 1/1/0</b>		

**The products offered are in accordance with the specifications and requirements**

Yes  
 No

Any deviation must be listed below:

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\_\_\_\_\_ Date

\_\_\_\_\_ Authorized Signature

## 2. Price & delivery form

<b>Quotation</b>				
<b>Bidder's total prices (Price &amp; currency to be entered by bidder):</b>				
TOTAL FIRM DAP PRICE - offloading to be included				
Requested offer validity period from the date of offer submission: <b>90 Days</b>				
<b>BIDDER'S UNIT PRICES (price &amp; currency to be entered by bidder):</b>				
ITEM	DESCRIPTION	QTY	CURRENCY:	
			UNIT PRICE DAP	TOTAL PRICE DAP
1.	<i>Office Laptop Computer - max. 14 inches screen size</i>	6		
2.	<i>Docking station for laptop</i>	6		
3.	<i>Office Laptop Computer</i>	8		
4.	<i>Docking station for laptop</i>	8		
5.	<i>Desktop Computer</i>	3		
6.	<i>Monitor for desktop computer</i>	3		
7.	<i>UPS for desktop computer</i>	3		

<b>Bidder's delivery data</b>		
DELIVERY TIME (DAP FROM DATE OF ORDER):	ITEM 1	
	ITEM 2	
	ITEM 3	
	ITEM 4	
	ITEM 5	
	ITEM 6	
	ITEM 7	
	ITEM 8	

 \_\_\_\_\_  
 Date

 \_\_\_\_\_  
 Authorized Signature

### 3: Previous experience form

Previous Experience				
Description of goods	Country	Total amount of contract	Contract Identification and Title and Contact details of Client: (Name, Address, telephone, email, fax)	Year project was undertaken

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Date

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Authorized Signature







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