

**Request for quotation (RFQ) for
purchase of IT equipment for
schools in Obrenovac and Svilajnac**

RFQ No: UNOPS-SFRS-2015-G-004

**Request for quotation (RFQ) for purchase of IT equipment for schools in
Obrenovac and Svilajnac
RFQ UNOPS-SFRS-2015-G-004**

Date: 29 January 2015

UNOPS is accepting quotations from suppliers for purchasing of IT equipment for UNOPS projects. All interested parties must complete and return the attached price sheet to the following email address: 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 in 30 days period upon contract signing. Delivery schedule will be separately provided.

6 Quotations due

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

Date: 12 February 2015
Time: 12:00h noon CET
E-mail: 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

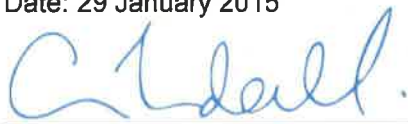
Suppliers with questions or requests for more information are encouraged to send them to the email address srpc.procurement@unops.org promptly in order to allow time for the provision of a written response. Explanations or interpretations provided by personnel other than the above will not be considered 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: 29 January 2015



Graeme Tyndall, UNOPS Serbia Operations Centre 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

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 undersigned, having read the terms and conditions of UNOPS-SFRS-2015-G-004 set out in the attached document, hereby 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

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)
Item 1: <i>LCD Projector with screen, stand and spare lamp</i>	QTY: 9 pcs	Offered model:
Device technical specification: Native Resolution: XGA 1024x768 Projection Size: 700 cm diagonal Lamp Hours: 3000 Hours in Typical Mode Brightness: min 3000 ANSI Lumens Projecting Position: Front/Rear, Table/Ceiling Connectivity: Supports PC, Composite Video, HDMI Miscellaneous: Lens Protection, Remote Control, VGA Cable, HDMI Cable, Carrying Case Warranty minimum 1 year Accessories to be provided: <ul style="list-style-type: none"> - Additional Spare Lamp Unit for offered projector - Screen 150x150 cm on tripod stand - Projector stand, 2 shelves, height 100 cm 		
Item 2: <i>Laptop PC</i>	QTY: 26 pcs	Offered model:
Processor: Processor: Dual Core i3 (2.4GHz 4th gen. or 2.1 GHz 5th Gen.) or compatible 3D graphic card: 1,024MB Display: 15.6" (1366x768) Memory: 4GB DDR3, upgradeable up to 8GB HDD: 500GB, 7200 rpm Optical drive: DVD RW Battery: LI-ION Connectivity: Gigabit LAN, Wireless LAN (g, n), Bluetooth Ports & Expansion: 3xUSB 2.0, VGA, HDMI Operating System: Microsoft Windows 8 64 bit English Fully licensed recovery CD, All device drivers on CD Warranty minimum 2 years Accessories: USB Optical Mouse, Carry case Software: Office Suite or equivalent application software, including: text, spreadsheet and presentation processing, mail client		

Item 3: Desktop PC with monitor	QTY: 16 pcs	Offered model:
Mini Tower computer case CPU with 3.4 GHz Minimum 4 GB of DDR3 memory with 1600MHz 6xUSB Minimum 500GB HDD SATA III, 7200 rpm Graphic adapter with support for resolution of 1920 x 1200 Internal optical DVD+/-RW Drive Integrated LAN adapter with RJ-45/UTP socket and with 10/100/1000 Mbit/s network speed support Operating System: Microsoft Windows 8 64 bit English Fully licensed recovery CD All device drivers on CD Warranty: Minimum 2 years Monitor: LED, 24 inches, stand with tilt support, 1xVGA, 1xDVI, Warranty Minimum 2 years Accessories: Keyboard Serbian Latin language, Optical mouse Software: Office Suite or equivalent application software, including: text, spreadsheet and presentation processing, mail client		
Item 4: Interactive whiteboard system with projector	QTY: 1 pcs	Offered model:
Whiteboard min 77" - Active screen size (diagonal): 195 cm Touch sensitive surface, pen and finger input Control panel PC Connectivity: USB Software with applications and interactive tools Projector Mounted on arm above interactive whiteboard Ultra short projection, Throw ratio 0.3 Native Resolution: WXGA 1280x800 Lamp Hours: 2000 Hours in Typical Mode Brightness: maximum 3000 ANSI Lumens Connectivity: PC, S-Video, Composite Video Remote Control Wall mounting kit Warranty period minimum 3 years		

The products offered are in accordance with the specifications and requirements

Yes
 No

Any deviation must be listed below:



Date

Authorized Signature

2.Price&delivery form

Quotation				
Bidder's total prices (Price & currency to be entered by bidder):				
TOTAL FIRM DAP PRICE - offloading to be included IT equipment is to be delivered DAP to Obrenovac and Svilajnac schools as per the attached delivery schedule.				
Requested offer validity period from the date of offer submission: 90 Days				
BIDDER'S UNIT PRICES (price & currency to be entered by bidder):				
ITEM	DESCRIPTION	QTY	CURRENCY:	
			UNIT PRICE DAP	TOTAL PRICE DAP
1.	<i>LCD Projector with screen, stand and spare lamp</i>	9		
2.	<i>Laptop PC</i>	26		
3.	<i>Desktop PC with monitor</i>	16		
4.	<i>Interactive whiteboard system</i>	1		
			TOTAL:	

Bidder's delivery data		
DELIVERY TIME (DAP FROM DATE OF ORDER): For all items maximum 30 calendar days	ITEM 1	
	ITEM 2	
	ITEM 3	
	ITEM 4	

 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

Date

Authorized Signature



UNOPS Headquarters
Marmorvej 51
P.O. Box 2695
2100 Copenhagen
Denmark
Tel: +45 45 33 75 00
Fax: +45 45 33 75 01