

**Request for quotation (RFQ) for
goods**

Provision of software licenses for RSOC office

RFQ No: UNOPS-RSOC-2015-G-014

**Request for quotation (RFQ)
for provision of software licenses for RSOC office
RFQ NO. UNOPS-RSOC-2015-G-014**

Date: 05 May 2015

UNOPS is accepting quotations from suppliers for provision of software licenses for RSOC Office. All interested parties must complete and return the attached price sheet to the following address:

UNOPS RSOC, Šumatovačka 59, Belgrade,
or to the following e-mail address: srpc.bids@unops.org

Any requests for clarification should be referred to Procurement Unit and should be sent to:
srpc.procurement@unops.org.

Note: This e-mail address is for clarifications only. Received quotation through srpc.procurement@unops.org will not be considered.

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) VAT free.

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.

5 Delivery (for goods)

All items shall be delivered in maximum 30 (thirty) calendar days from the contract signing and shipped DAP.

6 Mobilization and duration – n/a

7 Quotations due

All quotations must be received in a sealed envelope at the address as stated below no later than:

Date: 12 May 2015
Time: 12:00h, noon, CET
UNOPS RSOC, Šumatovačka 59, 11000 Belgrade,
or to the following e-mail: srpc.bids@unops.org
Contact person: Procurement Unit

Quotations submitted shall be binding and valid for a period of sixty (60) days from the due date stated herein. Any prices accepted during this period will be considered firm/fixed for the resulting contract.

UNOPS may award this requirement partially and will accept any partial quotations. 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.

8 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>
<http://www.unops.org/SiteCollectionDocuments/Procurement/GCCs%20For%20Professional%20Services.pdf>
<http://www.unops.org/SiteCollectionDocuments/Procurement/Conditions-of-services-below50K.pdf>

9 Clarifications

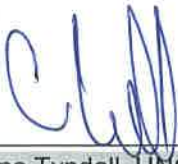
Suppliers with questions or requests for more information are encouraged to send them to the email address above promptly in order to allow time for the provision of a written response. Explanations or interpretations provided by personnel other than the above will not be considered binding or official.

10 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:



Graeme Tyndall, UNOPS RSOC Manager

ANNEX A Requirements and price list

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

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

CONTRACTOR AGREES TO SUPPLY ALL GOODS AND/OR PERFORM ALL WORK AS SPECIFIED IN THIS BID AND IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THIS BID AT THE PRICES QUOTED ON THIS FORM.

ANNEX B RFQ –Quotation form

The 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/contract. A link to the UNOPS General Conditions of Contract is included in the RFQ document.

The undersigned, having read the terms and conditions of Quotation No. RFQ-UNOPS-RSOC-2015-G-014 set out in the attached document, hereby offers to supply the services 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 bid document.

I, the undersigned, declare that:

- a) Our firm and our personnel have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS.
- b) Our firm confirms that the offeror and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation.
- c) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UNOPS, in accordance with clause 2, Eligibility.
- d) We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this RFQ and will not engage in any such activity during the performance of any contract awarded.

I, _____ (name of signing official),

certify that I am _____ (position) of _____

(legal name of company); that by signing this RFQ bid for and on behalf of _____

(legal name of company), I am certifying that all information contained herein is accurate and

truthful and that the signing of this bid is within the scope of my powers.

(Signature) (Name) (Title)

(Date)

Provide the name and contact information for the primary contact from your company for this quotation:

Name: _____ Title: _____

Mailing address (street name/number/city/town/province/state): _____

Phone no: _____ Fax no: _____

E-mail address: _____

Offer valid until: _____ Must be at least 60 days

Currency of offer: _____ (state currency)

Payment terms 30 days accepted: YES / NO

Are you a UNOPS registered vendor? Yes No

If yes, provide vendor number: _____

Quotation to be addressed to:

Reference RFQ UNOPS-RSOC-2015-G-014

UNOPS RSOC

Procurement Unit,

Sumatovacka 59, 11 000 Belgrade, Republic of Serbia

E-mail: srpc.bids@unops.org

BIDDERS ARE RESPONSIBLE FOR THE TIMELY DELIVER OF THE QUOTATION.

Quotes are due on 12 May 2015, 12:00h noon, CET

1. Comparative data form

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

No.	UNOPS minimum technical requirements	Bidders to fill-in
1	MS Office 2013 Standard license OLP License with unlimited duration. License to be used by UNOPS RSOC personnel for non-profit programmatic activities.	
2	MS Office 2013 Professional license OLP License with unlimited duration. License to be used by UNOPS RSOC personnel for non-profit programmatic activities.	
3	MS Project 2013 Standard license OLP License with unlimited duration. License to be used by UNOPS RSOC personnel for non-profit programmatic activities	
4	CAD Design software license (AutoCAD LT2016 – or compatible) License with unlimited duration. License to be used by UNOPS RSOC personnel for non-profit programmatic activities	
5	PDF Editing software license (Adobe Acrobat professional DC or compatible) License with unlimited duration. License to be used by UNOPS RSOC personnel for non-profit programmatic activities	
6	Remote administration software license - TeamViewer Corporateor fully technically compatible) License with unlimited duration. License to be used by UNOPS RSOC personnel for non-profit programmatic activities	

The products offered are in accordance with the specifications and requirements

Yes

No

Any deviation must be listed below:

Date _____

Authorized Signature _____

2. Bid Price and Delivery Form

QUOTATION				
BIDDER'S PRICES (Price & Currency to be entered by Bidder in RSD) For evaluation and comparison purposes, UNOPS shall convert all bid prices expressed in amounts in various currencies into an amount in USD, using the United Nations exchange rate.				
	DESCRIPTION	Unit price RSD	QTY	CURRENCY: RSD
				TOTAL OFFERED PRICE (VAT excluded)
1.	MS Office 2013 Standard License OLP		14	
2.	MS Office 2013 Professional License OLP		10	
3.	MS Project 2013 Standard License OLP		13	
4.	CAD Design software		5	
5.	PDF Editing software		20	
6.	Remote administration software		1	

Bidder's delivery data	
DELIVERY TIME (DAP FROM DATE OF ORDER) for all items – ASAP but not later than 30 calendar days from the contract signing, to the following address: UNOPS RSOC Šumatovačka 59, Belgrade, Serbia	

 Date

 Authorized Signature

3. Previous experience form

Previous experience				
Description of services/goods/works	Country	Total amount of contract	Contract identification and title and contact details of client: (Name, Address, telephone, email, fax)	Year project was undertaken



UNOPS Headquarters
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2100 Copenhagen
Denmark
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