

**Request for quotation (RFQ) for
Provision of 55 new laptop
computers for project beneficiaries**

RFQ No: UNOPS-LBHT-2015-G-006

**Request for quotation (RFQ)
for Provision of 55 new laptop computers for project beneficiaries
RFQ UNOPS-LBHT-2015-G-006**

Date: 13 October 2015

UNOPS is accepting quotations from suppliers for purchasing of 55 laptop computers for project beneficiaries.
All interested parties must complete and return the attached price sheet to the following email address:

srpc.bids@unops.org.

or in a sealed envelope to:

**UNOPS RSOC
Šumatovačka 59
11 000 Belgrade.**

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: 20 October 2015

Time: 12:00 CET

Address: UNOPS RSOC, Šumatovačka 59, 11000 Beograd

E-mail: srpc.bids@unops.org

Contact person: Hana Ajdarpasic

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: 13 October 2015



Graeme Tyndall, RSOC Manager

**Request for quotation (RFQ)
for Provision of 55 new laptop computers for project beneficiaries
RFQ UNOPS-LBHT-2015-G-006**

**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

**Request for quotation (RFQ)
for Provision of 55 new laptop computers for project beneficiaries
RFQ UNOPS-LBHT-2015-G-006**

**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 RFQ-UNOPS-LBHT-2015-G-006 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**
Sumatovacka 59, 11000 Beograd
Tel.: 011/243-5703; E-mail: srpc.bids@unops.org

88

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: Laptops	QTY: 55 pcs	Offered model:
<ul style="list-style-type: none"> • Brand name computer with processor 5th Generation i3 processor for mobile computers • 4GB RAM (min 2 SODIMM slots) • 500 GB HDD • Graphics, min. 15 inches screen size • Win 7 Home Premium, Win 8.1 Core or Win 10 Core Exp • Optical DVD+/-RW Dual Layer • Combined multimedia card reader • HD webcam • integrated sound and microphone • connectivity min 3xUSB • digital video port (display port or HDMI) • Wireless network adapter 802.11 b/g/n, Gigabit • Ethernet • Phones output, microphone input • Warranty: 1/1/0 • laptop carriage bag, Serbian Latin keyboard, mouse • Open Office v4.1.1 or later Installation disc provided • LI-Ion battery, A/C Adapter (100V-240V; 50-60 Hz) 		

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 and the offeror to cover the fee of custom clearance agency if needed - offloading to be included in the price				
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: RSD	
			UNIT PRICE DAP	TOTAL PRICE DAP
1.	Laptop as specified in the above Comparative Data Form	55		
TOTAL:				

*UNOPS reserves the right to increase or decrease the requested quantities, in accordance with the project needs.

Bidder's delivery data:	
DELIVERY AT PLACE: (all equipment is to be delivered DAP and the offeror to cover the fee of custom clearance agency, if needed)	
UNOPS RSOC "Let's Build a Home Together" Programme Šumatovačka 78-80 Belgrade, Serbia	
DELIVERY TIME (DAP FROM DATE OF ORDER):	
NOT MORE THAN 30 CALENDAR DAYS FROM THE DATE OF ORDER	

 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