

Request for Quotation (RFQ) for goods/services

Purchase of IT Equipment

RFQ No: UNOPS-RSPC-2014-S-014

**Request For Quotation (RFQ)
for Purchase of IT Equipment
RFQ NO. UNOPS-RSPC-2014-S-014**

Date:14-Nov-2014

UNOPS is accepting quotations from suppliers for purchase of IT Equipment. 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 must 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.

All suppliers are expected to embrace the principles of the United Nations Supplier Code of Conduct, given that it originates from the core values of the Charter of the United Nations. UNOPS also expects all its suppliers to adhere to the principles of the United Nations Global Compact.

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 Serbian Dinars (RSD).

UNOPS reserves the right not to reject any bids submitted in a currency other 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 the lowest priced technically compliant quotation received.

5 Delivery (for goods)

Items shall be delivered as soon as possible but not later than the date specified, and shipped DAP, Serbia, Belgrade, Sumatovacka 59. Supplier shall cover the costs of custom clearance agency if needed. Offloading should be included in the price.

6 Quotations due

Bidders are responsible for the timely return of their quotation. All quotations must be received at the email address stated below no later than:

Date: 24 November 2014
Time: 12.00h Belgrade Time
E-mail: srpc.bids@unops.org
Contact person: Vladimir Stamenov, IT Officer

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

UNOPS will accept quotations per item, and preserves the right to contract multiple suppliers.

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>

<http://www.unops.org/SiteCollectionDocuments/Procurement/GCCs%20For%20Professional%20Services.pdf>

<http://www.unops.org/SiteCollectionDocuments/Procurement/Conditions-of-services-below50K.pdf>

8 Clarifications

Suppliers with questions or requests for clarification are encouraged to send questions by email to the email 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 named contact person, will not be considered binding or official.

9 Quotation form (Annex B)

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

Approved by:

Date: 14 November 2014



Graeme Tyndall, Programme 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. Quotation comparative data form
2. Bid price&delivery form
3. Previous experience form
4. Company registration form (Izvod iz APR-a)

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/contract. 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-S-014 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 EUROPEAN PROGRES,
Sumatovacka 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.

Item 1: Network Laser Printer with High Scale Monthly Printing Volume

Quantity: 1 pcs

UNOPS minimum requirements:	Your offer (Please fill in):
Type: Monochrome laser printer for workgroup printing	
Prn resolution: 1200x1200dpi	
Prn speed: 50 ppm	
Monthly duty cycle-minimum 200,000 pages	
Recommanded monthly cycle up to 20,000 pages	
No of Input trays 2+ (capacity 500 + per tray)	
Std paper formats: A4, A5, B5 (JIS), 16K, postcard (JIS), Executive (JIS), envelope (DL ISO, C5 ISO, B5 ISO)	
Automatic Duplex printing (built-in)	
Driver compatibility: Win Server 2008/Win 7/Win server 2012/Win 8, Mac OS X v10.5r	
Connectivity USB, Gigabit Network	
Warranty: Minimum 3 years	
Delivery time: Maximum 30 days	

Item 2: Network Laser Printer with Standard Monthly Printing Volume

Quantity: 5 pcs

UNOPS minimum requirements:	Your offer (Please fill in):
Technology: Office Monochrome laser printer	
Hardware Print resolution: 600x600dpi	
Prn speed: 30 ppm	
Monthly duty cycle-minimum 50,000 pages	
Recommanded monthly cycle up to 3000 pages	
Tray capacity minimum 250	
Std paper format: A4; A5; A6; B5	
Automatic Duplex printing (built in)	
Driver compatibility: Win 7/ Win server 2012/Win 8, Mac OS X v10.5r	
Connectivity USB, Gigabit Network	
Warranty: Minimum 1 year	
Delivery time: Maximum 30 days	

Item 3: Network Color Laser Printer with Standard Monthly Printing Volume

Quantity: 2 pcs

UNOPS minimum requirements:	Your offer (Please fill in):
Technology: Color laser	
Hardware Print resolution: 600x600dpi	
Prn speed: 20 ppm	
Monthly duty cycle-minimum 40,000 pages	
Recommended monthly cycle up to 2000 pages	
Tray capacity minimum 250	
Std paper format: A4; A5; A6; B5	
Automatic Duplex printing (built in)	
Driver compatibility: Win 7/ Win server 2012/Win 8, Mac OS X v10.5r	
Connectivity USB, min 100Mbit/s Network, Wireless network	
Warranty: Minimum 1 year	
Delivery time: Maximum 30 days	

Item 4: LCD Projector

Quantity: 2 pcs

UNOPS minimum requirements:	Your offer (Please fill in):
Technology: 3LCD	
Resolution: 1024x768dpi	
Contrast: 10000:1	
Refreshment rate 50Hz-85Hz	
Built in speakers	
Lamp lifecycle-minimum 5000 hours	
Connectivity HDMI, VGA, Network, Composite Video, Audio jack	
Miscs: Carriage bag, Remote control, VGA cable, audio cable	
Warranty: Minimum 1 year	
Delivery time: Maximum 15 days	

Item 5: Universal Ceiling stand for LCD Projector

Quantity: 1 pcs

UNOPS minimum requirements:	Your offer (Please fill in):
Maximum weight: 10 kg	
Dimension: 50x30x15	
Warranty: Minimum 1 year	
Delivery time: Maximum 30 days	

Item 6: Universal Floor stand for LCD Projector

Quantity: 1 pcs

UNOPS minimum requirements:	Your offer (Please fill in):
Maximum weight: 10 kg	
Dimension: 50x30x15	
Warranty: Minimum 1 year	
Delivery time: Maximum 30 days	

Item 7: Ceiling Projection screen for LCD Projector

Quantity: 1 pcs

UNOPS minimum requirements:	Your offer (Please fill in):
Type. Ceiling mounted roll-up screen	
Dimension: 203cmx203cm – image size 195cmx195cm	
Warranty: Minimum 1 year	
Delivery time: Maximum 30 days	

Item 8: Projection screen for LCD Projector – tripod stand

Quantity: 1 pcs

UNOPS minimum requirements:	Your offer (Please fill in):
Type. Roll-up screen with tripod stand	
Dimension: 203cmx203cm – image size 195cmx195cm	
Warranty: Minimum 1 year	
Delivery time: Maximum 30 days	

Item 9: Digital photo camera

Quantity: 9 pcs

UNOPS minimum requirements:	Your offer (Please fill in):
Type: Compact digital camera	
Effective pixels 16MPix	
Optical Zoom 8x	
Video clip shooting in HD resolution (720p)	
ISO 100, 200, 400, 800, 1600	
Lithium battery with charger included	
Warranty: Minimum 1 year	
Camera bag with 16GB memory card included	
Delivery time: Maximum 15 days	

Item 10: Digital video camera with accessories

Quantity: 1 pcs

UNOPS minimum requirements:	Your offer (Please fill in):
Camera Type Interchangeable lens HD Camcorder	
Imaging Sensor HD CMOS sensor	
Image Processor	
Anti Dust Charge protection coating on Filter	
Pixel Gross Approx. 16.7 megapixels	
Still Image Mode JPEG/JPEG+RAW/RAW Still Image Size 3:2 L (16.0M): 4912 x 3264 M (7.1M): 3568 x 2000 S (4.0M): 2448 x 1624 Recording	
Video Mode HD	
PS:Approx.28Mbps/FX:Approx.24Mbps/FH:Approx.17Mbps /HQ:Approx.9Mbps/ LP:Approx.5Mbps; STD HQ:9Mbps	
Audio Format Dolby® Digital 5.1ch, Dolby® Digital 5.1Creator; Dolby® Digital 2ch stereo	
Microphone/Speaker Built-in Microphone/Monoral Speaker	
Lens Type 18-200mm F3.5-6.3, Aperture (Max.) Included SELP18200: F3.5(wide end) - F6.3 Aperture (Min.) Included SELP18200: F22(wide end) - F40 Optical Zoom 11.1x Focal Length (35mm equivalent) Photo Mode: 27mm-	

300mm; Video Mode: 32.4mm-360mm	
Focus Control Focus System Contrast AF	
Exposure System	
Noise Reduction	
WB Shift Yes(G7-M7 15steps, A7-B7 15steps)	
Drive System	
Shutter Type Electronically-controlled, vertical-traverse, focal-plane type	
Shutter Speeds Auto: 1/48-1/10000 (movie: 24p), 1/60-1/10000 (movie: other), 30s-1/4000 (Still), Manual: 1/3-1/10000 (movie: 24p), 1/4-1/10000 (movie: other), 30s-1/4000 (Still)	
Flash Type Multi interface Shoe	
Flash Metering System Pre-flash TTL	
Flash Modes Auto/Forced/Slow Sync./Rear Sync./Prohibited	
Red-Eye Reduction	
Tracking Focus	
Audio Level Display	
InterfaceSD Output, Composite Video Out, Component Video Out, S Video Out, USB Port(s) mini-AB/USB2.0 Hi-speed	
Warranty: Minimum 1 year	
Camera bag with tripod stand - manufacturer suggestion for the offered model.	
Delivery time: Maximum 30 days	

Item 11: Tablet PC

Quantity: 2 pcs

UNOPS minimum requirements:	Your offer (Please fill in):
Quad Core Procesor 1.5 GHz;	
Screen 7" Resolution 1920x1200;	
OS: Android 4.3 Jelly Bean or newer	
Working Memory 2GB, Internal memory 32GB,	
Wi-Fi 802.11 a/b/g/n, Bluetooth V4.0,	
Audio Jack,	
Battery Li-polymer 10h, 15Wh,	
front camera 1.2 Mpix auto focus, Back camera 5 Mpix Auto focus,	
G-Sensor, E-compass, Ambient Light Sensor, Gyroscope, Hall Sensor,	
GPS	
Delivery time: Maximum 15 days	

Item 12: Hard disk for laptop PC

Quantity: 1 pcs

UNOPS minimum requirements:	Your offer (Please fill in):
Hybrid disk drive - SSHD technology;	
Capacity 1TB operational capacity (1TB + 8 GB SSD)	
Unit Size 2.5 inches,	
Buffer 64 MB	
Rotation speed 5400 rpm or higher	
Connectivity SATA3	
Delivery time: Maximum 15 days	

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 - DAP: Beograd, Sumatovacka 59, offloading to be included				
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
LOT 1				
1.	Network laser printer with high scale monthly printing volume	1		
2.	Network laser printer with standard monthly printing volume	5		
3.	Network color laser printer with standard monthly printing volume	2		
4.	LCD projector	2		
5.	Stand for LCD projector	1		
6.	Stand for LCD projector	1		
7.	Projection Screen	1		
8.	Projection Screen	1		
9.	Digital photo camera	9		
10.	Digital VIDEO camera with accessorises	1		
11.	Tablet computer	2		
12.	Hard disk SSHD 1TB 2,5"	1		
GRAND TOTAL:				

Bidder's delivery data		
DELIVERY TIME (DAP FROM DATE OF ORDER): LOT 1		
Network laser printer with high scale monthly printing volume	ITEM 1	
Network laser printer with standard monthly printing volume	ITEM 2	
Network color laser printer with standard monthly printing volume	ITEM 3	
LCD projector	ITEM 4	
Stand for LCD projector	ITEM 5	
Stand for LCD projector	ITEM 6	
Projection Screen	ITEM 7	
Projection Screen	ITEM 8	
Digital photo camera	ITEM 9	
Digital VIDEO camera with accessorises	ITEM 10	
Tablet computer	ITEM 11	
Hard disk SSHD 1TB 2,5"	ITEM 12	

 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

Date _____

Authorized Signature _____



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