

# **Request for Quotation (RFQ) for goods**

Purchase of Software Licenses for City of  
Belgrade

RFQ No: UNOPS-SC-2014-G-002

**Request For Quotation (RFQ)  
for Purchase of Software Licenses for City of Belgrade  
RFQ NO. UNOPS-SC-2014-G-002**

Date: 14-Nov-2014

UNOPS is accepting quotations from suppliers for purchase of software licenses for City of Belgrade. 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 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 United States Dollars (USD).

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)

All items shall be delivered maximum 15 days upon contract signing.

## 6 Quotations due

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

Date: 24 November 2014  
Time: 12.00h noon, CET Time  
E-mail: [srpc.bids@unops.org](mailto:srpc.bids@unops.org)  
Contact person: Vladimir Stamenov, IT Officer

Quotations submitted shall be binding and valid for a period of thirty (60) 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 award this requirement in total per Lots and will not accept any partial quotations for separate items per lots.

## 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](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 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.

Partial quotations per lot are allowed. UNOPS reserves the right to make multiple procurement arrangements per lots / items.

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 documents

## 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-SC-2014-G-002 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](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.

### LOT 1

**Item 1: License for Windows Server 2012 Std R2**

Quantity: 1 pcs

UNOPS minimum requirements:	Your offer (Please fill in):
<i>Windows Server 2012 R2 Standard License, Gov license</i>	
Additional information: License shall be exclusively used by the beneficiary, (City of Belgrade – Centre for improvement of Entrepreneurship). Transfer to the final user shall be performed prior to payment	
Packing:	Yes/No
Delivery time: Not more than 15 calendar days	

**Item 2: Client Access License for Windows Server 2012 CAL**

Quantity: 12 pcs

UNOPS minimum requirements:	Your offer (Please fill in):
<i>Device Client Access License for Windows Server 2012 Standard R2, Gov license</i>	
Additional information: License shall be exclusively used by the beneficiary, (City of Belgrade – Centre for improvement of Entrepreneurship). Transfer to the final user shall be performed prior to payment	
Packing:	Yes/No
Delivery time: Not more than 15 calendar days	

**Item 3: Client Access License for Microsoft Exchange 2013**

Quantity: 12 pcs

UNOPS minimum requirements:	Your offer (Please fill in):
<i>User Client Access License for Windows Server 2012 Standard R2, Gov license</i>	
Additional information: License shall be exclusively used by the beneficiary, (City of Belgrade – Centre for improvement of Entrepreneurship). Transfer to the final user shall be performed prior to payment	
Packing:	Yes/No

Delivery time: Not more than 15 calendar days	
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**Item 4: Microsoft Office 2013 license**

Quantity: 18 pcs

UNOPS minimum requirements:	Your offer (Please fill in):
<i>Microsoft Office edition 2013, MS Office pack shall include MS Word, MS Excel, MS Outlook and MS PowerPoint, Government license</i>	
Additional information: License shall be exclusively used by the beneficiary, (City of Belgrade – Centre for improvement of Entrepreneurship). Transfer to the final user shall be performed prior to payment	
Packing:	Yes/No
Delivery time: Not more than 15 calendar days	

**LOT 2**
**Item 1: Antivirus solution for Windows platform - Server license**

Quantity: 1 license

UNOPS minimum requirements:	Your offer (Please fill in):
Two scanning engine, Antivirus and antispyware; Internet protection; Firewall; Protection of memory media; Central Administration (client modul, server modul); On access protection; On demand scener; Heuristic analysis	
License shall be exclusively used by the beneficiary, (City of Belgrade – Centre for improvement of Entrepreneurship). Transfer to the final user shall be performed prior to payment	
Packing: 1 Server license and 18 client licenses	Yes/No
Delivery time: Not more than 15 calendar days	



**Item 2: Antivirus solution for Windows platform – Client license**

Quantity: 18 licenses

UNOPS minimum requirements:	Your offer (Please fill in):
Two scanning engine, Antivirus and antispysware; Internet protection; Firewall; Protection of memory media; Central Administration (client modul, server modul); On access protection; On demand scener; Heuristic analysis	
License shall be exclusively used by the beneficiary, (City of Belgrade – Centre for improvement of Entrepreneurship). Transfer to the final user shall be performed prior to payment	
Packing: 1 Server license and 18 client licenses	Yes/No
Delivery time: Not more than 15 calendar days	

**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 - DAP: Beograd, Sumatovacka 59, offloading to be included.				
<b>Requested offer validity period from the date of offer submission: 60 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
<b>LOT 1</b>				
1.	Windows Server 2012 License	1		
2.	Device Client Access License for Win 2012 Svr	12		
3.	User Client Access License for Microsoft Exchange 2013	12		
4.	Microsoft Office 2013 (includes MS Word, MS Excel, MS Outlook, MS Power Point)	18		
TOTAL PER LOT 1				
<b>LOT 2</b>				
1.	Antivirus Solution – Server license	1		
2.	Antivirus Solution – Client license	18		
TOTAL PER LOT 2				
<b>GRAND TOTAL</b>				

Bidder's delivery data		
DELIVERY TIME (DAP FROM DATE OF ORDER):		
LOT 1		
Windows Server 2012 License	ITEM 1	
Device Client Access License for Win 2012 Svr	ITEM 2	
<i>User Client Access License for Microsoft Exchange 2013</i>	ITEM 3	
<i>Microsoft Office 2013 (includes MS Word, MS Excel, MS Outlook, MS Power Point)</i>	ITEM 4	
LOT 2		
Antivirus Solution – Server license	ITEM 1	
Antivirus Solution – Client license	ITEM 2	

\_\_\_\_\_

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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