

Date: 13.11.2023

## REQUEST FOR QUOTATION RFQ N° UNFPA/SRB/RFQ/2023/002

**UNFPA hereby solicits a quotation for the following service: “Supply of IT equipment”**

UNFPA Serbia Country Office is introducing and managing some new partnerships and expanding the existing ones, which is creating an additional burden to the office functioning. Serbia CO engaged additional local support staff for which additional IT equipment is necessary.

### 1. About UNFPA

The United Nations Population Fund (UNFPA) is the lead United Nations sexual and reproductive health agency for ensuring rights and choices of all. The strategic goal of UNFPA is to achieve the three transformative results: ending unmet need for family planning, ending maternal death, and ending violence and harmful practices against women and girls. In pursuing its goal, UNFPA has been guided by the International Conference on Population and Development (ICPD) Programme of Action (1994), the Millennium Development Goals (2000) and the 2030 Agenda for Sustainable Development (2015). Population dynamics is one of the focuses of the work of UNFPA since the Fund was established 51 years ago.

### 2. Equipment Requirements

Notebook PC [International Brand Name], Monitors and additional equipment (as per attached detail specification);

<b>1</b>	<b>Notebook PC Min 13”, Max 14”</b>	
	[International Brand Name]	Pcs: 3-6
	<b>a. Without touchscreen</b> <b>b. Including touchscreen</b>	
		Required specification
	Weight	Up to 1.4kg
	Processor	Intel Core i7 12th generation
	Memory	16 GB, LPDDR4, 3200 MHz, integrated
	Internal drive	M.2 512 GB PCIe NVMe SSD or better
	Display	Min. 13", Max. 14", 2-in-1, " FHD 360 (1920x1080) Touch, 300 nits
	Network	Wi-Fi 6 AX201 2x2 .11ax 160MHz + Bluetooth 5.2
	Webcam	Integrated 720 p HD or better webcam
	Touchpad	Touchpad
	Audio	Integrated stereo speakers and integrated microphone
	Keyboard	Single Pointing Backlit US-English Keyboard
	Ports	2 Thunderbolt 4 ports with DisplayPort Alt Mode/USB4/Power Delivery 1 USB 3.2 Gen 1 port 1 USB 3.2 Gen1 port with PowerShare 1 HDMI 2.0 port 1 Universal audio jack
	Operating System	Windows 10/11 Pro 64 bit English
	Battery power	Europe 2 pin cord, 65W Type-C Adapter, 4 Cell, 63 Wh, ExpressCharge Capable battery
	Security	Fingerprint Sensor
	Min. warranty (parts/ labour/ on-site)	3-Year Next Business Day, On-site + Accidental Damage Protection + Keep Your Drive + 3 yr Battery

<b>2</b>	<b>Docking</b>		Pcs : 3-6
		Required specification	
	Ports	2 x display / video - DisplayPort - 20 pin DisplayPort (1.4) 1 x display / video - HDMI - 19 pin HDMI 2.0 1 x USB-C 3.2 Gen 2/DisplayPort 1.4 2 x USB 3.2 Gen 1 - 9 pin USB Type A 1 x USB-C 3.2 Gen 2 1 x network - Ethernet 1000 - RJ-45 1 x USB 3.2 Gen 1 with PowerShare 2 x Thunderbolt 4	
	Compatibility	Should be compatible with offered computer	
	Power	Power adapter 180 Watt AC 120/230 V (50/60 Hz), Europe 2 pin cord	
Warranty	3 years (parts, labor, onsite), Next Business Day		

<b>3</b>	<b>Monitor 24"</b>		Pcs : 3-6
	[International Brand Name]		
		Required specification	
	Display Size	24" diagonal	
	Aspect ratio	Widescreen (16:9)	
	Resolution	2560X1440 @ 60 Hz or better	
	Pixel pitch	0.248 mm or better	
	Brightness	Min. 250 cd/m <sup>2</sup> or better	
	Contrast ratio	1000:1 static, 5000000:1 dynamic	
	View angle	178° horizontal, 178° vertical	
	Response time	8 ms (gray to gray)	
	Color	Black	
	Tilt and swivel angle	Tilt: -5 to +30°, Swivel 360°	
	Pivot rotation	90°	
	Display features	Plug and Play, Anti glare, User programmable, Language selection, On-screen controls, LED Backlights, Pivot rotation	
Connectivity	1 DisplayPort ,1 HDMI		
Ports	Min. 2X USB 3.X or better		
Power supply	Input voltage 90 to 265 VAC, Europe 2 pin cord		
Min.warranty (parts/labour/on-site)	3 years (parts, labor, onsite), Next business day		

<b>4</b>	<b>Keyboard</b>		Pcs : 3-6
		Required specification	
	Keyboard keys	Wireless Keyboard (International English US keyboard layout)	
	Min. warranty	3 years (parts, labor, onsite)	

<b>5</b>	<b>Conference Bluetooth speaker</b>		Pcs : 1-2
		Required specification	
		Bluetooth 3.0; Integrated speakers and microphone; Talk time up to 15 hours; USB charging; weight up to 200gr.	

Timing / Schedule

To be delivered until December 20<sup>th</sup>, 2023. This schedule could be altered only in case of *force majeure* that would prevent implementation of field activities.

**3. Questions**

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person(s):	<i>Tamara Dragovic and Amir Mehmedagic</i>
Email address of contact person:	<a href="mailto:dragovic@unfpa.org">dragovic@unfpa.org</a> <a href="mailto:mehmedagic@unfpa.org">mehmedagic@unfpa.org</a>

The deadline for submission of questions is 16.11.2023, 17:00 Belgrade time. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

**4. Content of quotations**

Quotations should be submitted in a single email whenever possible, depending on file size. Quotations must contain:

- a) Technical specification, in response to the requirements outlined in the equipment requirements
- b) Price quotation, to be submitted strictly in accordance with the price quotation form.

Both parts of the quotation must be signed by the bidding company's relevant authority and submitted in PDF format.

**5. Instructions for submission**

Proposals should be prepared based on the guidelines set forth in the document, along with a properly filled out and signed price quotation form, and are to be sent by email to the contact persons indicated below no later than: **22.11.2023 at 24:00 Belgrade Time.**

Name of contact person(s):	<i>Not applicable</i>
Email address of contact person(s):	<a href="mailto:serbia.office@unfpa.org">serbia.office@unfpa.org</a>

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/SRB/RFQ/2023/002 – [Supply of IT equipment]**. Proposals, including both technical and financial proposals, that do not contain the correct email subject line may be overlooked by the procurement staff and therefore not considered;
- The total email size may not exceed **20 MB (including email body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline;
- UNFPA reserves the right to accept the whole or part of your quotation. The lowest quotation need not be accepted.

### 6. Overview of Evaluation Process

Quotations will be evaluated based on the technical proposal and the total cost of the services (price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

### 7. Technical Evaluation

Technical proposals will be evaluated based on their responsiveness to the service requirements in Section 2 and in accordance with the evaluation criteria below.

Category	Criteria	[A] Maximum Points	[B] Points attained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
Overall response	Completeness of response and overall concord between requirements and proposal	100		30%	
Experience of the company	Long term presence on the local market. Experience in supplying international brand name equipment. Technical and ICT service support. Warranty period.	100		30%	
Delivery time	Meet requested delivery schedule.	100		40%	
<i>Grand Total All Criteria</i>		300		100%	

The following scoring scale will be used to ensure objective evaluation:

Degree to which the Terms of Reference requirements are met based on evidence included in the Bid submitted	Points out of 100
Significantly exceeds the requirements	90 – 100
Exceeds the requirements	80 – 89
Meets the requirements	70 – 79
Partially meets the requirements	1 – 69
Does not meet the requirements or no information provided to assess compliance with the requirements	0

**8. Financial Evaluation**

Price quotes will be evaluated only for bidders whose technical proposals achieve a minimum score of 70 points in the technical evaluation.

Price quotes will be evaluated based on their responsiveness to the price quote form. The maximum number of points for the price quote is 100, which will be allocated to the lowest total price provided in the quotation. All other price quotes will receive points in inverse proportion according to the following formula:

$$\text{Financial score} = \frac{\text{Lowest quote (\$)}}{\text{Quote being scored (\$)}} \times 100 \text{ (Maximum score)}$$

Total score:

The total score for each proposal will be the weighted sum of the technical score and the financial score. The maximum total score is 100 points.

$$\text{Total score} = 70\% \text{ Technical score} + 30\% \text{ Financial score}$$

**9. Award Criteria**

In case of a satisfactory result from the evaluation process, UNFPA intends to issue Purchase Order (PO) on a fixed-cost basis or ceiling prices basis to the Bidder(s) that obtain the lowest-priced technically acceptable offer.

**10. Right to Vary Requirements at Time of Award**

UNFPA reserves the right to accept the whole or part of your quotation. The lowest quotation need not be accepted.

**11. Payment Terms**

UNFPA payment terms are net 30 days upon receipt of invoice and delivery of equipment as specified in the Purchase Order.



In case of offer submission in other currency than RSD, payments will be made in local currency as per prevailing UN rate of exchange during the month of payments.

## **12. Fraud and Corruption**

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's Policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representative's agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

## **13. Zero Tolerance**

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

## **14. Disclaimer**

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).



## PRICE QUOTATION FORM

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	
<b>Request for quotation N°:</b>	UNFPA/SRB/RFQ/2023/002
<b>Currency of quotation:</b>	USD or RSD
<b>Validity of quotation:</b> <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

Item	Description	Quantity	Price per unit	Total price for the item	Delivery schedule (days)
Equipment					
1.a.	Notebook PC 13" -14" [International Brand Name]				
1.b.	Notebook PC 13"- 14" [International Brand Name] Including Touchscreen				
2.	Docking [International Brand Name]				
3.	Monitor 24" [International Brand Name]				
4.	Keyboard				
5.	Conference Bluetooth speaker				
<i>Total Professional Fees</i>					RSD or \$

Vendor's Comments:



I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/SRB/RFQ/2023/002 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

Name and title	Date and place





**ANNEX I:**  
**General Conditions of Contracts:**  
**De Minimis Contracts**

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#), [Spanish](#) or [French](#)