Date: 11 December 2020

REQUEST FOR QUOTATION

RFQ Nº UNFPA/KOS/RFQ/2020/004

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item N° | Product Name | Product Specifications | Unit of Measure | Quantity |
| 1 | **TABLET** |

|  |  |
| --- | --- |
| **Operating System** | Android |
| **Operating System Version**  | 9.0 or later |
| **Screen Size (Minimum)** | 10 Inch |
| **Screen Resolution (Minimum)**  | 185 PPI  |
| **Screen Type** | Capacitive Touch Screen; Multi-Touch; True 24 Bit Color (16 M) |
| **Touch Screen** | Yes |
| **Sun Glare Protection** | Yes |
| **Sensor** | Accelerometer |
| **Processor (Minimum)** | 2.0 GHz Octa-Core Processor |
| **Internal Memory (minimum)** | 128 GB |
| **RAM (minimum)** | 4 GB  |
| **Audio** | 3.5 mm Audio Jack |
| **Network Technology** | GSM / HSPA / LTE |
| **Network Speed** | 4G / LTE |
| **Wi-Fi** | Dual-Band; 802.11 b/g/n |
| **Bluetooth** | Version 4.0 or later |
| **Rear Camera (minimum)** | 8 MP |
| **Front Camera (minimum)** | 5 MP |
| **GPS** | Yes |
| **SIM Card Slot** | Yes |
| **Micro SD Card Slot** | Supports at least 128 GB |
| **Battery** | Non-removable Li-Ion |
| **Battery Capacity (minimum)** | Standby time of 8 hours |
| **Warranty** | 1 year |
| **Screen Protector** | Yes |
| **Keyboard and Case** | Slim Lightweight Stand Cover with Detachable Wireless Bluetooth Keyboard, **Black** |

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This Request for Quotation is open to all legally-constituted companies that can provide the requested products and have legal capacity to deliver in Kosovo, or through an authorized representative.

1. **About UNFPA**

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person’s potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](http://www.unfpa.org/about-us)

**Objective:**

The objective of the RFQ is to identify a supplier who can provide UNFPA the above mentioned products. The selected vendor is expected to provide such products, based on specific Purchase Orders submitted to the vendor.

1. **Questions**

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

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | **Besnik Sherifi** |
| Tel Nº: | +383 49 171 873 |
| Email address of contact person: | sherifi@unfpa.org |

The deadline for submission of questions is **15 December 2020 by 15:00**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

1. **Content of quotations**

Quotations should be submitted in a single envelope and must contain:

1. Technical proposal, in response to the requirements outlined in the specifications should comply with
2. Price quotation, to be submitted strictly in accordance with Price Quotation Form.

Both parts of the quotation must be **signed** by the company’s relevant authority.

1. **Instructions for submission**

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, and are to be sent by mail or by hand to the address indicated below no later than: **21 December 2020 at 17:30**[[1]](#footnote-1).

**Address: UNFPA office, Arberia, Zagrebi Str. Nr 59. Prishtina, Kosovo**

Please note the following guidelines for mail or by hand submissions:

* bidders must submit offers in a sealed envelope;
* RFQ reference number UNFPA/KOS/RFQ/2020/006 must be clearly visible on the outside of the envelope;
* The envelope must indicate the name and address of the Bidder. If the outer envelope is not sealed and marked as required, UNFPA will assume no responsibility in the event of Bid misplacement or premature opening.

Any quotation submitted will be regarded as an offer by the bidder and does not
constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

1. **Overview of Evaluation Process**

Quotations will be evaluated based on the compliance with the technical specifications and the total cost of the goods (price quote).

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

1. **Award**

In case of a satisfactory result from the evaluation process, UNFPA shall award a Purchase Order to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

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

UNFPA reserves the right at the time of award of Contract to increase or decrease, by up to 20%, the volume of goods specified in this RFQ without any change in unit prices or other terms and conditions.

1. **Payment Terms**

UNFPA payment terms are net 30 days upon receipt of shipping documents, invoice and other documentation required by the contract.

1. [**Fraud and Corruption**](http://www.unfpa.org/about-procurement#FraudCorruption)

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](http://www.unfpa.org/resources/fraud-policy-2009#overlay-context=node/10356/draft). 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, representatives 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](http://web2.unfpa.org/help/hotline.cfm).

1. **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](http://www.unfpa.org/about-procurement#ZeroTolerance).

1. **RFQ Protest**

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Office in Kosovo Visare Mujko-Nimani at nimani@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at procurement@unfpa.org.

1. **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

|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | UNFPA/KOS/RFQ/2020/006 |
| **Currency of quotation:** | Euros |
| **Validity of quotation:** |  |
| **Quoted prices are without VAT** |  |

|  |  |
| --- | --- |
|  | **Price Quotation Form** |
| Item | Product Name & Description | UOM | Unit Price | Number of Units | Total (Euros) | Delivery schedule (in days) |
| 1 | **TABLET****Required sepcifications**

|  |  |
| --- | --- |
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| **Warranty** | 1 year |
| **Screen Protector** | Yes |
| **Keyboard and Case** | Slim Lightweight Stand Cover with Detachable Wireless Bluetooth Keyboard, **Black** |

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|  | GRAND TOTAL |  |  |

*Vendor’s Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/KOS/RFQ/2020/006 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.

|  |  |  |
| --- | --- | --- |
|  | Click here to enter a date. |  |
| 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,](http://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts) [Spanish](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20SP_0.pdf) and [French](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20FR_0.pdf)

1. <http://www.timeanddate.com/worldclock/city.html?n=69> [↑](#footnote-ref-1)