



Date: [03/10/2022]

REQUEST FOR QUOTATION RFQ N° UNFPA/TKM/RFQ/2022/06

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items:

Item #	Product name	Product description/Specification		Quantity
	Laptop – All-in-one	12th Gen Intel Mobile Core i5 or equivalent	Set	2
	Zuptop im m one	At least a Four-Core Processor with at least 2.6 GHz speed and	500	_
		at least 8MB cache		
		At least 16GB DDR5 Memory (8GBx2)		
		At least 512GB Solid State Drive		
		Dual-Band Wireless 802.11ax		
		Bluetooth min 5.0		
		1 Audio combo port		
		At least 1 Thunderbolt/USB-C port		
		At least 1 USB version 3.2 port (USB-A)		
		1 HDMI port		
		1 Memory Card Reader port		
		Security lock Slot		
		13" or 14" FHD (1920 x 1080) Anti-Glare		
		Integrated HD Graphics		
		Built-in English/Russian Keyboard		
		Touch Fingerprint Reader (preferable but not required)		
		AC Adapter with AC Power Cord Europe		
		Webcam (720p or higher)		
		Speaker and Noise Cancelling Digital Array Mic		
		Preload Windows 10 Professional 64bit (Windows 11		
		Professional Upgradable license)		
		A USB-C Docking station supports dual-display and gigabit		
		ethernet		
		A USB-C Small Travel Adapter with gigabit ethernet (for USB		
		port extension)		
		Next business day onsite service warranty		
		Compliance and Standards: ENERGY STAR and TCO		
		Certified Laptop		
		Docking station - Should be compatible with offered computer		
		– Ports: min 2 USB 3.0 ports; 1 RJ-45 gigabit network; 2X		
		DisplayPort 1.2; 1Xhdmi, Line-in jack; 1 Line-out jack,		
		Thunderbolt		
		Power 90 W or higher		
		Software		
		Preload Windows 10 Professional 64bit (Windows 11		
		Professional Upgradable license)		
		MS Office 365 English		



	Laptop and Docking sta Accessories - Docking station with - Light carrying bag for - AC charger - USB Keyboard LAT/ - Additional USB Option	g station warranty adapter warranty ranty, included accidental damage for ation AC Power r this laptop RUS cal mouse with scroll wheel		
Monitor	Mouse - USB Optical mouse with scroll wheel, small form factor Diagonal size: min 23.8" wide screen Resolution: 1920 x 1200 Response time: 5 ms. Ports: display port, HDMI, 2x USB 3.0 Stand: Height adjustable stand Image brightness: 300 cd/m² Image contrast ratio: 1000:1 Warranty: 3 years			2+9
MFP	Type Warm-up time First output speed Monthly duty cycle Printing speed Memory ADF HDD Capacity Weight Power source, cable Warranty COPIER Copying process Multiple copying Resolution Zoom PRINTER	Multifunction, Black and white Copier/scanner/printer Max. 30 seconds Max. 4 seconds Recommended 50,000 pages Max.: 200,000 Min. 45 pages per Min. mono color, Min. 35 pages per Min. color 4 GB or better Should be provided 250 GB or larger Max. 100 kg 220 - 240 V, 50/60 Hz, Europe 2 pin cord 3 years (parts, labor, onsite), Next Business Day Laser Up to 999 copies 600 dpi or better From 25% to 400% in 1% steps PCL5e, PCL6, PDF Direct from	Pc	



Print	resolution	Up to 1,200 x 1,200 dpi	
Fonts	s - PCL	PCL, PS3, IPDS	
		USB Host I/F, Ethernet 10 base-	
		T/100 base-TX/1000 base-T,	
Interf		Wireless printing	
Netw TCP/	ork protocol - IP	IP v4, IP v6, NetBEUI; SMB; LPD; IPP; SNMP; HTTP	
Opera	ating system	Windows 8 (32/64) and higher	
SCA	NNER	-	
Scan	ning speed	Max. 120 (simplex)/220 (duplex) originals per minute	
	lution -	originals per minute	
Maxi		600 dpi	
Origi	nal size	A3, A4, A5, B4, B5	
		JPEG; TIFF; PDF; compact PDF;	
		encrypted PDF; XPS; compact XPS;	
		PPTX optional: searchable PDF;	
Saar.	file fromat	PDF/A 1a and 1b; searchable DOCX/PPTX/XLSX	
Scan	me iromat	E-mail(support for startssl and	
		authentication), Folder, E-mail OCR,	
Scan	to	USB, Scan to url	
FAX		Desired	
Circu		PSTN, PBX	
	em speed -		
Maxi		33.6 Kbps	
PAP			
	DLING		
	lard paper	Should support letter, A3, A4, A5	
tray(s	S)	paper size	
Dyno	ee trav	Letter, A3, A4, A5, A6, 100 sheets capacity	
	ss tray r input capacity	capacity	
	nout finisher	Minimum 1,150 sheets	
	output	,	
	city -without		
finish	ner	Minimum 250 sheets	
Paper	weight	52 - 300 g/m²	
	LOGY		
	er consumption		
	ep mode	Less than 0.9 W	
l II **	cal Power	lass then 4.01 W/l	
	imption	less than 4.9 kWh	
	SUMABLES		
	r capacity	Minimum 24,000 prints each color	
FINI	SHERS	propose optional	



Cartridge	Features Compatible with propagation of the cartridge	3,000-sheet caA20:B47y finisher with 65-sheet stapler, 2 hole euro style punch posed device b/w cartridge (please number)	Pc	5 10
Camera	- Digital camera type: I - Minimum 20 MP - 4K video recording - 18-250 mm - UV filter for lens - Tripod - Bag for camera - SD card for 32+ Gb - Lavalier microphone:	must be compatible with camera	Set	1
SFP Module	GLS LH SMD		Pc	2
Patchcord	SC-LC 10m		Pc	2

I. 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

II. Questions

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

Name of contact person at UNFPA:	Yana Demchuk
Tel N°:	+99312 488326 (ext. 331)
Fax N°:	+99312 488368
Email address of contact person:	demchuk@unfpa.org

The deadline for submission of questions is **06 October 2022**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

III. Eligible Bidders

This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process you must comply with the following:



- A bidder must be a legally-constituted company that can provide the requested products and have legal capacity to enter into a contract with UNFPA to deliver in the country, or through an authorized representative.
- A bidder must not have a conflict of interest regarding the solicitation process or with the TORs / Technical Specifications. Bidders found to have a conflict of interest shall be disqualified.
- At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group.
- Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on UN Supplier Code of Conduct.

IV. Content of quotations

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

- a) Technical proposal, in response to the requirements outlined in the specifications should comply with:
 - Partial bids are allowed.
- b) 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 and submitted in PDF format.

V. Instructions for submission

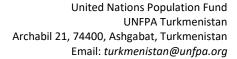
Proposals should be prepared based on the guidelines set forth in Section IV above, along with a properly filled out and signed price quotation form, and are to be sent by email to the contact person indicated below no later than: **COB 10 October 2022.**

01,111	
Name of contact person at UNFPA Turkmenistan	

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N**° **UNFPA/TKM/RFQ/2022/06.** Proposals that do not contain the correct email subject line may be overlooked by the procurement officer 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.
- 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.

VI. Overview of Evaluation Process





Quotations will be evaluated based on the compliance with the technical specifications and the total cost of the goods (as per 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.

VII. 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.

VIII. 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.

IX. Payment Terms

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

X. Fraud and Corruption

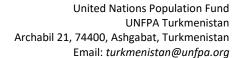
UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's Policy regarding fraud and corruption is available here: <u>Fraud Policy</u>. Submission of a proposal implies that the Bidder is aware 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.

XI. 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.





XII. 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 Office, Ayna Seyitliyeva at seyitlieva@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.

XIII. 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).