



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	Unit of measure	Quantity
	<b>Laptop – All-in-one</b>	12th Gen Intel Mobile Core i5 or equivalent At least a Four-Core Processor with at least 2.6 GHz speed and 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  <b>Docking station</b> - 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 <b>Software</b> Preload Windows 10 Professional 64bit (Windows 11 Professional Upgradable license) MS Office 365 English	Set	2

		<p><b>Warranty</b>          3 years battery warranty          3 years USB-C Docking station warranty          3 years USB-C Travel adapter warranty          At least 3 years warranty, included accidental damage for Laptop and Docking station</p> <p><b>Accessories</b>          - Docking station with AC Power          - Light carrying bag for this laptop          - AC charger          - USB Keyboard LAT/RUS          - Additional USB Optical mouse with scroll wheel          Mouse - USB Optical mouse with scroll wheel, small form factor</p>																																								
	<b>Monitor</b>	<p>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/m<sup>2</sup>          Image contrast ratio: 1000:1          Warranty: 3 years</p>	Pc	2+9																																						
	<b>MFP</b>	<table border="1"> <tr> <td><b>GENERAL</b></td> <td></td> </tr> <tr> <td>Type</td> <td>Multifunction, Black and white Copier/scanner/printer</td> </tr> <tr> <td>Warm-up time</td> <td>Max. 30 seconds</td> </tr> <tr> <td>First output speed</td> <td>Max. 4 seconds</td> </tr> <tr> <td>Monthly duty cycle</td> <td>Recommended 50,000 pages Max.: 200,000</td> </tr> <tr> <td>Printing speed</td> <td>Min. 45 pages per Min. mono color, Min. 35 pages per Min. color</td> </tr> <tr> <td>Memory</td> <td>4 GB or better</td> </tr> <tr> <td>ADF</td> <td>Should be provided</td> </tr> <tr> <td>HDD Capacity</td> <td>250 GB or larger</td> </tr> <tr> <td>Weight</td> <td>Max. 100 kg</td> </tr> <tr> <td>Power source, cable</td> <td>220 - 240 V, 50/60 Hz, Europe 2 pin cord</td> </tr> <tr> <td>Warranty</td> <td>3 years (parts, labor, onsite), Next Business Day</td> </tr> <tr> <td><b>COPIER</b></td> <td></td> </tr> <tr> <td>Copying process</td> <td>Laser</td> </tr> <tr> <td>Multiple copying</td> <td>Up to 999 copies</td> </tr> <tr> <td>Resolution</td> <td>600 dpi or better</td> </tr> <tr> <td>Zoom</td> <td>From 25% to 400% in 1% steps</td> </tr> <tr> <td><b>PRINTER</b></td> <td></td> </tr> <tr> <td>Printer language</td> <td>PCL5e, PCL6, PDF Direct from Adobe, PostScript 3, XPS</td> </tr> </table>	<b>GENERAL</b>		Type	Multifunction, Black and white Copier/scanner/printer	Warm-up time	Max. 30 seconds	First output speed	Max. 4 seconds	Monthly duty cycle	Recommended 50,000 pages Max.: 200,000	Printing speed	Min. 45 pages per Min. mono color, Min. 35 pages per Min. color	Memory	4 GB or better	ADF	Should be provided	HDD Capacity	250 GB or larger	Weight	Max. 100 kg	Power source, cable	220 - 240 V, 50/60 Hz, Europe 2 pin cord	Warranty	3 years (parts, labor, onsite), Next Business Day	<b>COPIER</b>		Copying process	Laser	Multiple copying	Up to 999 copies	Resolution	600 dpi or better	Zoom	From 25% to 400% in 1% steps	<b>PRINTER</b>		Printer language	PCL5e, PCL6, PDF Direct from Adobe, PostScript 3, XPS	Pc	1
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		Print resolution	Up to 1,200 x 1,200 dpi		
		Fonts - PCL	PCL, PS3, IPDS		
		Interface	USB Host I/F, Ethernet 10 base-T/100 base-TX/1000 base-T, Wireless printing		
		Network protocol - TCP/IP	IP v4, IP v6, NetBEUI; SMB; LPD; IPP; SNMP; HTTP		
		Operating system	Windows 8 (32/64)and higher		
		<b>SCANNER</b>			
		Scanning speed	Max. 120 (simplex)/220 (duplex) originals per minute		
		Resolution - Maximum	600 dpi		
		Original size	A3, A4, A5, B4, B5		
		Scan file format	JPEG; TIFF; PDF; compact PDF; encrypted PDF; XPS; compact XPS; PPTX optional: searchable PDF; PDF/A 1a and 1b; searchable DOCX/PPTX/XLSX		
		Scan to	E-mail(support for startssl and authentication), Folder, E-mail OCR, USB, Scan to url		
		<b>FAX</b>	Desired		
		Circuit	PSTN, PBX		
		Modem speed - Maximum	33.6 Kbps		
		<b>PAPER HANDLING</b>			
		Standard paper tray(s)	Should support letter, A3, A4, A5 paper size		
		Bypass tray	Letter, A3, A4, A5, A6, 100 sheets capacity		
		Paper input capacity - without finisher	Minimum 1,150 sheets		
		Paper output capacity -without finisher	Minimum 250 sheets		
		Paper weight	52 - 300 g/m <sup>2</sup>		
		<b>ECOLOGY</b>			
		Power consumption - Sleep mode	Less than 0.9 W		
		Typical Power consumption	less than 4.9 kWh		
		<b>CONSUMABLES</b>			
		Toner capacity	Minimum 24,000 prints each color		
		<b>FINISHERS</b>	propose optional		



		Features	3,000-sheet caA20:B47y finisher with 65-sheet stapler, 2 hole euro style punch		
	<b>Cartridge</b>	Compatible with proposed device b/w cartridge (please specify the cartridge number)		Pc	5 10
	<b>Camera</b>	- Digital camera type: <b>DSLR</b> - 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
	<b>SFP Module</b>	GLS LH SMD		Pc	2
	<b>Patchcord</b>	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:	<i>Yana Demchuk</i>
Tel N°:	+99312 488326 (ext. 331)
Fax N°:	+99312 488368
Email address of contact person:	<a href="mailto:demchuk@unfpa.org">demchuk@unfpa.org</a>

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**.

Name of contact person at UNFPA:	<i>UNFPA Turkmenistan</i>
Email address of contact person:	<i><a href="mailto:turkmenistan@unfpa.org">turkmenistan@unfpa.org</a></i>

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: [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, 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](mailto: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](mailto: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).