Date: [*17/03/2022*]

REQUEST FOR QUOTATION

RFQ Nº UNFPA/TKM/RFQ/2022/02

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item #** | **Product name** | **Product description/Specification** | **Unit of measure** | **Quantity** |
| **Procurement of IT equipment for Health sector** |  |  |
| **1** | **Projector** | Vivid Display: Up to 65" display in True Full HD 1080p, 1920x1080p resolutionHardware Interface: HDMI, USB AirMote: control the NeoPix Prime 2 with remote gestureMounting Type: Wall MountWattage: 50 wattsSpeaker type: StereoCarrying bag for projectorWarranty: 1 year | Each | 3 |
| **2** | **Web cams for conference calls** | **Logitech BCC950** | **Each** | **5** |
| **3** | **Smart TV 55”** | **SMART TV** 55 Inch LED Full HD **Accessory**Mini Wall Mount Support: YesVesa Wall Mount Support:YesExtension cord: YesHDMI Cabel 20 meters **Connectivity**USB2Component In (Y/Pb/Pr)1Composite In (AV)1 (Common Use for Component Y)Ethernet (LAN)YesAudio Out (Mini Jack)1Digital Audio Out (Optical)1RF In (Terrestrial / Cable input / Satellite input)1 / 1 / 0MHL YesWireless LAN Built-in YesAnynet+ (HDMI-CEC)Yes**Audio**Dolby Digital Plus **Yes**Virtual Surround **DTS Studio Sound**DTS Codec **DTS Premium sound**Sound Output (RMS)**20 W (L: 10 W, R: 10 W)**Speaker Type**2 CH (Down Firing + Base Reflex)**Wallmount Sound Mode **Yes**Warranty 1 year | **Each** | **7** |
| **4** | **Laptop** | Processor Intel Core i5 11th, min 3.0 GHzScreen 13 or 14 in.Screen Type Non Touch ScreenResolution FHD- 1920x1080Internal Storage 256-512 SSDBrightness 256 PclInternal RAM 16 GBBattery Type /Life min 3 CellInput connections USB Ports and 2x USB -CWireless 802.11 a/b/g/n/acWebcam/Quality min 720pBluetooth 4.2Input connections min 1x USB Port 2 x USB -CDisplay output HDMIExpandable memory slotEnglish + Russian keyboardPower Adapter min 60 wEthernet DongleOS Type Windows 10 ProEnd user security – Symantec or alternativeWarranty Y2-3 ProSupport and Next Business Day Onsite Service | Each | 7 |

This Request for Quotation is open to all legally-constituted companies that can provide the requested printing services and have legal capacity to perform in the country, 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)

1. **Questions**

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

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Myahri Orazova* |
| Cell # |  |
| Tel Nº: | *+99312 488326 (ext. 329)* |
| Fax Nº: | *+99312 488368* |
| Email address of contact person: | *orazova@unfpa.org* |

The deadline for submission of questions is 22 March 2022. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

1. **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.

1. **Content of quotations**

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

1. Technical proposal, in response to the requirements outlined in the specifications should comply with:
* Partial bids are allowed
1. Price quotation, to be submitted in USD in the company’s template strictly following the requirements.

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

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 email to the contact person indicated below no later than: **24 March 2022.**

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *UNFPA Turkmenistan* |
| Email address of contact person: | ***turkmenistan@unfpa.org*** |

Please note the following guidelines for electronic submissions:

* The following reference must be included in the email subject line: RFQ Nº UNFPA/TKM/RFQ/2022/02. 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.
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 an ad-hoc 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 Business Unit. 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).