REQUEST FOR QUOTATION
RFQ Nº UNFPA/IDN/RFQ/18/023

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Projector</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>Screen Projector</td>
<td>5</td>
</tr>
<tr>
<td>3</td>
<td>Portable Printer A4</td>
<td>5</td>
</tr>
</tbody>
</table>

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

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

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

II. Questions

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

| Name of contact person at UNFPA: | Arinta Dewi |
| Tel Nº:                           | +62 21 29802300 |
| Fax Nº:                           | +62 21 31927902 |
| Email address of contact person: | ardewi@unfpa.org |

The deadline for submission of questions is Monday, November 19th 2018 at 11:00 AM Jakarta Time¹. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

III. Content of quotations
Quotations should be submitted in a single e-mail whenever possible, depending on file size. Quotations must contain:

a) Technical specification, in response to the requirements outlined in the specifications should comply
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.

IV. Instructions for submission
Quotations should be prepared based on the guidelines set forth in Section IV above, along with a properly filled out and signed price quotation form, are to be sent by e-mail to indonesia.office@unfpa.org no later than: Thursday, November 29th 2018 at 4:00 PM Jakarta Time²

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: RFQ Nº UNFPA/IDN/RFQ/18/023 – IT Equipment. Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.

- The total e-mail size may not exceed 20 MB (including e-mail 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.

V. 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.

VI. Award
UNFPA shall award a Purchase Order to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

VII. 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.

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

² http://www.timeanddate.com/worldclock/city.html?n=69
IX. 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.

X. 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.

XI. RFQ Protest
Bidder(s) perceiving that they have been unjustly treated in connection with the solicitation or award of a contract may submit a complaint directly to the Chief, Procurement Services Branch at procurement@unfpa.org.

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 Representative Dr. Annette Sachs Robertson at indonesia.office@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.

XII. 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 Quotation:**

**Request for quotation Nº:** UNFPA/IDN/RFQ/18/023  
**Currency of quotation:** IDR  
**Validity of quotation:** 31 December 2018

- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.
- In case of discrepancy between unit price and total price, the lower price shall prevail and the higher price shall be corrected. If the Bidder does not accept the correction of errors, its Quotation will be rejected.
- **INCOTERMS 2010:** price of goods DAP UNFPA Indonesia CO, Jakarta

<table>
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<tr>
<th>Item No.</th>
<th>Product name and description</th>
<th>Quantity</th>
<th>Unit price (IDR)</th>
<th>Total price (IDR)</th>
<th>Delivery schedule (calendar days)</th>
</tr>
</thead>
</table>
| 1        | LCD Projector  
Specification: as describe in Annex I | 5 pcs    |                  |                   |                                  |
| 2        | Screen Projector  
Specification: as describe in Annex I | 5 pcs    |                  |                   |                                  |
| 3        | Printer Portable A4  
Specification: as describe in Annex I | 5 pcs    |                  |                   |                                  |

**Vendor’s Comments:**

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/IDN/RFQ/18/023 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.

<table>
<thead>
<tr>
<th>Click here to enter a date.</th>
<th>Name and title</th>
<th>Date and place</th>
</tr>
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ANNEX I:

**Specification for Projector**

- Lumens: 2500 lumens
- Supported Resolutions: WXGA, XGA, SVGA
- Bulb life: 3000 hours
- Warranty: 3 years

**Specification for Screen Projector**

- Size: 70 inch (1.8 m x 1.8m)
- Standing screen with tripod
- Manual (dapat di gulung)
- Material Screen: Matte White

**Specification for Portable Printer**

- Printing type: LaserJet Pro
- Print type: Color
- Print Resolution: 600 x 600 dpi
- Paper size: A4, A5, A6, B5
- Function: Print only
- Print speed black: up to 16 ppm
- Print speed color: up to 4 ppm
- Duplex printing: manual
- Operating System: Full software installs supported on: Windows 8, Windows 7 (32-bit and 64-bit), Windows Vista (32-bit and 64-bit), Windows XP (32-bit)
- Control panel: 6 button, 6 LED indicator light
- Connectivity standard: 1 Hi-Speed USB 2.0
- Cartridge (include): Black, cyan, yellow, magenta, laserjet imaging drum
- Warranty: One-year, limited warranty, product exchange