



Date: 9 November 2021

REQUEST FOR QUOTATION RFQ N^o UNFPA/IDN/RFQ/21/020

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items:

	Product Name*	Quantity
1	Laptop	4 package
2	Projector	1 unit
3	Docking for laptop brand Hewlett-Packard	5 unit
4	HDMI cable	5 unit
5	HDMI to VGA dongle	5 unit

*details specification is described in Annex 2

This Request for Quotation is open only to legally-constituted companies that located in Indonesia (local companies), preferably that specialized in the business of Information Technology equipment (hardware and software).

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. Requirements / Specification

As per Annex 2.

III. Questions

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

Name of contact person at UNFPA:	<i>Ms. Ira Novita</i>
Email address of contact person:	<i>indn.bids@unfpa.org</i>

Questions will be answered in writing and shared with all parties as soon as possible.



IV. Content of quotations

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

- a) Price quotation, to be submitted strictly in accordance with the price quotation form.
- b) Copy of legal documents (establishment in Indonesia).

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

V. 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 indn.bids@unfpa.org no later than: **Tuesday, November 16th 2021 at 23:59 Jakarta Time¹.**

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N^o UNFPA/IDN/RFQ/21/020 – IT devices**. 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.
- 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 to the minimum specification requirements stated in the Annex 2 and the price quotation.

VII. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Purchase Order to the Bidder(s) that quote the lowest-priced technically acceptable offer, whose bid has been determined to be compliant with the RFQ 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 services 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 invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the Long Term Agreement.

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>



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 Representative, Ms. Anjali Sen at indonesia.office@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Representative, 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).



PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N^o:	UNFPA/IDN/RFQ/21/020
Currency of quotation:	IDR
Validity of quotation: <i>(The quotation must be valid for a period of at least 2 months after the RFQ submission deadline)</i>	

- 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 Proposal will be rejected.

TABLE 1: Price

	Product Name and Description*	QTY	Unit	Unit price (IDR)	Total price (IDR)
1	Laptop	4	Package	[insert unit price]	[insert total price]
2	Projector	1	Unit	[insert unit price]	[insert total price]
3	Docking for laptop brand Hewlett-Packard	5	Unit	[insert unit price]	[insert total price]
4	HDMI cable	5	Unit	[insert unit price]	[insert total price]
5	HDMI to VGA dongle	5	unit	[insert unit price]	[insert total price]
				TOTAL	[insert total price]
	[insert description of technical specification of all quoted goods]				
	Delivery schedule** [insert delivery schedule in calendar days]				

*details specification is described in Annex 2

** delivery lead time calculated from date of UNFPA confirmation until goods arrive at UNFPA Jakarta



TABLE 2: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time as per the information stated in table 1 of this price quotation	[insert answer]	[insert answer]	[insert answer]
Validity of Quotation is 2 months after the RFQ submission deadline	[insert answer]	[insert answer]	[insert answer]
All Provisions of the UNFPA General Terms and Conditions	[insert answer]	[insert answer]	[insert answer]

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/21/020 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.

[insert name, title, signature and company's seal/stamp]	[insert date and place]
Name and title	Date and place



United Nations Population Fund
7th floor Menara Thamrin
Jl. MH Thamrin Kav.3, Jakarta 10250
E-mail: indn.bids@unfpa.org
Website: indonesia.unfpa.org

ANNEX 1:
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](#), [Spanish](#) and [French](#)



ANNEX 2: MINIMUM SPECIFICATION

> 4 unit laptop

MINIMUM SPECIFICATION

Processor : Latest generation Intel Core i5 or equivalent
RAM : 16 GB (1x16GB or 2x8GB) DDR4 upgradable to 32GB
Hard disk : 512 GB SSD
Graphics : Intel Iris Xe Graphics (Integrated)
Display : 14" FHD (1920x1080) AG active matrix non-touch screen preferable
Network : 10/100/1000 Mbps Integrated or through a dongle (dongle have to be included)
Wireless : Intel AX201 (Integrated)
Bluetooth : 5.0
Webcam : HD resolution
Keyboard : Backlit keyboard
Ports : 1 RJ-45 Ethernet port
1 USB 3.2 Gen 1 port
1 USB 3.2 Gen 1 port with PowerShare
2 Thunderbolt 4 ports with DisplayPort Alt Mode/USB4/Power Delivery
1 HDMI 2.0 port
Battery : 3-cell; ExpressCharger Capable Battery
Operating system : Windows 10 Professional 64 bit upgradable to Windows 11
Warranty : 4 years (4/4/4) include 4 years ADP

> 1 unit projector

MINIMUM SPECIFICATION

Display
Projection system : DLP Single 0.55" XGA
Resolution : 1024 x 768 pixels
brightness : 4000 ANSI Lumens
Contrast Ratio : 20000:1
Display Color : 30 Bits (1,07 billion colors)
Native Aspect Ratio : Native 4:3
Light Source : Lamp
Light Source life : Normal 6000 hr
Resolution Support : VGA (640x480) to WUXGA_RB(1920x1200)
Ports : 2x HDMI
1x USB Type-A
1x USB Type-B
1x VGA
1x S-Video

Power
Power Supply : 100~240V AC
Power Consumption : Max 280W, Normal 260W, Eco 215W



Standby Power Consumption : Normal < 0.5Watts
Warranty : 3 years full service 1 year/1000 hr for lamp

> 5 unit Docking for laptop brand Hewlett-Packard

MINIMUM SPECIFICATION

Ports :

- 1 USB Type-C (front)
- 1 USB 3.0
- 3 USB 3.0
- 2 DisplayPort
- 1 HDMI 2.0
- 1 RJ-45
- 1 headphone/microphone combo

Compatibility: Compatible with HP Laptop

Dimension: (WxDxH) 4.8 x 4.8 x 1.77in

Weight: 0.75 kg

Power: Up to 100W via USB-C

Warranty 1 years

SKU: 5TW10AA

> 5 unit HDMI cable

MINIMUM SPECIFICATION

HDMI to HDMI male to male

Versi : 1.4

Length 1.5 - 2m

> 5 unit HDMI to VGA dongle

MINIMUM SPECIFICATION

HDMI input: the HDMI input interface

VGA output: VGA signal output interface

Weight: About 26cm

Plug and play solution