REQUEST FOR QUOTATION
RFQ Nº UNFPA/VNM/RFQ/2021/08

Date: 29 December 2021

Dear Sir/Madam,

We hereby solicit a quotation for the following items:

**Package 3 - IT equipment**

<table>
<thead>
<tr>
<th>Item N°</th>
<th>Product Name</th>
<th>Product Description</th>
<th>Unit of Measure</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Computers (Desktop - full device and software)</td>
<td>- CPU: Intel core i7-4770 processor configuration (8M Cache - 3.40 GHz 3.90GHz), 8GB DDR3 Ram, 500GB hard drive. Resolution 1280x1024 Video input: HDMI standard, VGA 19-inch screen Refresh rate: 60 Hz</td>
<td>Set</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>Landline phone</td>
<td>- The function of recording, showing numbers, saving calls; LCD screen displays incoming calls – 50-digit phonebook, remembers 20 outgoing numbers. 20 numbers dialed with 1 key – 10 speed dial keys. Desk phone with Speaker phone – Automatic redial function. Silent mode, with music on hold – With bell indicator light – With headphone slot</td>
<td>Pc.</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>Color Printer</td>
<td>- Face-up mode when printing. Single-function color spraying, 45-page/minute print speed Warranty 20,000 copies for Printer machine 100,000 copies with ink chips Resolution 1200 x 4800 dpi Resolution for scan: 1.200dpi x 2.400 dpi Print on both sides Connection: USB 2.0/ LAN/Wifi 802.11b/g/n</td>
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</tbody>
</table>
| 4      | Color Printer        | - Weight: 6.3kg  
- 12-month warranty  
- Connection: USB/LAN/WIFI  
- Print speed: color ~ 17s; black & white ~ 11s                                                                                                           | Pc.             | 1        |
| 5      | Paper Shredding Machine | - A shredding function of paper, credit card, CD and some other materials that have the function of automatically starting and stopping when canceled                                                    | Pc.             | 1        |
| 6      | Laptop               | - Windows 10 SL operating system,  
- 14-inch size screen,  
- CPU: Inter Corei3-1005G1 Processor  
- 8 GB Memory  
- Hard drive volume 256GB SSD  
- Resolution Full HD                                                                                                                                          | Pc.             | 2        |
| 7      | Screen of projector  | - Size W1780mm x L1780mm - fabric screen  
- Foot type 100 inches,  
- The screen has 3 portable legs. Foldable and easily take it away                                                                                     | Pc.             | 1        |
| 8      | Projector            | Brightness, high contrast. Dual HDMI input. Resolution 800x600px. Bulb life 15.000h                                                                                                                                    | Pc.             | 1        |

**Cost of Bid**
The bidder shall bear all costs associated with the preparation and submission of the bid, and the procuring UN entity shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

**Language of the Bid**
The bid prepared by the bidder and all correspondence and documents relating to the bid shall be written in English.

**Validity of Bid:**
Quotations shall be valid at least for 90 days after the closing date. A bid valid for a shorter period shall be rejected by UNFPA.

**Partial Bids**
Partial bids are NOT allowed under this tender. UNFPA reserves the right to select and accept a part of parts of any bid.

All prices must be inclusive of all taxes (if any).

*Quoted prices should include transportation to the place as nominated by UNFPA and unloading fee; and any other fees such as installation, training, post-service technical assistance (if any).*

UNFPA/VNM/RFQ/21/08
Delivery Time/Place
Delivery Time: The maximum allowed delivery time is 2 weeks upon issuing of purchase order (PO).
Delivery place: Thanh Hoa Social Work Center, 313 Ba Trieu st, Ham Rong Ward, Thanh Hoa city, Thanh Hoa province

Payment Terms
UNFPA payment terms are net 30 days upon receipt of invoice and proof of related documents for the order.

Instructions for quotation submission:
If you are interested in submitting a quotation for these items, kindly send the followings by email to the UNFPA Viet Nam’s secured email address vbidtender@unfpa.org no later than 17h00 (Ha Noi Time, GMT+7) on 6 January 2022.

- A filled, signed and stamped Quotation Form
- A filled Product Overview Form
- Pictures of the quoted items
- Your company’s registration papers
- A signed and stamped Vendor Form along with a bank account certificate

Please submit your quotation in Viet Nam Dong (VND) currency. Conversion of currency into the UNFPA preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of competition deadline.

Under no circumstances shall UNFPA be required to accept any goods that do not conform to the specifications or requirements of the Contract. In no case shall UNFPA be obligated to accept any goods unless and until UNFPA has had a reasonable opportunity to inspect the goods following delivery. The goods shall not be deemed accepted unless and until UNFPA in fact provides such written acceptance. In no case shall payment by UNFPA in and of itself constitute acceptance of the goods.

Guidelines for electronic submissions:
- The following reference must be included in the email subject line: RFQ Nº UNFPA/VNM/RFQ/2021/08
- 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.
- Sending the Bid to any others email address, including a carbon copy (cc), will violate confidentiality and result in the invalidation of the Bid.

Contract Award
UNFPA shall award the contract to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents, including the maximum allowable lead time.

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.
Your earliest response to this RFQ would be highly appreciated

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: http://www.unfpa.org/suppliers.

Best regards,
Nguyen Minh Ha
Tel No, +84-24-38500 328; Email: mnguyen@unfpa.org
**PRICE QUOTATION FORM**

<table>
<thead>
<tr>
<th>Name of Bidder:</th>
<th>____________________________________</th>
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<tbody>
<tr>
<td>Date of the quotation:</td>
<td>________________________________</td>
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<tr>
<td>Request for quotation Nº:</td>
<td>__________________________________</td>
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<tr>
<td>Currency of quotation:</td>
<td>_____________________________</td>
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<tr>
<td>Delivery terms (specify mode of transportation and the route)</td>
<td>________________________________</td>
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<td>Validity of quotation:</td>
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*Valid for a period of at least 3 months after the submission deadline.*

You can include an Excel spreadsheet instead of this format. The table columns should be modified as appropriate for specific case.

**Price Schedule:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Product Name and Description</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Transportation cost to Destination</th>
<th>Total DAP (VND) (Destination)</th>
<th>Delivery Schedule (days upon order)</th>
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<tr>
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Sub-total (VND)

VAT (VND)

**GRAND TOTAL (including VAT):**

In your offer, please include:

1. Specific technical specifications of products offered
2. Quality standard of the products

**Vendor’s Comments:**

I hereby certify that the company mentioned above, which I am duly authorized to sign for, Accepts the terms and conditions of UNFPA ([http://www.unfpa.org/resources/unfpa-general-conditions-contract](http://www.unfpa.org/resources/unfpa-general-conditions-contract)) and we will abide by this quotation until it expires.

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**PRODUCT OVERVIEW FORM**

Bidder Name: ……………………………………………

Package 3 - IT equipment– A Customized List of Items

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