



Date: 29 December 2021

REQUEST FOR QUOTATION
RFQ N° UNFPA/VNM/RFQ/2021/08

Dear Sir/Madam,

We hereby solicit a quotation for the following items:

Package 3 - IT equipment

Item N°	Product Name	Product Description	Unit of Measure	Quantity
1	Computers (Desktop - full device and software)	<ul style="list-style-type: none">- 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	Set	4
2	Landline phone	<ul style="list-style-type: none">- 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	Pc.	2
3	Color Printer	<ul style="list-style-type: none">- 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/Wifi802.11b/g/n	Pc.	1



Item N°	Product Name	Product Description	Unit of Measure	Quantity
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).



United Nations Population Fund
304 Kim Ma Street, Ba Dinh District
Ha Noi - Viet Nam
Tel: 84-24-38500100; Fax: 84-24-37265520
Email: vietnam.office@unfpa.org
Website: <http://vietnam.unfpa.org>
www.facebook.com/unfpa.vietnam

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 vbdtender@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 N° 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.



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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

Name of Bidder:	_____
Date of the quotation:	_____
Request for quotation N°:	_____
Currency of quotation:	_____
Delivery terms (<i>specify mode of transportation and the route</i>)	_____
Validity of quotation: <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	_____

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

Price Schedule:

Item	Product Name and Description	Unit	Unit Price	Quantity	Transportation cost to Destination	Total DAP (VND) (Destination)	Delivery Schedule (days upon order)
1							
2							
3							
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>) and we will abide by this quotation until it expires.

_____	_____
Name and title	Date and place

PRODUCT OVERVIEW FORM

Bidder Name:

Package 3 - IT equipment– A Customized List of Items

Item	Product Name	Description and minimum/mandatory specifications	Description of items offered and Bidder's statements on deviations (To be completed by Bidder)	Compliant? (Y/N) (To be completed by UNFPA during evaluation)
1	Computers (Desktop - full device and software)	<ul style="list-style-type: none"> - 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 		
2	Landline phone	<ul style="list-style-type: none"> - 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 		
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