



Date: 29 December 2021

REQUEST FOR QUOTATION
RFQ N° UNFPA/VNM/RFQ/2021/09

Dear Sir/Madam,

We hereby solicit a quotation for the following items:

Package 4 - Electrical Equipment

Item N°	Product Name	Product Description	Unit of Measure	Quantity
1	Air conditioners 18000BTU	- 2-way cooling and heating - Inverter Technology - 12-month warranty	Set	2
2	Air conditioners 12000BTU	- Capable of rapid cooling with On/Off Timer. - 2-way cooling and heating Inverter Technology - 12-month warranty	Set	9
3	Drinking Water Purifier	- Stainless steel water tank making machine - Anti-rust. 650W heating capacity, 100W cooling. - Provide 4 litres of hot water and 4 litres of filtered water after 1h of filtration	Pc.	1
4	Controlled ceiling fan	Wingspan 140cm, Capacity 59W with timer mode	Pc.	11
5	A Handheld video camera	- ZEISS lens is 26.8mm wide angle. - Full HD 1920x1080. - The 2.7-inch screen - rotate. -24-month warranty	Pc.	1
6	Recorder	- 16GB hard drive capacity. - With an external speaker.	Pc.	1
7	Camera	- CMOS sensor. - Resolution 18.0MP.2.7-inch screen - DIGIC 4+ image processing. - The plastic body ensuring to withstand falling at short ranges	Pc.	1
8	Tripod	- Maximum height 155.4cm. - Folded 47.2cm. - Aluminum material	Pc.	1
9	Vacuum Cleaner	Handheld. 2000W Moving Wheel, 270W Suction Power, Easy To Disassemble	Pc.	1



Item N°	Product Name	Product Description	Unit of Measure	Quantity
10	Television	- Smart TV size 32 inch. LED screen, - HD resolution (1366x768 pixels). - Full LAN Port, HDMI	Pc.	3
11	TV Mount	Alloy iron material, load 40kg.	Set	4
12	456-Liter Refrigerator	- Size: H1804mm x W883mm x D666mm - 4-door refrigerator - Inverter, capacity 456 litres: 316 litres refrigerator, 140 litres ice compartment. - There's an ice compartment under it. - Power supply 220v/50Hz	Pc.	1
13	234-liter Refrigerator	- Capacity 234 liters, - 2 wings, inverter technology, multi-way refrigeration technology; Power supply 220v/50Hz	Pc.	1
14	Bluetooth mini speaker set	- Set up an easy call. - It can be connected to devices such as smartphones, computers, tablets. - Live speakers or headphones. - Good and clear sound transmission quality • Connectivity: Bluetooth – Wireless range: 9m • Battery: 8 hours • Warranty 12 months	Set	1
15	Washing machine	- 9 kg horizontal door type. - Inverter technology. The Vietnamese panel is easy to use. - Have a secure lock	Pc.	1
16	58-inch Internet-connected TV	- 58-inch smart TV, - Ultra 4K resolution, Internet connection. Smart features integrating digital receivers-	Pc.	1
17	Slides click control pen	- Connection range 30m. - Frequency 2.4Ghz	Pc.	1
18	Rice cooker	Size: 480 x480x420 (mm) Cover lid form, capacity 6.3l. Capacity 1450w, Non-stick pot material, lid form.)	Pc.	1
19	Microwave	- Combine micro-wave Grilled and cooking. - There is a safety lock, 5 power levels. Capacity 900w	Pc.	1



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

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).

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



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

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/2021/09**
- 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

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

Name of Bidder:.....

Package 4 - 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	Air conditioners 18000BTU	- 2-way cooling and heating - Inverter Technology - 12-month warranty		
2	Air conditioners 12000BTU	- Capable of rapid cooling with On/Off Timer. - 2-way cooling and heating Inverter Technology - 12-month warranty		
3	Drinking Water Purifier	- Stainless steel water tank making machine - Anti-rust. 650W heating capacity, 100W cooling. - Provide 4 litres of hot water and 4 litres of filtered water after 1h of filtration		
4	Controlled ceiling fan	Wingspan 140cm, Capacity 59W with timer mode		
5	A Handheld video camera	- ZEISS lens is 26.8mm wide angle. - Full HD 1920x1080. - The 2.7-inch screen - rotate. -24-month warranty		
6	Recorder	- 16GB hard drive capacity. - With an external speaker.		
7	Camera	- CMOS sensor. - Resolution 18.0MP.2.7-inch screen - DIGIC 4+ image processing. - The plastic body ensuring to withstand falling at short ranges		
8	Tripod	- Maximum height 155.4cm. - Folded 47.2cm. - Aluminum material		
9	Vacuum Cleaner	Handheld. 2000W Moving Wheel, 270W Suction Power, Easy To Disassemble		
10	Television	- Smart TV size 32 inch. LED screen, - HD resolution (1366x768 pixels). - Full LAN Port, HDMI		
11	TV Mount	Alloy iron material, load 40kg.		
12	456-Liter Refrigerator	- Size: H1804mm x W883mm x D666mm - 4-door refrigerator - Inverter, capacity 456 litres: 316		

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)
		litres refrigerator, 140 litres ice compartment. - There's an ice compartment under it. - Power supply 220v/50Hz		
13	234-liter Refrigerator	- Capacity 234 liters, - 2 wings, inverter technology, multi-way refrigeration technology; Power supply 220v/50Hz		
14	Bluetooth mini speaker set	- Set up an easy call. - It can be connected to devices such as smartphones, computers, tablets. - Live speakers or headphones. - Good and clear sound transmission quality • Connectivity: Bluetooth – Wireless range: 9m • Battery: 8 hours •Warranty 12 months		
15	Washing machine	- 9 kg horizontal door type. - Inverter technology. The Vietnamese panel is easy to use. - Have a secure lock		
16	58-inch Internet-connected TV	- 58-inch smart TV, - Ultra 4K resolution, Internet connection. Smart features integrating digital receivers-		
17	Slides click control pen	- Connection range 30m. - Frequency 2.4Ghz		
18	Rice cooker	Size: 480 x480x420 (mm) Cover lid form, capacity 6.3l. Capacity 1450w, Non-stick pot material, lid form.)		
19	Microwave	- Combine micro-wave Grilled and cooking. - There is a safety lock, 5 power levels. Capacity 900w		