



SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in line items section of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This RFQ document generated by the online system;

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted directly in the system responding to the questions and uploading required documents. by the date and time indicated in the online portal. It is your responsibility to ensure that your quotation is submitted before the deadline. Quotations received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

Quotations must be submitted directly in NextGenERP supplier portal following this link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal.

Follow the instructions in the user guide to search for the tender using Negotiation ID in this document.



In case you have never registered before, you can register a profile using the registration link shared via the procurement notice and following the instructions in guides available in the UNDP website: <https://www.undp.org/procurement/business/resources-for-bidders>. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Thank you and we look forward to receiving your quotations.





Table of Contents

1 Overview.....5

 1.1 General Information.....5

 1.2 Tender Timeline.....5

 1.3 Response Rules.....5

 1.4 Terms.....6

2 Requirements.....7

 2.1 Section 1. Section 2 RFQ General Instructions and Data sheet.....7

 2.2 Section 2. Documents to be submitted.....8

 2.3 Section 3. Annex 1: Schedule of Requirements.....8

 2.4 Section 4. Annex 2 - Quotation submission form.....9

 2.5 Section 5. Bidder Declaration.....10

 2.6 Section 6. Annex 3 - Financial offer.....12

 2.7 Section I-1.12

3 Lines.....13

 3.1 Line Information.....13



1 Overview

1.1 General Information

Title	RFQ_010_2024_IT equipment for IWRM and EbA Projects
Contact Point	Soulivanh Bounnaphol
Outcome	
E-Mail	soulivanh.bounnaphol@undp.org
Reference Number	RPS_175_2024
Beneficiary Country	LAO
Introduction	<p>Dear Sir/Madam,</p> <p>UNDP Lao PDR Kindly requests your quotation for IT equipment for IWRM and EbA Projects.</p> <p>Interested suppliers must submit their offer directly in the system as instructed in the solicitation document, following the instructions in the available user guide. In case you have never registered before, you can register a profile using the registration link shared via the procurement notice and following the instructions in guides available in the UNDP website: https://www.undp.org/procurement/business/resources-for-bidders. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.</p> <p>Search for the specific tender using search filters and subscribe to the tender in order to get notifications in case of amendments of the tender document. If you need support with the online system, you can contact the contact details of this tender as indicated in the solicitation document.</p> <p>UNDP LAO OFFICE PROCUREMENT UNIT</p>

1.2 Tender Timeline

Preview Date	
Open Date	10/10/24 10:07 AM
Close Date	27/10/24 17:40 PM
Time Zone	Coordinated Universal Time

1.3 Response Rules



This negotiation is governed by all the rules displayed below.

	Rule
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response

1.4 Terms

Negotiation Currency USD

Eligible Response Currencies

Check the one currency in which you will enter your response.

	Response Currency	Description	Price Precision
<input type="checkbox"/>	USD	US Dollar	2
<input type="checkbox"/>	LAK	Kip	2



2 Requirements

**Response is required*

Dear Supplier,

Please review carefully the requirements and questions in this section. Provide answers as required and upload supporting documents when requested so.

2.1 Section 1. Section 2 RFQ General Instructions and Data sheet

1. Introduction

Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the [UNDP Programme and Operations Policies and Procedures \(POPP\)](#) on Contracts and Procurement and with the provision in the General Instructions to Bidders in the document herewith attached.

Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.

UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or cancellation of the tender in the online portal.

2. Special Instructions

Please read and follow the specific instructions included in Specific Instructions document herewith attached.

3. General Conditions of Contract

Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to one of the General Conditions of Contract below as applicable in each case specified in the Requirements section

Applicable GTC:

General Terms and Conditions / Special Conditions for Contract:

<https://popp.undp.org/document/general-terms-and-conditions-contracts-goods-andor-services>

Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy:



[How we buy | United Nations Development Programme \(undp.org\)](https://undp.org)

2.2 Section 2. Documents to be submitted

***1. Company Profile**

Please write a a very brief profile of the company highlighting areas of expertise, capacity, and experience. You can upload attachments for more comprehensive description of your company, in addition to the brief profile written directly in the system.

Response attachments are optional.

***2. Registration Certificate**

Have you provided a copy of your company registration certificates?

Target: Yes

***3. List of recent projects**

Have you provided a list of recent projects and their value, indicating client's contact details who may be contracted for further information on those contracts?

Target: Yes

***4. List of ongoing projects with UNDP and other national/multi-national org.**

Have you provided a list of ongoing projects, and their values, with UNDP and other national or multi-national organizations, including contact details of clients and current completion ratio of each project?

***5. Offer validity**

Confirm validity of your offer from deadline of RFQ as per the requirement stated in Specific Instructions document. 60 days

2.3 Section 3. Annex 1: Schedule of Requirements

***1. Compliance with technical requirements**

Please confirm whether you comply with technical requirements. Indicate per each line if complying fully and state if any deviations. Upload the full document as per template provided and add additional technical documentation as needed.

2. Delivery time

Confirm that you meet the required delivery time as indicated below in calendar days from the contract signature. Provide a delivery plan indicating how many days per each of the key milestones.

Bidder shall deliver the goods in 45 days after contract signature.

Response attachments are optional.

***3. Delivery INCOTERMS**



Please confirm acceptance of the INCOTERMS as indicated in the Portal and RFQ document.

DAP, IWRM and EbA Projects, Vientiane Capital, Lao PDR.

***4. Exact address of delivery location**

Accept to deliver to the address(es) and locations indicated in the RFQ herewith:

IWRM and EbA Projects, Vientiane Capital, Lao PDR.

5. Distribution of shipping documents

N/A

***6. Warranty period**

Confirm acceptance of the warranty period as required in the RFQ. Upload warranty document if applicable.

- 1 year warranty

***7. After-sales services and local service support required**

Confirm compliance with after-sales services and local service support. Upload details as applicable.

***8. Transport method**

Select the offered transport method from the options below. Upload transport plan and details of freight forwarders.

2.4 Section 4. Annex 2 - Quotation submission form

***1. Legal name of bidder or Lead entity**

Provide the legal name of the bidder, or the Lead Entity in case of JVs

Response attachments are optional.

***2. Legal Address**

Provide the legal address of the bidder

Response attachments are optional.

***3. Registration year**



Provide the registration year of the company

***4. Legal structure**

Choose the applicable legal structure from the options below.

***5. UNGM registration**

Are you a UNGM registered vendor? If yes, provide UNGM number in the comments box

***6. ISO 9000 or equivalent**

Do you possess an ISO 9000 certificate or equivalent? If yes, upload a copy.

***7. ISO 14001 or 14064**

Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):

***8. Bank Information**

Please provide the following bank information and upload a bank document as proof:

Bank Name:

Bank Address:

IBAN:

SWIFT/BIC:

Account Currency:

Account number:

Response attachments are optional.

***9. Previous relevant experience**

Provide information on most recent 3 relevant contracts, upload table if needed:

Name of previous contracts Client & Reference Contact Details including e-mail Contract Value Period of activity Types of activities undertaken

Response attachments are optional.

2.5 Section 5. Bidder Declaration

***1. Requirements and Terms and Conditions**

Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.

***2. Capacity and capability**



I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.

***3. Ethics**

Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.

***4. Code of Conduct**

I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and acknowledge that it provides the minimum standards expected of suppliers to the UN.

***5. Conflict of Interest**

I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.

***6. Prohibitions and Sanctions**

I/We hereby declare that our firm, ultimate beneficial owners, affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.

***7. Bankruptcy**

I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

***8. Offer Validity Period**

I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.

60 days

***9. Acceptance of contract**

I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.

***10. Signatory person**



I/We hereby confirm that this offer in the system is submitted by an authorized person from the company and it warrants and agrees that he/she been authorized by the Organization/s to make this declaration on its/their behalf.

2.6 Section 6. Annex 3 - Financial offer

1. Financial offer

Please provide detailed pricing directly in the system per each line, unless otherwise instructed by UNDP. By submitting the financial offer in the system, your company confirms acceptance of all the terms indicated in this RFQ document.

***2. Cargo information**

Provide estimated weight, volume and dimensions of the consignment, including number and dimensions of pallets, and/or size and number of containers as applicable.

Response attachments are optional.

2.7 Section I-1.



3 Lines

Instructions

3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-Surface Pro 9 or equal (See attachment for detailed specifications)	43211509		Ea	2			
2-Laptop: Lenovo Slim 9i (14" Intel) or equal (See attachment for detailed specifications)	43211503		Ea	1			
3-Laptop: MacBook Pro 14-inch or equal (See attachment for detailed specifications)	43211503		Ea	1			
4-UPS 5000VA Tower Brand Schneider Electric or equal (See attachment for detailed specifications)	43211801		Ea	1			
5-External HDD: Seagate Portable 5TB or equal (See attachment for detailed specifications)	43211801		Ea	4			



Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
6-DJI Osmo Action 4 Adventure Combo or equal (See attachment for detailed specifications)	43211912		Ea	2			
7-Camera: Canon EOS 90D + Kit 18-55mm f/4-5.6 is stm or equal (See attachment for detailed specifications)	43211912		Ea	1			
8-Printer: Epson EcoTank L14150 A3+ or equal (See attachment for detailed specifications)	43212100		Ea	9			
9-LCD Projector: Epson EB-X51 or equal (See attachment for detailed specifications)	43211902		Ea	9			