United Nations Population Fund,
UNFPA Yemen
Haddah St. behind Lazourde Hotel
Sanaa'a.,Yemen
Tel: +967 1 433160
Website: www.unfpa.org
Email:procurement.yemen@unfpa.org

Date: 30/08/2021

Request for Quotation (RFQ) No. YEM/2021/RFQ/003

Provision of IT Equipment

Dear Sir/Madam,

We hereby solicit your quotation for the provision of IT equipment for delivery of UNFPA programme humanitarian supplies as bellow table:

#	Item	Technical specifications	Quantity	Final Destination
1.1	Desktop Computer PCs	Desktop PC /Intel Core i7-7th generation /RAM 8 GB DDR4 / HDD 1 TB SATA Monitor 18.5 LED, Ethernet Port , mouse & keyboard ,windows 10 original,, Warranty 2 -years	84	Sana'a
1.2	Desktop Computer PCs	Desktop PC /Intel Core i7-7th generation /RAM 8 GB DDR4 / HDD 1 TB SATA Monitor 18.5 LED, Ethernet Port , mouse & keyboard ,windows 10 original,, Warranty 2 -years	63	Aden
2.1	Copiers	Specification attached (ANNEX B)	4	Sana'a
2.2	Copiers	Specification attached (ANNEX B)	3	Aden

The goods are to be delivered maximum in 30 days upon issuing of PO.   The quotation shall be valid at least for 120 days after the closing date.

If you are interested in submitting a quotation, kindly fill in the attached form and submit the following docs:

  ✓ Duly completed and signed Price Quotation form (ANNEX A)

- ✓ Latest Business Registration Certificate;
- ✓ Latest Internal Revenue Certificate / Tax Clearance;
- ✓ Evidence of previous experience in a similar area and with the same type of requirements: list of major contracts completed within the last 2 years with national, international organizations, including UN.

The above mentioned documents must be sent **by E-Mail only** to the address indicated **below not later than 12th September 2021, 13:00 (Sana'a time):**

Email: procurement.yemen@unfpa.org

Bidders must enter the following text in the email subject line:

"RFQ/YEM/2021/003– IT Equipment"

Please submit your quotation **in USD** 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.

Bidders requiring clarifications to the RFQ process and/or RFQ documents may be addressed in writing to:
Rani Al-Busaily , Procurement Focal Point , al-busaily@unfpa.org

Bidders should NOT submit any Bid to this contact or your Bid will be declared invalid, as UNFPA will not able to guarantee the confidentiality of the Bidding process.

Bidders may request clarifications **not later than 05/09/2021, 15:00 Sana'a time.**

Quotations submitted by email must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on **or before the deadline**. Quotations that are received by UNFPA after the deadline indicated above, for whatever reason, shall not be considered for evaluation. Kindly ensure that it is **signed and in the .PDF format**, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the above mentioned goods:

Partial quotes - permitted in terms of final destination points
Partial delivery – not permitted

Alternative Bids are not accepted under this RFQ. In the event of a supplier submitting more than one bid, the following shall apply:

- All bids marked alternative will be rejected and only the base will be evaluated;
- All bids will be rejected if no indication is provided as to which bids are alternative bids.

Bidders may modify their offers in writing prior to the submission deadline. The bidder must submit the proposed modification via email that must be clearly marked as **"MODIFICATION".**

In this case the previous offer will be declined and the modified offer shall be considered for the evaluation process. Also, if the same bidder has submitted several offers before the bid deadline superseding each other only the last received offer will be considered for opening and further evaluation.

Evaluation Criteria for the selection process:
- ✓ Technical responsiveness/Full compliance to requirements and lowest price;
- ✓ Full acceptance of the UNFPA General Terms and Conditions;
- ✓ Ability to deliver in accordance with the required delivery schedule;

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

ANNEX A
Quotation Form

Name of Bidder: _____

Date of Bid: _____

Request for Quotation No: _____

Currency of Bid price: _____

Delivery time *(weeks from receipt of order till dispatch):* _____

Expiration of Validity of Quotation *(The quotation shall be*

valid for a period of at least 3 months after the Closing date.): _____

Price Schedule:

Item No.	FOB/FCA price/unit specify port of shipment	Quantity	Transportation cost to port of Destination (specify mode of trp.)	Shipment volume (cmb) and Weight of goods	Total CPT/CFR (Destination port)	Delivery schedule (months)

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 this company, 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**

ANNEX B

Standard functions Copy, Email, Print, Scan Copy, Email, Print, Scan Copy, Email, Print, Scan

Recommended monthly print volume Up to 13,000 pages Up to 15,000 pages Up to 17,000 pages

Duty cycle Up to 107,000 images/month Up to 129,000 images/month Up to 153,000 images/month

First-page-out time, copying As fast as 6.8 seconds As fast as 5.4 seconds As fast as 5.4 seconds

First-page-out time, printing As fast as 10.4 seconds As fast as 9.1 seconds As fast as 9.1 seconds

Two-sided output Standard
Copy
Maximum copy resolution 600 x 600 dpi

Copy features Annotations (Requires optional hard drive on Desktop Model)|Automatic Background Suppression Book Copying with Center Erase Booklet Creation (Requires optional hard drive on Desktop Model)|Collation Darkness, Control Edge, Erase ID Card Copy|N-up|Reduce / Enlarge 25% to 400%|Image Shift Original, Type Sample ,Copy Sharpness.
Print

Print features Application Defaults, Bi-directional Real-time Status, Booklet Creation, Draft Mode, Earth Smart, Job Identification, Job Monitoring, Personal Print, Print from USB, Sample Set, Saved Job, Scaling, Secure Print, Skip Blank Pages, Store and Recall Driver Settings, Two-sided Printing (as default)
Maximum print resolution 1200 x 1200 dpi

Page Description Languages (PDL) HP-GL, JPEG, PCL® 5e, 6, PDF, TIFF, XPS (optional: Adobe PostScript® 3™)

Print memory (standard) 2 GB standard

Hard drive 320 GB (optional on Desktop Model)

Connectivity Ethernet 10/100/1000 Base-T, High-speed USB 3.0, NFC Tap-to-Pair, Wi-Fi 802.11n and Wi-Fi Direct with optional Wi-Fi Kit (concurrent wired and wireless connections supported)
OS support Citrix, Fedora Core 24, HP-UX® 11iv3, IBM® AIX® 7.2, Linux®, Mac OS® version 10.10, Mac OS® version 10.11, Mac OS® version 10.12, Oracle® Solaris 11.3, Redhat® Enterprise, SUSE® 13.2, Windows® 10, Windows® 7, Windows® 8, Windows® Server 2000, Windows® Server 2003, Windows® Server 2008, Windows® Server 2008 R2, Windows® Server 2012

Scan
Scan destinations Scan to Email, Scan to Home, Scan to Network (Browse FTP or Browse SMB), Scan to

USB
Scan file formats JPG, Linearized PDF (set via embedded web server) and PDF/A, PDF (single and multi-page), Password-protected PDF, Searchable PDF, TIFF (single and multi-page), XPS (single and multi-page)

Fax
Fax features (optional) Fax dialing via Unified Address Book (up to 2,000 contacts), Fax over IP, One-line or three-line fax, Walk-up Fax (includes LAN Fax, Direct Fax, Fax Forward to Email)
Fax compression JBIG, MH, MMR, MR
Device Management

Security
Standard security features AES 256-bit Encryption, Access Controls, Audit Log, Automatic Self-Signed Certificate Creation, Certificate Path Validation, Certificate Revocation List (CRL)/Online Certificate Status Protocol (OCSP), Detection of external program falsification (XCP Plug-in), Domain Filtering, FIPS 140-2, Firmware Verification, IP Address Filtering, Immediate Disk Overwrite (Requires optional hard drive on Desktop Model), Network Authentication, Port Filtering, Role Based Permissions, SNMPv3, Secure Email, Secure Fax, Secure Print, Secure Scan, Security Certificate Management, Smart Card Enablement (CAC/PIV/.NET), TLS/SSL
Accounting
Media Handling
Standard paper capacity 620 sheets
Maximum paper capacity 5,140 sheets
Document handler Duplex Automatic Document Feeder
Capacity: 110 sheets