**Authorized by:**

Aos Zeidan

Supply Chain Specialist

**Date: 09 April 2024**

**Request for Quotation No. UNFPA/UKR/RFQ/24/12**

Dear Sir/Madam,

These Requests for Quotation are open to all legally constituted companies that can provide the requested services and have the legal capacity to perform in Ukraine, or through an authorized representative.

We hereby solicit your quotation for the supply of ICT equipment for UNFPA Ukraine office needs.

The goods are to be delivered to the UNFPA Office in Kyiv in a maximum of **(3) weeks** upon issuing of PO. The quotation shall be valid at least for (90) days after the closing date.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Name | Specification | UoM | Q-ty |
| 1 | Laptop | Form Factor - Laptop (2 in 1 Hybrid);  Processor - 12th Gen Intel Mobile Core i7 or equivalent;  At least a Four-Core Processor with at least 2.6 GHz speed and at least 8MB Cache;  Memory – 16 GB minimum, GB DDR4 or better;  Internal drive - At least 512GB Solid State Drive;  Keyboard - Built-in English Keyboard  Touch Fingerprint Reader (preferable but not required);  Display Panel - 13” or 14" FHD (1920 x 1080) Anti-Glare  Integrated HD Graphics;  Ports - At least 1 Thunderbolt/USB-C port  At least 1 USB version 3.2 port (USB-A)  1 HDMI port  1 Memory Card Reader port  Security lock Slot;  Audio - 1 Audio combo port;  Speaker and Noise Canceling Digital Array Mic;  Ethernet - RJ-45 Jack or USB-to-Ethernet Dongle;  Wireless - Dual-Band Wireless 802.11ax  Bluetooth min 5.0;  Camera - Webcam (720p or higher);  Battery, Power - 65 W AC external adapter, Region Specific cord,  38WHr Express charge, Li-Ion;  Min 3 cell Long-life battery;  Weight - Max. 3lbs/1.3 kg approx;  Warranty - At least 3 years warranty, included:  ● 3 years battery warranty  ● 3 years USB-C Docking station warranty  ● 3 years USB-C Travel adapter warranty  ● accidental damage to Laptop and Docking station  ● Next business day onsite service warranty.  Our office has a positive experience of using Lenovo ThinkPad laptops with Ryzen 7 Pro processors | pcs | 17 |
| 2 | Laptop | Processor - Intel Core i7-12700H (3.5 - 4.7 GHz) / 14 - cores  1 TB (SSD)  Operative memory - 32GB/1TB  Display Panel - 16" OLED (3840x2400) Anti-Glare  NVIDIA GeForce RTX 3070 Ti, 8 ГБ GDDR6  Ports - At least 1 Thunderbolt/USB-C port  At least 1 USB version 3.2 port (USB-A)  Camera - Webcam (720p or higher);  Warranty - At least 3 years warranty, included:  ● 3 years battery warranty  ● 3 years USB-C Docking station warranty  ● 3 years USB-C Travel adapter warranty  ● accidental damage to Laptop and Docking station  ● Next business day onsite service warranty. | pcs | 1 |
| 3 | Monitor | Screen Minimum - 24 inches;  LCD matrix type – IPS;  Resolution - Full HD (1920x1080) or better;  Interfaces - HDMI, USB type-C, DisplayPort, USB;  Ergonomy - Height adjustment, Tilt, Pivot;  Power - Delivery 65W;  Warranty -1 year  Compliant with the submitted laptop ( item 1) | pcs | 18 |
| 4 | Mouse | Connection type – Wireless;  Mouse sensor type – Optical;  Number of buttons - minimum 5;  designed for large office environments;  Warranty - 1 year;  Our office has had a positive experience with the Logitech Unify mouse | pcs | 27 |
| 5 | Mouse pad | Top layer - fabric with optimal texture;  Size - 300 x 360 mm; Thickness - 4 mm | pcs | 50 |
| 6 | Keyboard & mouse combo | Connection type – Wireless;  Keyboard format - Full size;  Mouse Type – optical;  Warranty -1 year  Our office has had a positive experience with Logitech's Unify line of mouse and keyboards | pcs | 27 |
| 7 | Headphones | Connection Wired, USB; Stereo: Yes;  Wearing styles Headband, On-ear; Speaker impedance 32+/-4.8Ω, speaker sensitivity 93.6dB.  Warranty - 1 year; | pcs | 2 |
| 8 | Docking station | With HDMI,  2 Display port support.  4 USB 3, USB 2.0, 2 USB C connections.  Support multi-monitor (2 or more).  Compliant with the submitted laptop ( item 1) | pcs | 15 |
| 9 | Smartphone | Platform Operating System - Android 13 (or better) or iOS 15 (or better);  Network technology - GSM / HSPA / LTE;  SIM - Single SIM (Nano-SIM) or Hybrid Dual SIM (Nano-SIM, dual stand-by);  DISPLAY - Super AMOLED, HDR10  Size: min 5.8 inches  Resolution: min 1440 x 2960 pixels, 18.5:9 ratio (~570 ppi density);  Chipset - Exynos 8895 (10 nm) – or better;  CPU - Octa-core (4x2.3 GHz Mongoose M2 & 4x1.7 GHz Cortex-A53) – or better  Internal memory - min 64 GB  min 4GB RAM  microSDXC card slot (unless uses shared SIM slot);  Main camera - Single 12 MP, f/1.7, or better;  Selfie camera - Dual 8 MP, f/1.7, or better;  Sound – Loudspeaker;  Connectivity - WLAN Wi-Fi 802.11 a/b/g/n/ac, dual-band,  Wi-Fi Direct, hotspot;  Bluetooth - 5.0 or better;  GPS - with A-GPS, GLONASS, BDS, GALILEO;  NFC – Yes;  USB - USB Type-C 3.1;  Battery - Li-Ion min 3000 mAh;  Warranty - min 1 year | pcs | 22 |
| 10 | Laptop bag | Laptop diagonal – 14-15';  Closing method – Lightning;  Type – Bag;  Material – Polyester; waterproofed | pcs | 15 |
| 11 | Nettop | Type – Nettop;  Chipset - Intel SoC;  Processor type - Intel Core i5-Gen 12 or better;  Frequency, GHz – 1.6;  Installed OS - Windows 11 Pro;  Amount of RAM, GB – 16;  Standard - DDR4-2666 SODIMM or better;  SSD volume, GB – 240;  Interface – M.2;  Graphics chipset - Integrated Intel HD;  Sound controller – Integrated;  External ports - 1xDC, 1xHDMI, 1xLAN, 1xUSB 3.2 Gen 1 Type-C, 2xUSB 3.2 Gen 1, Audio;  Network adapter – Integrated;  Wireless communications - 802.11ac, Bluetooth 5.0;  BZ power, VA/W – 65;  Cooling system – Active  Warranty - min 1 year | pcs | 2 |
| 12 | Shredder | Security level – 4;  Destruction - credit cards, staples;  Format – A4;  Basket capacity, l – 40;  Number of sheets destroyed at a time (80 g/m²) – 12-14;  Cutting type – Cross  Features - Auto start/stop, Reverse;  Wattage – 450W;  Fragment size - 3.9x30 mm  Warranty - min 1 year | pcs | 4 |
| 13 | TV | Screen - Minimun 55 inches;  Resolution - 3840x2160 or better;  Interfaces – HDMI;  HDR support - + Dolby Vision / HDR10 / HDR10 + / HDR10 + Adaptive;  Speaker - 2\*10 W;  Wi-Fi - Wi-Fi 5 (802.11ac);  Smart TV – Yes;  Warranty - 1 year | pcs | 1 |
| 14 | TV stand | Installation location – Floor-standing;  Mounting standard (VESA) - 200\*200 – 800\*600;  View -Rack;  Compatibility (diagonal) - 55" – 100";  Mobility – Yes;  Maximum load - 150 kg | pcs | 1 |
| 15 | Audio system for meeting room | Type: Video conferencing for mid to large-sized meeting rooms  PACKAGE CONTENTS:   1. Camera 2. Speakerphone 3. 2 External microphones 4. Remote control 5. Two 5m cables for connection between speakerphone and hub and camera and hub 6. One 2m meter cable between the hub and PC 7. Powered hub 8. Power adapter with regional plugs and 3m 9. Mount   CAMERA:  Smooth motorized pan, tilt and zoom controlled from remote or console  Pan +/- 90°  Tilt +35° / -45  10x lossless HD zoom  Field of View  Diagonal: 90°  Horizontal: 82.1°  Vertical: 52.2°  Full HD 1080p 30fps  H.264 UVC 1.5 with Scalable Video Coding (SVC)  Autofocus  5 camera presets  Far-end control (PTZ) of ConferenceCam product (with supported services)  Kensington security slot  Video mute/unmute LED indicator  Standard tripod thread  SPEAKERPHONE:  Full-duplex performance  Acoustic echo cancellation  Noise reduction technology  Ultra-wideband audio  Pairs with mobile devices via Bluetooth and NFC  LCD for caller ID, call duration and other functional response  LEDs for speakerphone streaming, mute, hold, and Bluetooth  Tactile buttons for call answer/end, volume and mute, Bluetooth, and camera controls  5 camera presets for pan, tilt, and zoom settings  Kensington security slot  MICROPHONES:  Pickup Range: 6 m  Pickup range with expansion mics: 8.5 m  Four omnidirectional, beamforming microphones  Frequency Response: 100Hz – 11KHz  Sensitivity: -28 dB +/-3dB  Distortion: <5% from 200Hz  Warranty - min 1 year. | pcs | 2 |
| 16 | Wireless Presenter | Type: Presenters  Radius of action, m: 15  Laser pointer: Yes  Connection interface: USB, bluetooth  Warranty 2 years | pcs | 1 |
| 17 | Printer (Multi-function device) | Type - Multifunction, Color Copier/scanner/printer;  Warm-up time - Max. 30 seconds;  First output speed - Max. 4 seconds;  Monthly duty cycle - Recommended 50,000 pages Max.: 200,000;  Printing speed - Min. 45 pages per Min. mono color, Min. 35 pages per Min. color;  Memory - 4 GB or better;  ADF - Should be provided;  Weight - Max. 100 kg;  Power source, cable - 220 - 240 V, 50/60 Hz, Europe 2 pin cord;  Paper intake - A3, A4, A5, B4, B5, Letter, Legal;  Copying process – Laser;  Multiple copying - Up to 999 copies;  Resolution - 600 dpi or better;  Printer language - PCL5e, PCL6, PDF Direct from Adobe, PostScript 3, XPS  Print resolution - Up to 1,200 x 1,200 dpi;  Interface - USB Host I/F, Ethernet 10 base-T/100 base-TX/1000 base-T, Wireless Printing;  Standard paper tray(s) - Should support letter, A3, A4, A5 paper size;  Paper input capacity (without finisher) - Minimum 1,150 sheets;  Toner capacity - Minimum 24,000 prints each color.  3 years warranty (parts, labor, onsite), Next Business Day | pcs | 2 |
| 18 | Set of toner cartridges | The set of toner cartridges matches the proposed printer | set | 2 |

If you are interested in submitting a quotation for these items, kindly fill in the attached Quotation Form and send it together with other required documents by email to the address indicated below:

|  |  |
| --- | --- |
| **Secure Email address** | **ua-procurement@unfpa.org** |

Your earliest response to this query would be highly appreciated, but not later than **Monday, 15th of April 2024, 13:00 PM Kyiv time**.

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

Note: Offers received after the deadline or at another email address than the one indicated in the above

([**ua-procurement@unfpa.org**](mailto:ua-procurement@unfpa.org)) will be automatically **disqualified.**

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 the UN Operational Exchange Rate prevailing at the time of the competition deadline.

Full acceptance of the UNFPA General Terms and Conditions is mandatory. They can be located on this webpage at: <http://www.unfpa.org/resources/unfpa-general-conditions-contract> . Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.

|  |  |
| --- | --- |
| Delivery cost is included and must be provided to the following address: | Kyiv, Shovkovychna str., 42-44 |
| Customs clearance, if needed, shall be done by: | Awarded supplier |
| Currency of Quotation | USD |
| All documentation, including catalogs, instructions, and operating manuals, shall be in this language | English/Ukrainian |
| Documents to be submitted | * Technical Offer, including the technical specifications for each offered item, catalogues, datasheets * Valid Commercial Registration * Quotation Form (Annex 1) need to be duly completed and submitted to qualify for the procurement process.) * Previous experience for procurement of requested items |
| Period of Validity of Quotes starting the Submission Date | 90 days |
| Contact Person for Inquiries  (Written inquiries only) | Maryna Nikolaienko  ([nikolaienko@unfpa.org](mailto:nikolaienko@unfpa.org) )  Any delay in UNFPA’s response shall be not used as a reason for extending the deadline for submission unless UNFPA determines that such an extension is necessary and communicates a new deadline to the bidders. |
| Partial Quotes | Permitted |
| Payment Terms | 100% upon complete delivery of goods |
| Liquidated Damage | Will be imposed as follows:   * Percentage of contract total per calendar day of delay: 1% * Maximum number of calendar days of delay 10 calendar days, after which UNFPA may terminate the contract without any liability against UNFPA |
| Evaluation Criteria | * Technical responsiveness/Full compliance to requirements and lowest price * Full acceptance of the UNFPA General Terms and Conditions * Shortest lead time (offers with a lead time of more than **3** weeks will be disqualified) |
| UNFPA will award to: | One or more suppliers |
| Type of Contract to be Signed | Contract + Purchase Order |
| Conditions for Release of Payment | Written Acceptance of Goods of beneficiary based on full compliance with RFQ requirements. |
| Annexes to this RFQ | * Quotation Form (Annex 1) need to be duly completed and submitted in order to qualify for the procurement process.) |

Best regards,

Maryna Nikolaienko

Procurement and Logistics Associate

Email: [nikolaienko@unfpa.org](mailto:nikolaienko@unfpa.org)

**Annex 1- Quotation Form**

**Name of Bidder:**

**Bidder Contact Details: (Phone No., Email)**

**Date of Bid:**

**Request for Quotation No: UNFPA/UKR/RFQ/24/12**

**Currency of Bid price: USD**

**Delivery time** *(weeks from receipt of order till dispatch):*  **maximum (3) weeks**

**Expiration of Validity of Quotation** *(The quotation shall be   
valid for a period of at least 3 months* *after the Closing date.):* **90 Days**

**Price Schedule:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # | Item | Q-ty | Unit Price (USD) | Total Price (USD) | Lead time (weeks) |
| 1 | Laptop | 17 |  |  |  |
| 2 | Laptop | 1 |  |  |  |
| 3 | Monitor | 18 |  |  |  |
| 4 | Mouse | 27 |  |  |  |
| 5 | Mouse pad | 50 |  |  |  |
| 6 | Keyboard & mouse combo | 27 |  |  |  |
| 7 | Headphones | 2 |  |  |  |
| 8 | Docking station | 15 |  |  |  |
| 9 | Smartphone | 22 |  |  |  |
| 10 | Laptop bag | 15 |  |  |  |
| 11 | Nettop | 2 |  |  |  |
| 12 | Shredder | 4 |  |  |  |
| 13 | TV | 1 |  |  |  |
| 14 | TV stand | 1 |  |  |  |
| 15 | Audio system for meeting room | 2 |  |  |  |
| 16 | Wireless Presenter | 1 |  |  |  |
| 17 | Printer (Multi-function device) | 2 |  |  |  |
| 18 | Set of toner cartridges | 2 |  |  |  |

**In your offer, please include:**

* Technical Offer, including the technical specifications for each offered item, and catalogues, datasheets, etc.
* Valid Commercial Registration

***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**](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**