REQUEST FOR QUOTATION
RFQ Nº UNFPA/SOM/RFQ/22/010/001

Date: October 05, 2022

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items:

<table>
<thead>
<tr>
<th>Item N°</th>
<th>Product Name</th>
<th>Product Description</th>
<th>Unit of Measure</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Laptops</td>
<td>Operating system: Windows 10 Pro 64 bit English Processor: Intel Core i7-8665U or better Memory: Min. 8 GB 2133MHz LPDDR3 Memory slots: Min. 1 slot Internal drive: 512 GB PCIe SSD or better Keyboard: US English, Q backlit integrated keyboard Display Panel: 13” or 14”, LED, Backlit, anti-glare enabled, multitouch, Digitizer pen, should support 1920x1280 or higher resolution Ports: 1 AC power, HDMI, 1 docking connector, 2 USB 3.x, 1x USB Type C, Thunderbolt Audio: Integrated stereo speakers and integrated microphone Combo microphone-in/stereo headphone-out jack Ethernet: RJ-45 Jack or USB-to-Ethernet Dongle Wireless: Wireless ac, Bluetooth 5.0 Camera: Integrated 720 p HD Battery, Power: 65 W AC external adapter, Region Specific cord, 38WHr Express charge, Li-Ion; Min 3 cell Long-life battery Warranty: 3 years (parts, labor, onsite), Next Business Day. Keep your HD, Accidental Damage Protection Docking Station: USB-C universal Dock with VGA, HDMI, Display port support.</td>
<td>Each</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>Printers</td>
<td>Function: Print, scan, copy, fax (All in one) Maximum Resolution: 600 x 600 dpi (38400 x 600 enhanced dpi) Print Speed: 28 ppm First Print Out Speed: Black: 8.9 sec, Color: 9.8 sec Print Color: Color Duplex Printing: Automatic</td>
<td>Each</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Scanner Type: Flatbed, ADF Scan Sensor: Contact Image Sensor (CIS) Optical Resolution: 1200 x 1200 dpi Hardware Resolution: 1200 x 1200 dpi Scan Size: ADF: 4 x 6” to 8.5 x 14.0” / 10.2 x 15.2 cm to 21.6 x 35.6 cm, Flatbed: Up to 8.5 x 11.7” / 21.6 x 29.7 cm Duplex Scanning: Automatic Scan Speed: Black: 26 ppm / 47 ipm (duplex), Color: 21 ppm / 30 ipm (duplex) Scan File Format: PDF, JPG</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 3 | Desktop Computers | Scanner Features: Scan-to-E-mail; Scan-to-cloud; Scan-to-USB; Scan-to-network folder; LDAP email lookup; Single-pass 2-sided scanning ADF  
Copier 
Copy Resolution: 600 x 600 dpi  
Copy Speed: 28 cpm  
Number of Copies: up to 99 copies  
Reduction Enlargement: 25-400%  
Copy Futures: Number of copies; Reduce/Enlarge; Lighter/Darker; Optimize; Paper; Multi-page copy; Collation; Tray Select; Two-Sided; Draft Mode; Image Adjustment; Set as New Defaults; Restore Defaults  
Connectivity 
Interface: USB 2.0, Ethernet, Wi-Fi with NFC  
USB Direct Printing: Yes, 1 x USB host port  
Wireless Printing Features: HP ePrint, Apple AirPrint, Google Cloud Print, Mopria-certified, wireless direct printing, NFC touch-to-print, mobile apps. |
| 4 | Projector | Operating system: Windows 10 Pro 64 bit English  
Processor: Intel Core i7-8665U or better  
Memory: Min. 8 GB 2133MHz LPDDR3  
Memory slots: Min. 1 slot  
Internal drive: 512 GB PCIe SSD or better  
Keyboard: US English, Q backlit integrated keyboard  
Display Panel: 28”, LED, Backlit, anti glare enabled, multitouch, Digitizer pen, should support 1920x1280 or higher resolution  
Ports: 1 AC power, HDMI, 1 docking connector, 2 USB 3.x, 1x USB Type C, Thunderbolt  
Ethernet: RJ-45 Jack or USB-to-Ethernet Dongle  
Warranty: 3 years (parts, labor, onsite), Next Business Day, Keep your HD, Accidental Damage Protection  
Lumens: 2500 lumens  
Supported Resolutions: WXGA, XGA, SVGA  
Bulb life: 3000 hours Recommended  
Brands: Boxlight, Dell, Epson, and Infocus. Actual brand selection depends on cost, availability of service and maintenance facilities in the country/city |
| 5 | Projector Screen roller | Projector Screen roller – Standard Size  
Available to Match HD video projectors |
| 6 | Air Conditioning Unit | Air Conditioner: AC Super channel 18000 BTU per Hour  
Tonnage: 1.5 Ton Minimum  
Cooling Power: 2500 Watts  
Power Consumption: 410 Watts  
Powerful Cooling tropical  
Eco-friendly; Low Noise design  
Wall mounting |
| 7 | Water Dispenser | Water dispenser: standard size. |
| 8 | Office Chairs | Rotating Office chairs (max weight of 150kg), Lower back support. Height of chair: Maximum and minimum height is approx. is 730mm and 430 mm respectively, adjustable. High |
Ensuring rights and choices for all

United Nations Population Fund
Somalia Country
Aden Adde International Airport,
Mogadishu, Somalia
E-mail: somalia@unfpa.org

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>9</td>
<td>Office table</td>
<td>back with lumbar support, back rest recline, swivel, head and arm rest. Material black leather or suitable polyhedrane easy to clean.</td>
</tr>
<tr>
<td>10</td>
<td>Conference Chairs</td>
<td>Meeting Chairs: Low back leather office chair fixed chair. Including padded arms. Steel frame and leather seat. Total height 80cm and width of the seat 55cm 58cm width, 35cm depth, brown leather, with fixed steel legs.</td>
</tr>
<tr>
<td>11</td>
<td>Conference Table</td>
<td>Oval-shaped conference table; Big size meeting table or conference Table 3.6m length, 1.5m width, rectangular high quality solid wood, 2 Desk grommets for electronics</td>
</tr>
<tr>
<td>12</td>
<td>Delivery</td>
<td>Delivered to: Ministry of Youth and Sports Southwest State, Samophone Cadaado Village, Baidoa, Somalia:</td>
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</tbody>
</table>

Back to back with lumbar support, back rest recline, swivel, head and arm rest. Material black leather or suitable polyhedrane easy to clean.

This Request for Quotation is open to all legally-constituted companies that can provide the requested products items listed in the above table and have legal capacity to deliver the items packed in packets.

I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person’s potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives.

II. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA: Dahir Farah
Email address of contact person: dfarah@unfpa.org

III. Opening and Closure Dates for submission of quotes:

The RFQ will be open starting from Thursday 6th October 2022 and will be closed by Wednesday, 19th October 2022 at 16:00 Mogadishu local time. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

IV. Content of quotations

Quotations should be submitted in a single e-mail whenever possible, depending on file size. Quotations must contain:

- Price quotation, to be submitted strictly in accordance with Price Quotation Form.

The quotation must be signed by the company’s relevant authority and submitted in PDF format.

V. Currency of quote and for further payment:

a. Please submit your quotation in United States of America Dollars.

b. All items quoted must be new and not having previous use.

c. All items to be delivered to comply matching goods quoted.

d. If goods are received no matching what was quoted, the company awarded will be rejected with no
Further liabilities for UNFPA.

e. The offeror that is awarded the contract acknowledges that will deliver the goods subject of RFQ within one week after receiving a formal Purchase Order from UNFPA.

VI. Instructions for submission, deadline for submission of quotes:

Proposals should be prepared based on the guidelines set forth in Section IV above, along with a properly filled out and signed price quotation form, are to be sent by e-mail to bids.Somalia@unfpa.org no later than Wednesday, 19th October 2022 at 16:00 Mogadishu time.

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: RFQ Nº UNFPA/SOM/RFQ/22/010/001. Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.

- The total e-mail size may not exceed 20 MB (including e-mail 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. Quotes not submitted to bids.somalia@unfpa.org will not be considered.

- **Access to the Request for Quotation (RFQ) to be Filled and Submitted**

  The supplier can access the Price Quotation Form through the link below: (please copy the link into your browser and download the documents):

  https://docs.google.com/document/d/1POCxOGsZIKPrYsxj_VLEPeE2ptE3GiBx/edit

VII. Partial Quotes

Partial quotes are not admitted: Quotes presenting only part of the required 10 Items or not presenting the total number of items required will not be considered.

VIII. Overview of Evaluation Process

Quotations will be evaluated based on the following evaluation criteria:

- Lowest priced most technically acceptable offer
- Valid Latest Business Registration Certificate.
- Proof of experience with similar goods. min 2 years experiences
- Full acceptance of the PO/Contract General Terms and Conditions
- Earliest Delivery / Shortest Lead Time (07 days Upon Confirmation of delivery date and PO)

IX. Validity

The quotation shall be valid for a period of at least 3 months after the submission deadline

X. Award
UNFPA shall award a Purchase Order with the duration of the delivery period specified by the successful bidder to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

XI. 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.

XII. Payment Terms

UNFPA payment terms are net 30 days upon receipt of shipping documents, invoice and other documentation required by the contract.

XIII. Fraud and Corruption

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA’s Policy regarding fraud and corruption is available here: Fraud Policy. Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at UNFPA Investigation Hotline.

XIV. Zero Tolerance

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: Zero Tolerance Policy.

XV. RFQ Protest

Bidder(s) perceiving that they have been unjustly treated in connection with the solicitation or award of a contract may submit a complaint directly to the Chief, Procurement Services Branch at procurement@unfpa.org.

This bid process is handled by CO. Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Office, Anders Thomsen, UNFPA Representative at ojuolape@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Representative, the supplier may contact the Chief, Procurement Services Branch at procurement@unfpa.org.
XVI. Disclaimer
Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).

Francis Anyansi,
International Operations manager  a.i

06-Oct-2022

NAME, FUNCTIONAL TITLE:  Date and signature
PRICE QUOTATION FORM

<table>
<thead>
<tr>
<th>Item</th>
<th>Product Name &amp; Description</th>
<th>UOM</th>
<th>Number of Units</th>
<th>Unit Price</th>
<th>Total (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
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<td>2</td>
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<tr>
<td>3</td>
<td>Delivery Charges based on the following 2010 Incoterm, to: DAP</td>
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GRAND TOTAL USD

Vendor’s Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ Nº UNFPA/SOM/RFQ/22/010/001 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

Click here to enter a date.

<table>
<thead>
<tr>
<th>Name and title</th>
<th>Date, place, signature and Stamp</th>
</tr>
</thead>
</table>
ANNEX I:
General Conditions of Contracts:
De Minimis Contracts

This Request for Quotation is subject to UNFPA’s General Conditions of Contract: De Minimis Contracts, which are available in: English, Spanish and French.