Date: April 26, 2018

REQUEST FOR QUOTATION

RFQ Nº UNFPA/IND/RFQ/2018/002

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items:

|  |  |  |  |
| --- | --- | --- | --- |
| **Item N°** | **Product Name/Description** | **Unit of Measure** | **Quantity** |
| 1 | LED Television Sets (Specifications provided at Annexure-III) | Nos | 44 |

This Request for Quotation is open to all legally-constituted companies that can provide the requested product and have legal capacity to deliver in the country, or through an authorized representative.

1. **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. To read more about UNFPA, please go to: [UNFPA about us](http://www.unfpa.org/about-us)

**Objective:**

The objective of the RFQ is to identify a supplier who can provide UNFPA with the above mentioned product. The selected vendor is expected to provide such product, based on specific Purchase Order submitted to the vendor.

1. **Questions**

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

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Mr. Yogesh Bhatt, Operations Manager* |
| Tel Nº: | *011-46532235* |
| Email address of contact person: | *bhatt@unfpa.org* |

The deadline for submission of questions is *May 4, 2018, 1700 hours IST*. Questions will be answered in writing and will be posted on our website as soon as possible after this deadline.

1. **Content of quotations**

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

1. Technical proposal, in response to the requirements outlined in the specifications (Annexure-III).
2. Price quotation, to be submitted strictly in accordance with Price Quotation Form.

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

1. **Instructions for submission**

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, are to be sent either by e-mail to the contact person indicated below or by hand/post at the address given below, no later than *Friday, May 11, 2018 1700 hours Indian Standard time*.

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Mr. Yogesh Bhatt, Operations Manager* |
| Email address of contact person: | *bhatt@unfpa.org* |
| Address: | *United Nations Population Fund**55, Lodi Estate, New Delhi-110003*  |

Please note the following guidelines for electronic submissions:

* The following reference must be included in the email subject line: RFQ Nº UNFPA/IND/RFQ/2018/002 – Supply of LED Television Sets. 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.

Please note the following guidelines for paper submissions:

* The submission is to be made in a sealed envelope clearly marked: RFQ Nº UNFPA/IND/RFQ/2018/002 – Supply of LED Television Sets (Not to be opened by anyone else). Proposals that are not submitted as per above instructions may be overlooked and therefore not considered.
1. **Overview of Evaluation Process**

Quotations will be evaluated based on the compliance with the technical specifications (Annexure-III) and the total cost of the goods (price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

1. **Award**

UNFPA shall award a Purchase Order(s) to the lowest priced bidder(s) whose bid has been determined to be substantially compliant with the specifications provided at Annexure-III.

1. **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.

1. **Payment Terms**

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

1. [**Fraud and Corruption**](http://www.unfpa.org/about-procurement#FraudCorruption)

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](http://www.unfpa.org/resources/fraud-policy-2009#overlay-context=node/10356/draft). 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](http://web2.unfpa.org/help/hotline.cfm).

1. **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](http://www.unfpa.org/about-procurement#ZeroTolerance).

1. **RFQ Protest**

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 Business Unit Mr. Diego Palacios, UNFPA Representative at palacios@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at procurement@unfpa.org.

1. **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).

PRICE Quotation Form

|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | UNFPA/IND/RFQ/2018/002 |
| **Currency of quotation:** | INR |
| **Validity of quotation:***(The quotation shall be valid for a period of at least 3 months after the submission deadline.)* |  |

|  |
| --- |
| **Price Quotation Form** |
| Item | Product Name & Description | UOM | Unit Price | Number of Units | Total (INR) |
| 1 | LED Television Set Make/model | Nos | 40” | 42” | 44” | 44 | 40” | 42” | 44” |
|  |  |  |  |  |  |
| 2 | Delivery/Installation/Other Charges as per distribution Plan given at Annexure II | LS |  | 1 |  |
| GRAND TOTAL |  |

*Vendor’s Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/IND/RFQ/2018/002 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. |  |
| Name and title | Date and place |

**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,](http://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts) [Spanish](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20SP_0.pdf) and [French](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20FR_0.pdf)

**ANNEX II:**

**Distribution Plan**

**Details of Address of Schools and Number of TV sets to be supplied**

**District: Rayagada, Odisha**

| **S.No** | **School Details** | **Units**  |
| --- | --- | --- |
| 1. | Name of the School: Badakhilapadar High SchoolBlock: KolnaraDistrict: Rayagada, Odisha | 1 |
| 2. | Name of the School: Bankili High School Block: KolnaraDistrict:Rayagada, Odisha | 1  |
| 3. | Name of the School: Gadiseskhal Ashram School Block: KolnaraDistrict:Rayagada, Odisha | 1 |
| 4. | Name of the School: Threrubali Ashram School Block: KolnaraDistrict:Rayagada, Odisha | 1 |
| 5. | Name of the School: Belkona Ashram SchoolBlock: K.SingpurDistrict: Rayagada, Odisha | 1 |
| 6. | Name of the School: Kujendri High SchoolBlock: RamnagudaDistrict:Rayagada, Odisha | 1 |
| 7. | Name of the School: Gulunti High SchoolBlock: RamnagudaDistrict:Rayagada, Odisha | 1 |
| 8. | Name of the School: Kulusingh Ashram SchoolBlock:GunupurDistrict: Rayagada, Odisha | 1 |
| 9. | Name of the School: Puttasingh Boys High SchoolBlock:GunupurDistrict: Rayagada, Odisha | 1 |
| 10. | Name of the School: Puttasingh Girls High SchoolBlock: GunupurDistrict: Rayagada, Odisha | 1 |
| 11. | Name of the School: Dhombosora Girls High SchoolBlock: GunupurDistrict: Rayagada, Odisha | 1 |
| 12. | Name of the School:Keraba Edu ComplexBlock: GunupurDistrict:Rayagada, Odisha | 1 |
| 13. | Name of the School: Chatikana Edu ComplexBlock:BissamcuttackDistrict:Rayagada, Odisha | 1 |
| 14. | Name of the School: Budubali Ashram SchoolBlock:ChandrapurDistrict:Rayagada, Odisha | 1 |
| 15. | Name of the School: Neherupanga Ashram SchoolBlock:ChandrapurDistrict:Rayagada, Odisha | 1 |
| 16. | Name of the School:Parsali Edu ComplexBlock: KalyansingpurDistrict:Rayagada, Odisha |  |
| 17. | Name of the School: Badamalibhatta Ashram SchoolBlock:KashipurDistrict:Rayagada,Odisha | 1 |
| 18. | Name of the School: Agula Ashram SchoolBlock:MunigudaDistrict:Rayagada, Odisha | 1 |
| 19. | Name of the School: Bhakurguda Ashram SchoolBlock:RayagadaDistrict:Rayagada, Odisha | 1 |
| 20. | Name of the School: Badraising Ashram SchoolBlock:RayagadaDistrict:Rayagada, Odisha | 1 |
| 21. | Name of the School: Pitamahal Ashram SchoolDistrict:RayagadaBlock:Rayagada, Odisha | 1 |
| 22. | Name of the School: Khumbhikota Ashram SchoolBlock:RayagadaDistrict:Rayagada, Odisha | 1 |
| 23. | Name of the School: Khumbhikota High SchoolBlock:RayagadaDistrict:Rayagada, Odisha | 1 |
| 24. | Name of the School: Penikona High SchoolBlock:RayagadaDistrict:Rayagada, Odisha | 1 |
| 25. | Name of the School: Durgapadu Ashram SchoolBlock:RayagadaDistrict:Rayagada, Odisha | 1 |

**District: Gajapati, Odisha**

| **S.No** | **School Details** | **No. to be supplied** |
| --- | --- | --- |
| 1. | Name of the School: Govt. High School, BadakalakoteBlock: GummaDistrict:Gajapati, Odisha | 1 |
| 2. | Name of the School: Govt. Girls High School, K.C.PurBlock: GummaDistrict:Gajapati, Odisha | 1 |
| 3. | Name of the School: Ekalabya Model Residential School, ChandragiriBlock:MohanaDistrict:Gajapati, Odisha | 1 |
| 4. | Name of the School: Govt. High School, Mohana.Block: MohanaDistrict:Gajapati, Odisha | 1 |
| 5. | Name of the School: Govt. Girls High School, DamaduaBlock: MohanaDistrict:Gajapati, Odisha | 1 |
| 6. | Name of the School: Govt. High School, DoghariaBlock:NuagadaDistrict:Gajapati, Odisha | 2 |
| 7. | Name of the School: Govt. Girls High School, N.Jhalarsing.Block:NuagadaDistrict:Gajapati, Odisha | 1 |
| 8. | Name of the School: T. R. colony Ashram School Block:R.UdayagiriDistrict:Gajapati, Odisha | 1 |
| 9. | Name of the School: Govt. High School, Ramagiri Block: UdayagiriDistrict:Gajapati, Odisha | 1 |
| 10. | Name of the School: Govt. High School, Chellagada.Block: UdayagiriDistrict:Gajapati, Odisha | 1 |
| 11. | Name of the School: Dabarguda Ashram SchoolBlock: UdayagiriDistrict:Gajapati, Odisha | 1 |
| 12. | Name of the School: Govt. Girl's High School, SialilatiBlock: UdaygiriDistrict:Gajapati, Odisha | 1 |
| 13. | Name of the School: Sunduruba Girls High SchoolBlock: UdayagiriDistrict:Gajapati, Odisha | 1 |
| 14. | Name of the School: Govt. High School, KoinpurBlock: RayagadaDistrict:Gajapati, Odisha | 2 |
| 15. | Name of the School: Govt. High School, RayagadaBlock:RayagadaDistrict:Gajapati, Odisha | 2 |
|  | **SCSTRTI (As buffer stock)** |  |
| 1 | Unit - VIII. CRPF Square. Nayapalli CRPF Colony, Nayapalli, Bhubaneswar, Odisha 751003 | 1 |
|  | Total | 44 |

**ANNEX III:**

**Specifications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl** | **Name of the Item** | **Specification** | **Unit Price (In INR)** | **Total Numbers Required** | **Total Price (In INR)** |
| 1 | Television Set | Minimum Requirements:Type: LED, ColourScreen Size: 40”/42”/44” InchDisplay: Full HD (1920x1080)Mounting: Wall mounting Additional: 2 USB Ports, 2 HDMI PortsUSB support: Audio, Visual, ImageColour: BlackWarranty: 2 years |  | 44 |  |

**Please quote separately for 40”, 42”, 44”. The decision on size will be taken later.**