



Date: 16 November 2021

**RE-REQUEST FOR QUOTATION**  
**RFQ N° UNFPA/LAO/RFQ/21/05**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the ICT equipment as following items:

Item	Product Name	Nature of Specifications	Unit of Measure	Quantity
I	Laptop with docking station	<ol style="list-style-type: none"><li>1. Processor: 5th Gen Intel Core i5 or equivalent</li><li>2. RAM: 8GB DDR3</li><li>3. Hard Disk: 512 GB SSD/PCIe drive</li><li>4. External Accessories: 1 SD Card Slot; 2 USB 2.0/3.0; in conjunction with docking station; 101 key-enhanced keyboard; 2 button digital mouse with scroll</li><li>5. Graphics: Integrated</li><li>6. Sound: Integrated. Light Sensitive Webcam and Noise Cancelling Digital Array Mic</li><li>7. Display: Minimum 13" WXGA Active Matrix / Touch Screen</li><li>8. Wireless Capability: Integrated 802.11b/g/n</li><li>9. Battery: Lithium-Ion 6-cell</li><li>10. Power Supply: Universal, auto-sensing (100-240 Volts/50-60Mhz)</li><li>11. Operating System: Windows 10 Professional (64 bit)</li><li>12. Warranty: 3 Years onsite / accidental damage coverage</li></ol>	Unit	5
II	Monitor	<ol style="list-style-type: none"><li>1. Screen 24" WXGA LCD is compatible with above laptop with docking station</li><li>2. Panel type: IPS</li><li>3. Native resolution: 1920 x 1080 at 60 Hz</li><li>4. Brightness: 250 cd/m<sup>2</sup></li><li>5. Response time: 8 ms (normal), 5 ms (fast)</li><li>6. Input Connectors:<ul style="list-style-type: none"><li>- 1 DisplayPort version 1.2</li><li>- 1 HDMI port version 1.4</li><li>- 1 VGA port</li></ul></li></ol>	Unit	2



		<ul style="list-style-type: none"> <li>- 1 USB 3.0 upstream port (bottom)</li> <li>- 2 USB 3.0 downstream ports (side)</li> <li>- 2 USB 2.0 downstream ports (bottom)</li> </ul> <p>7. Screen coating: Antiglare with 3H hardness</p> <p>8. Features: USB 3.0 hub</p> <p>9. Aspect Ratio: 16:09</p> <p>10. Pixel Pitch: 0.275 mm x 0.275 mm</p> <p>11. Contrast Ratio: 1000: 1 (typical)</p> <p>12. Color Support: 16.7 Million colors</p> <p>13. Display Position Adjustments:</p> <ul style="list-style-type: none"> <li>- Height-adjustable stand (130mm)</li> <li>- Tilt (-5° to 21°)</li> <li>- Swivel (-45° to 45°)</li> <li>- Pivot (-90° to 90°)</li> </ul> <p>14. Dimensions (WxDxH) - with stand:</p> <ul style="list-style-type: none"> <li>- 537.8mm x 166.0mm x 356.1 mm</li> <li>- ~486.1 mm</li> </ul> <p>15. Compliant Standards</p> <p>ENERGY STAR certified monitor</p> <p>RoHS-compliant</p> <p>TCO certified displays</p> <p>BFR/PVC free monitor (excluding external cables)</p> <p>EPEAT registered where applicable. EPEAT registration varies</p>		
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**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. To read more about UNFPA, please go to: [UNFPA about us](#)

**Objective:**

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

**II. Questions**

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



Name of contact person at UNFPA:	<i>Souksavanh Saiyabouth</i>
Tel N°:	<i>00856-21-267635</i>
Email address of contact person:	<i><a href="mailto:Saiyabouth@unfpa.org">Saiyabouth@unfpa.org</a></i>

The deadline for submission of questions is **1 December 2021 at 16:00 hrs.** (<https://www.timeanddate.com/worldclock/laos/vientiane>) Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

### III. Content of quotations

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

- a) Technical proposal, in response to the requirements outlined in the specifications should comply with:
  - The bidder shall be required to quote for all items.
- b) 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.

### IV. 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, and are to be sent by email to the contact person indicated below no later than **3 December 2021 at 17:00 hrs** (<https://www.timeanddate.com/worldclock/laos/vientiane>)<sup>1</sup>.

Name of contact person at UNFPA:	<i>Vongdara Souphanouvong</i>
Tel N°:	<i>00856-21-267633</i>
Email address of contact person:	<i><a href="mailto:laos.office@unfpa.org">laos.office@unfpa.org</a></i>

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RE-RFQ N° UNFPA/LAO/RFQ/21/05 – quotation for the ICT equipment.** Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total email size may not exceed **20 MB (including email 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.
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ. Partial bid will be rejected.

### V. Overview of Evaluation Process

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

<sup>1</sup> <http://www.timeanddate.com/worldclock/city.html?n=69>



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.

**VI. Award**

In case of a satisfactory result from the evaluation process, UNFPA shall award a Contract for De Minimis Services/Purchase Order to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

**VII. 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.

**VIII. Payment Terms**

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

**IX. 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](#).

**X. 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](#).

**XI. 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, **Ms. Mariam A. Khan, Representative** at email address: [mkhan@unfpa.org](mailto:mkhan@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](mailto:procurement@unfpa.org).

A handwritten signature in blue ink is located in the bottom right corner of the page. Above the signature, the date '11/26/21' is written in blue ink.



**XII. 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).

A handwritten signature in blue ink is written over the printed name. To the right of the signature, the date '26/11/21' is written in blue ink.

Vilaykham Lasasimma  
Operations Manager  
Date: 26 NOV 2021

**Vilaykham LASASIMMA**  
**Operations Manager**



### PRICE QUOTATION FORM

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	Click here to enter a date.
<b>Request for quotation N°:</b>	RE-RFQ N° UNFPA/LAO/RFQ/21/05
<b>Currency of quotation:</b>	LAK
<b>Validity of quotation:</b> <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

Example Price Schedule below:

Price Quotation Form					
Item	Product Name & Description	UOM	Unit Price	Number of Units	Total (LAK)
1					
2					
3					
4					
5	Delivery Charges based on the following 2010 Incoterm, to:	Each		1	
	DAP United Nations Population Fund Ban Hatsady, Lane Xang Avenue, P.O. Box 345, Vientiane, Lao PDR				
<b>GRAND TOTAL</b>					

*Vendor's Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed **RE-RFQ N° UNFPA/LAO/RFQ/21/05** 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



United Nations Population Fund  
Ban Hatsady, Lane Xang Avenue,  
P.O. Box 345, Vientiane, Lao PDR  
Tel: +856 (0) 21 267 777  
Fax: +856 (0) 21 267 799  
[www.lao.unfpa.org](http://www.lao.unfpa.org)

**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

A handwritten signature in blue ink is located in the bottom right area. Below the signature, the date '3/26/21' is written in blue ink.

