



Date: 19 December 2023

REQUEST FOR QUOTATION
RFQ N° UNFPA/LAO/RFQ/23/09

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 | Min 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 At least 16GB DDR5 Memory (8GBx2) At least 512GB Solid State Drive Dual-Band Wireless 802.11ax Bluetooth min 5.0 1 Audio combo port 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 13" or 14" FHD (1920 x 1080) Anti-Glare Integrated HD Graphics Built-in English Keyboard Touch Fingerprint Reader (preferable but not required) AC Adapter with Type I (Australia) AC Power Cord Webcam (720p or higher) Speaker and Noise Cancelling Digital Array Mic Preload Windows 11 Professional 64bit or Windows 10 Professional 64bit with Windows 11 Professional Upgradable license A USB-C Docking station supports dual-display and gigabit ethernet A USB-C Small Travel Adapter with gigabit ethernet (for USB port extension) 3 years battery warranty 3 years USB-C Docking station warranty 3 years USB-C Travel adapter warranty At least 3 years warranty, included accidental damage | Unit | 9 |

| | | | | |
|----|---------|--|----------------------|----------------|
| | | for Laptop and Docking station Next business day onsite service warranty Compliance and Standards: ENERGY STAR and TCO Certified Laptop <ul style="list-style-type: none"> - Bag for laptop - External Wireless Mouse and Keyboard (English) - Headphone with microphone | Unit Unit Unit | 20 20 20 |
| II | Monitor | Screen 24" WXGA LCD is compatible with above laptop with docking station Panel type: IPS Native resolution: 1920 x 1080 at 60 Hz Brightness: 250 cd/m ² Response time: 8 ms (normal), 5 ms (fast) Input Connectors: <ul style="list-style-type: none"> - 1 DisplayPort version 1.2 - 1 HDMI port version 1.4 - 1 VGA port - 1 USB 3.0 upstream port (bottom) - 2 USB 3.0 downstream ports (side) - 2 USB 2.0 downstream ports (bottom) Screen coating: Antiglare with 3H hardness Features: USB 3.0 hub Aspect Ratio: 16:09 Pixel Pitch: 0.275 mm x 0.275 mm Contrast Ratio: 1000: 1 (typical) Color Support: 16.7 Million colors Display Position Adjustments: <ul style="list-style-type: none"> - Height-adjustable stand (130mm) - Tilt (-5° to 21°) - Swivel (-45° to 45°) - Pivot (-90° to 90°) Dimensions (WxDxH) - with stand: <ul style="list-style-type: none"> - 537.8mm x 166.0mm x 356.1 mm - ~486.1 mm Compliant Standards ENERGY STAR certified monitor RoHS-compliant TCO certified displays BFR/PVC free monitor (excluding external cables) EPEAT registered where applicable. EPEAT registration varies | Unit | 9 |

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°: | 00856-21-267635 |
| Email address of contact person: | Saiyabouth@unfpa.org |

The deadline for submission of questions is **21 December 2023 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 **22 December 2023 at 12:00 hrs** (<https://www.timeanddate.com/worldclock/laos/vientiane>)¹.

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

Please note the following guidelines for electronic submissions:

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



- The following reference must be included in the email subject line: **RFQ N° UNFPA/LAO/RFQ/23/09 – 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).

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, **Mr. Bakhtiyor Kadyrov, Representative** at email address: bakhtior@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.

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).

Vilaykham Lasasimma
Operations Manager

Date: _____



PRICE QUOTATION FORM

| | |
|---|-----------------------------|
| Name of Bidder: | |
| Date of the quotation: | Click here to enter a date. |
| Request for quotation N°: | RFQ N° UNFPA/LAO/RFQ/23/09 |
| Currency of quotation: | LAK |
| Validity of quotation: <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: DAP United Nations Population Fund Ban Hatsady, Lane Xang Avenue, P.O. Box 345, Vientiane, Lao PDR | Each | | 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 N° UNFPA/LAO/RFQ/23/09** 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 |

DECLARATION FROM

The undersigned, being a duly authorized representative of the Company represents and declares that:

| | | YES | NO |
|----|--|--------------------------|--------------------------|
| 1. | The Company and its Management ² have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following: | | |
| | a. Fraud; | <input type="checkbox"/> | <input type="checkbox"/> |
| | b. Corruption; | <input type="checkbox"/> | <input type="checkbox"/> |
| | c. conduct related to a criminal organization; | <input type="checkbox"/> | <input type="checkbox"/> |
| | d. money laundering or terrorist financing; | <input type="checkbox"/> | <input type="checkbox"/> |
| | e. terrorist offences or offences linked to terrorist activities; | <input type="checkbox"/> | <input type="checkbox"/> |
| | f. sexual exploitation and abuse; | <input type="checkbox"/> | <input type="checkbox"/> |
| | g. child labour, forced labour, human trafficking; or | <input type="checkbox"/> | <input type="checkbox"/> |
| | h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management). | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct. | <input type="checkbox"/> | <input type="checkbox"/> |

² "Management" means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders.



| | | | |
|----|--|--------------------------|--------------------------|
| 3. | The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business (<i>creating a shell company</i>). | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) (<i>being a shell company</i>). | <input type="checkbox"/> | <input type="checkbox"/> |

The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.

Signature:

Date:

Name and Title:



United Nations Population Fund
Ban Hatsady, Lane Xang Avenue,
P.O. Box 345, Vientiane, Lao PDR
Tel: [+856 \(0\) 21 267 777](tel:+856021267777)
Fax: [+856 \(0\) 21 267 799](tel:+856021267799)
www.lao.unfpa.org

Name of the Company:

UNGM N°:

Postal Address:

Email:



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**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](#)