

Terms of Reference

FOR PROCUREMENT OF IPHONES AND RELATED ACCESSORIES

BACKGROUND:

UN Women India Country Office is based out of New Delhi. In India, we strengthen women's rights by working with women, men, feminists, women's networks, governments, local authorities and civil society. UN Women helps to create national strategies to advance gender equality in line with national and international priorities.

STATEMENT OF NEED:

UN Women is now seeking to procure iPhones and related accessories for its Senior Management.

TECHNICAL SPECIFICATION FOR GOODS:

Item No	Minimum Technical Requirements	Unit	Quantity
1.	iPhone 12 Max Pro 256 GB	each	3 nos.
2.	Back Cover	each	3 nos.
3.	Screen Guard	each	3 nos.
4.	Apple Power Adapter	each	3 nos.

DELIVERY REQUIREMENTS:

Delivery Requirements	
Delivery date and time	Vendor shall deliver the goods by 9th December 2020, after issue of Purchase Order by UN Women.
Delivery Terms (INCOTERMS 2020)	FCA
Customs clearance (must be linked to INCOTERM)	<input checked="" type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation <input type="checkbox"/> Vendor/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	UN Women India Office, C/o UNDP, 55, Lodi Estate, New Delhi 110055
Distribution of shipping documents (if using freight forwarder)	NA
Special Packing Requirements	As applicable to avoid breakage in transit/transport
Training on Operations and Maintenance	Not Applicable
Warranty Period	As applicable – to be specified in Quotation
After-sales service and local service support requirements	To be included
Preferred Mode of Transport	By Hand or Courier

INSPECTION AND TESTS:

The following inspections and tests shall be performed:

Upon delivery, if the goods fail to meet the laid down specifications, the vendor shall take immediate steps to remedy the deficiency or replace the defective goods to the satisfaction of UN Women.

PAYMENT TERMS:

Within 15 days after 100% against delivery and submission of invoice.

ELIGIBILITY:

Vendors legally registered in India as for-profit, public, private or govt-owned commercial enterprises dealing in related goods can apply.

EVALUATION:

Quotations will be evaluated based on “Lowest Priced Technically Compliance” method. The lowest price serves as the overriding measure upon which to award a contract from among the suppliers that meet the minimum specifications required, unless the offer is rejected for a specific reason (e.g., the offer or failed to quote on the product requested or failed to deliver the quote within the specified timeframe).

COMMUNICATION:

Vendors may request clarifications on any of the RFQ documents no later than the date indicated in the RFQ. Any request for clarification and all other correspondence in relation to this RFQ must be sent in writing through the message/correspondence functionality on the [UN Women E-Procurement Portal](#). Communication through any other channels than as described in the RFQ at any stage of the solicitation process may cause for the vendor's quotation to be compromised and ultimately rejected.

UN Women will publish the responses (including an explanation of the query but without identifying the source of inquiry) to all prospective vendors through the UN Women E-Procurement Portal. Responses will be made to clarification questions received by the deadline for questions indicated in the RFQ. Responses to clarification requests shall be binding for all vendors.

Explanations or interpretations provided by UN Women personnel through the use of other communication channels, than described above, will not be considered binding or official.

UN Women shall endeavor to respond to clarifications expeditiously, but any delay in such response shall not cause an obligation on the part of UN Women to extend the submission date of the Quotation, unless UN Women deems that such an extension is justified and necessary.

REPORTING MODALITY:

The IT Focal person in the UN Women Multi Country Office will provide the coordination to the Vendor, throughout the duration of the procurement.

SUBMISSION CHECKLIST (All documents to be uploaded online only):

Interested vendors are encouraged to submit their quotation through UN Women's E-Procurement system – [etendering.unwomen.org] within the due date.

- Company Profile
- Company Incorporation Certificate
- Signed Technical and Financial Offer in PDF format
- Voluntary Agreement to Promote GE & WE (Voluntary)

Note:

Only quotations submitted online will be considered.

