

Procurement
Cover Page

To:	From: UN-Habitat Lebanon Procurement
Attention:	Date: 28-Jan-2022
Fax: Email:	Email: unhabitat-lebanon-procurement@un.org

Total Number of Pages including this page: 12

Attached is Request for Quotation No.: 3200027023 and all related documentation. Please notify the United Nations immediately if any part of this Request for Quotation is missing and/or illegible at the above facsimile number. Please be advised that this facsimile number may be used only to send queries.

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REQUEST FOR QUOTATION

3200027023

SUBJECT: Supply, delivery and apply IT equipment for a Municipality in Mount Lebanon part of Mtn Chemali District.

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1. The United Nations (UN) hereby requests your price quotation for the item(s) specified in this Request for Quotation (RFQ), which consists of this document and the following annexes:

Annex A: Price Quotation
Annex B: Specifications
Annex C: Commercial Sheet
Annex D: Evaluation Criteria
Annex E: Supplier Registration

2. Quotations are required to be submitted to the UN in English language and in **ONE COPY**, no later than **14-Feb-2022 at 04:00 PM (Beirut Time)** (the ClosingTime), by E-mail: unhabitat-lebanon-procurement@un.org. Quotations received after theClosing Time may be considered or evaluated only in exceptional circumstances.
3. Please note that submissions by e-tendering will be rejected.

Validity of Quotations

4. Your Quotation shall be irrevocable and remain valid for acceptance for at least **120** calendar days, commencing on the Closing Time.
5. If deemed necessary by the UN, Bidders may be requested to extend the validity of their Quotations for an additional period(s), in order to finalize the solicitation process. If the extension of the validity period is accepted by a Bidder, the Bidder will not be permitted to otherwise modify or consequently withdraw its Quotation.

Evaluation Criteria and Contract Award

6. All Quotations will be evaluated, and the Quotation which is technically compliant and offers the lowest price may be selected.
7. The UN reserves the right, at its sole discretion, to:
 - 7.1. Award separate or multiple Contracts for same or different elements covered by this RFQ in any combination it may deem appropriate, or only a portion of the requirements. If a Quotation is submitted on an “all or none” basis, it should be clearly stated as such;
 - 7.2. Reject any or all Quotations received in response to this RFQ and negotiate with any of the Bidders in any manner deemed to be in the best interest of the UN;
 - 7.3. Add new considerations, information or requirements at any stage of the process.
8. In exceptional situations, the UN may cancel this RFQ through written notification to all Bidders.

Notice of Award

9. The selected Bidder(s) will be notified in writing that the UN considers an award of the Contract. No legal obligation exists until the issuance of a Contract or Purchase Order (PO) by the UN.
10. Unsuccessful Bidders will be notified in writing. The UN has the right to retain unsuccessful Quotations. Unsuccessful Bidders having questions about the name of the selected Bidder(s), the Contract/Purchase Order

value(s), or the reasons for non-selection of their Quotation, may contact the Procurement Officer at the email/fax number provided for submission of Quotations.

11. Any Contract or Purchase Order entered into with the successful Bidder will be subject to the UN General Conditions of Contract (UNGCC). You will find the link to the UNGCC at https://www.un.org/Depts/ptd/pdf/general_condition_goods_services.pdf . A Draft Form of Contract may also be included in this RFQ. By submitting a Quotation, the Bidder confirms that it has accessed, read, understood, agreed and accepted the UNGCC and the Draft Form of Contract, if applicable and if provided herein.

Commercial Instructions

Bidders shall provide all the required information as detailed herein, in accordance to the following terms:

12. Payment Terms. The standard UN terms of payment are net **30** calendar days following satisfactory delivery of goods, performance of services and the submission of an invoice, whichever is later. Payment for any goods or services by the UN shall not be deemed an acceptance of the goods or services. The provisions of Incoterms 2010 shall apply to any delivery terms specified in this RFQ.
13. The UN policy is to preclude advance payments or payment by Letters of Credit. Such provisions in a Quotation will be prejudicial to its evaluation by the UN.
14. Currency. Prices may be quoted in a currency other than the US Dollar. However, for the purposes of comparison of all Quotations, the UN will convert the currency quoted in the Quotation to US Dollar in accordance with the prevailing UN Operational Rate of Exchange at the Closing Time.
15. The Contract/Purchase Order, Bidder's invoices and the UN payments will be made in the currency as originally quoted by the Bidder in their Quotation.
16. Price. The offered price should be all inclusive. If the price excludes certain fees and/or charges, the Bidder must provide a detailed list of excluded fees, with a complete explanation of the nature of those fees. Unless otherwise provided in this RFQ, the Contract or the Purchase Order shall be concluded on a Firm Fixed Price basis, and shall not be subject to any adjustment, including the actual cost incurred by the Bidder in performing the Contract or any market price changes.
17. GSA Clause (for USA vendors only). The UN is officially eligible, under the United States Foreign Assistance Act of 1961, to receive full benefits under General Services Administration (GSA) Contracts. Accordingly, Quotation must specify whether or not items quoted by the Bidder are currently subject to GSA Federal Supply pricing and indicate the GSA Contract Number and Expiration Date, wherever applicable.

Liquidated Damages

18. Not Applicable

Miscellaneous

19. This RFQ does not commit the UN to award a Contract or to issue a Purchase Order. Any Quotation submitted will be regarded as a proposal by the Bidder and not as an acceptance by the Bidder of any proposal by the UN.
20. Bidders shall bear any and all costs and expenses related to the preparation and/or submission of a Quotation, regardless of whether the Bidder's Quotation is selected or not.
21. Bidders may find the UN Procurement Manual and the UN Financial Rules and Regulations, which are applied to this RFQ, at <https://www.un.org/Depts/ptd/pdf/pm.pdf>.
22. Vendor registration and update of information: Only vendors registered with the UN Secretariat in the United Nations Global Marketplace (UNGM) can participate in this solicitation. Vendors must be registered at the

appropriate level in UNGM in order to be considered for award. In the event that a vendor fails to achieve the required registration level by the time the UN is ready to make an award, the UN reserves the right to award an alternative vendor. Vendors are responsible to ascertain their registration level at <http://www.ungm.org> and, if in doubt, contact the UN Secretariat at register@un.org. For UNGM account-related issues, please contact: registry@ungm.org. Vendors are responsible for keeping their information up-to-date in UNGM. More information can be found at <https://www.un.org/Depts/ptd/vendor-registration>.

23. Code of Conduct: By submitting a Quotation, the Bidder confirms that he/she has accessed, read, understood and agrees to comply with the UN Supplier Code of Conduct, which, amongst others, prohibits collusive bidding, anti-competitive conduct, improper assistance and corrupt practices. Bidders should refer to the UN Supplier Code of Conduct at: https://www.un.org/Depts/ptd/pdf/conduct_english.pdf
24. The procurement of goods and/or services by the United Nations shall be in compliance with Security Council resolutions, and the rules, regulations and policies promulgated by the United Nations' principal organs.
25. If so requested, the Contractor shall furnish to the UN, within 5 business days of the UN's request, an electronic copy of the applicable price list(s) including item identification references, which shall serve as a catalogue of goods and/or services that can be ordered by the UN.

Independent Price Determination

26. Consistent with the UN Supplier Code of Conduct, by submitting a Quotation, the Bidder certifies that:
- 1) the prices offered in the Quotation have been arrived at independently, without any consultation, communication, or agreement in any manner that would result in restriction of competition with any other Bidder or competitor relating to (a) those prices, (b) the intention to submit a Quotation, and/or (c) the methods or factors used to calculate the prices offered;
 - 2) the prices in the Quotation have not been and will not be knowingly disclosed by the Bidder, directly or indirectly, to any other Bidder or competitor before the UN issues an award under this solicitation; and
 - 3) no attempt has been made or will be made by the Bidder to induce any other entity to submit or not to submit a Quotation for the purpose of restricting competition.

Failure to comply with the above Independent Price Determination provisions shall result in the rejection of the Quotation(s). In addition, the UN reserves the right to exercise any other rights and remedies available to it.

27. Supplementary Information

All the attachments, terms and conditions indicated in the solicitation document are part of this RFQ. Your quotation should be submitted on or before 14th of February 2022 no later than at 16:00 (Beirut local time), by E-mail to unhabitat-lebanon-procurement@un.org clearly marked the above reference number with validity at least 120 days clearly stated in the financial proposal or a separate letter.

You are invited to check, fill, sign and stamp all the Annexes as attached in the RFx taking note that vendors are required to provide specifications for the proposed Items.

Your offer should take into consideration and detail any duty or VAT charges separate from the unit price item or service. The invoiced VAT will be paid separate in Lebanese pounds according to the official exchange rate by BDL (LBP 1,507.5) while the materials/services prices will be paid in USD, as per designated Annex.

UN-Habitat has the full right to accept or reject any offered item(s) not mentioned in the Items specifications.

The deliverables should be presented in a delivery time schedule, specifying start and end date along with all required actions to deliver the required goods/services.

Information provided by the bidder will constitute the basis for any eventual award of contract and/or purchase order (PO). Purchase order/contract will be awarded to the bidder who has met all technical and administrative requirements according to Annexes C and D.

Bidder shall present their copies of company registration form(s), VAT registration (if any), commercial circular, ID copies of the company owner(s) or shareholders, any related docs that would facilitate and clarify ownership and any associated relations in addition to any affiliated or sister companies.

Bidder shall provide an official letter from the Bank containing Account Number, Beneficiary Name, IBAN and Swift Code along the required annexes for the supplier registration form and commercial and non-commercial bank details form.

The UN will correct any arithmetical errors on the following basis:

If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the UN there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;

If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and

if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

If the Bidder that submitted the best evaluated proposal does not accept the correction of errors, its proposal shall be disqualified.

UN-Habitat reserves the right to accept the whole or part of your offer. Information provided by the bidder will constitute the basis for any eventual award of contract and/or purchase order (PO).

We look forward to your Quotation and thank you in advance for your interest in UN procurement opportunities.

ANNEX A

Price Quotation

LINE No	ITEM ID	Quantity	U/M	UNIT PRICE	DISCOUNT	TOTAL PRICE
1	1500000281	1	EA			
	ITEM DESCRIPTION: Photocopier, B&W,40 - <50 ppm(Additional 3 toners black)					
2	1500005279	1	EA			
	ITEM DESCRIPTION: Printer: Color, Print, copy, scan, fax (Additional set of 2 toners black & color)					
3	1500005277	1	EA			
	ITEM DESCRIPTION: Printer: Color(Additional set of 1 toner black & color)					
4	1500001983	1	EA			
	ITEM DESCRIPTION: Projector: high definition 4K(with stand) including installation (Optional)					
5	1500001984	1	EA			
	ITEM DESCRIPTION: Projector: standard (with stand) including installation with screen (Optional)					
6	1500020837	1	EA			
	ITEM DESCRIPTION: Screen Projector, with stand Portable with bag					

7	1500020835	1	EA			
	ITEM DESCRIPTION: Pointer: Laser					
8	1500010874	1	EA			
	ITEM DESCRIPTION: Switch (8-port Gigabit) Network					
9	1500010874	3	EA			
	ITEM DESCRIPTION: Switch (16-Port Gigabit) Network (Optional)					
10	1500020890	1	EA			
	ITEM DESCRIPTION: Cabinet Rack					
11	3001654	1	EA			
	ITEM DESCRIPTION: Internet cafe software with all requirements not limited to server and installation services					
12	3000140	1	EA			
	ITEM DESCRIPTION: Installation, configuration, testing and commissioning of the electric and internet connection for the project					
13		35	EA			
	ITEM DESCRIPTION: Laptops Non touch (Optional)					
14		35	EA			
	ITEM DESCRIPTION: Microsoft Office 365 Pro Plus License for 1 year (Optional)					
15		35	EA			
	ITEM DESCRIPTION: Desktop Computers with all accessories (Optional)					

Delivery costs (based on delivery term stated below):

VAT (11%):

Grand Total:

Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UN-Habitat. Bidders are required to fill, sign & submit the financial bid form with their offers.

(*) Prices must be all-inclusive, based on the delivery term indicated below, excluding all taxes from which the UN is exempt, as per the Tax Exemption section of the General Conditions of Contract.

Delivery Term (EXAMPLE: based on DDP Named Place of Destination - INCOTERMS 2010):

Mount Lebanon, 18km away from Beirut, Lebanon

Payment Terms (see paragraph 12 above and confirm the standard UN payment term net 30 days):

Shipping Mode:

Delivery Date :(No. of calendar days after receipt of Order)

Currency Stated in:

Vendor Comments (if any):

In compliance with this RFQ, and subject to all the conditions thereof, the undersigned, offers to furnish any or all items in accordance with the above quoted price, for the period stated in this RFQ, to be delivered to the point as specified, if the contract is awarded to.

Vendor Name and Vendor ID:

Name of the Authorized Officer:

Signature:

Date:

ANNEX B

Specification

#	Item	Description	UoM	Qty
1	Photocopier	Printer/copier/scanner/fax 4 in 1 machine Type. Desktop or Free-standing, (Reader-Printer Combined) Maximum Original Size. A3. Copy Sizes. Cassette 1,3 and 4: A3, A4, A4R, A5R. ... Resolution. Reading: 600dpi x 600dpi. Copy/Print Speed. A4: 45ppm (BW) Magnification. Zoom: 25-400% similar to canon image runner iR2545 minimum 1 year warranty Additional 3 toners black	Set	1
2	Printers	Print, copy, scan, fax Print speed ISO: Up to 21 ppm (black); up to 17 ppm (color) Print, scan and copy in sizes up to 11x17"; Fax up to 8.5 x 11" including A4 and A3. 35-sheet ADF; Auto duplex printing, minimum 1 year warranty and additional set of 2 toners black & color	Set	1
3	Printers	Print, copy, scan, fax, email, wireless Print speed letter: Up to 28 ppm (black and color) Auto duplex printing; Scan to email; 50-sheet ADF; 2 paper trays (standard) minimum 1 year warranty Additional set of 1 toner black & color similar to HP Color LaserJet MFP M477fdw Printer	Set	1
4	Projector	Projector, 4K UHD (3840 x 2160) Resolution Up to 5,000 ANSI Lumens Brightness Contrast Ratio: 3,000,000:1, Screen Size 40" ~ 300" Bluetooth (with Speaker), Screen Share (with Miracast supporting device), Wireless Contents Share (with iOS, Android via TV Plus App, with DLNA supporting device) with HDMI, VGA and USB ports minimum 1 year warranty with stand including installation on site	Set	1
5	Projector	Projector 7500 Lumens with 100 Inch Projector Screen, 1080P Full HD Supported Video Projector, Mini Movie Projector Compatible with TV Stick HDMI VGA USB TF AV minimum 1 year warranty with stand including installation on site	Set	1
6	Projector Screen	Projector Screen with Tripod Stand, wrinkle free screen, 200x100 cm white color with Carry Bag and Tight Straps	Pc	1
7	Laser Pointer	Wireless Presentation Clicker Remote with Laser Pointer compatible with all PCs (IOS, Windows, etc.)	Pc	1
8	Switch	8-Port Gigabit Ethernet Switch 8 Gigabit Ethernet ports, Gigabit Ethernet 10x faster than Fast Ethernet, Power saving features, Plug and play	Pc	1
9	Switch	16-Port Gigabit Ethernet Switch 8 Gigabit Ethernet ports, Gigabit Ethernet 10x faster than Fast Ethernet, Power saving features, Plug and play	Pcs	3
10	Cabinet	Rack cabinet 19 inch 4U 600x450x280mm wall mounted to wall	Pc	1
11	Software and server (optional)	Internet cafe software for Windows 10, PCs unit Minimum system requirements for Cafe Server OS: Windows Server License CPU: 2 gigahertz (GHz) or faster 64-bit (x64) processor RAM: 4 gigabytes (GB), hard disk: SSD drive Wi-Fi: Any generic Ethernet Router attached Base station. NIC: 1 NIC for Internet Cafe Server/Client 2 NIC's for Internet Cafe Server with Hotspot panel. Intel PRO/1000 network adapters 3 Year International Warranty Upgrade, All items must be priced individually	Set	1
12	Service	Installation, configuration, testing and commissioning of the electric and internet connection with minimum requirements set below: -Wiring, cabling of CAT6 from rack to the designated outlets on each table with respect to attached annex. -Internet connection on the first floor to cabinet -Wiring and connecting each designated switch to cabinet	Set	1

		-Power outlets for each PC under the designated location connected to source of minimum 3. -Server installation, application and configuration All connections shall be thru neat organizable manner			
13	Laptops	Intel Core i5-1135 G7 Processor 8GB RAM, 256-512GB SSD, 14"- 15.6" HD Non touch Display, Keyboard Non-Backlit AR/EN, 3 Cell Li-Polymer Internal Battery, 45Wh 65W AC Adapter, EU plug, wired mouse included 3 Year Depot, 3 Year Sealed Battery 3 Year International Warranty Upgrade Windows 10 Professional 64-bit (English)	Pcs	35	
14	Licenses	Microsoft Office 365 Pro Plus License for 1 year	Pcs	35	
15	Desktop Computers	Processor:	10th or 11th Gen Intel Core i5 Processor (CPU)	Sets	35
		Operating System:	Licenses Microsoft Windows 10 Pro version		
		Office Suite:	Microsoft Office 365 for Windows for 1 year		
		Memory (RAM):	4-8 GB of RAM		
		Storage:	256-512 GB solid state drive interval		
		Video/Graphics:	Integrated or Discrete graphics processor capable of 1440 X 900 resolution, or better (1920 X 1080 or 1200 ideal) with VGA and HDMI adapters		
		Monitor	for desktop: 22" – 24" widescreen flat-panel display with HDMI cable		
		Mouse:	wired USB, 2-button, optical mouse with external trackpad/mousepad, black color		
		KeyBorad	Qwerty English/Arabic, external USB wired, full size black color		
		Sound:	Sound card or built-in audio, and speakers		
		Connectivity	802.11ac Wi-Fi capability and 1 x 1 802.1 1b/g/n/ac		
		Other Accessories:	Power cords: EU, CD Player included, minimum 2 x USB 3.0, 2 x USB 2.0, DP, 1 x serial, 1 x optional serial, Optional parallel port, LAN, 2 x audio		
		Energy Certification:	Must be Energy Star and EPEAT (Electronic Product Environmental Assessment Tool) Registered		
Preloaded Software	All Driver and windows configurations including office 365, MS teams, one drive, adobe reader and winzip				
Warranty:	3 year on-site (better) or depot warranty, accidental damage service highly recommended.				

ANNEX C

Commercial Checklist

S/No	Criteria	Criteria	Response (Yes/No)
1.	Confirmation of acceptance of UN General Conditions of Contract	Pass/Fail	
2.	Confirmation that the bid shall be valid for 120 days.	Pass/Fail	
3.	Bidder must be registered and accepted in UNGM at Basic level at the time of bid submission. Basic registration and acceptance are required before contract award. <i>Please provide UNGM number.</i>	Pass/Fail	
4.	Bidder should not be sanctioned nor blacklisted in any international list of vendors	Pass/Fail	
5.	Bidder shall submit a letter signed and stamped by the bank confirming the bank transfer details, for both LBP and USD accounts.	Pass/Fail	
6.	Bidder has filled, signed and stamped all related annexes attached to this RFQ	Pass/Fail	
7.	Bidder shall deliver all requested items to Mount Lebanon.	Pass/Fail	
8.	Bidder shall provide the priced financial offer	Pass/Fail	
9.	Bidder shall confirm the required delivery lead time for all materials and services to be delivered to the designated location based on 2 categories: <ul style="list-style-type: none"> - Including Laptops option - Including Desktops option - Other materials and categories separate from laptops or desktops 	Pass/Fail	

ANNEX D

Administrative Checklist

S/No	Criteria	Required from Bidder	Criteria (Pass/Fail)
1.	Copy of Certificate of incorporation or equivalent document verifying experience, legal status/capacity with relevant government agencies or memorandum and article of association within the resident country.	Bidder to submit company profile detailing background, management profile, management organigram. The Bidder must attach Certificate of incorporation or equivalent document verifying legal status/capacity with relevant government agencies or memorandum and article of association within the resident country which confirms that the bidder is a legal business in construction and roads entity with minimum 3 years of experience.	Pass/Fail
2.	Copy of TAX registration or equivalent document verifying tax submission to the designated authorities or governmental institutions;	Bidder to submit a valid TAX registration document issued from the respective authorized Ministry/ authority.	Pass/Fail
3.	Audited Financial Statements for the latest 3 Financial Years	Bidder must submit copies of latest audited financial statements for the last 3 years specifying the quick ratio on a separate letter (The formula for the QR (Quick ratio) is as follows: (Current Assets - Inventories) / Current Liabilities; and that average QR for the last 3 years should be at least 1) OR Bank statement signed from the bank signed for the last 6 months in 2021.	Pass/Fail
4.	Specifications	The Bidder must comply with all required specifications as indicated in the designated Annex A.	Pass/Fail
5.	Clear and detailed delivery schedule plan, reflecting the delivery date of the IT equipment to the designated location in Mount Lebanon.	The Bidder must submit a delivery timetable including clear timeline per each category.	Pass/Fail
6.	Financial Proposal	Competitive Offer from the Bidder as per Annex A.	Lowest Compliant Offer

ANNEX E
Supplier Registration Form

Section 1: General Information

1. Name of Company:	
2. Street Address:	3. Mailing Address:
Postal Code: City:	P.O. Box
Country:	
4. Tel:	5. Email:
6. Fax:	7. Website address:
8. Full Legal Name of Company	

Section 2: Banking Details

9. Bank	Swift/BIC
Address &	Iban
10. Bank Account	Account
11.	

Certification

12. The undersigned warrant that the information provided in this form is correct and in the event of changes details will be provided as soon as possible.	
Name	Functional Title:
Signature:	Date