**Section II: Schedule of Requirements**

**eSourcing Reference:** **RFQ/2022/43532**

**GENERAL INFORMATION**

**Goods/Services/Work Description:** Supply and Delivery of Laptops and Other ICT Equipment for UNOPS Ethiopia Multi Country Office (ETMCO), Addis Ababa, Ethiopia

**Project/Program Title:** LMDC

**Duty Station:** ETMCO in Ethiopia Office

**Type of Competition:** Open Competition

**Product Delivery:** LOT I - Within 60 calendar days from issuance of Purchase Order (PO)

LOT II - Within 30 calendar days from issuance of Purchase Order (PO)

1. **PROJECT BACKGROUND / RATIONALE**

The United Nations Office for Project Services (UNOPS) is among the UN Agencies which is mandated to serve people in need by expanding the ability of the United Nations, governments and other partners to manage Projects, Infrastructure and Procurement in a sustainable and efficient manner. Within these three core areas of expertise, UNOPS provides its partners with advisory, implementation and transactional services, with projects ranging from building schools and hospitals to procuring goods and services and training local personnel. UNOPS works closely with governments and communities to ensure increased economic, social and environmental sustainability for the projects we support, with a focus on developing national capacity.

UNOPS Ethiopia Multi Country Office (ETMCO) as part of achieving its mission was created covering the three Horn of Africa countries (Ethiopia, Sudan and Djibouti). UNOPS has supported the Government of Ethiopia, UN organizations and other development partners such as IGAD, KOICA since 2009. Based in Addis Ababa, our team offers a broad range of *Project Management (PM), Procurement, Infrastructure Development, and Advisory Services*, focusing on health, agriculture, social, humanitarian and economic sectors.

UNOPS Ethiopia Multi Country Office (ETMCO) would like to purchase ICT Equipment for its Ethiopia Office use in Addis Ababa, Ethiopia. These ICT equipment includes Laptop and Accessories; UPS, routers and accessories. The ETMCO hereby invites those qualified suppliers which meet UNOPS Minimum Preliminary and Technical qualification to offer their respective bids within the bid timeframe.

1. **SCOPE AND OBJECTIVE OF THE SUPPLY OF GOODS**

The Supply and Delivery of ICT Equipment for its Ethiopia Office under the following TWO LOTs:

**LOT I: Supply and Delivery of Laptops and their respective Accessories/Peripherals**

| **Item No** | **UNOPS Minimum Technical Requirements** | **QTY** |
| --- | --- | --- |
| **1** | **Laptops and their respective Accessories/Peripherals**  **ThinkPad X13 Laptop Gen 2 (or its equivalent)**  **Processor:** Intel® Core™ i7-1185G7 Processor with vPro™ (3.00 GHz, up to 4.80 GHz with Turbo Boost, 4 Cores, 8 Threads, 12 MB Cache) or better  **Operating System:** Genuine Windows 10 Professional 64 bit English  **Display:** 13.3" FHD (1920 x 1200), IPS, Anti-Glare, 300 nits  **Graphics:** Integrated Intel® Iris® Xe Graphics  **Webcam:** 720p HD with webcam privacy shutter  **Memory:** 16GB DDR4 2400MHz Memory Onboard  **Battery:** 48Whr battery  **Keyboard:** ThinkPad® Precision Backlit Keyboard  **Fingerprint Reader:** Yes  **I/O (Input / Output) Ports:** Mini DisplayPort with audio  HDMI 2.0 (HDMI to VGA Adaptor)  Headphone / mic combo  2 x USB 3.2\*\* Gen 1  1 x USB-C with Thunderbolt™ 3  1 x USB Type-C  Smart card reader  RJ45 (RJ45 via Ethernet Extension adapter)  **Storage:** 512GB Solid State Drive  **WIFI:** Intel Wi-Fi 6 AX201 2x2ax  **Bluetooth®:** Bluetooth Version 5.0  **Navigation:** TrackPoint® with trackpad  **Power:** AC 120/230V (50/60 Hz),65 w  **Warranty:** 3 Yr Mfr Global Warranty  **ThinkVision T24i-2L Monitor -24 Laptop Accessories and Peripherals**  **Product Type:** LED Monitor **QTY: 20**  **Display System:** 223.8 - inch FHD LED backlit LCD panel or better  **Resolution:** 1920 x 1080 or better  **Aspect Ratio:** 16:9  **Connectivity:** HDMI, VGA, DisplayPort or more  **ThinkPad Hybrid USB-C Docking Station**  **Product Type:** Docking station **QTY: 25**  **Video Interfaces:** 2 x DisplayPort 1.2, 2 x HDMI  **Input/Output Ports:** • 2 x DisplayPort 1.4  • 3 x USB 3.1 gen2 (10Gbps, 1x always-on USB charging)  • 2 x USB2.0  • 1 x USB-C port (Data,5V 3A power)  • 1 x Gigabit Ethernet  • 2 x Display Port  • 2 x HDMI Port  • 1 x Stereo/Mic Combo Audio Port"  **Power:** Power adapter 90 Watt AC 120/230 V (50/60 Hz)"  Compatible with ThinkPad X13  **Product Type:** Lenovo Laser Wireless Mouse **QTY: 15**  **Product Type:** Lenovo Preferred Pro II USB Keyboard **QTY: 15**  **Product Type:** Logitech USB Headset Stereo H650e **QTY: 15**  **Product Type:** Lenovo ThinkPad Professional Backpack **QTY: 15** | **15** |

**LOT II: Supply and Delivery of UPS, Router and accessories**

| **Item No** | **UNOPS Minimum Technical Requirements** | **QTY** |
| --- | --- | --- |
| **1** | **UPS**  APC Smart-UPS 2000 VA 230V Rackmount (or its equivalent)  **Output power capacity:** 1.3kWatts / 2.0kVA  **Nominal Output Voltage:** 230V  **Nominal Output Voltage(s) Supported:** 220/230/240 V  **Frequency Compatibility:** 50 / 60 Hz +/- 3 Hz  **Output Connections:** (2) IEC Jumpers  (6) IEC 320 C13  **Waveform type:** Sine wave  **Nominal Input Voltage:** 230V  **Input frequency:** 50/60 Hz +/- 3 Hz Auto-sensing  **Input voltage range for main operations:** 180 - 287V  **Input Connections:** IEC 320 C20  **Input Phase:** Single-Phase  **Battery Type:** Maintenance free VRLA batteries  **Communications Interface:** DB9 Serial,SmartSlot  **Control panel:** LED status display with on line : on battery : replace battery and overload indicators  **Accessories:** Installation guide ,Power cables ,User Manuals ,DB9 Cable  **Warranty:** Standard warranty 2 year | **1** |
| **2** | **TL-ER7206 Gigabit Multi-WAN VPN Router**  **HARDWARE FEATURES**  **Standards and Protocols** • IEEE 802.3, IEEE802.3u, IEEE802.3ab, IEEE 802.3z, IEEE 802.3x, IEEE 802.1q  • TCP/IP, DHCP, ICMP, NAT, PPPoE, NTP, HTTP, HTTPS, DNS, IPSec, PPTP, L2TP, OpenVPN, SNMP  **Interface •** 1 Fixed Gigabit SFP WAN Port  • 1 Fixed Gigabit RJ45 WAN Port  • 2 Fixed Gigabit RJ45 LAN Ports  • 2 Changeable Gigabit RJ45 WAN/LAN Ports  **Network Media** • 10BASE-T: UTP category 3, 4, 5 cable (Max 100m) EIA/TIA-568 100Ω STP (Max 100m)  • 100BASE-TX: UTP category 5, 5e cable (Max 100m)  EIA/TIA-568 100Ω STP (Max 100m)  • 1000BASE-T: UTP category 5, 5e, 6 cable (Max 100m)"  **Button** Reset Button  **Power** Supply 100–240 V~50/60 Hz  **Flash** SPI 4MB + NAND 128MB  **DRAM** 512MB  **LED** PWR, SYS, SFP WAN, WAN (Speed, Link/Act), LAN (Speed, Link/Act)  **Concurrent Session** 150,000  **IPsec VPN Throughput** 291.6 Mbps  **BASIC FUNCTIONS**  **WAN Connection Type** • Static/Dynamic IP  • PPPoE  • PPTP, L2TP  **MAC** Clone Modify WAN/LAN MAC Address†  **DHCP** • DHCP Server  • DHCP Address Reservation  • Multi-IP Interfaces\*  • Multi-Net DHCP\*  **IPv6** Developing‡  **VLAN** 802.1Q VLAN  **IPTV** IGMP v2/v3 Proxy  **ADVANCED FUNCTIONS**  **ACL** IP/Port/Protocol/Domain Name Filtering  **Advanced Routing** • Static Routing  • Policy Routing  **Bandwidth Control** • IP/Port-based Bandwidth Control  • Guarantee & Limited Bandwidth"  **Load Balance** • Intelligent Load Balance  • Application Optimized Routing  • Link Backup (Timing§, Failover)  • Online Detection"  **NAT** • One-to-One NAT§  • Multi-Net NAT  • Virtual Server  • Port Triggering§  • NAT-DMZ  • FTP/H.323/SIP/IPSec/PPTP ALG, UPnP  **Security** • SPI Firewall  • VPN Passthrough  • FTP/H.323/PPTP/SIP/IPsec ALG  • DoS Defence, Ping of Death  • Local Management  **Session Limit** IP-based Session Limit | **2** |
| **3** | **Accessories**   * Lenovo 65W Standard AC Adapter (USB Type-C) - **QTY: 20** * Logitech USB Headset Stereo H650e - **QTY: 60** * ThinkBook Bluetooth Silent Mouse - **QTY: 60** * Logitech PTZ PRO 2 Camera - **QTY: 2** * Lenovo ThinkSmart Bar XL - **QTY: 2** * BELKIN High-Speed HDMI Cable with Ethernet 10 Metre - **QTY: 5** * BELKIN High-Speed HDMI Cable with Ethernet 5 Metre **QTY: 5** * Logitech trong Usb 3.1 Cable - **QTY: 3** |  |

1. **CONTRACT DURATION**

The timeframe to deliver the items on lot one is for sixty calendar days and for lot two thirty calendar days from the date of Purchase Order (PO). Only those bidders which can supply genuine Laptops and other ICT equipment and be able to deliver within the required days will be further considered for Technical as well as Financial Evaluations.

1. **PAYMENT MILESTONES AND AUTHORITY**

Prospective Bidders will be paid only 100% after Approving Authority confirms the successful delivery of the supplies.

1. **RECOMMENDED PRESENTATION OF BID PROPOSAL**

For purposes of generating proposals whose contents are uniformly presented and to facilitate their comparative review, a prospect bidder is strongly advised to use UNOPS RFQ Bid Submission Template. Hence, your Bid Submission must be as per the “***RFQ Returnable Bidding Forms***” which can be downloaded from UNOPS eSourcing Procurement Portal of this RFQ Bid.

1. **CRITERIA FOR SELECTING THE BEST OFFER**

Quotations shall be evaluated to determine the **“lowest price most technically acceptable offer”**. Evaluation shall be conducted as follows:

1. **Preliminary Examination:**Quotations shall be reviewed for compliance of the ***eligibility and formal criteria***specified in Evaluation Criteria section.
2. **Qualifications of the Bidder** will be assessed as per ***qualification criteria*** if so specified in the Evaluation Criteria section.
3. **Technical compliance of the offered goods/services:**The ***technical criteria*** specified in the Evaluation Criteria section will be reviewed for compliance compared to UNOPS requirements.
4. **Financial evaluation:**Quotations that are found to be technically acceptable shall be evaluated based on price and UNOPS will award the contract as per the lowest priced, most technically acceptable offer evaluation methodology.

At any time during the evaluation process UNOPS may request clarification or further information in writing from Bidders. The Bidder’s responses shall not contain any changes regarding the substance, including the technical and financial part of their quotation. UNOPS may use such information in interpreting and evaluating the relevant quotation.

**EVALUATION CRITERIA**

The evaluation criteria reflect the information being requested in the Returnable Bid Schedules. Some of the evaluation criteria are marked as **“Pass or Fail”**, whereas others are marked as **“To be checked by UNOPS and clarified if necessary”**. If bidders **FAIL** a “Pass/Fail” criteria they will be ineligible and require no further evaluation. Non-compliance with “Check and Clarify” evaluation criteria, may be rectified by the bidder prior to its (non) selection. ***If the bidders are failed to provide the clarification within the stipulated time by UNOPS, then these bids shall be failed in the solicitation process***. Missing historical documents in the “Pass or Fail” criteria may also be requested from the bidders by UNOPS at its own discretion through bid clarification process.

**STAGE I: ELIGIBILITY AND FORMAL CRITERIA**

| **Item No** | **UNOPS Eligibility and Formal Requirements** |
| --- | --- |
| 1 | Bidder is eligible as defined in the document **Section I: Instructions to Bidders, Article 3**  **1.1** A Bidder shall not have ***a conflict of interest*** (refer the detail under Article 3).  **1.2** A Bidder is not included in any UNOPS, UNGM, World Bank, and/or UNOPS Partner ***Ineligibility List*** (refer the detail under Article 3) ▬Pass or Fail |
| 2 | Completeness of the Quotation. Returnable Bidding Forms and other documentation requested under the Document Checklist section have been provided and are complete ▬To be checked by UNOPS and clarified if necessary |
| 3 | A bidder submitted **renewed** Business Licence and Tax Registration Certificate(s) from appropriate Government Authority ▬To be checked by UNOPS and clarified if necessary |
| 4 | Bidder Confirmed the Quotation is Valid for the period of **90 days** from the date fixed for the submission deadline as set out in this RFQ ▬Pass or Fail |
| 5 | Bidder has submitted RFQ proposal written in English ▬Pass or Fail |
| 6 | Bidder has submitted RFQ bids in US Dollar (US$) ▬Pass or Fail |
| 7 | Bidder accepts UNOPS General Conditions of Contract as specified in Section IV: Contract Forms ▬Pass or Fail |

**STAGE II: QUALIFICATION CRITERIA**

| **Item No** | **UNOPS Qualification Requirements** |
| --- | --- |
| 1 | Bidder should be in continuous business of supplying similar goods and services for the last **2 (two) years** ▬Pass or Fail |
| 2 | Bidder has submitted Price Quotation under DAP 2020 INCOTERM ▬Pass or Fail |
| 3 | Bidder submitted duly signed **Manufacturer’s Authorization Form (MAF)** from **Principal Manufacturer of the ICT equipment Application** ▬Pass or Fail |
| 4 | Bidder submitted **Product Data Sheet (PDS) for the list of product specs it offers** ▬Pass or Fail |

**STAGE III: MINIMUM TECHNICAL REQUIREMENTS FOR SUPPLIES PROVISION (i.e., PASS or FAIL Criteria)**

| **Item No** | **UNOPS Minimum Technical Requirements** |
| --- | --- |
| 1 | Goods/Supplies offered in the quotation are compliant compared to the requirements in Section II: Schedule of Requirements ▬ **Pass or Fail** |

**UNOPS MINIMUM SUSTAINABILITY CRITERIA AND RIGHT TO VARY REQUIREMENTS**

| **UNOPS Requirements** | |
| --- | --- |
| **Sustainably Criteria** | Is the bidder confirmed to deliver ICT equipment which must hold a relevant energy efficiency label such as Energy Star, TCO Certification, EPEAT or equivalent? ▬ **Pass or Fail** |
| Is the bidder confirmed to deliver ICT equipment in packaging that meets environmental sustainable criteria which include but are not limited to using biodegradable or recycled packaging, recyclable packaging, offering a packaging take-back option, packaging in bulk or other means? ▬ **Pass or Fail** |
| **Delivery Time** | Bidder confirms to deliver the items within 3**0 calendar days** after Purchase Order (PO) issuance ▬ **Pass or Fail** |
| **Delivery Place** | Bidder confirms to deliver the items to UNOPS Ethiopia Multi Country Office (ETMCO); Addis Ababa, Ethiopia at the following location:  Zambezi Build.; 5th Floor; West Wing; UNECA Compound  Addis Ababa; Ethiopia  P.O. Box: 60197 and agree at  **Delivered at Place (DAP) as per INCOTERMS 2020** ▬ **Pass or Fail** |
| **UNOPS Right to vary requirements** | Bidder confirms to vary “UNOPS Right to vary Requirements” at the time the Contract is awarded, UNOPS reserves the right to vary the quantity of the goods and associated services specified above, provided this does not exceed **+/- 20%**, without any change in the unit prices or other terms and conditions of the RFQ ▬ **Pass or Fail** |

1. **PRICE SCHEDULE**

Prospect bidders are advised to quote prices as per the UNOPS “RFQ Section III Returnable Bidding Form B“ uploaded at this eSourcing Procurement Portal.

1. **CHECKLIST OF DOCUMENTS TO BE SUBMITTED BY BIDDERS**

Prospect bidders are strongly advised to ensure the following Forms and Supporting Business Documents are uploaded on UNOPS eSourcing Portal while submitting bids for this RFQ on or before the bid closing period.

| **No** | **Document Form** | **Document Descriptions** | **Remark** |
| --- | --- | --- | --- |
| 1 | **Form A** | Duly Signed Joint Venture Partner Information Form if the Proposal is submitted as a Joint Venture / Consortium / Association | **Mandatory** |
| 2 | **Form B** | Duly Signed Bid Submission Form | **Mandatory** |
| 3 | **Form C** | Duly Signed Price Schedule Form | **Mandatory** |
| 4 | **Form D** | Duly Signed Technical Bid Form | **Mandatory** |
| 5 | **Form E** | Duly Signed **Manufacturer’s Authorization Form (MAF) and/or Letter from Principal Manufacturer** or its Official Dealer | **Mandatory** |
| 6 | **Form F** | Duly Signed **Product Data Sheet (PDS) for the list of product specs from Principal Manufacturer** **or its Exclusive Dealer** | **Mandatory** |
| 7 | **Form G** | General Requirements: **Renewed Business License for the Provision of ICT Equipment and VAT/Tax Certificate** | **Mandatory** |
| 8 | **Form H** | Certificates and/or any Supporting Documents that the Product and its Packaging Material Satisfy Environmental Sustainability Criteria | **Mandatory** |
| 9 | **Form I** | Endorsed DRiVE Supplier Sustainability Questionnaire\_2021 | **Mandatory** |

1. **RECOMMENDED PRESENTATION OF BID PROPOSAL**

For purposes of generating bid proposal whose contents are uniformly presented and to facilitate their comparative review, a Service Provider advised to use the contents of the Bid Submission Form of under “**Section III Returnable Bidding Forms**”.