**Section III: Returnable Bidding Forms**

***eSourcing reference: RFQ/2025/57099***

**Note to Bidders: The following returnable forms are part of this RFQ and must be completed and returned by bidders as part of their quotation. Instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Biding Forms as instructed and return them as part of your quotation by uploading them against their specific Document Checklist in the UNOPS eSourcing system.**

**Form A: Quotation submission form**

Bidders are requested to complete this form, sign it and return it as part of their bid submission. The bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Date: [Insert submission date]

**Subject: Quotation for the supply of** [***Insert a brief description of goods/services*]*****in*** *[****Name of country/city],*** *RFQ Case No. [Insert RFQ ref number], dated* ***[insert date]***

We, the undersigned, declare that:

* We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract;
* Our quotation shall be valid for the period of time of [insert number of days which shall not be less than the specified in the Tender Particulars section, Period of Validity of Quotations] from the date fixed for the submission deadline as set out in the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
* We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS [If you have any actual or potential conflict of interest as defined in Article 3 of Section I: Instructions to Bidders, please disclose it here];;
* Our firm confirms that the offeror and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation;
* Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the Contract—has not been declared ineligible by UNOPS, nor is included in the suspended/ineligibility list of the UN/PD, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Bidders Article 3, Eligibility;
* We embrace the UN Supplier Code of Conduct and adhere to the principles of the UN Global Compact;
* We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
* We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this RFQ and will not engage in any such activity during the performance of any Contract awarded.

I, the undersigned, certify that I am duly authorized by [***insert full name of bidder***] to sign this quotation and bind [***insert full name of bidder***] should UNOPS accept this quotation:

Name: [complete]

Title: [complete]

Date: [complete]

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provide the name and contact information for the primary contact from your company for this quotation:

Name: [complete] Title: [complete] Email address: [complete]

Telephone: [complete]

**Form B: Price Schedule Form**

Bidders shall fill in this Price Schedule Form in accordance with the instructions indicated.

***RFQ reference no: RFQ/2025/57099***

| **Currency** | USD |
| --- | --- |

**LOT 1: Dell Laptop Core series**

| **Item No** | **Description** | **Unit price DAP UNOPS Office, Geneva, Switzerland** |
| --- | --- | --- |
| 1 | Laptop Computer # 1 | Insert |
| 2 | Laptop Computer # 2 | Insert |
| 3 | Laptop Computer # 3 | Insert |
| 4 | Laptop Computer # 4 | Insert |
| 5 | Laptop Computer # 5 | Insert |
| 6 | Laptop Computer # 6 | Insert |
| 7. | Desktop Computer # 1 | Insert |
| 8. | Desktop Computer # 2 | Insert |
| 9. | Display and Monitor Hubs | Insert |

**Lot 2: IT Equipment and Accessories**

| **Item No** | **Description** | **Unit price DAP UNOPS Office, Geneva, Switzerland** |
| --- | --- | --- |
| 1. | Dell 65W USB-C Adapter, Swiss Plug | Insert |
| 2. | Dell 100W USB-C GaN Ultra Slim Adapter, Swiss Plug | Insert |
| 3. | Dell Pro Webcam - WB5023 | Insert |
| 4. | Dell Webcam - WB3023 | Insert |
| 5. | Dell 7-in-1 USB-C Multiport Adapter - DA310 | Insert |
| 6. | Dell Dock – WD19S 180W | Insert |
| 7. | Dell Thunderbolt Dock – WD22TB4 | Insert |
| 8. | Dell Wired Headset - WH3024 | Insert |
| 9. | Dell Pro Wireless ANC Headset - WL5024 | Insert |
| 10. | Dell Premier Wireless ANC Headset - WL7024 (Dell part 520-BBHQ) | Insert |
| 11. | Dell Pro Headset Charging Stand - HC524 (Dell part 520-BBGT) | Insert |
| 12. | Dell Collaboration Keyboard and Mouse – KM900  Keyboard Layout Options: US (QWERTY)/ French (AZERTY)/ Swiss (QWERTZ) etc | Insert |
| 13. | Dell Multi-Device Keyboard and Mouse – KM7321W  Keyboard Layout Options: US (QWERTY)/ French (AZERTY)/ Swiss (QWERTZ) etc | Insert |
| 14. | Dell Keyboard and Mouse – KM5221W  Keyboard Layout Options: US (QWERTY)/ French (AZERTY)/ Swiss (QWERTZ) etc | Insert |
| 15. | Dell Mobile Wireless Mouse – MS3320W | Insert |
| 16. | Dell Wireless Keyboard - KB500  Layout Options: US (QWERTY)/ French (AZERTY)/ Swiss (QWERTZ) etc | Insert |
| 17. | Dell Laser Wired Mouse - MS3220 | Insert |
| 18. | Dell Wired Collaboration Keyboard – KB525C  Layout Options: US (QWERTY)/ French (AZERTY)/ Swiss (QWERTZ) etc | Insert |
| 19. | Dell Speakerphone with Multiport Adapter - MH3021P | Insert |
| 20. | Dell EcoLoop Pro Backpack 15 (Dell part 460-BDKH) | Insert |
| 21. | Dell EcoLoop Premier Backpack 14-16 (Dell part 460-BDWT) | Insert |
| 22. | Dell EcoLoop Pro Sleeve 15-16 (Dell part 460-BDKB) | Insert |
| 23. | Dell EcoLoop Pro Sleeve 11-14 (Dell part 460-BDKC) | Insert |
| 24. | Dell EcoLoop Premier Briefcase 14-16 (Dell part 460-BDWW) | Insert |
| 25. | Samsung SSD T9 USB 3.2 Gen 2x2 - 1TB (or equivalent) | Insert |
| 26. | Samsung SSD T9 USB 3.2 Gen 2x2 - 2TB (or equivalent) | Insert |
| 27. | Samsung SSD T9 USB 3.2 Gen 2x2 - 4TB (or equivalent) | Insert |
| 28. | SanDisk Ultra Flair USB-A - 16 GB (or equivalent) | Insert |
| 29. | SanDisk Ultra Dual Drive Go USB Type-C - 32GB (or equivalent) | Insert |
| 30. | SanDisk Ultra Dual Drive Go USB Type-C - 64GB (or equivalent) | Insert |
| 31. | SanDisk Ultra Dual Drive Go USB Type-C - 128GB (or equivalent) | Insert |

**Lot 3: Android and IOS Smartphones**

| **Item No** | **Description** | **Unit price DAP UNOPS Office, Geneva, Switzerland** |
| --- | --- | --- |
| 1. | Apple iPhone 16 - 256GB  (All available colours) | Insert |
| 2. | Apple iPhone 16 Pro - 256GB  (All available colours) | Insert |
| 3. | Apple iPhone 16 Plus - 256GB  (All available colours) | Insert |
| 4. | Apple iPhone 16E - 256 GB  (All available colours) | Insert |
| 5. | Samsung Galaxy S25 256GB  (All available colours) | Insert |
| 6. | Samsung Galaxy S25 Plus 256GB  (All available colours) | Insert |
| 7. | Google Pixel 9 - 256GB  (All available colours) | Insert |
| 8. | Google Pixel 9 Pro - 256GB  (All available colours) | Insert |
| 9. | Google Pixel 9 Pro XL - 256GB  (All available colours) | Insert |

| **Item No** | **Description** | **Unit price DAP UNOPS Office, Geneva, Switzerland** |
| --- | --- | --- |
| 1. | Storage Upgrade up to 512GB for Apple iPhone 16, 16 Pro and 16 Plus | Insert |
| 2. | Storage Upgrade up to 512GB for Samsung Galaxy S25 and S25 Plus | Insert |
| 3. | Storage Upgrade up to 512GB for Google Pixel 9, 9 Pro and 9 Pro XL | Insert |
| 4. | Additional cost difference for Apple iPhone upgrade from 16 to newer model  (i.e. Apple iPhone 17 or equivalent) | Insert |
| 5. | Additional cost difference for Apple iPhone upgrade from 16 Pro to newer model  (i.e. Apple iPhone 17 Pro or equivalent) | Insert |
| 6. | Additional cost difference for Apple iPhone upgrade from 16 Plus to newer model  (i.e. Apple iPhone 17 Plus or equivalent) | Insert |
| 7. | Additional cost difference for Samsung Galaxy upgrade from S25 to newer model  (i.e. Samsung Galaxy S26 or equivalent) | Insert |
| 8. | Additional cost difference for Samsung Galaxy upgrade from S25 Plus to newer model  (i.e. Samsung Galaxy S26 Plus or equivalent) | Insert |
| 9. | Additional cost difference for Google Pixel upgrade from 9 to newer model  (i.e. Google Pixel 10 or equivalent) | Insert |
| 10. | Additional cost difference for Google Pixel upgrade from 9 Pro to newer model  (i.e. Google Pixel 10 Pro or equivalent) | Insert |
| 11. | Additional cost difference for Google Pixel upgrade from 9 Pro XL to newer model  (i.e. Google Pixel 10 Pro XL or equivalent) | Insert |

**Lot 4: Google Meet Conferencing Hardware kit**

| **Item No** | **Description** | **Unit price DAP UNOPS Office, Geneva, Switzerland** |
| --- | --- | --- |
| 1. | Lenovo Series One Google Meet Hardware Kit | Insert |
| 2. | Lenovo Series One Google Meet Hardware Kit | Insert |
| 3. | Lenovo Google Meet Series One Remote Control (with USB-A charging Dock) | Insert |
| 4. | Lenovo Google Meet Series One additional Mic Pod (with connection cable) | Insert |
| 5. | Lenovo Google Meet Series One add-on Audio bar (with connection cable) | Insert |
| 6. | Management Licence cost for Google Meet hardware kit (Annual) - 12 Months | Insert |

**Please Note: UNOPS is a Tax exempt entity therefore all prices quoted above should be EXCLUSIVE of VAT and other taxes.**

Payment terms 30 days accepted: Yes

PAYMENT SHALL BE SUBJECT TO FINAL ACCEPTANCE, WHICH INCLUDES CONFIRMATION THAT ALL EQUIPMENT SUPPLIED ARE GENUINE PRODUCTS WITH WARRANTY.

**Bidder’s discount for accelerated payment:** \_\_\_\_% of total firm price for each calendar day less than thirty (30) days

**List of subcontractors or suppliers**

Bidder must identify the names of all subcontractors/suppliers who will be providing good/services under this Contract and the type of work being subcontracted, if applicable.

* \_[Full legal name and address of subcontractors]\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, the undersigned, certify that I am duly authorized by [***insert full name of Bidder***] to sign this quotation and bind [***insert full name of Bidder***] should UNOPS accept this quotation:

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Form C: Technical Quotation Form**

***RFQ reference no:*** *RFQ/2025/57099*

Name of Bidder: [insert name of Bidder]

Bidders are required to complete the **Comparative Data Tables** included in Section II: Schedule of Requirements to demonstrate compliance with UNOPS requirements and inserted below. Bidders are NOT allowed to make any change in the “UNOPS requirements” columns of the Comparative Data Tables. Such changes might disqualify your quotation.

**Technical specifications for Goods and Comparative Data Table:**

**LOT 1: Computers, Display and Monitor Hubs**

| **Laptop Computer # 1** | | | |
| --- | --- | --- | --- |
| **Category** | **UNOPS minimum technical requirements** | **Is quotation compliant?** Bidder to complete | **Details of goods offered.** Bidder to complete(YES or NO answers will not be acceptable) |
| **Brand** | Dell | Yes No | Insert details of goods offered, including specifications. |
| **Model/Base** | XPS 16 (equivalent) | Yes No | Insert details of goods offered, including specifications. |
| **Case Colour** | Graphite | Yes No | Insert details of goods offered, including specifications. |
| **Processor** | Intel Core Ultra 9 processor (equivalent or above) | Yes No | Insert details of goods offered, including specifications. |
| **Storage** | 1TB SSD (equivalent) | Yes No | Insert details of goods offered, including specifications. |
| **Display** | 16.3-inch, Touch Display, OLED | Yes No | Insert details of goods offered, including specifications. |
| **Graphics** | NVIDIA GeForce 4060, 8 GB, 50 W (equivalent) | Yes No | Insert details of goods offered, including specifications. |
| **Memory** | 32 GB | Yes No | Insert details of goods offered, including specifications. |
| **Wireless** | Include Wi-Fi + Bluetooth wireless card | Yes No | Insert details of goods offered, including specifications. |
| **Keyboard** | Graphite Backlit English US (QWERTY) | Yes No | Insert details of goods offered, including specifications. |
| **AC Adapter** | 130 W AC adapter, USB Type-C (equivalent or above) | Yes No | Insert details of goods offered, including specifications. |
| **Power Cord** | Swiss Plug | Yes No | Insert details of goods offered, including specifications. |
| **Operating System** | Windows 11 Pro, English | Yes No | Insert details of goods offered, including specifications. |
| **Warranty** | 4 Year ProSupport included | Yes No | Insert details of goods offered, including specifications. |
| **Optional Upgrades** | | | |
| **Memory Upgrade** | 64 GB (equivalent) | Yes No | Insert details of goods offered, including specifications. |
| **Warranty Upgrade** | 4 Year ProSupport Plus with accidental damage coverage included. | Yes No | Insert details of goods offered, including specifications. |
| **Colour Choice** | Platinum (Platinum Backlit English Keyboard) | Yes No | Insert details of goods offered, including specifications. |
| **Keyboard Layout** | Graphite Backlit (Swiss/EU, French/EU, English-Intl etc) | Yes No | Insert details of goods offered, including specifications. |
| **Power Cord** | EU Plug, US Plug etc | Yes No | Insert details of goods offered, including specifications. |
| **Laptop Computer # 2** | | | |
|
| **Brand** | Dell | Yes No | Insert details of goods offered, including specifications. |
| **Model / Base** | XPS 14 (equivalent) | Yes No | Insert details of goods offered, including specifications. |
| **Case Colour** | Graphite | Yes No | Insert details of goods offered, including specifications. |
| **Processor** | Intel Core Ultra 7 processor (equivalent) | Yes No | Insert details of goods offered, including specifications. |
| **Storage** | 1TB SSD (equivalent) | Yes No | Insert details of goods offered, including specifications. |
| **Display** | 14.5-inch, Touch Display, OLED | Yes No | Insert details of goods offered, including specifications. |
| **Graphics** | NVIDIA GeForce 4050, 6 GB, 30W | Yes No | Insert details of goods offered, including specifications. |
| **Memory** | 32 GB | Yes No | Insert details of goods offered, including specifications. |
| **Wireless** | Include Wi-Fi 7 + Bluetooth 5.4 (equivalent) | Yes No | Insert details of goods offered, including specifications. |
| **Keyboard** | Graphite Backlit English US (QWERTY) | Yes No | Insert details of goods offered, including specifications. |
| **AC Adapter** | 100 W AC adapter, USB Type-C (equivalent or above) | Yes No | Insert details of goods offered, including specifications. |
| **Power Cord** | Swiss Plug | Yes No | Insert details of goods offered, including specifications. |
| **Operating System** | Windows 11 Pro, English | Yes No | Insert details of goods offered, including specifications. |
| **System Management** | Intel vPro Essential Management Features | Yes No | Insert details of goods offered, including specifications. |
| **Warranty** | 4 Year ProSupport included | Yes No | Insert details of goods offered, including specifications. |
| **Optional Upgrades** | | | |
| **Memory Upgrade** | 64 GB (equivalent) | Yes No | Insert details of goods offered, including specifications. |
| **Warranty Upgrade** | 4 Year ProSupport Plus with accidental damage coverage included. | Yes No | Insert details of goods offered, including specifications. |
| **Colour Choice** | Platinum (Platinum Backlit English Keyboard) | Yes No | Insert details of goods offered, including specifications. |
| **Keyboard Layout** | Graphite Backlit (Swiss/EU, French/EU, English-Intl etc) | Yes No | Insert details of goods offered, including specifications. |
| **Power Cord** | EU Plug, US Plug etc | Yes No | Insert details of goods offered, including specifications. |
| **Laptop Computer # 3** | | | |
| **Brand** | **Dell** | Yes No | Insert details of goods offered, including specifications. |
| **Model / Base** | XPS 13 (equivalent) | Yes No | Insert details of goods offered, including specifications. |
| **Case Colour** | Graphite | Yes No | Insert details of goods offered, including specifications. |
| **Processor** | Intel Core Ultra 9 processor (equivalent or above) | Yes No | Insert details of goods offered, including specifications. |
| **Storage** | 1TB SSD (equivalent) | Yes No | Insert details of goods offered, including specifications. |
| **Display** | 13.4-inch, Touch Display, **OLED** | Yes No | Insert details of goods offered, including specifications. |
| **Graphics** | Intel Arc Graphics | Yes No | Insert details of goods offered, including specifications. |
| **Memory** | 32 GB | Yes No | Insert details of goods offered, including specifications. |
| **Wireless** | Include Wi-Fi 7 + Bluetooth 5.4 (equivalent) | Yes No | Insert details of goods offered, including specifications. |
| **Keyboard** | Graphite Backlit English US (QWERTY) | Yes No | Insert details of goods offered, including specifications. |
| **AC Adapter** | 60 W AC adapter, USB Type-C (equivalent or above) | Yes No | Insert details of goods offered, including specifications. |
| **Power Cord** | Swiss Plug | Yes No | Insert details of goods offered, including specifications. |
| **Operating System** | Windows 11 Pro, English | Yes No | Insert details of goods offered, including specifications. |
| **Warranty** | 4 Year ProSupport included | Yes No | Insert details of goods offered, including specifications. |
| **Optional Upgrades** | | | |
| **Warranty Upgrade** | 4 Year ProSupport Plus with accidental damage coverage included. | Yes No | Insert details of goods offered, including specifications. |
| **Colour Choice** | Platinum (Platinum Backlit English Keyboard) | Yes No | Insert details of goods offered, including specifications. |
| **Keyboard Layout** | Graphite Backlit (Swiss/EU, French/EU, English-Intl etc) | Yes No | Insert details of goods offered, including specifications. |
| **Power Cord** | EU Plug, US Plug etc | Yes No | Insert details of goods offered, including specifications. |
| **Laptop Computer # 4** | | | |
| **Brand** | **Dell** | Yes No | Insert details of goods offered, including specifications. |
| **Model / Base** | XPS 13 (equivalent) | Yes No | Insert details of goods offered, including specifications. |
| **Case** | Graphite | Yes No | Insert details of goods offered, including specifications. |
| **Processor** | Intel Core Ultra 7 processor (equivalent) | Yes No | Insert details of goods offered, including specifications. |
| **Storage** | 512 GB SSD (equivalent) | Yes No | Insert details of goods offered, including specifications. |
| **Display** | 13.4-inch, Touch Display, **OLED** | Yes No | Insert details of goods offered, including specifications. |
| **Graphics** | Intel Arc graphics | Yes No | Insert details of goods offered, including specifications. |
| **Memory** | 32 GB | Yes No | Insert details of goods offered, including specifications. |
| **Wireless** | Include Wi-Fi + Bluetooth | Yes No | Insert details of goods offered, including specifications. |
| **Keyboard** | Graphite Backlit English US (QWERTY) | Yes No | Insert details of goods offered, including specifications. |
| **AC Adapter** | 60 W AC adapter, USB Type-C (equivalent or above) | Yes No | Insert details of goods offered, including specifications. |
| **Power Cord** | Swiss Plug | Yes No | Insert details of goods offered, including specifications. |
| **Operating System** | Windows 11 Pro, English | Yes No | Insert details of goods offered, including specifications. |
| **Warranty** | 4 Year ProSupport included | Yes No | Insert details of goods offered, including specifications. |
| **Optional Upgrades** | | | |
| **Warranty Upgrade** | 4 Year ProSupport Plus with accidental damage coverage included. | Yes No | Insert details of goods offered, including specifications. |
| **Colour Choice** | Platinum (Platinum Backlit English Keyboard) | Yes No | Insert details of goods offered, including specifications. |
| **Keyboard Layout** | Graphite Backlit (Swiss/EU, French/EU, English-Intl etc) | Yes No | Insert details of goods offered, including specifications. |
| **Power Cord** | EU Plug, US Plug etc | Yes No | Insert details of goods offered, including specifications. |
| **Laptop Computer # 5** | | | |
| **Brand** | **Dell** | Yes No | Insert details of goods offered, including specifications. |
| **Model / Base** | Latitude 7450 (equivalent) | Yes No | Insert details of goods offered, including specifications. |
| **Processor** | Intel Core Ultra 7 (equivalent) | Yes No | Insert details of goods offered, including specifications. |
| **Storage** | 256 GB SSD (equivalent) | Yes No | Insert details of goods offered, including specifications. |
| **Display** | 14.0-inch, Touch Display | Yes No | Insert details of goods offered, including specifications. |
| **Graphics** | Integrated Intel Graphics | Yes No | Insert details of goods offered, including specifications. |
| **Memory** | 16 GB | Yes No | Insert details of goods offered, including specifications. |
| **Wireless** | Include Wi-Fi + Bluetooth | Yes No | Insert details of goods offered, including specifications. |
| **Keyboard** | Backlit English US (QWERTY) | Yes No | Insert details of goods offered, including specifications. |
| **AC Adapter** | 65 W AC adapter, USB Type-C (equivalent or above) | Yes No | Insert details of goods offered, including specifications. |
| **Power Cord** | Swiss Plug | Yes No | Insert details of goods offered, including specifications. |
| **Operating System** | Windows 11 Pro, English | Yes No | Insert details of goods offered, including specifications. |
| **System Management** | Intel vPRO Enterprise Management Enabled | Yes No | Insert details of goods offered, including specifications. |
| **Warranty** | 4 Year ProSupport included | Yes No | Insert details of goods offered, including specifications. |
| **Optional Upgrades** | | | |
| **Warranty Upgrade** | 4 Year ProSupport Plus with accidental damage coverage included. | Yes No | Insert details of goods offered, including specifications. |
| **Keyboard Layout** | Backlit (Swiss/EU, French/EU, English-Intl etc) | Yes No | Insert details of goods offered, including specifications. |
| **Laptop Computer # 6** | | | |
| **Brand** | **Dell** | Yes No | Insert details of goods offered, including specifications. |
| **Model / Base** | Latitude 7450 (equivalent) | Yes No | Insert details of goods offered, including specifications. |
| **Processor** | Intel Core Ultra 7 (equivalent) | Yes No | Insert details of goods offered, including specifications. |
| **Storage** | 512 GB SSD (equivalent) | Yes No | Insert details of goods offered, including specifications. |
| **Display** | 14.0-inch, Touch Display | Yes No | Insert details of goods offered, including specifications. |
| **Graphics** | Integrated Intel Graphics | Yes No | Insert details of goods offered, including specifications. |
| **Memory** | 32 GB | Yes No | Insert details of goods offered, including specifications. |
| **Wireless** | Include Wi-Fi + Bluetooth | Yes No | Insert details of goods offered, including specifications. |
| **Keyboard** | Backlit English US (QWERTY) | Yes No | Insert details of goods offered, including specifications. |
| **AC Adapter** | 65 W AC adapter, USB Type-C (equivalent or above) | Yes No | Insert details of goods offered, including specifications. |
| **Power Cord** | Swiss Plug | Yes No | Insert details of goods offered, including specifications. |
| **Operating System** | Windows 11 Pro, English | Yes No | Insert details of goods offered, including specifications. |
| **System Management** | Intel vPRO Enterprise Management Enabled | Yes No | Insert details of goods offered, including specifications. |
| **Warranty** | 4 Year ProSupport included | Yes No | Insert details of goods offered, including specifications. |
| **Optional Upgrades** | | | |
| **Warranty Upgrade** | 4 Year ProSupport Plus with accidental damage coverage included. | Yes No | Insert details of goods offered, including specifications. |
| **Keyboard Layout** | Backlit (Swiss/EU, French/EU, English-Intl etc) | Yes No | Insert details of goods offered, including specifications. |
| **Desktop Computer # 1** | | | |
| **Brand** | **Dell** | Yes No | Insert details of goods offered, including specifications. |
| **Base/ Chassis** | OptiPlex Micro FF Plus with 65W CPU (equivalent) | Yes No | Insert details of goods offered, including specifications. |
| **Processor** | Intel Core i7 vPro (equivalent) | Yes No | Insert details of goods offered, including specifications. |
| **Storage** | 512 GB SSD (equivalent) | Yes No | Insert details of goods offered, including specifications. |
| **Memory** | 32 GB | Yes No | Insert details of goods offered, including specifications. |
| **Wireless** | Include Wi-Fi + Bluetooth wireless card (Internal) | Yes No | Insert details of goods offered, including specifications. |
| **Power Supply** | Compatible Watt A/C Adapter, TCO Compliant (equivalent) | Yes No | Insert details of goods offered, including specifications. |
| **Power Cord** | Power Cord (Swiss) Plug for Compatible Watt A/C Adapter | Yes No | Insert details of goods offered, including specifications. |
| **Operating System** | Windows 11 Pro, English | Yes No | Insert details of goods offered, including specifications. |
| **System** | Intel vPro Essentials  ENERGY STAR Qualified  EPEAT 2018 Registered  Trusted Platform Module (Discrete TPM Enabled) | Yes No | Insert details of goods offered, including specifications. |
| **Warranty** | 4 Year ProSupport included | Yes No | Insert details of goods offered, including specifications. |
| **Optional Upgrades** | | | |
| **Storage Upgrade** | 1TB SSD (equivalent) | Yes No | Insert details of goods offered, including specifications. |
| **Memory Upgrade** | 64 GB (32GB x 2) | Yes No | Insert details of goods offered, including specifications. |
| **Mounting Kit 1** | Dell Wall/Under-the-Desk VESA Mount w/ PSU Sleeve - MFF/TC/CFF (Dell Part # 452-BDUY) | Yes No | Insert details of goods offered, including specifications. |
| **Mounting Kit 2** | Dell Dual VESA Mount with Adapter Bracket - MFF/TC (Dell Part # 452-BDVC) | Yes No | Insert details of goods offered, including specifications. |
| **Warranty Upgrade** | 4 Year ProSupport Plus with accidental damage coverage included. | Yes No | Insert details of goods offered, including specifications. |
| **Power Cord** | EU Plug, US Plug etc | Yes No | Insert details of goods offered, including specifications. |
| **Desktop Computer # 2** | | | |
| **Brand** | **Dell** | Yes No | Insert details of goods offered, including specifications. |
| **Base/ Chassis** | OptiPlex Micro FF Plus with 35W CPU (equivalent) | Yes No | Insert details of goods offered, including specifications. |
| **Processor** | Intel Core i9 up to 5.1 GHz (equivalent or above) | Yes No | Insert details of goods offered, including specifications. |
| **Storage** | 1TB SSD (equivalent) | Yes No | Insert details of goods offered, including specifications. |
| **Memory** | 64 GB | Yes No | Insert details of goods offered, including specifications. |
| **Wireless** | Include Wi-Fi + Bluetooth wireless card (Internal) | Yes No | Insert details of goods offered, including specifications. |
| **Power Supply** | Compatible Watt A/C Adapter, TCO Compliant (equivalent) | Yes No | Insert details of goods offered, including specifications. |
| **Power Cord** | Power Cord (Swiss) Plug for Compatible Watt A/C Adapter | Yes No | Insert details of goods offered, including specifications. |
| **Operating System** | Windows 11 Pro, English | Yes No | Insert details of goods offered, including specifications. |
| **System** | Intel vPro Essentials  ENERGY STAR Qualified  EPEAT 2018 Registered  Trusted Platform Module (Discrete TPM Enabled) | Yes No | Insert details of goods offered, including specifications. |
| **Warranty** | 4 Year ProSupport included | Yes No | Insert details of goods offered, including specifications. |
| **Optional Upgrades** | | | |
| **Warranty Upgrade** | 4 Year ProSupport Plus with accidental damage coverage included. | Yes No | Insert details of goods offered, including specifications. |
| **Mounting Kit 1** | Dell Wall/Under-the-Desk VESA Mount w/ PSU Sleeve - MFF/TC/CFF (Dell Part # 452-BDUY) | Yes No | Insert details of goods offered, including specifications. |
| **Mounting Kit 2** | Dell Dual VESA Mount with Adapter Bracket - MFF/TC (Dell Part # 452-BDVC) | Yes No | Insert details of goods offered, including specifications. |
| **Power Cord** | EU Plug, US Plug etc | Yes No | Insert details of goods offered, including specifications. |
| **Note: *For all laptop and desktop computers orders placed under this contract, the processor must be of the latest generation commercially available at the time of order placement.*** | | | |
| **Display and Monitor Hubs** | | | |
| **Item No.** | **UNOPS minimum technical requirements** | **Is quotation compliant?** Bidder to complete | **Details of goods offered.** Bidder to complete(YES or NO answers will not be acceptable) |
| **1.** | Dell UltraSharp 24-inch Monitor - U2424H  (or Equivalent Dell product)  Power Plug: Swiss | Yes No | Insert details of goods offered, including specifications. |
| **2.** | Dell Pro 24 Plus QHD Monitor - P2425D  (or Equivalent Dell product)  Power Plug: Swiss | Yes No | Insert details of goods offered, including specifications. |
| **3.** | Dell UltraSharp 34 Curved Thunderbolt Hub Monitor - U3425WE  (or Equivalent Dell product)  Power Plug: Swiss | Yes No | Insert details of goods offered, including specifications. |
| **4.** | Dell UltraSharp 40 Curved Thunderbolt Hub Monitor - U4025QW  (or Equivalent Dell product)  Power Plug: Swiss | Yes No | Insert details of goods offered, including specifications. |
| **5.** | Dell UltraSharp 49 Curved USB-C Hub Monitor - U4924DW  (or Equivalent Dell product)  Power Plug: Swiss | Yes No | Insert details of goods offered, including specifications. |

**LOT 2: IT Equipment and Accessories**

| **Item No.** | **UNOPS minimum technical requirements** | **Is quotation compliant?** Bidder to complete | **Details of goods offered.** Bidder to complete(YES or NO answers will not be acceptable) |
| --- | --- | --- | --- |
| 1. | Dell 65W USB-C Adapter, Swiss Plug | Yes No | Insert details of goods offered, including specifications. |
| 2. | Dell 100W USB-C GaN Ultra Slim Adapter, Swiss Plug | Yes No | Insert details of goods offered, including specifications. |
| 3. | Dell Pro Webcam - WB5023 | Yes No | Insert details of goods offered, including specifications. |
| 4. | Dell Webcam - WB3023 | Yes No | Insert details of goods offered, including specifications. |
| 5. | Dell 7-in-1 USB-C Multiport Adapter - DA310 | Yes No | Insert details of goods offered, including specifications. |
| 6. | Dell Dock – WD19S 180W | Yes No | Insert details of goods offered, including specifications. |
| 7. | Dell Thunderbolt Dock – WD22TB4 | Yes No | Insert details of goods offered, including specifications. |
| 8. | Dell Wired Headset - WH3024 | Yes No | Insert details of goods offered, including specifications. |
| 9. | Dell Pro Wireless ANC Headset - WL5024 | Yes No | Insert details of goods offered, including specifications. |
| 10. | Dell Premier Wireless ANC Headset - WL7024 (Dell part 520-BBHQ) | Yes No | Insert details of goods offered, including specifications. |
| 11. | Dell Pro Headset Charging Stand - HC524 (Dell part 520-BBGT) | Yes No | Insert details of goods offered, including specifications. |
| 12. | Dell Collaboration Keyboard and Mouse – KM900  Keyboard Layout Options: US (QWERTY)/ French (AZERTY)/ Swiss (QWERTZ) etc | Yes No | Insert details of goods offered, including specifications. |
| 13. | Dell Multi-Device Keyboard and Mouse – KM7321W  Keyboard Layout Options: US (QWERTY)/ French (AZERTY)/ Swiss (QWERTZ) etc | Yes No | Insert details of goods offered, including specifications. |
| 14. | Dell Keyboard and Mouse – KM5221W  Keyboard Layout Options: US (QWERTY)/ French (AZERTY)/ Swiss (QWERTZ) etc | Yes No | Insert details of goods offered, including specifications. |
| 15. | Dell Mobile Wireless Mouse – MS3320W | Yes No | Insert details of goods offered, including specifications. |
| 16. | Dell Wireless Keyboard - KB500  Layout Options: US (QWERTY)/ French (AZERTY)/ Swiss (QWERTZ) etc | Yes No | Insert details of goods offered, including specifications. |
| 17. | Dell Laser Wired Mouse - MS3220 | Yes No | Insert details of goods offered, including specifications. |
| 18. | Dell Wired Collaboration Keyboard – KB525C  Layout Options: US (QWERTY)/ French (AZERTY)/ Swiss (QWERTZ) etc | Yes No | Insert details of goods offered, including specifications. |
| 19. | Dell Speakerphone with Multiport Adapter - MH3021P | Yes No | Insert details of goods offered, including specifications. |
| 20. | Dell EcoLoop Pro Backpack 15 (Dell part 460-BDKH) | Yes No | Insert details of goods offered, including specifications. |
| 21. | Dell EcoLoop Premier Backpack 14-16 (Dell part 460-BDWT) | Yes No | Insert details of goods offered, including specifications. |
| 22. | Dell EcoLoop Pro Sleeve 15-16 (Dell part 460-BDKB) | Yes No | Insert details of goods offered, including specifications. |
| 23. | Dell EcoLoop Pro Sleeve 11-14 (Dell part 460-BDKC) | Yes No | Insert details of goods offered, including specifications. |
| 24. | Dell EcoLoop Premier Briefcase 14-16 (Dell part 460-BDWW) | Yes No | Insert details of goods offered, including specifications. |
| 25. | Samsung SSD T9 USB 3.2 Gen 2x2 - 1TB (or equivalent) | Yes No | Insert details of goods offered, including specifications. |
| 26. | Samsung SSD T9 USB 3.2 Gen 2x2 - 2TB (or equivalent) | Yes No | Insert details of goods offered, including specifications. |
| 27. | Samsung SSD T9 USB 3.2 Gen 2x2 - 4TB (or equivalent) | Yes No | Insert details of goods offered, including specifications. |
| 28. | SanDisk Ultra Flair USB-A - 16 GB (or equivalent) | Yes No | Insert details of goods offered, including specifications. |
| 29. | SanDisk Ultra Dual Drive Go USB Type-C - 32GB (or equivalent) | Yes No | Insert details of goods offered, including specifications. |
| 30. | SanDisk Ultra Dual Drive Go USB Type-C - 64GB (or equivalent) | Yes No | Insert details of goods offered, including specifications. |
| 31. | SanDisk Ultra Dual Drive Go USB Type-C - 128GB (or equivalent) | Yes No | Insert details of goods offered, including specifications. |

**LOT 3: Android and IOS Smartphones**

| **Item No.** | **UNOPS minimum technical requirements** | **Is quotation compliant?** Bidder to complete | **Details of goods offered.** Bidder to complete(YES or NO answers will not be acceptable) |
| --- | --- | --- | --- |
| 1. | Apple iPhone 16 - 256GB  (All available colours) | Yes No | Insert details of goods offered, including specifications. |
| 2. | Apple iPhone 16 Pro - 256GB  (All available colours) | Yes No | Insert details of goods offered, including specifications. |
| 3. | Apple iPhone 16 Plus - 256GB  (All available colours) | Yes No | Insert details of goods offered, including specifications. |
| 4. | Apple iPhone 16E - 256 GB  (All available colours) | Yes No | Insert details of goods offered, including specifications. |
| 5. | Samsung Galaxy S25 256GB  (All available colours) | Yes No | Insert details of goods offered, including specifications. |
| 6. | Samsung Galaxy S25 Plus 256GB  (All available colours) | Yes No | Insert details of goods offered, including specifications. |
| 7. | Google Pixel 9 - 256GB  (All available colours) | Yes No | Insert details of goods offered, including specifications. |
| 8. | Google Pixel 9 Pro - 256GB  (All available colours) | Yes No | Insert details of goods offered, including specifications. |
| 9. | Google Pixel 9 Pro XL - 256GB  (All available colours) | Yes No | Insert details of goods offered, including specifications. |

**Optional storage and model upgrade:**

| **Item No.** | **UNOPS minimum technical requirements** | **Is quotation compliant?** Bidder to complete | **Details of goods offered.** Bidder to complete(YES or NO answers will not be acceptable) |
| --- | --- | --- | --- |
| 1. | Storage Upgrade up to 512GB for Apple iPhone 16, 16 Pro and 16 Plus | Yes No | Insert details of goods offered, including specifications. |
| 2. | Storage Upgrade up to 512GB for Samsung Galaxy S25 and S25 Plus | Yes No | Insert details of goods offered, including specifications. |
| 3. | Storage Upgrade up to 512GB for Google Pixel 9, 9 Pro and 9 Pro XL | Yes No | Insert details of goods offered, including specifications. |
| 4. | Additional cost difference for Apple iPhone upgrade from 16 to newer model  (i.e. Apple iPhone 17 or equivalent) | Yes No | Insert details of goods offered, including specifications. |
| 5. | Additional cost difference for Apple iPhone upgrade from 16 Pro to newer model  (i.e. Apple iPhone 17 Pro or equivalent) | Yes No | Insert details of goods offered, including specifications. |
| 6. | Additional cost difference for Apple iPhone upgrade from 16 Plus to newer model  (i.e. Apple iPhone 17 Plus or equivalent) | Yes No | Insert details of goods offered, including specifications. |
| 7. | Additional cost difference for Samsung Galaxy upgrade from S25 to newer model  (i.e. Samsung Galaxy S26 or equivalent) | Yes No | Insert details of goods offered, including specifications. |
| 8. | Additional cost difference for Samsung Galaxy upgrade from S25 Plus to newer model  (i.e. Samsung Galaxy S26 Plus or equivalent) | Yes No | Insert details of goods offered, including specifications. |
| 9. | Additional cost difference for Google Pixel upgrade from 9 to newer model  (i.e. Google Pixel 10 or equivalent) | Yes No | Insert details of goods offered, including specifications. |
| 10. | Additional cost difference for Google Pixel upgrade from 9 Pro to newer model  (i.e. Google Pixel 10 Pro or equivalent) | Yes No | Insert details of goods offered, including specifications. |
| 11. | Additional cost difference for Google Pixel upgrade from 9 Pro XL to newer model  (i.e. Google Pixel 10 Pro XL or equivalent) | Yes No | Insert details of goods offered, including specifications. |

**LOT 4: Google Meet Conferencing Hardware kit**

| **Item No.** | **UNOPS minimum technical requirements** | **Is quotation compliant?** Bidder to complete | **Details of goods offered.** Bidder to complete(YES or NO answers will not be acceptable) |
| --- | --- | --- | --- |
| 1. | **Brand:** Lenovo  **Product:** Series One Google Meet Hardware Kit  **Room Kit size:** Large Room  **Colour:** Charcoal  **Package Accessories include:**   1. Smart Camera XL 2. Smart Audio Bar 3. Add-on Audio Bar 4. Mic Pod (x2) 5. Meet Compute System 6. Touch Controller   **Warranty:** 3-Year Full Premier Depot Support Service coverage  **Hardware and Parts Manufacturing Date:** October 2024 or later.  <https://meetingdevices.withgoogle.com/seriesone/> | Yes No | Insert details of goods offered, including specifications. |
| 2. | **Brand:** Lenovo  **Product:** Series One Google Meet Hardware Kit  **Room Kit size:** Medium Room  **Colour:** Charcoal  **Package Accessories include:**   1. Smart Camera 2. Smart Audio Bar 3. Mic Pod 4. Meet Compute System 5. Touch Controller   **Warranty:** 3-Year Full Premier Depot Support Service coverage  **Hardware and Parts Manufacturing Date:** October 2024 or later.  <https://meetingdevices.withgoogle.com/seriesone/> | Yes No | Insert details of goods offered, including specifications. |
| 3. | **Brand:** Lenovo  **Product:** Lenovo Google Meet Series One Remote Control (with USB-A charging Dock)  **Colour:** Charcoal  **Hardware Manufacturing Date:** October 2024 or later. | Yes No | Insert details of goods offered, including specifications. |
| 4. | **Brand:** Lenovo  **Product:** Google Meet Series One additional Mic Pod (with connection cable)  **Colour:** Charcoal  **Hardware Manufacturing Date:** October 2024 or later. | Yes No | Insert details of goods offered, including specifications. |
| 5. | **Brand:** Lenovo  **Product:** Google Meet Series One add-on Audio bar (with connection cable)  **Colour:** Charcoal  **Hardware Manufacturing Date:** October 2024 or later. | Yes No | Insert details of goods offered, including specifications. |
| 6. | **Management Licence** cost for Google Meet hardware kit (Annual) - 12 Months  Management licence will be ordered on a pro-rata basis, UNOPS licence renewal date is 14 June.  License allocation domain: unops.org | Yes No | Insert details of goods offered, including specifications. |

**Delivery requirements and Comparative Data Table:**

| **UNOPS Requirements** | | **Is quotation compliant?** Bidder to complete | **Details**  Bidder to complete |
| --- | --- | --- | --- |
| **Delivery time** | Bidder shall deliver the goods within max [3 - 4 weeks] after receipt of the PO. | Yes No | Insert details |
| **Delivery place and Incoterms rules** | Delivered at Place (DAP), UNOG Geneva and Incoterms rules as per Incoterms 2020. | Yes No | Insert details |
| **Consignee details** | United Nations Office for Project Services Avenue de la Paix 8-14 1211 Geneve 10 Switzerland | Yes No | Insert details |
| **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. | Yes No | Insert details |
| **Payment term** | 30 Days Net. Payment shall be subject to final acceptance, which includes confirmation that all equipment supplied are genuine products with warranty. | Yes No | Insert details |

**Form D: Previous Experience Form**

***RFQ reference no:*** *RFQ/2025/57099*

Name of Bidder: [insert name of Bidder]

Note: Bidder shall indicate previous experience of supplying products similar to those mentioned in Section II – Schedule for Requirements

| **Description of services/goods** | **Country** | **Total amount of Contract** | **Contract Identification and Title and**  **Contact details of Client**  **(Name, Address, telephone, email, fax)** | **Year project was undertaken** |
| --- | --- | --- | --- | --- |
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Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_