



INTERNATIONAL TELECOMMUNICATION UNION



Request for Quotation (RFQ) Ref. No. RFQ-G-BDT-2019-092
For the Provision of ICT Assistive Equipment for PWDs in Dominica

BID CLOSING DATE: Tuesday, 12 November 2019 at 12:00 hours (Geneva Time)

Geneva, 31 October 2019



Section 1. Mandatory Information and Documents to include in the Quotation

To be taken into consideration the Quotation shall be drawn up in English and shall include the following mandatory information and documents:

- 1) Detailed technical specifications of the Goods/Services quoted by the Bidder and confirmation that these are in compliance with the Terms of Reference (**Annex 1**);
- 2) A duly completed Company Information Form (**Annex 2**) including your UNGM Registration Number (mandatory);
- 3) The proposed firm fixed total price and detailed breakdown of prices for the provision of all Goods/Services described in **Annex 1** ("Terms of Reference"), which shall be quoted in Swiss Francs (CHF) only and be exclusive of all taxes, including Value Added Tax (VAT). All prices shall:
 - be indicated in a precise and unequivocal manner;
 - indicate any eventual discount, if applicable;
 - include any administrative charges and overheads, including but not limited to fees, travel and accommodation expenses, if and as applicable.

Items for which no price is specified by the Bidder in its Quotation will not be paid by ITU when executed and shall be deemed covered by the quoted prices.

Section 2. Submission of Quotations

- 2.1 Request for clarification:** Any requests for clarification shall be made in writing only by the deadline of **05 November 2019 at 12:00 hours (Geneva Time)** to the following address:

E-Mail: salimata.diallo@itu.int
With cc. to: PROC@itu.int
E-mail Subject: RFQ reference no. RFQ-G-BDT-2019-092-Clarification

A consolidated table of questions and related answers will be sent to all Bidders on **06 November 2019**.

- 2.2 BID CLOSING DATE:** Quotations shall be submitted as one single PDF file by the deadline of **12 November 2019 at 12:00 hours (Geneva Time)** to the following e-mail addresses:

E-Mail: salimata.diallo@itu.int
With cc. to: PROC@itu.int
E-mail Subject: RFQ reference no. RFQ-G-BDT-2019-092-Quotation

- 2.3** The Bidder is solely responsible for ensuring timely submission of its Quotation. Any Quotation received after the Closing Date and Time will not be considered.
- 2.4** Bidders shall be aware that any Quotation submitted without proper indication of the e-mail subject as specified in **Section 2.1** may not be considered.
- 2.5** Any Quotation which does not meet the conditions described under the present document, is incomplete or fails to meet the technical requirements detailed in **Annex 1** shall be rejected by ITU.
- 2.6** ITU reserves fully the right to reject all or part of the Quotation received in good and due form, without being bound in any way to communicate its reasons to the Bidders, who shall have no right of recourse against the final decision of ITU.



Section 3. Evaluation Criteria and Award

- 3.1 All Quotations received by the Closing Date and submitted in the manner prescribed under the present document shall be evaluated in an exhaustive and impartial manner by ITU.
- 3.2 The Purchase Order will be awarded to the technically compliant and lowest priced Quotation.
- 3.3 Bidders shall be aware that, in order to be eligible for purchase order award, Bidder shall register on the United Nations Global Marketplace ("UNGM") at least at the Basic Level (www.ungm.org) before the Bid Closing Date. For any further information regarding your registration in UNGM, do not hesitate to contact registry@ungm.org.
- 3.4 The awarded Bidder shall fully agree with the ITU General Terms and Conditions (**Annex 3**).

Section 4. RFQ Terms and Conditions

- 4.1 ITU will make no payment whatsoever to any Bidder for the preparation and submission of its Quotation and for any costs incurred in that respect.
- 4.2 Quotations shall remain valid for at least a period of **30 days**.
- 4.3 Any information provided by ITU in relation to this RFQ shall be kept strictly confidential by the Bidder and shall not be revealed to any third party without prior express written permission of ITU. ITU will treat as confidential the content of the Quotation.
- 4.4 Any purchase order resulting from this RFQ shall contain the ITU General Terms and Conditions (**Annex 3**). By submitting a Quote, the Bidders accept the ITU General Terms and Conditions (**Annex 3**). ITU reserves fully the right to split an award between Bidders in any combination as it may deem appropriate.
- 4.5 ITU requires that all Bidders observe the highest standard of ethics during this competitive process and during the execution of the work. Prospective Bidders shall be aware that ITU enforces a zero-tolerance policy concerning proscribed practices, including corruption, fraud, coercion, collusion, unethical behaviour and obstruction. ITU adheres to the **UN Supplier Code of Conduct** which may be consulted at <http://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>. Prospective Bidders hereby understand and accept that any submission sent to ITU constitutes agreement to abide by, observe and fully cooperate with the application of subject Code of Conduct. Accordingly, any company that is found to have undertaken unethical, unprofessional or fraudulent activities will be suspended or forbidden from continuing business relations with ITU. Bidders shall not offer gifts or hospitality to ITU staff members. Recreational trips to sporting or cultural events, transportation or invitations to lunches or dinners are also prohibited.

ITU supports the **UN Global Compact Initiative** (<http://www.unglobalcompact.org/index.html>), a strategic policy initiative for businesses that are committed to aligning their operations and strategies with ten universally accepted principles in the areas of human rights, labour, environment and anti-corruption. ITU encourages all Bidders to sign up with the UN Global Compact Initiative.



ANNEX 1 – Technical Specifications

Minimum technical Specifications	<p>The specification detail is the minimum specification of the Goods (Equipment) required. The Goods offered must meet this specification:</p>
	<p>5 Desktop Computers and Monitors (Touch Screen)</p> <p>Processor: Intel Core i5-8400T Processor Six-Core, 9MB Cache, Up To 3.3 GHz.</p> <p>Operating system: Windows 10 premium or equivalent, 64 Bit</p> <p>Memory: Minimum 16 GB DDR4</p> <p>Hard drive: Minimum 500 GB</p> <p>Monitor: 23.8" 10-Point Touch-Enabled Diagonal Widescreen Full High-Definition IPS WLED-Backlit Edge-To-Edge Display (1920 X 1080)</p> <p>Graphics: Integrated Intel UHD Graphics or equivalent</p> <p>Optical Device: DVD-RW</p> <p>Front Camera: HP Privacy FHD IR Camera</p> <p>Integrated Sound Card: Compatible with Windows 10 operating system</p> <p>Integrated/On-board LAN Adapter: LAN 10/100/1000 gbps; Gigabit Ethernet</p> <p>Ports: 1 x USB 3.1 Type C, 2 x USB 3.1 Type A, 2 x USB 2.0, 1 X HDMI Out, 1 X HDMI IN, 1x Combo Headphone/Microphone Jack</p> <p>Speakers: Integrated Speakers</p> <p>Keyboard: USB Keyboard or HP wireless Keyboard</p> <p>Mouse: Optical 2-button mouse USB</p>
	<p>8 Apple iPads for Blind & Visually Impaired</p> <ul style="list-style-type: none"> • 10.5' to 12.5' range; • 64 GB to 256 GB range
	<p>2 Printers</p> <ul style="list-style-type: none"> • 1 Color; 1 Black • Multifunction: Copy, Email, Fax, Print, scan • Print Speed: up to 28 ppm A4, up to 30 ppm (8.5x11in); 24 ppm (8.5x14in) • Maximum print resolution: up to 1200 x 2400 dpi • Connectivity: 10/100/1000 Ethernet <p>5 Victor Reader Stream (New Generation)</p> <ul style="list-style-type: none"> • Handheld media player for the blind and visually impaired. • Plays DAISY books, MP3, MP4, EPUB, and many other media formats. • Records voice and media with built-in microphone or line-in. • Two built-in, human-sounding voices for a pleasant text-to-speech experience.



	<ul style="list-style-type: none"> • Built-in wireless networking capability. • Languages: English, <hr/> <p>2 Pearl Portable Reading Cameras using Open Book for scanning materials</p> <ul style="list-style-type: none"> • Making Graphics-based Text Accessible to the Visually Impaired. • Lightning Fast OCR • Automatic Page Capture • Read All Kinds of Documents • Reformat Text for Easier Reading • Customized Viewing • Ability for Mark Up of documents for later reference and quick document navigation • Use as a Video Magnifier • Portability <hr/> <p>5 Dragon Naturally Speaking software for five (5) users</p> <ul style="list-style-type: none"> • Full-featured speech-recognition for the creation and editing of text documents, reports, and e-mails • Document can be synthesized as an audio stream • Dictated words appear in a floating tooltip as they are spoken • Three primary areas of functionality: dictation, text-to-speech and command input
Other requirements	<p>Delivery Schedule: Delivery required should be one (1) month from date of ITU receiving the signed Purchase Order from the supplier.</p> <p>Warranty: shall be minimum of twelve (12) months from the date of delivery.</p> <p>Terms of Payment: Payment for supplier's invoice will be made 100% against delivery of goods. The payment will be made within thirty (30) working days upon receipt and acceptance of the supplier's invoice(s) for delivered goods, and the Delivery and Acceptance Report from the Beneficiary.</p>



ANNEX 2 – Company Information Form

Section 1. Company Details	
1. Legal Name of Company:	2. Country where incorporated:
3. Date of incorporation:	4. License/Registration No.:
5. Street address: Postal code: City: Country:	6. Contact person: Name: Functional Title: E-mail: Telephone:
7. Type of business: Sole Proprietorship <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative <input type="checkbox"/> Public <input type="checkbox"/> Other (specify) <input type="checkbox"/>	8. Nature of Business: Services <input type="checkbox"/> Manufacturer <input type="checkbox"/> Merchandising <input type="checkbox"/> Hybrid <input type="checkbox"/> Other (specify) <input type="checkbox"/>
9. Is your Company an ITU Sector Member, Associate or Academia? Yes <input type="checkbox"/> No <input type="checkbox"/>	
10. Web Site URL:	11. Number of employees:
12. UNGM registration No. (Compulsory): Registration Level: Basic <input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/>	
13. Parent company (registered name):	14. Subsidiaries, Affiliates (registered name):
15. Women-owned business Yes <input type="checkbox"/> No <input type="checkbox"/> Name(s) of owner(s):	16. Name(s) of CEO/Managing Director(s):
17. List of main Goods/Services offered:	
Section 2. Banking Information	
18. Bank name: - Street: - Postal code: - City: - Country (<i>should match country where the Company is incorporated</i>):	19. Account Holder: 20. Bank account number: - IBAN: - Swift Code: - Routing number: - Currency of offer submitted to ITU:
Section 3. Ethical Considerations	
21. By signing this Form, potential Suppliers confirm that they have read and understood the UN Supplier Code of Conduct*: (https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct) Yes <input type="checkbox"/> No <input type="checkbox"/>	
22. Is your Company aware of the UN Secretary-General's Global Compact Initiative? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, has your Company signed up to this initiative? Yes <input type="checkbox"/> No <input type="checkbox"/>	
23. I, the undersigned declare that [Company name]: a. is not a company, or associated with a company or individual, under procurement prohibition by the United Nations and the World Bank Group, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists, available at: http://www.un.org/sc/committees/list_compend.shtml ; b. is not currently removed or suspended by the United Nations, other UN agencies or the World Bank; c. is not under formal investigation, nor has been sanctioned within the preceding three (3) years by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice; d. has 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; e. does not have any legal proceedings against or disputes with a UN entity. f. will not offer, solicit or accept any favor, gift, hospitality or other benefits to/from ITU staff; g. undertakes not to engage in proscribed practices (including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with the ITU or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the ITU; i. the information provided in this Form is correct and, in the event of changes, details will be provided as soon as possible.	
Please enter your name as electronic signature:	Date:
Functional title:	Place:



ANNEX 3 - ITU General Terms and Conditions

1. OFFER AND ACCEPTANCE: This purchase order (hereinafter "Purchase Order") is an offer by the International Telecommunication Union (hereinafter "ITU") to purchase from the Supplier (hereinafter "Supplier") the goods and/or services specified upon the Terms and Conditions mentioned herein. The Supplier accepts this Purchase Order signing and returning it or by the timely delivery of the goods and/or services specified. Any contractual terms and conditions of the Supplier, whether included in the offer, invoice or any other document, are hereby excluded.

2. INVOICES: The Supplier shall submit to ITU, Financial Resources Management Department, Place des Nations, CH-1211 Geneva 20, Switzerland, finvoices@itu.int a detailed invoice containing at least the following information: Purchase Order reference number, description of goods and/or services, price (excluding any duties and taxes), date or period of delivery and complete bank data. Unless authorized by ITU, a separate invoice must be submitted for each Purchase Order. Payment of invoice by ITU shall not constitute acceptance of the goods and/or services provided by the Supplier. Unless otherwise specifically mentioned in this Purchase Order, payment of invoices by ITU shall be executed after delivery or performance, and within 30 days of the invoice. In cases where goods and/or services are to be delivered to ITU's beneficiary, payment of invoices by ITU will be made subject to ITU's receipt of written confirmation of delivery or performance from the beneficiary (see Article 3 below).

3. DELIVERY: All goods and/or services delivered and/or performed are subject to inspection by ITU or the beneficiary at their final destination. ITU reserves the right to refuse acceptance of any goods and/or services which are not delivered and/or performed in accordance with the Terms and Conditions stipulated in this Purchase Order. In the event of sales of goods, no partial shipment shall be accepted by ITU unless previously agreed to by ITU in writing. Risk of loss or damage to the goods shall be borne solely by the Supplier until physical delivery of the goods has been completed as stipulated in this Purchase Order.

4. SHIPPING INSTRUCTIONS: The Supplier shall ship in accordance with the instructions appearing in this Purchase Order, in accordance with the generally accepted commercial standards of packaging for the type of goods specified herein. The original transport documents (e.g. Bill of Lading, Air Waybill, postal-certificate, etc.) are to be sent by airmail to the consignees named on the order form, together with a detailed list of the contents of each case or package. Duplicates of these documents with a reference to the Purchase Order are to be sent to ITU, Procurement Division, Place des Nations, CH-1211 Geneva 20, Switzerland, immediately and without waiting for the preparation of invoices.

5. LIABILITY: The Supplier shall be solely responsible for any damages and losses that it may cause in connection with this Purchase Order. The Supplier shall indemnify and hold harmless ITU in respect of any claims, demands, actions or losses caused to third parties arising out of acts or omissions of the Supplier in connection with this Purchase Order.

6. WARRANTY: The Supplier warrants that all goods and/or services delivered or performed are free from defects in workmanship or material and comply with the Terms and Conditions specified in this Purchase Order. All such warranties shall remain effective for a period of at least two years or as otherwise defined in this Purchase Order. During the warranty period, upon written notification to the Supplier by ITU, the Supplier shall, promptly and at its own expense correct all defects and non-compliance. If the defects and non-compliance cannot be corrected, the Supplier shall, at the choice of ITU, either replace the goods or reimburse ITU. The Supplier warrants that the use of goods and/or services delivered or

performed under this Purchase Order do not infringe any patents, copyrights, trade-names or trade-marks

7. DEFAULT AND TERMINATION: Should the Supplier default in the performance of any of its obligations as mentioned in this Purchase Order, ITU shall have the right to terminate such Purchase Order and procure the goods and/or services from any third party, without prejudice to any other rights to which ITU may be entitled. Such termination shall not give rise to any claim against ITU for compensation for any damages, expenses, costs or losses incurred.

8. NOTICES: Service of any notice shall be deemed sufficient if sent by registered post to the Parties' address appearing on the first page of this Purchase Order.

9. ASSIGNMENT: The Supplier shall not assign, transfer or pledge or make any other disposition of any of its rights or obligations under this Purchase Order, or any part or parts thereof, without the prior written approval of ITU. This Purchase Order shall be binding upon the Supplier and ITU, their successors and assigns.

10. BANKRUPTCY: Should the Supplier be adjudged bankrupt, or should it make a general assignment for the benefit of its creditors, or should a receiver be appointed on account of the Supplier's insolvency, ITU may terminate this Purchase Order by giving the Supplier written notice of such termination. Such termination shall not give rise to any claim against ITU for compensation for any damages or losses incurred. The Supplier shall immediately inform ITU in writing of the occurrence of any of the above events.

11. AMENDMENTS: No amendment to this Purchase Order shall be legally effective and binding unless agreed to in writing and signed by and between the Supplier and ITU. Any such agreement shall be annexed hereto and shall form an integral part of this Purchase Order. This Purchase Order and its Annexes represent the entire agreement between the Parties and supersedes all prior proposals or agreements, written or oral, between the Parties.

12. ADVERTISING: The Supplier shall not advertise or otherwise make public the fact that it is furnishing goods or services to ITU nor shall the Supplier use the name, emblem, acronym or logo of ITU, without ITU's prior written approval.

13. ARBITRATION: Any dispute between the Supplier and ITU arising from, or in connection with this Purchase Order shall be settled directly and amicably by them through mutual negotiations. In case of failure of such negotiations, the dispute shall be settled under the Rules of Arbitration of the International Chamber of Commerce by one arbitrator. The place of arbitration shall be Geneva, Switzerland. The language of arbitration shall be English. The applicable material law shall be Swiss law. The arbitrator's ruling shall be binding and final upon the Parties and any recourse against the arbitrator's ruling shall be excluded.

14. TAX: Article 8 of the Agreement between the Swiss Federal Council and ITU concerning ITU's legal status in Switzerland and Section 9 of the 1947 Convention on the Privileges and Immunities of the Specialized Agencies of the United Nations exempt ITU from all direct taxes, except charges for public utility services, as well as customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize ITU's exemption from such taxes, duties or charges, the Supplier shall immediately consult with ITU to determine a mutually acceptable procedure. Accordingly, the Supplier authorizes ITU to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with ITU before the payment thereof and ITU has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide ITU with written evidence that payment of such taxes, duties or charges has been made and authorized. In addition, Value Added Tax (VAT) is not



included in any price, calculation or estimation covered by this Purchase Order to the extent that ITU is exempt under Article 107 of the Federal Law of 12 June 2009 governing VAT, and Articles 143 and following of the Federal Ordinance of 27 November 2009 on VAT Law. The amount of VAT is deducted at source by the Supplier.

15. PRIVILEGES, IMMUNITIES, and FACILITIES: Nothing in this Purchase Order shall constitute a waiver of the privileges, immunities and facilities which the ITU enjoys by virtue of the international agreements and national laws applicable to it.