

Request for Quotation (RFQ) for Goods

Emergency Procurement Procedures (EPP)

Supply, delivery, installation, testing and commissioning of IT Equipment and Electronics with related accessories for the Immigration and Naturalisation Department in Mogadishu, Somalia.

RFQ Ref No: REQ-SOCO-2022-064

Invitation letter

Dear Sir/Madam,

Subject: Request for Quotations for the Supply, delivery, installation, testing and commissioning of IT Equipment and Electronics with related accessories for the Immigration and Naturalisation Department in Mogadishu, Somalia. (RFQ Case No.: REQ-SOCO-2022-064)

The United Nations Office for Project Services (hereinafter referred to as UNOPS) is pleased to invite prospective bidders to submit a quotation for the provision of goods/services in accordance with the UNOPS General Conditions of Contract and the Schedule of Requirements as set out in this Request for Quotation (RFQ).

The RFQ consists of the following:

- This RFQ Invitation Letter
- Section I: RFQ Particulars
- Section II: Instructions to Bidders
- Section III: Schedule of Requirements
- Section IV: Returnable Bidding Forms
 - **Form A: Quotation Submission Form**
 - **Form B: Price Schedule Form**
 - **Form C: Technical Quotation Form**
 - **Form D: Previous Experience Form**

If you are interested in submitting a quotation in response to this RFQ, please prepare your quotation in accordance with the requirements and process as set out in this RFQ and submit it to UNOPS by the deadline for quotation submission set out in the Section I: RFQ Particulars.

We look forward to receiving your quotation.

Name: Irakli JIBLADZE

Title: Head of Support Services, UNOPS Somalia Country Office (SOCO)

Signature: _____


Date: _____
18.03.2022

Section I: RFQ Particulars

Scope of Quotation	<p>This RFQ refers to the Request for Quotations for Supply, delivery, installation, testing and commissioning of IT Equipment and Electronics with related accessories for the Immigration and Naturalisation Department in Mogadishu, Somalia. (RFQ Case No.: REQ-SOCO-2022-064), as further described in Section III: Schedule of Requirements.</p> <p>UNOPS will use the results of this solicitation process to issue purchase orders to selected supplier (s). Prices quoted against this RFQ should remain fixed and valid for at least 90 days.</p>
Contact person for correspondence, notifications and requests for clarifications	<p>All correspondence, notifications and requests for clarifications in relation to this RFQ shall be sent to:</p> <p>securebidsomalia@unops.org</p>
Bidder Eligibility	No nationalities are excluded from submitting a quotation.
Clarifications	<p>Requests for clarification from bidders should be submitted no later than 5:00pm, (East Africa Time) on Tuesday 22 March 2022.</p> <p>Responses to requests for clarification will be communicated via Email securebidsomalia@unops.org to all prospective bidders</p>
Quotation validity period	Quotations should remain valid for acceptance by UNOPS for 90 days from the date of deadline for quotation submission.
Quotation Currency(ies)	Currency of quotation shall be United States Dollars (USD). Refer to Section II: Instruction to Bidders- Currencies
Duties and Taxes	All quotations shall be submitted net of any direct taxes (customs duties and indirect taxes, such as sales taxes, VAT, taxes on commodities such as fuel).
Language of quotations	All quotations, information, documents and correspondence exchanged between UNOPS and the Bidders in relation to this RFQ process shall be in English.
Deadline for Quotation Submission	All quotations should be submitted no later than 12:00pm, (East Africa Time) on Thursday 24 March 2022.
Bid Security	N/A
submission	<p>Quotations must be submitted to the following email address securebidsomalia@unops.org before the above said deadline.</p> <p>There will be no Public opening of the bids.</p>

<p>Quotation Evaluation method and criteria</p>	<p>Quotations shall be evaluated to determine the lowest priced most technically acceptable offer. The Eligibility/ Qualification and Technical shall be evaluated against the PASS/FAIL Criteria. Evaluation shall be conducted as follows:</p> <ol style="list-style-type: none"> 1. Eligibility/Qualification criteria (PASS/FAIL). The following eligibility and formal criteria will be reviewed for compliance: <ul style="list-style-type: none"> ● Bidder is eligible as defined in Instructions to Bidders, Article 3 (check and clarify) ● Completeness of the Quotation. All Returnable Quotation Forms and other documentation requested have been provided and are complete (Check and clarify) ● Bidder accepts UNOPS General Conditions of Contract (check and clarify). ● Bidder has given the required bid validity period of 90 days (Check /Clarify); ● Bidders shall be duly registered with the Government of the country of origin; to supply the goods/items. Bidders should attach their valid company registration certificate (Check and clarify). ● Confirmation of delivery time of 4 weeks (30 calendar days) upon signing of the purchase order . 2. Technical compliance of the offered goods/services (PASS/FAIL). <p>The bidder's quotation will be reviewed based on the the following technical criteria for compliance with UNOPS requirements:</p> <ul style="list-style-type: none"> ● Goods and services offered in the quotation are acceptable compared to the requirements in Section III: Schedule of Requirements (check and clarify). ● Bidder has attached product pictures/ catalogue / brochure for items quoted with clear specifications and indication of the country of origin of the products (check and clarify). ● Bidders must demonstrate experience in supplying similar IT equipment with related accessories; electronic equipment in the last 4 years (i.e Counting backwards from the deadline of this tender, in calendar years i.e March 2022-March 2018). Attach One (1) Purchase Order/contract of not less than USD 20,000 (Check and clarify). 3. Financial evaluation. <ul style="list-style-type: none"> ● 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.
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	<p>Additional Criteria:</p> <ul style="list-style-type: none"> Sustainable Criteria: The bidder must provide a separate clear brief statement (Letter) that outlines how it plans to avoid any unnecessary packaging and/or to consider more sustainable alternatives which include but are not limited to using biodegradable or recycled packaging, recyclable packaging, offering a packaging take-back option, and packaging in bulk or other means.” (Check and Clarity). <p>“In accordance with the UN’s efforts to eliminate single use plastics from its operations, bidders are required to avoid any unnecessary packaging and/or to consider more sustainable alternatives which include but are not limited to using biodegradable or recycled packaging, recyclable packaging, offering a packaging take-back option, and packaging in bulk or other means.”</p>
Partial quotations	Partial quotations shall not be allowed. Bidders must quote prices for the total services for the total requirement requested under Section III: Schedule of Requirements. Evaluation will be done for the total requirement.
Alternative quotations	Not accepted
Documents comprising the Quotation	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> ● Form A: Quotation Submission Form ● Form B: Price Schedule Form ● Form C: Technical Quotation Form ● Form D: Previous Experience Form ● Licence/Registration Certificates ● Catalogues/Brochures/Data sheets ● Sustainable Statement Letter
Type of Contract to be awarded	UNOPS will sign the following contract with the awarded Bidder(s) :Purchase Order
General Conditions of Contract	<p>In the event of an order, the following conditions of contract will apply: UNOPS General Conditions of Contract for the provision of Goods The General Conditions of Contract are available at: http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx</p>
Signing Contract	UNOPS plans to award the Contract by 5 April 2022 .
UNGM registration	<p>Any contract/Purchase Order resulting from this RFQ exercise will be subject to the supplier registration on the United Nations Global Marketplace (UNGM) website. Vendors can register their company by accessing the website at www.ungm.org.</p> <p>The Bidder may still submit a quotation even if not registered with the UNGM; however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to Contract/Purchase Order signature.</p>

Section II: Instructions to Bidders

1. SCOPE OF QUOTATION

Bidders are invited to submit a quotation for the goods and/or services specified in Section III: Schedule of Requirements, in accordance with this RFQ.

2. INTERPRETATION OF THE RFQ

This RFQ is an invitation to treat and shall not be construed as an offer capable of being accepted or as creating any contractual, other legal or restitutionary rights.

This RFQ is conducted in accordance with the applicable provisions of UNOPS Procurement Manual (latest version of which can be accessed at: <https://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx>) and other relevant Organisational Directives and Administrative Instructions that are referred to in the Procurement Manual. In case of contradictions between this RFQ and the UNOPS Procurement Manual, the UNOPS Procurement Manual shall prevail.

3. BIDDER ELIGIBILITY

Bidders may be a private, public or government-owned legal entity or any association with legal capacity to enter into a binding Contract with UNOPS.

A Bidder, and all parties constituting the bidder, may have the nationality of any country with the exception of the nationalities, if any, listed in **Section I: RFQ Particulars**. A Bidder shall be deemed to have the nationality of a country if the Bidder is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.

A Bidder shall not have a conflict of interest. A bidder shall be considered to have a conflict of interest if:

- A Bidder has a close business or family relationship with a UNOPS personnel who: (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract;
- A Bidder is associated, or has been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNOPS to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods, services or works required in the present procurement process;
- A Bidder has an interest in other bidders, including when they have common ownership and/or management. Bidders shall not submit more than one bid, except for alternative offers, if permitted. This will result in the disqualification of all bids in which the Bidder is involved. This includes situations where a firm is the Bidder in one bid and a subcontractor on another; however, this does not limit the inclusion of a firm as a subcontractor in more than one bid.

Bidders must disclose any actual or potential conflict of interest in the Quotation Submission Form and they shall be deemed ineligible for this procurement process unless such conflict of interest is resolved in a manner acceptable to UNOPS. Failure to disclose any actual or potential conflict of interest may lead to the Bidder being sanctioned further to UNOPS policy on vendor sanctions.

A Bidder shall not be eligible to submit a quotation if and when at the time of quotation submission, the Bidder:

- is included in the Ineligibility List, hosted by [UNGM](#), that aggregates information disclosed by UNOPS ([UNOPS Ineligibility List](#)) and other Agencies, Funds or Programs of the UN System;
- is included in the [Consolidated United Nations Security Council Sanctions List](#), including the [UN Security Council Resolution 1267/1989 list](#);

- is included in the [World Bank Corporate Procurement Listing of Non-Responsible Vendors](#) and [World Bank Listing of Ineligible Firms and Individuals](#).
- is included in any other Ineligibility List from a UNOPS partner and if so listed in **Section I: RFQ Particulars**.
- is currently suspended from doing business with UNOPS and removed from its vendor database(s), for reasons other than engaging in proscribed practices as defined in the UNOPS Procurement Manual.

All Bidders are expected to embrace the principles of the [United Nations Supplier Code of Conduct](#), given that it originates from the core values of the Charter of the United Nations. UNOPS also expects all its suppliers to adhere to the principles of the [United Nations Global Compact](#).

4. CLARIFICATION OF THE RFQ

Bidders may request clarification in relation to the RFQ by submitting a written request to the contact stated in the **Section I: RFQ Particulars**, until the time stated in **Section I: RFQ Particulars**. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official.

5. REMUNERATION FOR AND COSTS OF QUOTATIONS

Bidders shall not be entitled to any remuneration or compensation for the preparation and submission of their quotation.

6. QUOTATION CURRENC(IES)

The quotation shall be made in the currenc(ies) stated in **Section I: RFQ Particulars**. If applicable, for comparison and evaluation purposes, UNOPS will convert the quotations into USD at the official United Nations rate of exchange in force at the time of the deadline for quotation Submission.

UNOPS reserves the right not to reject any quotation submitted in a currency other than the mandatory bidding currenc(ies). UNOPS may accept quotations submitted in another currency than stated above if the Bidder confirms during clarification of quotations in writing that it will accept a Contract issued in the mandatory quotation currency and that for conversion the official United Nations operational rate of exchange of the day of RFQ deadline as stated in Section I: RFQ Particulars shall apply. Regardless of the currency of quotations received, the Contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

Rates in quotations shall be fixed. Quotations with adjustable rates shall be disqualified.

7. DUTIES AND TAXES

Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNOPS as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in **Section I: RFQ Particulars**.

8. PAYMENT TERMS

UNOPS will ordinarily effect payment within 30 days after receipt of the goods/services and on submission of payment documentation. Time in connection with discounts offered for accelerated

payment will be computed from the date of receipt of payment documents by UNOPS. Payment discounts will not be considered in the financial evaluation.

9. PUBLICATION OF CONTRACT AWARD

UNOPS shall publish in its website (<https://data.unops.org>) information regarding the purchase order(s) awarded as a result of this RFQ.

10. ETHICS AND PROSCRIBED PRACTICES

UNOPS requires that all Bidders observe the highest standard of ethics during the entire RFQ process, as well as the duration of any Contract that may be signed as a result of this process. Therefore, all Bidders shall represent and warrant that they:

- (i) have not unduly obtained, or attempted to unduly obtain, any confidential information in connection with the RFQ process and any Contract that may be signed as a result of this RFQ process;
- (ii) have no conflict of interest that would prevent them from entering into a Contract with UNOPS, and shall have no interest in other parties involved in this RFQ process or in the project underlying this RFQ process;
- (iii) have not engaged, or attempted to engage, in any Proscribed Practices in connection with this RFQ process or the Contract that may be awarded as a result of this RFQ process. For the purposes of this provision, Proscribed Practices are defined in the [UNOPS Vendor Sanctions Procedures](#), and include: corrupt practice, fraudulent practice, coercive practice, collusive practice, unethical practice and obstruction.

11. AUDIT

UNOPS may conduct investigations relating to any aspect of the Contract award at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract. The Contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNOPS access to the Contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Contractor's personnel and relevant documentation. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNOPS hereunder

12. BID PROTEST



Any Bidder that believes to have been unjustly treated in connection with this RFQ process or any Contract that may be awarded as a result of such RFQ process may submit a complaint to UNOPS' Director of Procurement. More information about bid protests can be found on UNOPS' website at www.unops.org.



Section III: Schedule of Requirements



This Request for quotations is for the Supply, delivery, installation, testing and commissioning of IT Equipment and Electronics with related accessories for the Immigration and Naturalisation Department in Mogadishu, Somalia, as described in the table below.

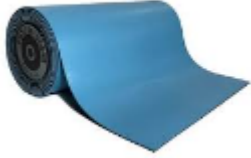
Please note that the photos in the table below are for indicative purposes only.

1. Please fill the Bidder's specification column with the corresponding details of your offer in each row/line. Bidders **MUST NOT** copy and PASTE UNOPS' specifications.
2. A dimension/measure deviation of +/- 20mm or 2cm may be acceptable as may be deemed fit at the time of evaluation of bids.

Type of equipment		Details of goods required	Unit of measure (UOM)	Quantity
1	HP Computer		HP All-in-One 24-df1036xt All-in-One PC, Intel i5, 8 GB memory; 1 TB HDD storage; 256 GB SSD storage 23.8" inch diagonal FHD display, Windows 10 professional, Microsoft office 2019.	Pcs 50
2	Windows server 2022		Windows server 2022, Standard edition licence	Pcs 6

<p>3</p>	<p>Microsoft</p>		<p>SQL Server 2022 Standard edition licence</p>	<p>Pcs</p>	<p>6</p>
<p>4</p>	<p>UPS</p>		<p>Mercury Model:MP9106S Capacity:6KVA/5.4KW Input:220Vac,50/60Hz,40A Max, 1Φ Output:220Vac,50,60Hz,25A, 1Φ Battery:120Vdc Protective Class Icc:10kA</p>	<p>Pcs</p>	<p>6</p>

<p>5</p>	<p>UPS</p>		<p>Input frequency:50Hz Input phase: Single-phase Cold Start (0 to 100% load): Press the ON/OFF switch Input range (220V):140V-300V Rating output (VA):650VA Rating output (W):390W Rating output (W): Battery mode(simulated sine wave), Power factor:0.6 Rating voltage:220V Rating frequency:50Hz Output Frequency Line-mode: Synchronise with the Utility Battery mode:50 Hz±1Hz Backup Tim – Typical:10mins to 18mins (depending on load) Dimension:390x 145 x 220 (mm)</p>	<p>Pcs</p>	<p>50</p>
<p>6</p>	<p>TV screen</p>		<p>60 inch Samsung Tv screen Smart QLED 4K,Resolution 3,840 x 2,160,Picture Processor Quantum Processor Lite 4K, Dolby Yes,Wi-Fi Yes (WiFi5) IP Control Yes</p>	<p>pcs</p>	<p>2</p>

7	Anti static floor mat		Thickness=2mm Tensile strength=8mp +/-1 Elongation breaking point=350%+/-50 Density=1.3+/-0.05 [SG] Tear strength = 45+/-5 Abrasion resistance=85 Heat resistance=Undamaged by iron and solder temperature 260° C Chemical Resistance=IPA, Acetone or common solvents will not produce discolouration UV Resistance=No discolouration or fading effect Stud Force=6 kgs/ 59cm (Recommended) Surface Resistivity - Black= 103 - 105 Surface Resistivity - Colour =107 - 109	m2	35
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Warranty: Minimum of 24 months for the IT equipment and 12 months on the other items.