



Date: August 30, 2022

REQUEST FOR QUOTATION
RFQ N° UNFPA/THA/RFQ/22/007
Procurement of Computer Laptop and Monitor

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items:

Item N°	Product Name	Product Description	Unit of Measure	Quantity
1	Computer Laptop (English/Thai Keyboard Layout)	Computer Laptop (English/Thai Keyboard Layout) with the below specification <ul style="list-style-type: none">• 11th Gen Intel Mobile Core i5 or equivalent• At least Four-Core Processor with at least 2.4 GHz speed and at least 8MB cache• At least 16GB DDR4 Memory• At least 512GB Solid State Drive• Dual-Band Wireless WiFi 802.11ax• 1 Audio combo port• At least 1 Thunderbolt/USB-C port• At least 1 USB version 3.2 port (USB-A)• 1 HDMI port• 1 Memory Card Reader port• Aluminum or carbon fibre laptop body• Security lock Slot• Touch Screen 14" FHD (1920 x 1080) Anti-Glare• Integrated HD Graphics• At least 4 cell Lithium-Ion or Lithium-Polymer battery• Built-in English (Availability of Thai/English Keyboard is desirable)• Touch Fingerprint Reader (preferable but not required)• AC Adapter with Power Cord• Integrated webcam (At least 720p resolution)• Speaker and Noise Cancelling Digital Array Mic.• Preloaded Windows 10 Professional 64bit (Windows 11 Professional upgradable)• USB-C Docking station	Each	7

		<ul style="list-style-type: none"> • USB-C Small Travel Adapter (for USB/Ethernet port extension) • Bag for laptop (Shoulder sling bag is desirable) • External wireless mouse and keyboard (Thai/English Keyboard is desirable). • 3 years battery warranty • At least 4 years warranty, including accidental damage for laptop • Minimum 3 years warranty for the docking station (4-year warranty is desirable) • Next business day onsite service warranty • Compliance and Standards: ENERGY STAR and TCO Certified Notebook 		
2	Monitor 27"	<p>Monitor 27" with below specification</p> <ul style="list-style-type: none"> • Viewable Size 68.59 cm (27.0 Inches) • Resolution 1920 x 1080 at 60Hz • Contrast Ratio 1000: 1 (typical) • Pixel Per Inch (PPI): 82 • Contrast Ratio 1000: 1 (typical) • Aspect Ratio (16:9) • Backlight Technology LED • Brightness 300 cd/m² (typical) • 1 x DisplayPort version 1.2 • 1 x HDMI port version 1.4 • 1 x VGA port • 1 x USB 3.0 upstream port • 2 x USB 3.0 downstream ports • 2 x USB2.0 downstream • Height-adjustable stand • Tilt-adjustable (-5° to 21°) • Swivel – adjustable (-45° to 45°) • 3 years Nex Business day onsite service warranty • Compliant Standards ENERGY STAR certified monitor 	Each	7

I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.



UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](#)

Objective:

The objective of the RFQ is to identify a supplier who can provide UNFPA with all the above-mentioned products/ after sales service. The selected vendor is expected to provide such products/ after sales service, based on specific Purchase Orders submitted to the vendor.

II. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA:	<i>Doungdao Songphanich</i>
Tel N°:	<i>+66 (0) 2687 0134</i>
Email address of contact person:	songphanich@unfpa.org

The deadline for submission of questions is 6 September 2022 at 5:00 PM Bangkok Time.¹ Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

III. Eligible Bidders

This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process you must comply with the following:

- A bidder must be a legally-constituted company that can provide the requested products and have legal capacity to enter into a contract with UNFPA to deliver goods and provide after sales services in the country, or through an authorized representative.
- A bidder must not have a conflict of interest regarding the solicitation process or with the TORs / Technical Specifications. Bidders found to have a conflict of interest shall be disqualified.
- At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the [Compendium of United Nations Security Council Sanctions Lists](#) and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any [UN Organization](#) or the [World Bank Group](#).
- Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).

IV. Content of quotations

Quotations should be submitted in a single email whenever possible, depending on file size. Quotations must contain:

a) Technical proposal, in response to the requirements outlined in the specifications should comply with:

- The bidder shall be required to quote for all items.
- The bidder shall be required to provide the brand/ model of the offer items.
- The bidder shall be required to provide the technical specification of all offered items.
- The bidder shall be required to provide the delivery lead time of all offered items.

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>



b) Price quotation, to be submitted strictly in accordance with Price Quotation Form.

Both parts of the quotation must be signed by the company's relevant authority and submitted in PDF format.

V. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section IV above, along with a properly filled out and signed price quotation form, and are to be sent by email to the contact person indicated below no later than: **Tuesday, 13 September 2022 at 5:00 PM Bangkok Time.**²

Name of contact person at UNFPA:	<i>UNFPA Thailand Procurement</i>
Email address of contact person:	thailand-bidtender@unfpa.org

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/THA/RFQ/22/007 – Computer Laptop and Monitor**. Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total email size may not exceed **20 MB (including email body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply acceptance of the quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

VI. Overview of Evaluation Process

Quotations will be evaluated based on the compliance with the technical specifications and the total cost of the goods (as per price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

VII. Award

In case of a satisfactory result from the evaluation process, UNFPA shall award a Purchase Order (PO) to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

VIII. Right to Vary Requirements at Time of Award

UNFPA reserves the right at the time of award of Contract to increase or decrease, by up to 20%, the volume of goods specified in this RFQ without any change in unit prices or other terms and conditions.

IX. Payment Terms

UNFPA payment terms are net 30 days upon receipt of shipping documents, invoice and other documentation required by the contract.

² <http://www.timeanddate.com/worldclock/city.html?n=69>



X. Fraud and Corruption

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's Policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

XI. Zero Tolerance

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

XII. RFQ Protest

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit Dr. Asa Torkelsson, UNFPA Representative Malaysia/ UNFPA Country Director Thailand at torkelsson@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Supply Chain management Unit at procurement@unfpa.org.

XIII. Disclaimer

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).



PRICE QUOTATION FORM

DOWNLOAD THE FORM [HERE](#)

Name of Bidder:	<i>Please indicate</i>
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	UNFPA/THB/RFQ/22/007
Currency of quotation:	Thai Baht (THB)
Validity of quotation:	(The quotation shall be valid for a period of at least 3 months after the submission deadline.)

Price Quotation Form

Item	Product Name & Description	UOM	Unit Price (THB)	Number of Units	Total (THB)
1	Computer Laptop - <i>Please indicate Brand and Model</i>	Each		7	
2	Monitor - <i>Please indicate Brand and Model</i>	Each		7	
3	Delivery Charges based on the following 2020 Incoterm, to: DAP	Each		1	
	United Nations Population Fund Thailand Country Office (UNFPA Thailand), 4th Floor United Nations Service Building, Rajdamnern Nok Avenue, Bangkok, 10200, Thailand.				
GRAND TOTAL					

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/THA/RFQ/22/007 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

	Click here to enter a date.
Name and title	Date and place



United Nations Population Fund
4th Floor United Nations Service Building,
Rajdamnern Nok Avenue, Bangkok 10200
E-mail: thailand.office@unfpa.org
Website: <http://thailand.unfpa.org>

**ANNEX I:
General Conditions of Contracts:
De Minimis Contracts**

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#), [Spanish](#) and [French](#)