



<b>REQUEST FOR QUOTATION</b>	
<b>To: LTA Holders</b>	<b>UNDP PSU Reference: GP500465-1</b> (Please quote in all communications)

02 November 2020

Reference is made to the valid LTA, resulting from ITB process nr.500147, established between your company (LTA holder) and UNDP OSO/PSU and/or other UN agency covering the procurement of the hereby required items. Prices quoted in response to this RFQ should not exceed the ceiling prices as specified in the referred LTA and/or, in case the requested items differ from those offered in the LTA, the discount level policy should be applied.

This Request for Quotation document comprises :

- Quotation Data Table (below)
- RFQ Section 1: Specifications of requested items and LTA holder’s statements on compliance and deviations.
- RFQ Section 2: Price and Delivery Schedule – should be entered directly in the eTendering system.
- RFQ Section 3: Performance Security Form

This process is managed through UNDP online eTendering system that can be accessed at: <https://etendering.partneragencies.org>. If you have already registered before, you do not need to register again, but instead log in using your username and password. If you do not remember your password, use the “forgot password” link to get a new temporary password. If still cannot access your account, contact UNDP for support. Do not create a new account.

It remains your responsibility to ensure that your quotation is submitted before the deadline indicated in the system. The system does not accept any bids after the deadline. Offers submitted in any other form may not be accepted unless explicitly authorized by UNDP in advance.

**QUOTATION DATA TABLE**

Subject of RFQ:	<b>Procurement of tablets for the Ministry of Education of the Dominican Republic (MINERD)</b>
Deadline for submission of quotations:	<p>Date: <b>23 November 2020</b></p> <p>Time: As indicated in the e-tendering system. Please thoroughly check. Please notice that the indicated time is <u>New York, EST time zone.</u></p> <p>Date and time indicated on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case of discrepancies.</p>



<p>Contact persons for written communication</p>	<p>Patricia Diego (<a href="mailto:patricia.diego@undp.org">patricia.diego@undp.org</a>) Samuel Cotarelo (<a href="mailto:samuel.cotarelo@undp.org">samuel.cotarelo@undp.org</a>) Victor Margall (<a href="mailto:victor.margall@undp.org">victor.margall@undp.org</a>)</p> <p>Any clarifications or modifications to the RFQ made by UNDP will be posted directly in the system.</p>
<p>Pre-Bid Meeting</p>	<p>Teleconference Meeting Date: <b>06 November 2020</b> Time: 15h00 (Copenhagen Time)</p> <p>An invitation link will be sent to the LTA holders 24 hours before the meeting.</p> <p>When joining the meeting, LTA holders will be requested to identify themselves with their name and the name of the company they represent.</p> <p>If any technical issues are encountered during the meeting, LTA holders can send us an email for assistance.</p>
<p>Documents to include in your Quotation</p>	<p>The following documentation must be included in your Submission (the below documents have to be uploaded on the eTendering system. Bidders have to respond directly to Bid Factors and Line Items in the system, as requested).</p> <ol style="list-style-type: none"> <li>i. Description of the offered items in response to the requirement and statement regarding any deviations/non-compliances (Section1, table provided), signed by authorized representative. Please include Section 1 duly completed, also in editable format.</li> <li>ii. Price Schedule entered in the eTendering system directly.</li> <li>iii. Technical data sheets of items, including detailed technical data and description of the items, model, brand, etc.</li> <li>iv. Clear details on warranty/after-sales arrangements provided by the manufacturers.</li> <li>v. Details about the offered extended warranty support through the local provider supplemented by the following:             <ol style="list-style-type: none"> <li>a. Diagram/description of the responsibilities including local partners and team members.</li> <li>b. Local partner/s profile/s description with contact details.</li> <li>c. List of previous contracts similar to the scope of this RFQ implemented by the local partners.</li> <li>d. Copy of the intended partnership agreement signed between the LTA holder and selected local partner, clearly stating the roles and responsibilities of both parties during the implementation of this project.</li> </ol> </li> </ol>



	<p>e. CVs of the project manager and senior technicians from the local provider.</p> <p>vi. Authorization to represent manufacturer/developer: all main manufacturers’ authorizations in relation to items listed in Section 1 should be included. Bidder must be an authorized seller/reseller/service provider for the products/services offered, and shall expressly warrant its status in the Offer. Supplier should provide the authorization letter from manufacturers if not its own product, for each offered product in the proposal.</p> <p>vii. Production, consolidation, and delivery schedule presented in a clear manner.</p>
<p>Delivery terms:</p>	<p>LTA holders are requested to offer and provide prices* for deliveries to:</p> <p><b>DPU (Delivered at Place Unloaded), Santo Domingo International Airport, Dominican Republic (Incoterms 2020)</b></p> <p>And</p> <p><b>FCA (Consolidated), Named international airport/s.</b></p> <p>More than one consolidated FCA points may be offered, if the proposed items are sourced from different manufacturers or production plants. However, the supplier will be fully responsible to ensure and guarantee quality control at every location.</p> <p>Partial/split deliveries may be accepted for each lot.</p> <p>If savings are foreseen without increase of risk, alternative delivery options bringing value for money may be offered in addition to the main scenario. Please add it as an attachment to the event in a separate file.</p> <p>*Considering the volatility of freight prices in the current pandemic context, LTA holders should provide “ceiling” freight costs in their quotations, and the evaluation will be conducted on the basis of these ceiling freight costs. However, if at the time of award the actual freight costs become significantly lower, the awarded supplier/s are expected to adjust the freight quotations accordingly, so that the corresponding savings are transferred to UNDP.</p>
<p>Alternate offer:</p>	<p>LTA holders may provide an alternative offer, only <u>in addition</u> to the requested scenario. The alternative offer, if applicable, can be uploaded in the system as a separate attachment.</p>



<p>Maximum accepted delivery times:</p>	<p>The approximate date of PO placement is expected by <b>30 November 2020</b>, or earlier if possible, and maximum delivery times accepted are:</p> <ul style="list-style-type: none"> <li>• <b>Lot 1 – Delivery by 23 December 2020:</b> as many units as possible to be delivered to DPU Santo Domingo International Airport. <i>LTA holders must indicate the maximum number of tablets that could be provided in Lot 1 within the deadline.</i></li> <li>• <b>Lot 2 – Delivery by 31 January 2021:</b> as many units as possible out of the remaining quantity to be delivered to DPU Santo Domingo International Airport. <i>LTA holders must indicate the maximum number of tablets that could be provided in Lot 2 within the deadline.</i></li> <li>• <b>Lot 3 – Delivery by 15 March 2021:</b> as many units as possible out of the remaining quantity to be delivered to DPU Santo Domingo International Airport. <i>LTA holders must indicate the maximum number of tablets that could be provided in Lot 3 within the deadline.</i></li> <li>• <b>Lot 4 – Delivery by 15 April 2021:</b> remaining quantity to be delivered to DPU Santo Domingo International Airport. <i>LTA holders must indicate the remaining number of tablets to be provided in Lot 4 within the deadline.</i></li> </ul> <p><b>LTA holders are requested/encouraged to provide the earliest possible delivery timelines.</b> Please note the objective is to have the maximum possible number of tablets delivered before the end of 2020, and the remaining units as early as possible in 2021. Accordingly, if the LTA holders are able to supply the entire quantity within 2 or 3 lots, they are allowed and encouraged to do so, as long as the prices remain competitive and reasonable.</p> <p><b>Given the urgency of this project, in order to maximize the quantities to be delivered in each lot, LTA holders are authorized to propose a solution involving different sources of production/supply (i.e. different models, different brands/manufacturers, etc.) as long as the items proposed are fully compliant with the technical specifications requested and supplier can provide warranty and services for all of them. In this sense, up to a maximum of 3-4 different combinations of brand/model per supplier are allowed.</b> In this case, LTA holders must clearly indicate in their offer the number of units of each brand/model to be supplied within each lot.</p>
<p>Mode of Transport requested:</p>	<p>Air freight</p> <p>Shipping details are requested to be provided in the price schedule in Excel format (Section 2), for each shipment.</p>



Partial Quotations:	Partial quotations may not be considered. Suppliers are requested to provide a complete quotation for the entire quantity (i.e. for all the lots) and only in exceptional cases a partial quotation may be considered.
Quotations Evaluation and Award Criteria	<p>Quotations will be evaluated by Lot on the following basis:</p> <ol style="list-style-type: none"> <li>1. Compliance with Terms and Conditions of the RFQ and UNDP General Terms and Conditions.</li> <li>2. Compliance with Technical Specifications requested.</li> <li>3. Compliance with Warranty/After-sales conditions requested.</li> <li>4. Compliance of the samples provided.</li> <li>5. Price and Delivery timelines offered.</li> </ol> <p>UNDP’s award criteria is to contract the <b>lowest priced, technically compliant and fully responsive offer/s for each lot on DPU terms</b>. For comparison purposes, considering that the quantity within the same lot may vary among the LTA holders, <b>the lowest price will be calculated as an all-inclusive unit price by tablet</b>, i.e. factoring in the price of hardware, and proportional cost of services and shipping costs (landed price at destination/DPU Incoterms 2020).</p> <p>On the basis of the above, <b>UNDP reserves the right to award more than one contract per lot as well as to award partial lots.</b></p> <p>LTA holders are requested to provide in each lot a breakdown of the freight cost for each group of tablets (a group of tablets refers to the number of tablets of the same model included in each lot). As mentioned, LTA holders may offer more than one model, so for each group of tablet models the corresponding freight cost should be outlined in the price schedule.</p>
Provision of Samples	<p>LTA holders shall prepare and send samples of the items detailed below, responding to the supply requirements and specifications as stipulated in Section 1:</p> <ul style="list-style-type: none"> <li>• <u>For each model of tablet offered</u>: one sample tablet with all the corresponding accessories (cover, glass screen protector, pen, charger, cables, etc., with pre-installed Operating System and software (same OS and software that will be installed in the final tablets if the contract is awarded), and two sample stickers.</li> </ul> <p>In the event that LTA holders submit a sample which is not 100% identical to the tablet/s or accessories offered, they must clearly explain in writing the deviations.</p> <p>UNDP shall not return the samples received. However, non-awarded bidders can pick up their sample once evaluation has been completed.</p>



	<p>Samples must <u>be couriered as soon as possible and arrive before Close of Business on 23 November 2020</u> to the following address (Delivery terms: DDP, Incoterms 2020):</p> <p>UN CITY  UNDP PSU – Elections Team  Attn: Samuel Cotarelo  Marmorvej 51  2100 Copenhagen, Denmark</p>
Pre-shipment inspection	<p>A pre-shipment inspection may be conducted at any of the manufacturing locations or supplier’s consolidation points. The suppliers must collaborate and facilitate the inspection/s.</p>
Warranty Conditions:	<p>Conditions apply as per <u>UNDP General Terms and Conditions, and the referred LTA and detailed requirements outlined in the Technical Specifications (item no. 3).</u></p>
Performance Security:	<p>A Performance Security will be required.</p> <p>The successful Bidder shall furnish a Performance Security to the Purchaser in the amount of 10% of the Purchase Order Value (in the same currency). The Performance Security shall be valid for 30 days longer than the entire contract period, including (but not limited to) manufacture, delivery, technical services and warranty obligations. The Performance Security shall be received by the Purchaser within 30 days of receipt of the Purchase Order.</p> <p>The Performance Security shall be in one of the following forms:</p> <ul style="list-style-type: none"> <li>a) A bank guarantee, issued by a reputable licensed bank in the form provided in this RFQ; or</li> <li>b) An irrevocable standby letter of credit.</li> </ul> <p>The Performance Security shall permit the beneficiary to draw on it in any international location and specifically in Denmark or the United States.</p> <p>PSU does not normally return bid/performance securities upon expiry.</p> <p><b>Please refer to Section 3 of the RFQ for the Performance Security template.</b></p>



Software/Hardware ownership:	<p>Eventual end-user/owner of the software/hardware included in the requirement is: Ministry of Education of the Dominican Republic (MINERD)</p> <p>LTA holder is fully responsible for the process of software transfer of ownership.</p>
Payment schedule:	<p>Payment Terms (for each Lot): 30 days net upon receipt of invoice and supporting documentation, fulfillment of the delivery (DPU) and obligations, and acceptance by UNDP/End-user.</p>
Packing and palletizing:	<p><b>General instructions:</b></p> <p>Packing and palletization of goods must comply in general with the established conditions and requirements as per the referred RFQ and LTA.</p> <p>Each tablet must be packed in the original box from manufacturer, including all the accessories inside, and the box should be wrapped in plastic foil (please note that the covers can be packed separately, it is not mandatory to pack them inside the tablet &amp; accessories box). The original boxes must be of sturdy quality, to ensure that the items packed inside will not get damaged during transportation.</p> <p><b>Pallet building and labelling:</b></p> <p>The pallets must contain 4 visible labels of A4 size affixed on each vertical side and contain the following information:</p> <ul style="list-style-type: none"> <li>• Purchase Order Number</li> <li>• Consignee details and destination</li> <li>• Description of contents and quantity per pallet.</li> <li>• Pallet number/total number of pallets</li> </ul> <p>The goods should be packed / wrapped / strapped sufficiently to avoid pallets from sliding and cargo from moving sideways whilst on the pallets. Plywood layers must be inserted amongst layers of boxes in the pallets, as necessary to ensure in full the stability of the pallet through transport, offloading and possible road transport.</p> <p>Dimensions of each pallet should be made in accordance with airfreight loading requirements in order to maximize use of space and possibly allow for double stacking of the pallets. In any case, the pallets should be maximum 150 cm high.</p> <p>LTA holders must consider that transport will be by air and followed by in-land road transportation in adverse road and weather conditions. Hence, packing shall comply with corresponding requirements.</p>



Other Terms and Conditions	<ul style="list-style-type: none"><li>• Any Purchase Order issued as a result of this Request for Quotation will be governed by UNDP General Terms and Conditions which are available on <a href="http://www.undp.org">www.undp.org</a></li><li>• Price must include export packing by airfreight according to best commercial practice and the nature of the products and responding to the above packing and labeling instructions.</li><li>• Instructions and user manuals/guidelines must be in Spanish. All other documentation shall be in English and/or Spanish.</li><li>• Dangerous Goods: Please identify the items which are classified as “dangerous” for transportation and provide UN class no.</li><li>• In ALL cases, obtaining Export Licenses is the responsibility of the LTA holder. The LTA holder should inform itself of any current export restriction for country of origin of goods to the Dominican Republic and ensure that no delay is caused to deliveries.</li><li>• UNDP is a tax-exempt entity. All quotations must be submitted net of any taxes or customs duties.</li></ul>
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**Section 1**  
**SUPPLY REQUIREMENTS and SPECIFICATIONS,**  
**and LTA HOLDER'S STATEMENT on DEVIATION/NON-COMPLIANCE**

*[Fill in the details in the provided Word document named "Section 1" and submit the duly signed/authorized copy and the document in editable format before the deadline]*



**Section 2**  
**PRICE AND DELIVERY SCHEDULE FORM**

*[Fill in the details in the provided Excel file named "Section 2" and submit the duly signed/authorized copy and the file in editable format before the deadline]*



**Section 3**  
**PERFORMANCE SECURITY FORM**

To: UNDP Procurement Services Unit  
UN City, Marmorvej 51  
DK-2100 Copenhagen  
Denmark

Guarantee No.:

Currency & Amount:

Date of Expiry:

At the request of *[name and address of Supplier]*, we hereby guarantee you irrevocably for the above maximum amount to secure that they fulfil their obligations to supply tablets with the corresponding accessories to DPU Santo Domingo airport, Dominican Republic, in accordance with UNDP/PSU Purchase Order No. **XXXXXX** dated *[date]*, including any technical support services, warranty and other requirements contained therein.

Your claim(s), if any, duly made and presented to us under the guarantee will be honoured on your first demand also stating that *[name of Supplier]* has not fulfilled their above obligations towards you.

We will reduce the guarantee amount by any such amount, as we have had to pay in order to meet your claim(s) duly made and presented under the guarantee.

Where we have received no such claim by *date of expiry above* at the latest, we stand released from our liability under this guarantee. After such date, this guarantee is considered null and void. **UNDP PSU is not obliged to return performance securities on expiry.**

Nothing in this Performance Guarantee shall be deemed a waiver of any privileges and immunities of the United Nations, including any of its subsidiary organs.

Yours faithfully,

SIGNATURE AND SEAL OF THE GUARANTOR

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Date: .....

Name of Bank: .....

Address: .....

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