



Date: 1 August 2019

**REQUEST FOR QUOTATION**  
**RFQ N°: UNFPA/BKK/RFQ/19/005**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**'Provision of IT Equipment Rental Service for Organizing Meetings, and short term office use'**

UNFPA requires the "Provision of IT Equipment Rental Service for Organizing Meetings, and short term office use" as specified in the Technical Specification/Terms of Reference (ToR).

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to perform to The United Nations Population Fund Asia and Pacific Regional Office (UNFPA APRO), 4th Floor United Nations Service Building, Rajdamnern Nok Avenue, Bangkok, 10200 Thailand.

**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 child birth 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](#)

**II. Specific Service Requirements:**

UNFPA APRO is looking for qualified service providers for providing IT Equipment Rental Service for Organizing Meetings, and short term office use. The objective of the RFQ is to identify a supplier who can provide UNFPA with 'Provision of IT Equipment Rental Service for Organizing Meetings, and short term office use' as indicated in the Term of Reference (TOR). The selected vendor is expected to sign the three-year Long Term Agreement (LTA) with UNFPA APRO to provide the 'Provision of IT Equipment Rental Service for Organizing Meetings, and short term office use' to have a standard price list which selected vendor and UNFPA can use the services upon needs and requirement.

UNFPA APRO organizes around 30 events per year. The IT equipment is required in almost all the events. The standard equipment required for a workshop/meeting is 1 laptop and 1 desktop in every event. However, some events, organizers may require more than standard equipment such as printer, photocopier and etc. The requirement is subject to the organizer's requirement.

UNFPA APRO also has interns, short term consultants to work with UNFPA APRO. The office therefore sometimes has to rent laptop or desktop or Monitor for our short term personnel on a monthly basis. The duration of monthly rent can be from one month, three months, six months or nine months.

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### III. Questions

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

Name of contact person at UNFPA:	<i>Ms. Jarintorn Kiatniyomrung</i>
Tel N°:	+66 2 687 0159
Email address of contact person:	<i><b><a href="mailto:kiatniyomrung@unfpa.org">kiatniyomrung@unfpa.org</a></b></i>

The deadline for submission of questions is **Tuesday, 20 August 2019 at 17:00 hours, Bangkok time.** Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

### IV. Content of quotations

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

- a) Technical proposal, in response to the requirements outlined in the service requirements / TORs.

The Technical Bid should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

1. In their technical proposals, the service provider shall provide brief description of the firm and the firm's qualifications: providing information that will facilitate our evaluation of your firm/institution's substantive reliability, such as catalogues of the firm and financial and managerial capacity to provide the services including but not limited to detail experience with accreditations.
2. Lists of proposed IT Equipment including their Brand, Model, Technical Specification, Brochure/Catalogue of each item. Proposed Team Structure: The composition of the team that you would propose to provide to the assignment. An organogram/organization chart illustrating the reporting lines, together with a description of such organization of the team structure should support your Bid. A description of who will be assigned to the team. Please also attach the curriculum vitae (CV) of the two designed technicians for 'on-site technical support'.
3. Copies of current certificates such as company registration certificate, VAT/Tax Registration Certificate and etc.

- b) Price quotation, to be submitted strictly in accordance with the price quotation form.

Both parts of the quotation must be signed by the bidding 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, are to be sent by e-mail to Email address for bid submission at **[apro-procurement@unfpa.org](mailto:apro-procurement@unfpa.org)** no later than: **Wednesday, 28 August 2019 at 17:00 hours, Bangkok time.**



Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: 'Provision of IT Equipment Rental Service for Organizing Meetings, and short term office use' Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total e-mail size may not exceed **20 MB (including e-mail 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.

## VI. Overview of Evaluation Process

Quotations will be evaluated based on the technical proposal and the total cost of the services (price quote).

The evaluation will be carried out in a three-steps process by an ad-hoc evaluation panel. As a first step all bids will be reviewed against IT equipment requirements. Then, technical proposals will be evaluated for technical compliance as per set criteria. Price comparison will be conducted as the last step and the award will be given to the lowest-priced technically compliant offer.

### VI.I Minimum technical requirements for IT Equipment:

Pass/ Fail criteria will be used to evaluate whether or not the proposed IT equipment meets minimum UNFPA's requirements outlined in Annex 2. Only those bids that meet minimum IT equipment requirement will be accepted for further evaluation.

### VI.II Technical evaluation

Technical proposals that passed the IT equipment requirement will be evaluated based on their responsiveness to the below service requirements and in accordance with the evaluation criteria below:

Criteria	(A) Maximum Points	(B) Points attained by bidders	(C) Weight (%)	(B) X (C) = (D) Total score
<b>Company profile</b> Experience and expertise of the company <ul style="list-style-type: none"> <li>- Hold a minimum <b>2</b> years of experience in 'IT Equipment Rental Services for Organizing Meetings, and short term office use'.</li> <li>- Provide at least two references of clients for whom the company/organization has carried out work.</li> </ul>	100		10%	

<ul style="list-style-type: none"> <li>- provide specific client referencing indicating names and descriptions of clients.</li> </ul>				
<ul style="list-style-type: none"> <li>· <i>Experience and Expertise of the proposed Technician # 1</i> <ul style="list-style-type: none"> <li>- The designated technicians must be able to communicate in English.</li> <li>- The designated two technicians should hold a minimum <b>2</b> years of experience in providing 'on-site technical support'.</li> </ul> </li> </ul>	100		20%	
<ul style="list-style-type: none"> <li>· <i>Experience and Expertise of proposed Technician # 2</i> <ul style="list-style-type: none"> <li>- The designated technicians must be able to communicate in English.</li> <li>- The designated two technicians should hold a minimum <b>2</b> years of experience in providing 'on-site technical support'.</li> </ul> </li> </ul>	100		20%	
<ul style="list-style-type: none"> <li>- Technical Team Assessment on the demonstration of technical test.</li> </ul>	100		50%	
<b>Grand Total All Criteria</b>	<b>500</b>		<b>100%</b>	



The following scoring scale will be used to ensure objective evaluation:

Degree to which the Terms of Reference requirements are met based on evidence included in the Bid submitted	Points Out of 100
<ul style="list-style-type: none"> <li>Significantly exceeds the requirements</li> </ul>	90 – 100
<ul style="list-style-type: none"> <li>Exceed the requirements</li> </ul>	80 - 89
<ul style="list-style-type: none"> <li>Meets the requirements</li> </ul>	70 - 79
<ul style="list-style-type: none"> <li>Partially meets the requirements</li> </ul>	1 - 69
<ul style="list-style-type: none"> <li>Does not meets the requirements or no information provided to assess compliance with the requirements</li> </ul>	0

### VI.III Financial Evaluation

Price quotes will be evaluated only for bidders who meet the following requirements:

Passed the IT equipment requirement and received equal or above 70 points on Technical evaluation (Annex III – TOR).

### VII. Award Criteria

UNFPA shall award a Long Term Agreement with duration of (three (3) years with the possibility to extend for one year and another one year to the lowest-priced technically qualified offer.

### 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 services 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 invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

### 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 Designated staff to receive procurement related complaints: Ms. Annette Sachs Robertson, Deputy Regional Director, UNFPA Asia and the Pacific Regional Office in Bangkok at [robertson@unfpa.org](mailto:robertson@unfpa.org). Should the supplier be unsatisfied with the reply provided by the UNFPA Designate Official, the supplier may contact the Chief, Procurement Services Branch at [procurement@unfpa.org](mailto: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

**Name of Bidder:**

**Date of the quotation:**

[Click here to enter a date.](#)

**Request for quotation N°:**

UNFPA/BKK/RFQ/19/005

**Currency of quotation:**

THB

**Delivery charges based on the following 2010 Incoterm:**

DAP

**Validity of quotation:**

*(The quotation shall be valid for a period of at least 3 months after the submission deadline.)*

- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

Item No.	Description	Price per day, per set (for 1-2 days rent) (THB/day-VAT exclusive)	Price per day per set for renting for 3 days and above (THB/day-VAT exclusive)	Price per month (THB per month, VAT exclusive)
1.	Laptop Computer (please indicate Brand / Model)			
2.	Desktop Computer (please indicate Brand / Model)			
3.	Monitor (please indicate Brand / Model)			
4.	Black and White Laser printer with consumable to print 500 sheets per day (Paper & Toner) (please indicate Brand / Model)			
5.	Color Multi-Function Printer with consumable to print 500 sheets per day (Paper & Toner) (please indicate Brand / Model)			
6.	Wireless USB Presentation Controller with laser pointer (please indicate Brand / Model)			
7.	8 Port Gigabit Switch (to use for sharing printer) (please indicate Brand / Model)			
8.	24 Ports Gigabit Switch (to be used for stable internet access in some workshops) (please indicate Brand / Model)			
9.	Wireless Access Point (please indicate Brand / Model)			
10.	Black & White Photocopier with consumable to print 500 sheets per day (Paper & Toner) (please indicate Brand / Model)			
11.	Teleconference Audio Devices (please indicate Brand / Model)			

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12.	Webcam Devices (please indicate Brand / Model)			
13.	Printer for Photo Printing with consumable to print 100 photos per day (Glossy Paper & Toner) (please indicate Brand / Model)			
14.	USB Hub (please indicate Brand / Model)			
15.	Digital Camera (please indicate Brand / Model)			
16.	On-site technical support per person			

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/BKK/RFQ/19/04 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

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United Nations Population Fund  
Asia and Pacific Regional Office (APRO)  
4th Floor United Nations Service Building  
E-mail: [apro-procurement@unfpa.org](mailto:apro-procurement@unfpa.org)  
Website: <https://asiapacific.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](#)

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