



Date: 20 May 2024

REQUEST FOR QUOTATION RFQ N° UNFPA/BIH/RFQ/24/003

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service: “Supply of IT equipment”. UNFPA Bosnia and Herzegovina Country Office is introducing and managing some new partnerships and expanding the existing ones, which is creating an additional burden to the office functioning. Bosnia and Herzegovina CO engage additional staff and disposes of the obsolete equipment, hence the additional IT equipment is necessary.

1. 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](#)

2. Equipment Requirements

Notebook PC [International Brand Name], Monitors and additional equipment (as per attached detail specification);

Laptop - 7 pieces	
Processor	12th Gen Intel Mobile Core i7 or equivalent At least a Four-Core Processor with at least 2.6 GHz speed and at least 8MB cache
Memory	Min. 16 GB DDR4 or better
Internal drive	At least 512GB Solid State Drive
Keyboard	Built-in English Keyboard Touch Fingerprint Reader (preferable but not required)
Display Panel	13” or 14” FHD (1920 x 1080) Anti-Glare Integrated HD Graphics
Ports	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 Security lock Slot
Audio	1 Audio combo port Speaker and Noise Canceling Digital Array Mic
Ethernet	RJ-45 Jack or USB-to-Ethernet Dongle
Wireless	Dual-Band Wireless 802.11ax Bluetooth min 5.0
Camera	Webcam (720p or higher)
Battery, Power	65 W AC external adapter, Region Specific cord,



	38WHr Express charge, Li-Ion; Min 3 cell Long-life battery
Weight	Max. 3lbs/1.3 kg approx.
Warranty	At least 3 years warranty, included: 3 years battery warranty 3 years USB-C Docking station warranty 3 years USB-C Travel adapter warranty accidental damage for Laptop and Docking station. Next business day onsite service warranty

Peripherals /Accessories – 7 pieces

External Wireless
Mouse Keyboard
(English) USB-C Docking station:
supports dual-display and gigabit ethernet.
VGA, HDMI,
USB 3, USB 2.0, USB C connections.
A USB-C Small Travel Adapter with gigabit ethernet (for USB port extension)
Laptop bag

Monitor - 7 pieces

Monitor	Minimum 24 inches with Full HD resolution or better and built-in webcam. Support VGA, HDMI and Display port connections. USB hub desirable. Please quote on a separate line.
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Operating System

Preload Windows 11 Professional 64bit or Windows 10 Professional 64bit
with Windows 11 Professional Upgradable license

Compliance and Standards:

Energy star and TCO Certified Laptop

3. 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. Una Biser</i>
Tel N°:	<i>+387 33 293 584</i>
Fax N°:	<i>+387 33 552 330</i>
Email address of contact person:	<i>bolic@unfpa.org</i>

The deadline for submission of questions is by **3rd June, 2024**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

4. 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 exclusive the additional equipment;
- b) Price quotation, to be submitted strictly in accordance with the price quotation form;
- c) Quality standard of the products;
- d) Warranty package.

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

5. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, and are to be sent by email no later than **3rd June, 2024, 12:00pm Sarajevo Time¹**.

<i>UNFPA BIH Office</i>
<i>bosnia-herzegovina.office@unfpa.org</i>

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/BIH/RFQ/24/003**
- Proposals, including both technical and financial 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 the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

6. Overview of Evaluation Process

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

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



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.

7. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Purchase Order to the Bidder(s) that obtain the lowest-priced technically acceptable offer.

8. 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.

9. 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.

10. 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](#).

11. 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](#).

12. 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 Ms. Marina Ridic at ridjic@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, Procurement Services Branch at procurement@unfpa.org.



United Nations Population Fund
Zmaja od Bosne bb
Sarajevo, Bosnia and Herzegovina
E-mail: bosnia-herzegovina.office@unfpa.org
Website: ba.unfpa.org

13. 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:	
Request for quotation N°:	UNFPA/BIH/RFQ/24/003
Currency of quotation:	BAM
Validity of quotation: <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

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

Item	Product Name & Description	UOM	Unit Price	Number of Units	Total (BAM)
1					
2					
3					
4					
5					
6					
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/BIH/RFQ/24/003** 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.

Name and title	Date and place	