



21 November 2023

## REQUEST FOR QUOTATION RFQ N° UNFPA/LBY/RFQ/23/002

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items: **Procurement of 8 Laptops and optional accessories.**

### 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. The selected supplier is expected to provide such products, based on specific Purchase Orders submitted to the supplier.

### II. Detailed Specifications

Item	Detailed Specifications	Quantity
Laptop	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 At least 16GB DDR5 Memory (8GBx2) At least 512GB Solid State Drive Dual-Band Wireless 802.11ax Bluetooth min 5.0 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 Security lock Slot 13" or 14" FHD (1920 x 1080) Anti-Glare Integrated HD Graphics Built-in English and Arabic Keyboard Touch Fingerprint Reader (preferable but not required) AC Adapter with Type I (Australia) AC Power Cord	1



	Webcam (720p or higher) Speaker and Noise Cancelling Digital Array Mic Preload Windows 11 Professional 64bit or Windows 10 Professional 64bit with Windows 11 Professional Upgradable license A USB-C Docking station supports dual-display and gigabit ethernet A USB-C Small Travel Adapter with gigabit ethernet (for USB port extension) Bag for laptop External Wireless Mouse and Keyboard (English and Arabic) 3 years battery warranty 3 years USB-C Docking station warranty 3 years USB-C Travel adapter warranty At least 3 years warranty, included accidental damage for Laptop and Docking station Next business day onsite service warranty Compliance and Standards: ENERGY STAR and TCO Certified Laptop	
Docking Station (optional accessory)	Should be compatible with offered computer Ports: min 2 USB 3.0 ports; 1 RJ-45 gigabit network; 2X DisplayPort 1.2; 1Xhdmi, Line-in jack; 1 Line-out jack, Thunderbolt Power 90 W or higher	1
Monitor min 23.8 " (optional accessory)	LED-backlit LCD monitor / TFT active matrix Full HD (1080p) 1920 x 1080 at 75 Hz Interfaces HDMI (HDCP 1.4) DisplayPort 1.2 Audio line-out Built-In USB Min 1 year warranty	1

### Delivery and Timeline

The potential order of 8 laptops and any other potential orders may be delivered to UNFPA Libya main office in Tripoli or its sub-office in Tunis. The expected delivery time is, if possible, approximately 3 days up to 2 weeks from the date of award. The details of the delivery location and lead time will be agreed and confirmed in the Purchase Order.

### III. Questions

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

Name of contact person at UNFPA:	<b>Ms. Asma BEN YAHIA Administrative and Logistics Associate</b>
Tel N°:	<b>0021620236467</b>
Email address of contact person:	<b>abenyahia@unfpa.org</b>



The deadline for submission of questions is **23 November 2023**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

#### IV. 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 in the country, or through an authorized representative.
- A bidder must accept either a check payment or have a bank account that accepts Electronic Bank Transfer Payment, should the bidder be awarded as a result of this RFQ process.
- 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, in accordance with the technical quotation form provided;
- b) Signed Declaration Form, to be submitted strictly in accordance with the document; and
- c) Price quotation, to be submitted strictly in accordance with the 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 III 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, 28th November , 2023 at 5:00 PM Tunis time.**

Name of contact person at UNFPA:	Mr. Riadh Jaberi
Email address of contact person:	Bids.Libya.Procurement@unfpa.org

Please note the following guidelines for electronic submissions to UNFPAs PSBs dedicated email address:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/LBY/RFQ/23/002 – Procurement of 8 laptops and optional accessories**. 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.

#### **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 of the essential specifications prior to the comparison of price quotes.

#### **VII. Award**

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Purchase Order for the 8 Laptops; and/or a Long Term Agreement (for 3 items) with duration of three (3) years, with a ceiling of \$49,000.00 per calendar year, to the lowest priced bidder/s whose bid has been determined to be substantially compliant with the bidding documents. UNFPA reserves the right to make arrangements on the award that serves the best interest of the organization.

#### **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 supplier; 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](#).



United Nations Population Fund  
Libya Country Office  
Sidi Abdeljalil, Janzour, Tripoli, Libya  
Email: [libyaco@unfpa.org](mailto:libyaco@unfpa.org)  
Website: <https://libya.unfpa.org>

## **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 Business Unit, Mr. Samir Anouti, at [anouti@unfpa.org](mailto:anouti@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 of UNFPA's Supply Chain Management Unit at [supplychain@unfpa.org](mailto:supplychain@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).



**A. TECHNICAL QUOTATION FORM**

**Part I. Supplier Qualifications/Eligibility:**

No.	Requirements	Bidder's response (Yes/No)	Remarks
1	The bidder confirms that they are a legally constituted company that can provide the requested products and have legal capacity to enter into a contract with UNFPA to deliver in the country (Tunis and Libya), or through an authorized representative?		
2	The bidder confirms that they accept a check payment or have a bank account, that accepts Electronic Bank Transfer Payment, should the bidder be awarded as a result of this RFQ process?		
3	The bidder confirms that there is no conflict of interest regarding the solicitation process or with the Technical Specifications. Bidders found to have a conflict of interest shall be disqualified?		
4	At the time of Bid submission, the bidder, including any JV/Consortium members, confirms that they are not under procurement prohibitions derived from the <a href="#">Compendium of United Nations Security Council Sanctions Lists</a> and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any <a href="#">UN Organization</a> or the <a href="#">World Bank Group</a> .		
5	The bidder agrees to adhere to the UN Supplier Code of Conduct, which may be found by clicking on <a href="#">UN Supplier Code of Conduct</a> .		
6	The bidder confirms that they can deliver the 8 laptops within 3-14 days?		

**Part II. Technical Quotation Details**

Item	Detailed Specifications	Supplier's Proposal Meets UNFPA's Specifications? (Yes/No)	Supplier's detailed specifications that meets or is equivalent or exceeds UNFPA specifications
Laptop	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		
	At least 16GB DDR5 Memory (8GBx2)		
	At least 512GB Solid State Drive		
	Dual-Band Wireless 802.11ax		
	Bluetooth min 5.0		
	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		
	Security lock Slot		
13" or 14" FHD (1920 x 1080) Anti-Glare			
Integrated HD Graphics			



	Built-in <b>English and Arabic Keyboard</b>		
	Touch Fingerprint Reader (preferable but not required)		
	<b>AC Adapter with Type I (Australia) AC Power Cord</b>		
	<b>Webcam (720p or higher)</b>		
	Speaker and Noise Cancelling Digital Array Mic		
	<b>Preload Windows 11 Professional 64bit or Windows 10 Professional 64bit with Windows 11 Professional Upgradable license</b>		
	<b>A USB-C Docking station supports dual-display and gigabit ethernet</b>		
	A USB-C Small Travel Adapter with gigabit ethernet (for USB port extension)		
	Bag for laptop		
	External Wireless Mouse and Keyboard <b>(English and Arabic)</b>		
	3 years battery warranty		
	3 years USB-C Docking station warranty		
	3 years USB-C Travel adapter warranty		
	At least 3 years warranty, included accidental damage for Laptop and Docking station		
	Next business day onsite service warranty		
	Compliance and Standards: ENERGY STAR and TCO Certified Laptop		
<b>Docking Station (optional accessory)</b>	Should be compatible with offered computer		
	Ports: min 2 USB 3.0 ports;		
	1 RJ-45 gigabit network;		
	2X DisplayPort 1.2; 1Xhdmi,		
	Line-in jack; 1 Line-out jack, Thunderbolt Power 90 W or higher		
<b>Monitor min 23.8 " (optional accessory)</b>	LED-backlit LCD monitor / TFT active matrix		
	Full HD (1080p) 1920 x 1080 at 75 Hz Interfaces		
	HDMI (HDCP 1.4)		
	DisplayPort 1.2		
	Audio line-out		
	Built-In USB		
	Min 1 year warranty		

Supplier Signature:

Name and title	Signature	Date and place



## B. PRICE QUOTATION FORM

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	
<b>Request for quotation N°:</b>	UNFPA/LBY/RFQ/23/002
<b>Currency of quotation:</b>	LYD/TND or USD
<b>Delivery charges based on the following 2020 Incoterm:</b>	DAP to Libya or Tunis sub-office
<b>Validity of quotation:</b> <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	To be completed by supplier

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

### Part I. Price Quotation for Laptops

No.	Item/Description	UOM	Number of Units	Unit Price (Currency)	Total Cost
1	Laptop (as per specifications in Section II above)	Each	8		
2	Delivery Charge to Libya or Tunisia sub-office	Each	1		
<b>Overall Total Cost:</b>					-

### Part II. Price Quotation for Laptop and Accessories:

No.	Item/Description	UOM	Number of Units	Unit Price (Currency)
1	Laptop (as per specifications in Section II above)	Each	1	
2	Docking Station (optional accessory)	Each	1	
3	Monitor min 23.8 " (optional accessory)	Each	1	
<b>Total Cost:</b>				-

*Supplier's Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/LBY/RFQ/23/002 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



### C. DECLARATION FORM

The undersigned, being a duly authorized representative of the Company represents and declares that:

		YES	NO
1.	The Company and its Management <sup>1</sup> have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following:		
	a. Fraud;	<input type="checkbox"/>	<input type="checkbox"/>
	b. Corruption;	<input type="checkbox"/>	<input type="checkbox"/>
	c. conduct related to a criminal organization;	<input type="checkbox"/>	<input type="checkbox"/>
	d. money laundering or terrorist financing;	<input type="checkbox"/>	<input type="checkbox"/>
	e. terrorist offences or offences linked to terrorist activities;	<input type="checkbox"/>	<input type="checkbox"/>
	f. sexual exploitation and abuse;	<input type="checkbox"/>	<input type="checkbox"/>
	g. child labour, forced labour, human trafficking; or	<input type="checkbox"/>	<input type="checkbox"/>
	h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management).	<input type="checkbox"/>	<input type="checkbox"/>
2.	The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct.	<input type="checkbox"/>	<input type="checkbox"/>
3.	The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law.	<input type="checkbox"/>	<input type="checkbox"/>
4.	The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions.	<input type="checkbox"/>	<input type="checkbox"/>
5.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business ( <i>creating a shell company</i> ).	<input type="checkbox"/>	<input type="checkbox"/>
6.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) ( <i>being a shell company</i> ).	<input type="checkbox"/>	<input type="checkbox"/>

<sup>1</sup> "Management" means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders.



The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.

Signature:

Date:

Name and Title:

Name of the Company:

UNGM N° (if available):  
(<http://ungm.org/>)

Postal Address:

Email:

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**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](#)



Annex I. UNFPA GCC  
De Minimis Contracts.