Request for Quotation (RFQ) for Goods

Reference No.: APA30/RFQ/2020/001/IT

Purchase of Laptop sets and accessories for staff member of
 Regional Office for Asia and the Pacific, UN Women
Dear Sir/Madam,

Subject: Request for Quotation (RFQ) for the purchase of Laptop sets and for new staff members of Regional Office for Asia and the Pacific, UN Women

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) is seeking quotation(s) for the procurement of Laptop sets and accessories for staff member of Regional Office for Asia and the Pacific, UN Women as described in the annex I to this request for quotation.

2. In order to prepare a responsive quotation, you must carefully review, and understand the contents of the following documents:
   a. This Invitation letter and Quotation Instruction Sheet (QIS)
   c. Quotation Submission Form and Quotation Format (Annex 2)
   d. UN Women General Conditions of Contract (Annex 3)
   e. Voluntary Agreement (Annex 4)
   f. Model Form of Contract (Annex 5)
   g. Eligibility Criteria (Annex 6)

3. Quotations submitted by email must be limited to a maximum of 10 MB, virus-free or corrupted contents to avoid rejection, and no more than 3 email transmissions.

4. A contract may be awarded to the supplier having submitted the quotation representing the best value for money, i.e. lowest-priced technically-compliant of the proposed offers.

5. At the time of the contract award, UN Women reserves the right to vary the quantity of goods by up to a maximum of twenty-five percent (25%) of the total offer without any change in the unit price or other terms and conditions.

6. It is UN Women’s intention to issue the contract as presented herein the RFQ documents. Therefore, offerors should ensure any due diligence regarding the legal review and ability to be compliant to all contract terms and conditions is undertaken prior to the submission of your quotation. Submission of a quotation will be confirmation of accepting UN Women General Conditions of Contract included herein.

7. In the case two (2) quotations are evaluated and found to be the same ranking in terms of technical qualification and price, UN Women will award contract to the company that is either women-owned or has a majority woman employed. This is in support of UN Women’s core mandate. In the case that both companies are women-owned or have a majority woman employed, UN Women will request best and final offer from both suppliers and shall make a final comparison of the competing suppliers.

8. UN Women reserves the right to accept or reject any quotation, and to cancel the process and reject all quotations at any time prior to the award of contract without thereby incurring any liability to the suppliers or any obligation to inform the suppliers of the grounds for such action.
9. At any time prior to the deadline for the submission of quotations, UN Women may, for any reason, whether at its own initiative or in response to a clarification requested by a supplier, modify the RFQ by way of a written amendment. All suppliers that have received the RFQ shall be notified in writing of any such amendments. In order to offer suppliers reasonable time to take any such amendments into account in preparing their quotations, UN Women may, at its discretion, extend the deadline for the submission.

10. The Quotation Instruction Sheet (QIS) below provides the requisite information for the Supplier as guide to respond to this request.
## QUOTATION INSTRUCTION SHEET (QIS)

<table>
<thead>
<tr>
<th>Instruction to Suppliers</th>
<th>Specific Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deadline for Submission of Quotation</strong></td>
<td>Date and Time: <strong>June 24, 2020 12:00 AM Bangkok, Thailand</strong> (for local time reference, see <a href="http://www.greenwichmeantime.com">www.greenwichmeantime.com</a>)&lt;br&gt;This is an absolute deadline, Quotation received after this date and time will be disqualified.</td>
</tr>
<tr>
<td><strong>Method of Submission</strong></td>
<td>☐ Personal Delivery/ Courier mail/ Registered Mail&lt;br&gt;☒ Electronic submission of Quotation</td>
</tr>
<tr>
<td><strong>Address for Quotation Submission</strong></td>
<td>☒ Electronic submission of Quotation: <a href="mailto:procurement.bangkok@unwomen.org">procurement.bangkok@unwomen.org</a>&lt;br&gt;Quotations should be submitted to the designated address by the date and time of the deadline given.</td>
</tr>
<tr>
<td><strong>Language of the Quotation</strong></td>
<td>☒ English&lt;br&gt;☐ French&lt;br&gt;☐ Spanish&lt;br&gt;☐ Others (pls. specify) ________________________</td>
</tr>
<tr>
<td><strong>Quotation Currencies</strong></td>
<td>THB</td>
</tr>
<tr>
<td><strong>Quotation Validity Period commencing after closing date of RFQ</strong></td>
<td>90 days&lt;br&gt;UN Women may exceptionally request vendor to extend quotation validity beyond the initial period indicated in the RFQ. Request will be communicated in writing.</td>
</tr>
<tr>
<td><strong>Partial Quotes</strong></td>
<td>☒ Not permitted&lt;br&gt;☐ Permitted</td>
</tr>
<tr>
<td><strong>Payment Terms</strong></td>
<td>☒ 100% upon completion and satisfactory receipt of goods&lt;br&gt;☐ Other:</td>
</tr>
</tbody>
</table>
| Alternative Offer | ☑ Authorized  
☐ Not authorized  

Alternative offer is authorized when it represents an improvement over the original offer in terms of exceeding the minimum performance parameters of the request, and is proposed by suppliers as an optional way of fulfilling the needs of the end user. |
|------------------|---------------------------------------------------------------|
| Clarifications of solicitation documents | Requests for clarification may be submitted 2 days before the submission date.  
If the clarification email is different from the submission email address, do not submit any official quotes to the clarification email address. Doing so may invalidate your quote and UN Women will not be able to consider it  
Clarification requests of this RFQ shall include the following subject header format: “RFQ# Request for Clarification from Vendor Name”  
Suppliers shall not communicate with any other UN personnel regarding this RFQ.  
UN Women shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UN Women to extend the deadline date, unless UN Women deems that such an extension is justified and necessary. |
| Contact for requesting clarifications: | E-mail address dedicated for this purpose: procurement.bangkok@unwomen.org  
cc: s.bussarakummanee@unwomen.org  
Suppliers must not communicate with any other personnel of UN Women regarding this RFQ.  
UN Women shall have no obligation to confirm receipt or response to query for any form of communication sent to an email other than the designated email address. |
| Responses to clarification requests will be binding on all Suppliers and will be distributed via: | ☐ Paper Mail  
☒ E-mail  
☐ UN Women Website  
☐ Other |
**Expected Delivery Date and Time.** 
Quotations can be rejected if the delivery date and time exceeds the stipulated date and time requested in the RFQ.

<table>
<thead>
<tr>
<th>Expected Delivery Date and Time</th>
<th>☐ [indicate number] days from the issuance of the Purchase Order</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☒ As per Delivery Schedule attached</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mode of Transportation</th>
<th>☐ Air</th>
<th>☒ Land</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐ Sea</td>
<td>☐ Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Value Added Tax on Price Quotation</th>
<th>☐ Must be inclusive of VAT and other applicable indirect taxes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☒ Must be exclusive of VAT and other applicable indirect taxes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☒ Technical responsiveness/Full compliance to specification requirements and lowest price</td>
</tr>
<tr>
<td></td>
<td>☒ Comprehensiveness of after-sales services</td>
</tr>
<tr>
<td></td>
<td>☒ Full acceptance of the UN Women General Conditions of Contract</td>
</tr>
<tr>
<td></td>
<td>☒ Earliest Delivery / Shortest Lead Time</td>
</tr>
<tr>
<td></td>
<td>☒ Others Has local distribution network in Thailand</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Contract to be Signed</th>
<th>☒ Purchase Order</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐ Long-Term Agreement</td>
</tr>
<tr>
<td></td>
<td>☐ Other Type/s of Contract</td>
</tr>
</tbody>
</table>

11. UN Women’s [vendor protest procedure](#) provides an opportunity for appeal to supplier(s) who believe that they were not treated fairly. This [link](#) provides further details regarding UN Women’s vendor protest procedures.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations, UN Women Internal Audit and Investigations Group (IAIG) as well as with other investigations authorized by the Executive Director and with the UN Women Ethics Office 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 UN Women to repudiate and terminate the contract, and to debar and remove the supplier from UN Women’s list of registered suppliers.

12. UN Women implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UN Women, as well as third parties involved in UN Women activities. UN Women expects its suppliers to adhere to the UN Supplier Code of Conduct found in this [link](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

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13. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,

[Signature]

Welder Mtisi
Operations Manager
Regional Office for Asia and the Pacific
SCHEDULE OF REQUIREMENTS OF GOODS

Purchase of Laptop sets and accessories for staff member of Regional Office for Asia and the Pacific, UN Women

STATEMENT OF NEED

UN Women, Regional Office for Asia and the Pacific, is looking to purchase ICT equipment for the staff member on board. Item details are listed as follows: 5 sets of ICT equipment to include a laptop, a docking station, monitor, a mouse, a keyboard and a laptop bag.

Background

UN Women is the United Nations entity dedicated to gender equality and the empowerment of women. A global champion for women and girls, UN Women was established to accelerate progress on meeting their needs worldwide. UN Women supports UN Member States as they set global standards for achieving gender equality and works with governments and civil society to design laws, policies, programmes and services needed to ensure that the standards are effectively implemented and truly benefit women and girls worldwide. It works globally to make the vision of the Sustainable Development Goals (SDGs) a reality for women and girls and stands behind women’s equal participation in all aspects of life, focusing on four strategic priorities: (i) Women lead, participate in and benefit equally from governance systems; (ii) Women have income security, decent work and economic autonomy; (iii) All women and girls live a life free from all forms of violence; and (iv) Women and girls contribute to and have greater influence in building sustainable peace and resilience, and benefit equally from the prevention of natural disasters and conflicts and humanitarian action.

UN Women also coordinates and promotes the UN system’s work in advancing gender equality, and in all deliberations and agreements linked to the 2030 Agenda. The entity works to position gender equality as fundamental to the SDGs, and a more inclusive world.

Objectives of the assignment;
The objective is to ensure that all staff members have a full set of ICT equipment to enable them to perform their tasks efficiently.

Scope of work
The scope of work will include the supply and delivery of the relevant ICT products required as per the technical specifications attached.

Quality assurance is expected from the SUPPLIER, such that any error or low-quality products shall be acted upon, or replaced accordingly at no cost to the organization. Likewise, upon final project acceptance, the SUPPLIER is required to ensure quality of the products after sales services and during the warranty period.
<table>
<thead>
<tr>
<th>Items</th>
<th>Qty.</th>
<th>Unit of Measure</th>
<th>Descriptions / Specifications of Goods (Minimum Specification requirement)</th>
<th>Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>5 sets</td>
<td><strong>Laptop with docking station, keyboard, and mouse</strong></td>
<td><strong>31 July 2020</strong></td>
</tr>
<tr>
<td></td>
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<td>- Processor: Intel Core i5 Gen9, Quad-Core CPU, 2.0 GHz or faster, with</td>
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<td></td>
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<td>support for AMD-V or Intel VT-x virtualization technology or better /</td>
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<td>equivalent;</td>
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<td>- Memory: 16 GB (or more) 2400 MHz DDR4 Memory or equivalent;</td>
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<td>- Hard Disk Drive: 512 GB (or more) Full Mini'-Card Mobility SSD or</td>
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<td>equivalent;</td>
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<td>- Graphics: Support at least 1920 x 1080 resolution Anti'-Glare WLED LCD;</td>
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<td>- Networking: 1 x integrated 10/100/1000 Ethernet;</td>
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<td>- Wireless: Wireless (802.11ac 2X2 + Bluetooth 4.0);</td>
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<td>- Security Chip: Security Chip 2 Software TPM &amp; Hardware dTPM;</td>
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<td>- Security software TPM Setting software TPM Enabled;</td>
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<td>- Keyboard: Local standard (Thai Keyboard) backlit keyboard layout;</td>
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<td></td>
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<td>- Battery: Primary 4'-Cell 60 W/HR ExpressCharge Capable;</td>
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<td>- Speakers: Built'-in High Quality Speakers;</td>
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<td>- Microphone: Integrated noise Cancelling microphone;</td>
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<td>- WebCam: HD 1080p Video Camera or equivalent;</td>
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<td>- Docking station Connectivity: Built'-in connector;</td>
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<td>- Power Cord: Power cord in compliance with local usage;</td>
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<td>- Weight: &lt; 1.4 Kg with standard battery;</td>
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<td>- Thickness: Less than 20mm;</td>
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<td>- AC Adapter: AC Adapter, 3'-pin (total 2 sets of adaptor per one laptop);</td>
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<td></td>
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<td>- Graphics: Intel Integrated HD 620 Graphics or equivalent;</td>
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<td></td>
<td>- Operating Systems Supported: Windows 10 Pro, 64 Bit (no need license)</td>
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<td></td>
<td></td>
<td></td>
<td>- Warranty: 4 Years accidental damage and Support and Next Business Day</td>
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<td></td>
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<td></td>
<td>On'-Site Service, HDD keep and replace</td>
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<td></td>
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<td></td>
<td><strong>Accessories</strong></td>
<td></td>
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<td></td>
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<td>- Mouse: USB Mouse 2 button &amp; scroll wheel</td>
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<td>- Docking Station: 3 or more USB port or equivalent;</td>
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<td>- VGA, HDMI, DisplayPort connector, DVI or Other (optional)</td>
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<td>- Backpack: Backpack</td>
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<td>- Additional USB Keyboard (Thai Keyboard): USB plug and play Keyboard -</td>
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<td>Standard 102 keys with support Windows 10, MAC, and optional Linux.</td>
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<td></td>
<td>Quiet typing</td>
<td></td>
</tr>
</tbody>
</table>
**Note**: In case of discrepancy between unit price and total, the unit price shall prevail.

**Qualifications of the Organization**
- Legally constituted organization with a valid registration
- Minimum 3 years of experience in providing IT service.
- Experience with IT management, hardware and software products and services especially with UN Agencies is preferable.
- Compliance with all requirements as required by UN Women.

**Submission of Proposal**

The submission package includes;
- Company Profile
- Company registration
- Quotation with full specification
- 3 reference checks

<table>
<thead>
<tr>
<th>Items</th>
<th>Qty</th>
<th>Unit of Measure</th>
<th>Descriptions / Specifications of Goods</th>
<th>Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>(Minimum Specification requirement)</td>
<td></td>
</tr>
</tbody>
</table>
| LCD/LED Monitor | 2 | 5 sets | - 24" LCD/LED;  
- VGA, HDMI, DisplayPort, DVI or Other (optional)  
- Resolution supporting at least 1920 x 1080 resolution  
- Height adjustable  
- Minimum Warranty 2 years with next business day exchange monitor. | 31 July 2020 |
| USB Headset | 3 | 5 pcs | - Height x Width x Depth:  
- 160 mm x 175 mm x 60 mm  
- Weight: 0.1 Kg  
- Input Impedance: 20 Ohms  
- Sensitivity (headphone): 115 dB +/- 3 dB  
- Sensitivity (microphone): -42 dBV/Pa +/- 3 dB  
- Frequency response (Headset): 20 Hz - 20 kHz  
- Frequency response (Microphone): 100 Hz - 16 kHz  
- Cable length: 1.8 m  
- Connections: USB-A compatible (1.1, 2.0, 3.0) | 31 July 2020 |
ANNEX 2

QUOTATION SUBMISSION FORMS

STATEMENT OF CONFIRMATION

[The supplier shall fill in this form with no alterations or substitutions to its format and content]

To: [insert UN Women Address, City, Country] Date: [insert date of Quotation Submission]

We, the undersigned, declare that:

(a) We (representatives of this company, inclusive of any associated legal representatives) have examined the minimum requirements, terms and clauses and have no reservations to the RFQ including all annexes;
(b) We agree to abide by this RFQ and in accordance with the UN Women General Conditions of Contract (Annex IV) and will not request any changes to the existing terms, conditions and clauses;
(c) We offer to supply in conformity with the RFQ, the following [Title of goods] and undertake, if our offer is accepted, to commence and complete delivery of all goods specified in the contract within the time frame stipulated;
(d) We offer to supply for the sum as may be ascertained in accordance with the Quotation submitted and with the instructions under the Quotation Instruction Sheet;
(e) Our offer shall be valid for a period of [___] days from the date fixed for opening the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
(f) We understand that UN Women is not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

SIGNATURE AND CONFIRMATION OF THE RFQ

PROVIDED THAT A PURCHASE ORDER IS ISSUED BY UN WOMEN WITHIN THE QUOTATION VALIDITY PERIOD STATED ABOVE, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH PURCHASE ORDER, TO FURNISH ANY OR ALL ITEMS AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE. THE UNDERSIGNED HEREBY SIGNS IN CONFIRMATION THAT THEY HAVE REVIEWED THE RFQ AND AGREE TO UN WOMEN CONTRACT MODEL AND THE GENERAL CONDITIONS OF CONTRACT.

Exact name and address of company

COMPANY NAME: ______________________
ADDRESS: ______________________________
                    ______________________________
PHONE NO.:_______________________________
E-MAIL ADDRESS: ________________________

AUTHORIZED SIGNATURE: ________________________
DATE: _________________________________
NAME: (TYPE OR PRINT) _________________________________
FUNCTIONAL TITLE OF AUTHORIZED SIGNATORY: _________________________________
E-MAIL ADDRESS: ________________________

This quotation submission form MUST be duly completed and returned with the QUOTATION, along with confirmation that the products are in accordance with specifications and requirements of UN Women. The quotation “MUST” be submitted in the vendor’s business letterhead stationery. Failure to do so may result in disqualification of your QUOTATION.
Quotation Format

Item Description and Price

UNIT PRICES (Indicate the Price & Currency of Quotation):

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>QTY.</th>
<th>UNIT OF MEASURE</th>
<th>CURRENCY (please specify): THB</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>UNIT PRICE</td>
</tr>
<tr>
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<td></td>
<td></td>
<td>TOTAL PRICE, (inclusive of shipping)</td>
</tr>
</tbody>
</table>

1.
2.
3.
4.
5.
6.
7.

TOTAL PRICES (Indicate the Price & Currency of Quotation)

<table>
<thead>
<tr>
<th>TOTAL PRICE:</th>
<th>FREIGHT /INSURANCE/HANDLING COSTS:</th>
</tr>
</thead>
</table>

TOTAL COST:

Term of Payment:

Full payment will be paid upon receive 100% completion and satisfactory receipt of goods.
**Compliance Requirements**

<table>
<thead>
<tr>
<th>Compliance Requirements:</th>
<th>Your Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes, we will comply</td>
</tr>
<tr>
<td>Laptop with docking station, keyboard, mouse</td>
<td></td>
</tr>
<tr>
<td>LCD/LED Monitor</td>
<td></td>
</tr>
<tr>
<td>USB Headset</td>
<td></td>
</tr>
<tr>
<td>Country of Contractor: <strong>Thailand</strong></td>
<td></td>
</tr>
<tr>
<td>Validity Period of Quotation: <strong>90</strong></td>
<td></td>
</tr>
<tr>
<td>Warranty and After-Sales Requirements</td>
<td></td>
</tr>
<tr>
<td>a) Minimum warranty as mentioned in item specification for both parts and labour</td>
<td></td>
</tr>
<tr>
<td>b) Service unit to be provided when the purchased unit is under repair</td>
<td></td>
</tr>
<tr>
<td>c) Brand new replacement if purchased unit is beyond repair</td>
<td></td>
</tr>
<tr>
<td>d) Other requirements [pls. specify]</td>
<td></td>
</tr>
<tr>
<td>Term of Payment: <strong>Full payment will be paid upon receive 100% completion and satisfactory receipt of goods.</strong></td>
<td></td>
</tr>
</tbody>
</table>

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

*UN Women will not be charged for any samples as separate line items and expects the vendor to be able to provide at least 1 sample per request for any changes requested within scope. UN Women expects any provision of samples to be part of the vendor’s business cost and inclusive of the pricing offered above. If samples are to be returned, please provide a self-addressed and stamped envelope.*
ANNEX 3

UN WOMEN GENERAL CONDITIONS OF CONTRACT

The GCs can be accessed by supplier from UN W website (http://www.unwomen.org/en/about-us/procurement) or directly by clicking on the below link:

ANNEX 4

VOLUNTARY AGREEMENT TO PROMOTE GENDER EQUALITY

Voluntary Agreement to Promote Gender Equality and Women’s Empowerment

Between _________________________________ (Name of the Contractor)

And The United Nations Entity for Gender Equality and the Empowerment of Women

The United Nations Entity for Gender Equality and the Empowerment of Women, a composite entity of the United Nations established by the United Nations General Assembly by its resolution 64/289 of 2 July 2010 (hereinafter referred to as “UN Women”) strongly encourages _________________________ (hereinafter referred to as the “Contractor”) to partake in achieving the following objectives:

☐ Acknowledge values & principles of gender equality (http://www.unwomen.org/en/about-us/guiding-documents) and women’s empowerment (http://weprinciples.org/Site/PrincipleOverview/);
☐ Provide information and statistical data (that relates to policies and initiatives that promote gender equality and women empowerment), upon request;
☐ Participate in dialogue with UN Women to promote gender equality and women’s empowerment in their location, industry and organization;
☐ Establish high-level corporate leadership for gender equality;
☐ Treat women and men fairly at work and respect and support human rights and nondiscrimination, including through equal pay policies;
☐ Ensure health, safety and wellbeing of all women and men workers;
☐ Promote education, training and professional development for women;
☐ Hold gender-specific trainings or courses for staff;
☐ Implement enterprise development, supply chain and marketing practices that empower women;
☐ Promote equality through community initiatives and advocacy;
☐ Measure and publicly report on progress to achieve gender equality.

On behalf of the Contractor: ____________________________

Name, Title: _______________________________ ______________________

Address: _________________________________________________________________

Signature: ______________________________________

Date: _______/ ________/ _______ 

DD       MM       YYYY
ANNEX 5

MODEL FORM OF CONTRACT

Purchase Order

CHANGE ORDER

PO Number: AP430-0000006500

AP430-0000006500

Date: 19/11/2018

Revision: 1

Page: 1

Payment Terms: Freight/INCOTERMS

Ship Via: DDP

Immediate

Buyer: UN Secretariat Building Block B

Tel: 662 2222 2222

Thailand

Fax:

Appraiser:

Vendor: 0000000000

UN Secretariat Building Block B

Address: 5th Floor, Rajdamrarn

Bill To: UN Secretariat Building Block B

Address: Nong Avenue, Bangkok, Thailand

Ship To: UN Secretariat Building Block B

Address: 5th Floor, Rajdamrarn

Tel: 662 2222 2222

Nong Avenue, Bangkok, Thailand

Fax:

Due Date: 16/11/2018

SL Conference Services

Line: 1-1

Item: W99111603

Description: SL Conference Services

Unit Price: XXXX.00

Line Total: XXXX.00

This Purchase Order, once signed by both Parties, is valid through the satisfactory performance of all deliverables as specified in the due date.

This Purchase Order serves as a binding agreement between both signing Parties and incorporates the terms set out in the referenced Long Term Agreement.

Name of Authorized Representative:

Signature of Authorized Representative:

Date:

Total PO Amount: USD XXXX.00

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ELIGIBILITY CRITERIA

The standard eligibility criteria for suppliers wishing to engage in a contract are laid out below. Further information on doing business with UN Women/ how to become UN Women vendor can be found on UN Women’s website.

Legal Capacity: Bidders may be a private, public or government-owned legal entity or any association with legal capacity to enter into a binding Contract with the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women).

Conflict of Interest: Bidders must disclose any actual or potential conflict of interest and they shall be deemed ineligible for this procurement process unless such conflict of interest is resolved in a manner acceptable to UN Women. Conflict of interest is present when:

- A Bidder has a close business or family relationship with a UN Women personnel who: (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract;
- A Bidder is associated, or has been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UN Women to provide consulting services for the preparation of the design, specifications, Terms of Reference, and other documents to be used for the procurement of the goods, services or works required in the present procurement process;
- A Bidder has an interest in other bidders, including when they have common ownership and/or management. Bidders shall not submit more than one bid, except for alternative offers, if permitted. This will result in the disqualification of all bids in which the Bidder is involved. This includes situations where a firm is the Bidder in one bid and a sub-contractor on another; however, this does not limit the inclusion of a firm as a sub-contractor in more than one bid.

Failure to disclose any actual or potential conflict of interest may lead to the Bidder being sanctioned further by UN Women.

Ineligibility Lists: A Bidder shall not be eligible to submit an offer if and when at the time of submission, the Bidder:

- is included in the Ineligibility List, hosted by UNGM, that aggregates information disclosed by Agencies, Funds or Programs of the UN System;
- is included in the Consolidated United Nations Security Council Sanctions List, including the UN Security Council Resolution 1267/1989 list;
- is included in any other Ineligibility List from a UN Women partner and if so listed in the RFQ Instructions.
- is currently suspended from doing business with UN Women and removed from its vendor database(s).

Code of Conduct: All Bidders are expected to embrace the principles of the United Nations Supplier Code of Conduct, reflecting the core values of the Charter of the United Nations. UN Women also expects all its suppliers to adhere to the principles of the United Nations Global Compact and recommends signing up to the Women Empowerment Principles.