



Date: May 7<sup>th</sup>, 2023

## REQUEST FOR QUOTATION RFQ N° UNFPA/EGY/RFQ/23/005

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items:

### 1- (21) Mobile Handset; with the following required specifications:

Product	Description
Function	Mobile phone
Operating System	Android 12, upgradable to Android 13
Dimensions	159.7 x 74 x 8.1 mm (6.29 x 2.91 x 0.32 in)
Sim	Dual SIM
Display Type	Super AMOLED, Min 90Hz
Screen Size	6.4 inches, 98.9 cm <sup>2</sup> (~83.7% screen-to-body ratio)
Resolution	1080 x 2400 pixels, 20:9 ratio (~411 ppi density)
Screen Protection	Corning Gorilla Glass 5
Processor	Exynos 1280 (5 nm)
Memory	128 GB
RAM	8 GB
Camera	48 MP, f/1.8, 26mm (wide), 1/2.0", 0.8µm, PDAF, OIS 8 MP, f/2.2, 123°, (ultrawide), 1/4.0", 1.12µm 5 MP, f/2.4, (macro) 2 MP, f/2.4, (depth) LED flash, panorama, HDR 4K@30fps, 1080p@30/60fps
Battery	Li-Po 5000 mAh, non-removable
Charging	Fast charging 25W
Bluetooth	5.1, A2DP, LE
WLAN	Wi-Fi 802.11 a/b/g/n/ac, dual-band, Wi-Fi Direct, hotspot
Warranty	Min 1 Year

### 2- Mics System compatible with Bosch Current system; with the following required specifications

Product	Description
Wireless Device Mic	<ul style="list-style-type: none"><li>Quantity 4 Mics</li><li>Removable Battery Pack, easy to change and charge.</li></ul>

	<ul style="list-style-type: none"> <li>Configurable as a participant, dual-use or chairperson Wireless Device by use of web browser interface</li> <li>Functionality can be expanded with software modules without the need for hardware modification</li> </ul>
<b>Stem Microphone</b>	<ul style="list-style-type: none"> <li>Quantity 4</li> <li>Uni-directional microphone on adjustable stem</li> <li>Built-in pop and windshield</li> <li>Low susceptible for mobile phones</li> <li>For acoustical challenging rooms</li> <li>For locations where people want to speak standing upright</li> </ul>
<b>Battery Pack</b>	<ul style="list-style-type: none"> <li>Quantity 4</li> <li>24 hours typical use from a full charge</li> <li>Fully recharges in less then 3 hours</li> <li>Lithium-ion technology</li> <li>Built-in microprocessor controls charging cycle</li> <li>Long service life without charge degradation</li> </ul>
<b>Battery Charger</b>	<ul style="list-style-type: none"> <li>Quantity 1</li> <li>Simultaneous charging of up to 5 Battery Packs</li> <li>Individual Battery Pack charging capacity indicators</li> <li>Recharges from empty in less then 3 hours</li> <li>Auto-ranging power supply, 100–240 Vac</li> <li>Loop-through mains power supply connectors</li> </ul>

**3- (2) PC Cameras; with the following required specifications:**

<b>Product</b>	<b>Description</b>
Function	USB Web Camera
Camera Resolution	1080p HD widescreen sensor - for superior sharpness and 16:9 image quality
Focus	Auto Focus and Advanced high-precision glass lens optics
Technologies	<ul style="list-style-type: none"> <li>ClearFrame Technology - for smooth, detailed video</li> <li>TrueColor Technology - automatically delivers bright and colorful video, in virtually all lighting conditions.</li> </ul>
Required Processor	Intel Dual Core 1.6 GHz or higher (for VGA video calling), Intel Dual Core 3.0 GHz or higher (for 720p HD recording)
Required Operating System	Windows 7, Vista with Service Pack 1 (SP1) or higher, Windows XP
Required Memory	1 GB (for VGA video calling), 2 GB (for 720p HD recording)
Required Browser	Internet Explorer 6/7/8 for installation; 25 MB hard-drive space typically required
Required Input	Device USB 2.0



Warranty	Min 1 year
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**4- (2) B/W Printers; with the following required specifications:**

Product	Description
Printer Function	Black & White LaserJet printer
Print Resolution	Up to 1200 x 1200 dpi
Print Speed	Up to 35 ppm
Duty cycle	Up to 50,000 pages, Recommended monthly page Volume Up to 750 to 3,000 pages
Processor	Min speed 800 MHz
Memory	Standard/Maximum: 256 MB
Connectivity	1 Hi-Speed USB 2.0; 1 Host USB; 1 Ethernet 10/100/1000 Gigabit network; 1 Walk-up USB
Media Input	50 sheet multipurpose Tray 1, 250 sheet input tray 2 up to 800 sheet
Media Size	A4, Letter, legal, executive, 8.5 x 13 in
Two-Sided Printing	Duplex printing
System requirements, Windows	Windows 10 (32 bit & 64 bit) Windows 8.1 (32 & 64 bit) Windows 7 (32 and 64 bit), Windows Vista (32 and 64 bit), Windows XP SP2, SP3 Mac OS X v. 10.4.11 - 10.6
Warranty	1 Year on site Next Business Day

**5- (20) Headsets; with the following required specifications:**

Product	Description
Product Type	Headset
Connectivity Technology	Wired, USB-A , 3.5 mm jack
Earpad Material	Leatherette
Frequency Response	150 - 7000 Hz
Headphones Form Factor	On-ear
Impedance	32 Ohm
Sensitivity	93.6 dB
Sound Output Mode	Stereo
Remote Control	Mute , Volume up & Down



United Nations Population Fund  
 70A Nahda St., Saryat El- Maadi,  
 Cairo.  
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 Email:egypt.tenders@unfpa.org  
 Website: http://www.unfpa.org

<b>Warranty</b>	<b>3 Years Warranty</b>
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**6- TONERS; with the following required specifications:**

<b>QTY</b>	<b>Printer Description</b>	<b>Printer Toner / Drum</b>
2	HP LaserJet 404dn	Black Toner - 59A (CF259A)
1	Canon image Color Runner C5550	Yellow Toner (C-EXV51L)

**7- (10) HDMI Cables (minimum 2M)**

**8- (10) USB-C to USB-C Cable support thunderbolt**

**9- (1) Wireless HDMI Display 4K Transmitter**

**10- (5) Wireless Keyboard/Mouse combo**

**11- (5) Wired Keyboard/Mouse**

**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](https://www.unfpa.org/about-us)

**Objective:**

The objective of the RFQ is to identify a supplier/s who can provide UNFPA with the above mentioned products (per component/lot). The selected vendor/s is expected to provide such products, based on specific Purchase Orders submitted to the vendor.

**II. Questions**

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

Name of contact person at UNFPA:	<i>Noha El Maraghy</i>
Email address of contact person:	<i>elmaraghy@unfpa.org</i>

The deadline for submission of questions is Tuesday 16 May 2023 at 14:00pm Cairo time. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

**III. 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 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 should comply with:
- b) Price quotation, to be submitted strictly in accordance with 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 IV 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 : Sunday 21 May, 2023, at 14:00 PM Cairo Time]<sup>1</sup>.

Name of contact person at UNFPA:	<i>Operations Unit</i>
Email address of contact person:	<i>Egypt.tenders@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/EGY/RFQ/23/005 – ICT Local Procurement**. 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 **10 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 acceptance of the 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 for each component/lot (as per price quote).

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



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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.

#### **VII. Award**

In case of a satisfactory result from the evaluation process, UNFPA shall award a Purchase order/s to the lowest priced bidder ( POs could be awarded per component or lot) to whose bid has been determined to be substantially compliant with the bidding documents.

#### **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 goods 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 shipping documents, invoice and other documentation required by 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 Head of the Business Unit Ms. Frederika Meijer, Representative Egypt CO at [Meijer@unfpa.org](mailto:Meijer@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, Supply Chain Management Unit at [supplychain@unfpa.org](mailto:supplychain@unfpa.org).



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### **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

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	<a href="#">Click here to enter a date.</a>
<b>Request for quotation N°:</b>	UNFPA/EGY/RFQ/23/005
<b>Currency of quotation:</b>	USD/EGP <b>Suppliers may quote in USD and UNFPA will pay the equivalent in EGP based on UN exchange rate</b>
<b>Validity of quotation:</b>	<i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>

### Price Quotation Form

Item	Product Name & Description	UOM	Unit Price	Number of Units	Total (USD)
1	Mobile Handset	Each		21	
2	Mics	Set		1	
3	PC Cameras	Each		2	
4	B/W Printers	Each		2	
5	Headsets	Each		20	
6	TONERS ( 2 Black &1 Yellow)	Each		3	
7	HDMI Cables ( 2M min.)	Each		10	
8	USB-C to USB-C Cables	Each		10	
9	Wireless HDMI Display 4K Transmitter	Each		1	
10	Wireless Keyboard/Mouse combo	Each		5	
11	Wired Keyboard/Mouse	Each		5	
	Delivery at UNFPA Premises Maadi, Cairo				
<b>GRAND TOTAL</b>					

*Vendor's Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/EGY/RFQ/23/005- ICT Local Procurement 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.

	<a href="#">Click here to enter a date.</a>
Name and title	Date and place





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**ANNEX I:**  
**General Conditions of Contracts:**  
**CONTRACTS FOR THE PROVISION OF GOODS**  
**De Minimis Contracts**

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#),

<https://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20Goods%20EN.pdf>