# OSCE_logo 2007

# REQUEST FOR QUOTATION

Date: September 21, 2020

**Ref.: RFQ ODI 60/ODI/EAM/TJK/2020**

**Subject: Rental of ICT equipment for Election Assessment Mission to Tajikistan**

The ODIHR has a requirement for the **RENT** of ICT equipment (mobile phones, laptops and printers) with services listed below in six (6) separate lots and kindly requests you to submit your best quotation as per requirements described in this Tender Document.

You are allowed to quote for one or all lots. Although ODIHR prefers to sign contract with one supplier, each lot will be evaluated separately and contract(s) may be awarded for each lot to separate suppliers.

**Please note that the ODIHR reserves the right to increase or decrease the number of required items, or reject any bid, and to annul, in whole or in part, or to suspend the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the reasons for the ODIHR’s action.**

**PLEASE COMPLETE THIS FORM**

*Please use this form for the submission of your quotation. Additional information can be supplied on a separate page.*

Partial quotations submitted as the following complete lots will be accepted:

* LOT No.1 “Laptops for main office” – 16 units
* LOT No.2 “Multi Function Printers” – 10 units
* LOT No.3 “Colour laser jet printers” – 2 units (DHoM)
* LOT No.4 “Shredder” – 1 unit
* LOT No.5 “Smart phones” – 16 units
* LOT No.6 “Uninterruptible power supplies” – 10 units

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| --- | --- | --- | --- | --- | --- | --- |
| **General Provisions** | | | | | | |
| **Period of rental: September 26, 2020 to October 20, 2020 with possibility of extension till November 11, 2020** | | | | | | |
| **LOT No.** | **Description/Technical Parameter** | Qty | Currency | Unit Price per day (excl. VAT) | Extended Price  (excl. VAT) | Indicate technical compliance and/or deviation from specifications |
|  | Laptops for main office   * + Screen size: 14-15 inches   + Screen resolution: min 1366 x 768   + Min 8 GB RAM memory   + Core i3 CPU – minimum   + SSD Storage 256 GB preferable   + 802.11ac Wi-Fi   + OS Windows 2007 Pro 64bit minimum or Windows 10 64bit   + MS Office 2010 package with Microsoft Outlook (Word, Excel, Power Point), English, licenses activated   + PDF printer installed and activated   + Laptop bag   + USB Mouse   + Minimum 2 USB ports, preferably 3 ports | 16 | EUR |  |  |  |
|  | Multi Function Printers   * with new full toner included   Multifunction printers should have specifications similar to the following products, other brands are also acceptable:  HP Laser Jet Pro M130fw Wireless Printer  Or  HP OfficeJet 250 All-in-One Portable Printer  Please note that if laptops are included in the quotation, relevant software/drivers for these printers should be installed on all laptops | 10 | EUR |  |  |  |
|  | Colour laser jet printers  Multifunction colour network printers should have specifications similar to the following products, other brands are also acceptable:  HP Color LaserJet Pro MFP M477fdw | 2 | EUR |  |  |  |
|  | Shredder  EBA 2127C or equivalent | 1 | EUR |  |  |  |
|  | Smart phones with chargers and USB cables  Smart phones should have similar specifications to the following products:  Samsung SM-J510FN/DS  ***Alternative:***  HUAWEI P10 Lite | 16 | EUR |  |  |  |
|  | Uninterruptible power supplies (UPS)  Rated power:900 Watts / 1500 VA  Number of outlets: 2 with battery backup and surge protection  Runtime at half load: 20 min  Runtime at full load: 10 min | 10 | EUR |  |  |  |
|  | **TOTAL COST:** | | | |  | |
| **The bidder must guarantee a satisfactory working condition of the offered equipment!** | | | | | *Please provide a guarantee* | |

*Remarks:*

**Delivery and assembly to the EAM office: September 25-26, 2020 at 14:00h**

**Rental period: September 26, 2020 to October 20, 2020 with possibility of extension to November 11, 2020**

**Collection from the EAM office: October 20, 2020 at 14:00h or November 11, 2020**

**THIS REQUEST FOR QUOTATION IS ONLY FOR RENT OF LISTED EQUIPMENT ABOVE - NOT FOR PURCHASE!**

**EVALUATION METHOD AND AWARDING**

Least Cost Selection:

Each quotation will be evaluated on the basis of its responsiveness to the technical requirements contained in the RFQ Documents by applying the “fail/comply” evaluation criteria specified below. Quotations shall be rejected at this stage if it fails to meet any or several of these requirements:

* Offered items do not correspond the min technical parameters required above;
* The working condition offered items are not satisfactory (too old) ;

The OSCE will select the Bidder that submits the lowest priced quotation among those responsive to the technical requirements set out in the Technical Parameter.

The ODIHR may check the technical condition of the offered equipment prior to awarding the contract and in case of detection the unsatisfactory condition of items reject the offer in whole or in part!

**Any Purchase Order will be subject to the OSCE General Conditions of Contract** which can be viewed at <http://www.osce.org/procurement>. Detailed “Instructions to Bidders – Request for Quotation” are also provided on this website.

Delivery and assembly time/period: September 25-26, 2020

Payment terms: 30 days

Validity of offer: 30 days

Company name:

Authorized representative’s name and signature:

Address:

E-mail:

Telephone:

**Deadline for submission of quotation: September 25, 2020 at 13:00 (local time)**

QUOTATIONS SHALL BE ADDRESSED TO: [**procurement-odihr@odihr.pl**](mailto:procurement-odihr@odihr.pl)

**In case clarifications are needed of the terms of this RFQ, they should be sent to:**

[**olim.olimov@odihr.kg**](mailto:olim.olimov@odihr.kg)

The OSCE will select the Bidder that submits the lowest priced quotation among those responsive to the mandatory technical requirements set out above.

*Vendors need to complete and submit the Vendor Registration Form (template is attached)*

**SUPPLIER REGISTRATION FORM**

Important! Please fill in the form in ENGLISH IN CAPITAL LETTERS, sign and send

it together with your offer **ALL FIELDS ARE MANDATORY.**

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| --- | --- | --- | --- |
| **SUPPLIER FULL LEGAL NAME**  (exactly as it will appear on the invoice)  …  please select supplier type below: | | | |
| business/economic entity | X | project implementing partner |  |

**Address details (mandatory fields):**

|  |  |  |  |
| --- | --- | --- | --- |
| street name and BLDGno. |  | tax registration no. |  |
| city |  | email address |  |
| post code |  | telephone no. |  |
| Country |  | website address |  |

**contact details**

|  |  |  |  |
| --- | --- | --- | --- |
| family name |  | email address |  |
| first name |  | telephone no. |  |
| gender (mr/ms) |  | mobile no. |  |

**BANK ACCOUNT DETAILS**

Beneficiary/ account holder:

Full bank name:

Full bank address – city and country:

IBAN (obligatory for EU bank Accounts)/account number (non- eu bank accounts)

SWIFT ROUTING NUMBER FOR US RESIDENT BANKS

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***Hereby Iundertake full responsibility for the correctness of the supplied data and the financial consequences of errors therein. Any tax obligations are the responsibility of the beneficiary****.*

|  |  |  |
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|  |  |  |
| NAME of SUPPLIER REPRESENTATIVE | SIGNATURE of SUPPLIER REPRESENTATIVE | DATE |

**FOR ODIHR/OSCE USE ONLY:**

|  |  |  |  |
| --- | --- | --- | --- |
| Requested by: |  |  |  |
|  | name | title | signature |
| Approved by: |  |  |  |
|  | name | title | signature |