# **REQUEST FOR QUOTATION (RFQ)**

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| RFQ Reference: **Procurement of IT equipment for the** **Ministry of Labour, Employment, Veteran and Social Affairs (MoLEVSA) -2024** | Date: **21 March 2024** |

# **SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of IT equipment for the Ministry of Labour, Employment, Veteran and Social Affairs (MoLEVSA) -2024**

International Organisation for Migration (IOM) kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Approved by:

Signature:

## **SECTION 2: RFQ INSTRUCTIONS AND DATA**

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| **Deadline for the Submission of Quotation** | **25 March 2024, 12:00 (CET/UTC +1)**  If any doubt exists as to the time zone in which the quotation should be submitted, refer to <http://www.timeanddate.com/worldclock/>. |
| **Method of Submission** | Quotations must be submitted as follows:  E-tendering  Email  Courier / Hand delivery  Other Click or tap here to enter text.  Bid submission address: **iombeograd@iom.int; nlukovic@iom.int; smiljanovic@iom.int, dmihajlovic@iom.int**   * File Format: **PDF** * File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. * All files must be free of viruses and not corrupted*.* * Max. File Size per transmission: **30 MB** * Mandatory subject of email: **RFQ\_** **IT equipment for the Ministry of Labour, Employment, Veteran and Social Affairs (MoLEVSA) -2024** * Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y. * It is recommended that the entire Quotation be consolidated into as few attachments as possible. * The proposer should receive an email acknowledging email receipt. |
| **Cost of preparation of quotation** | IOM shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process. |
| **Supplier Code of Conduct** | All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: [Supplier Code of Conduct (ungm.org)](https://www.ungm.org/Public/CodeOfConduct). |
| **Conflict of Interest** | **UN encourages every prospective Supplier to** avoid and prevent conflicts of interest, by disclosing to UN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. |
| **General Conditions of Contract** | Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at https://www.iom.int/do-business-us-procurement. |
| **Eligibility** | Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative. Only Contractors that are residing in the Republic of Serbia are eligible and shall be considered for award. |
| **Currency of Quotation** | Quotations shall be quoted in **Serbian dinars (RSD)** |
| **Duties and taxes** | The International Organization for Migration is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:  All prices shall:  be inclusive of VAT and other applicable indirect taxes  be exclusive of VAT and other applicable indirect taxes |
| **Language of quotation and documentation including catalogues, instructions and operating manuals** | **English / Serbian** |
| **Documents to be submitted** | Bidders shall include the following documents in their quotation:  Annex 2: Quotation Submission Form duly completed and signed  Annex 3: Technical and Financial Offer duly completed and signed and in  accordance with the Schedule of Requirements in Annex 1  Other Click or tap here to enter text. |
| **Quotation validity period** | Quotations shall remain valid for **30 calendar** days from the deadline for the Submission of Quotation. |
| **Price variation** | No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received. |
| **Partial Quotes** | Not permitted  Permitted  *(please specify, i.e. by LOTs only or by line item, etc)* |
| **Payment Terms** | 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.  Other Click or tap here to enter text. |
| **Contact Person for correspondence, notifications and clarifications** | Focal Person: **LUKOVIC Natasa, MILJANOVIC Slavko**  E-mail address: **nlukovic@iom.int; smiljanovic@iom.int**  Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. |
| **Clarifications** | Requests for clarification from bidders will not be accepted any later than **3** days before the submission deadline. Responses to request for clarification will be communicated **via email** by **24 March 2024** |
| **Evaluation method** | The contract will be awarded to the lowest price substantially compliant offer  Other Click or tap here to enter text. |
| **Evaluation criteria** | Full compliance with all requirements as specified in Annex 1  Full acceptance of the General Conditions of Contract  Comprehensiveness of after-sales services  Earliest Delivery /shortest lead time  Others *(for ex, environmental criteria/considerations, etc)* |
| **Right not to accept any quotation** | IOM is not bound to accept any quotation, nor award a contract or Purchase Order |
| **Right to vary requirement at time of award** | At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions. |
| **Type of Contract to be awarded** | **Purchase Order** |
| **Expected date for contract award.** | **27 March 2024** |
| **Policies and procedures** | This RFQ is conducted in accordance with Policies and Procedures of IOM |
| **UNGM registration** | IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at [www.ungm.org](http://www.ungm.org). The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award of USD 100,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For vendors who do not have the technical means to register in UNGM, the UNGM has implemented an assisted vendor registration functionality that allows IOM procurement personnel to add local vendors to the UNGM. |

**ANNEX 1: SCHEDULE OF REQUIREMENTS**

**Technical Specifications for Goods:**

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| **Item No** | **Minimum technical requirements** | **Unit** | **Quantity** |
| 1 | **Laptop computer**  Processor: Intel® Core™ i5  Graphics: Integrated Intel® UHD Graphics  Chipset: Intel® SoC Platform  Memory: 8GB Soldered DDR4-3200  Memory Slots: Up to 16GB (8GB soldered + 8GB SO-DIMM)  Storage: 512GB SSD M.2 2242 PCIe® 4.0x4 NVMe®  Audio Chip: High Definition (HD) Audio,  Speakers: Stereo speakers  Camera: HD 720p with Privacy Shutter  Display: 15.6" FHD (1920x1080) IPS 300nits Anti-glare,  Keyboard: YU  MS OEM Windows 11 Pro Eng 64-bi    Ethernet: 100/1000M (RJ-45)  WLAN + Bluetooth®: 11ac 2x2 + BT5.1  Standard Ports:  • 1x USB 2.0  • 1x USB 3.2 Gen 1  • 1x USB-C® 3.2 Gen 1 (support data transfer, Power Delivery 3.0 and DisplayPort™ 1.2)  • 1x HDMI® 1.4b  • 1x Headphone / microphone combo jack (3.5mm)  • 1x Ethernet (RJ-45)  • 1x Power connector  Security Chip: TPM 2.0 Enabled  Physical Locks: Kensington® Nano Security Slot™, 2.5 x 6 mm  Other Security: Camera privacy shutter  Green Certifications:  • ErP Lot 6  • ErP Lot 26  • FSC certified package  • RoHS compliant    Warranty: Min. 3 years. Warranty status can be checked on manufacturers website using device serial number. | Pcs. | 2 |
| 2 | **Desktop Computer**  Operating system: Windows 11 Pro 64  Processor: Intel® Core™ i3  Memory: 8GB DDR4-3200MHz SoDIMM  Storage:256 GB SSD M.2  Storage Support: up to two drives, 1x 2.5"/3.5" HDD + 1x M.2 SSD  Graphics: Integrated Graphics  Network: Gigabit Ethernet, 1x RJ-45, supports Wake-on-LAN  Case form factor: Tiny (max volume up to 1l)  Keyboard: USB,YU Black, same brand as offered desktop computer  Mouse: USB, YU Black, istog proizvodjaca kao i racunar  Security: Security Chip TPM 2.0 ili newer;    PORTS I/O  Front: 1x USB-C® 3.2 Gen 1 (support data transfer and 5V@0.9A charging)  1x USB-C® 3.2 Gen 1 (support data transfer and 5V@0.9A charging)  1x USB 3.2 Gen 2 (Always On and 5V@2.1A charging)  1x USB 3.2 Gen 2  1x headphone / microphone combo jack (3.5mm)  Back: 1x USB 2.0  1x USB 3.2 Gen 1  2x USB 3.2 Gen 2  1x HDMI® 2.1 TMDS  1x DisplayPort™ 1.4  1x Ethernet (RJ-45)  Certificates:  EPEAT™ Gold Registered  ENERGY STAR® 8.0  ErP Lot 3 and Lot 7  RoHS compliant  TCO Certified 9.0  Warranty: Min. 3 years. Warranty status can be checked on manufacturers website using device serial number. | Pcs. | 9 |
| 3 | **Monitor**  Display Size: 27"  Aspect Ratio: 16:9  Resolution: 1920x1080  View Angle (H / V): 178° / 178°  Response Time: 4ms (Extreme mode) / 6ms (Typical mode)  Color Support: 16.7 Million  Refresh Rate: 100Hz  Brightness: 300 cd/m²  Contrast Ratio: 1300:1  Anti-glare  Power Adapter Integrated  Stand: Tilt Stand  Mounting support : Supports VESA mount 100 x 100 mm  Video Connector: 2x HDMI® 1.4, 1x VGA  Environmental Certification  ENERGY STAR® Certified, TCO 9.0, TCO Edge 2.0, EPEAT™  Gold, RoHS, EU Energy Efficiency Level (Level-E)  Ergonomic Certification  Eyesafe® Display 2.0, TÜV Low Blue Light (Hardware  solution), TÜV Rheinland® Eye Comfort  Operating System  Support Windows® 10, Windows® 11  Warranty: Min. 3 years. Warranty status can be checked on manufacturers website using device serial number. | Pcs. | 9 |
| 4 | **Bag for laptop**  For 15.6” laptop  Color: Black  Carry handle: yes  Shoulder strap: yes | Pcs. | 2 |
| 5 | **Mouse**  Two buttons; USB; Optical; Wired |  | 2 |
| 6 | **Mouse pad**  Thickness: 3mm  Color: black  Dimensions: min. 20x20 cm | Pcs. | 11 |
| 7 | **Smart Card Reader**  Supported standards and protocols: ISO 7816, T=0 ili T=1  PC/SC 1.0/2.0, EMV 4.1 i WHKL  Interface: USB 2.0 | Pcs. | 11 |
| 8 | **Computer speakers**  Type: 2.0  Power: 6W (2x3W)  Volume control: yes  Power supply: USB  Connectors: 3.5mm + USB  Cable length: 1.2m | Pcs. | 2 |
| 9 | **Headset**  Wired: yes  Connector: USB  Microphone: yes  System: stereo | Pcs. | 2 |
| 10 | **Bluetooth Headset**  range: 25m  Compatible with: Windows, Apple, Mobile phones  Connector: USB | Pcs. | 2 |
| 11 | **Router**  Indoor router  Supported speeds: 802.11n; 802.11a/b/g  Frequency: 2,4 GHz  Device additional operating modes: AP; Repeater  Connector: RJ45 | Pcs. | 6 |
| 12 | **TV**  Diagonal: 43″ 109cm  Screen: TFT  Back Light: DIRECT LED (DLED)  Resolution: UHD 4K 3840×2160  Brightness: 250 cd  Response time: 8 ms  View angle: 178  Tuner: ATV/DTV-C,T,T2,S,S2  SMART TV: WebOS 6.0  Memorija: 8GB, RAM 1.5GB  Supports:   * Screen sharing with bobile device or computer * Wireless mouse and keyboard * Netflix, You Tube, Prime Video * Apple AirPlay * HDR10/HLG tehnologiju   Connectors IN:  AV-IN,L,R,HDMI 2.0×3,USB x2, Cl+  Connectors OUT:  headset, optical and digital audio out  Supports:   * H.265 * Multi-language menu: yes (Serbian mandatory)   Speakers: 2×10 W; Dolby Audio i Ultra Surround  Network:  Integrated WiFi (2.4GHz/5GHz, IEEE 802.11 a/b/g/n/ac) and LAN (RJ45)  Bluetooth: Yes  VESA standard: 200×200 | Pcs. | 1 |
|  | **Sheetfed Scanner**  Scan resolution: 600 DPI x 600 DPI  ADF Minimum Document Size: 50,8 mm x 50,8 mm  ADF Maximum Document Size: 215,9 mm x 6.096 mm  Paper formats: A4 (21.0x29,7 cm), A5 (14,8x21,0 cm), A6 (10,5x14,8 cm), B5, B6, Letter, Business card, ID/plastic cards,  Output Resolution  75, 100, 150, 200, 240, 300, 600, 1200 DPI  Scan speed monochrome: 35 ppm - Color: 35 ppm measured with Size: A4 , Resolution: 200 / 300 dpi, Monohrom: 70 Slike/min - Boja: 70 Slike/min measured with Size: A4 , Resolution: 200 / 300 dpi  Paper weight: 27 - 413 g/m²  Automatic Document Feeder: yes  ADF capacity: 50 pages  Scan both sides: yes - Single pass dual scanning  Reliability Daily Duty Cycle: 5.500 pages  Advanced document integration/management: Scan to E-mail, Scan to FTP, scan to Microsoft SharePoint®,  Connectors:  USB 3.2 Gen 1x1  Supported OS:  Citrix XenApp 5.0, Citrix XenApp 6.0, Citrix XenApp 7.6 and above, Linux, Mac OS 10.7.x, Mac OS 10.8.x, Mac OS 10.9.x, Mac OS X, Mac OS X 10.6.8, Windows 10, Windows 10 (32/64 bit), Windows 11, Windows 7, Windows 7 x64, Windows 8, Windows 8 (32/64 bit), Windows 8 RT, Windows 8.1, Windows 8.1 x64 Edition, Windows Server 2008 (32/64bit), Windows Server 2008 R2, Windows Server 2012 (64bit), Windows Server 2012 R2, Windows Vista, Windows Vista x64, Windows Server 2003 R2, XP Professional x64 Edition | Pcs. | 6 |
|  | Capacity: 128 GB  Connector: USB-A 3.0 | Pcs. | 10 |
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**Delivery Requirements**

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| **Delivery Requirements** | |
| **Delivery date and time** | Bidder shall deliver the goods **within 30 days** After Contract signature. |
| **Delivery Terms (INCOTERMS 2020)** | n/a |
| **Customs clearance**  **(must be linked to INCOTERM** | Not applicable  Shall be done by:  Name of organisation  Supplier/bidder  Freight Forwarder |
| **Exact Address(es) of Delivery Location(s)** | **Žorža Klemansoa 19, 11158 Belgrade, Serbia** |
| **Distribution of shipping documents (if using freight forwarder)** | Click or tap here to enter text. |
| **Packing Requirements** | Click or tap here to enter text. |
| **Training on Operations and Maintenance** | Click or tap here to enter text. |
| **Warranty Period** | **as specified in Technical specification** |
| **After-sales service and local service support requirements** | Click or tap here to enter text. |
| **Preferred Mode of Transport** | Choose an item. |
| **Other information** |  |

**ANNEX 2: QUOTATION SUBMISSION FORM**

*Bidders are requested to complete this form, including the Company Profile and Bidder’s Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

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| Name of Bidder: | Click or tap here to enter text. | |
| RFQ reference: | Click or tap here to enter text. | Date: Click or tap to enter a date. |

**VENDOR INFORMATION SHEET[[1]](#footnote-2)**



**BIDDER’S DECLARATION OF CONFORMITY[[2]](#footnote-3)**

| **Yes** | **No** |  |
| --- | --- | --- |
|  |  | On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM. |
|  |  | On behalf of the Supplier, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the Supplier any direct or indirect benefit arising from the contract. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization. |
|  |  | On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the “UN Sanctions List”) or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation. |
|  |  | On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at <https://www.ungm.org/Public/CodeOfConduct>. |
|  |  | It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration. |
|  |  | On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM. |
|  |  | IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration. |

Signature:

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

## **ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS**

*Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

|  |  |  |
| --- | --- | --- |
| Name of Bidder: | Click or tap here to enter text. | |
| RFQ reference: | Click or tap here to enter text. | Date: Click or tap to enter a date. |

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| --- | --- | --- | --- | --- | --- |
| **Currency of the Quotation:** Click or tap here to enter text.  **INCOTERMS:** Click or tap here to enter text. | | | | | |
| **Item No** | **Description** | **UOM** | **Qty** | **Unit price** | **Total price** |
| 1. | Click or tap here to enter text. |  |  |  |  |
| 2. | Click or tap here to enter text. |  |  |  |  |
| 3. | Click or tap here to enter text. |  |  |  |  |
| 4. | Click or tap here to enter text. |  |  |  |  |
| 5. | Click or tap here to enter text. |  |  |  |  |
| Total Price | | | | |  |
| Transportation Price | | | | |  |
| Insurance Price | | | | |  |
| Installation Price | | | | |  |
| Training Price | | | | |  |
| Other Charges (specify) | | | | |  |
| **Total Final and All-inclusive Price** | | | | |  |

**Compliance with Requirements**

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| --- | --- | --- | --- |
|  | **You Responses** | | |
| **Yes, we will comply** | **No, we cannot comply** | **If you cannot comply, pls. indicate counter proposal** |
| Minimum Technical Specifications |  |  | Click or tap here to enter text. |
| Delivery Term (INCOTERMS) |  |  | Click or tap here to enter text. |
| Delivery Lead Time |  |  | Click or tap here to enter text. |
| Warranty and After-Sales Requirements |  |  | Click or tap here to enter text. |
| Validity of Quotation |  |  | Click or tap here to enter text. |
| Payment terms |  |  | Click or tap here to enter text. |
| Other requirements *[pls. specify]* |  |  | Click or tap here to enter text. |

**Other Information:**

|  |  |
| --- | --- |
| Estimated weight/volume/dimension of the Consignment: | Click or tap here to enter text. |
| Country/ies of Origin:  (*if export licence required this must be submitted if awarded the contract*) | Click or tap here to enter text. |

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| I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted. | |
| *Exact name and address of the company*  Company NameClick or tap here to enter text.  Address: Click or tap here to enter text.  Click or tap here to enter text.  Phone No.: Click or tap here to enter text.  Email Address: Click or tap here to enter text. | Authorized Signature:  Date: Click or tap here to enter text.  Name: Click or tap here to enter text.  Functional Title of Authorised  Signatory: Click or tap here to enter text.  Email Address: Click or tap here to enter text. |

1. [Vendor Information Sheet.xlsx](https://iomint.sharepoint.com/:x:/t/ManilaSupplyChainUnit/EcdiXZEFetxEl29DHqMnNLgBnUvABCGiNC-UMMSpf4ddXQ?e=IBVJfN) [↑](#footnote-ref-2)
2. This form is mandatory to fill in and sign by every vendor who submits quotation [↑](#footnote-ref-3)