



REQUEST FOR QUOTATION (RFQ)

SECTION 1: LETTER OF INVITATION

UNFPA kindly requests your quotation for the provision of goods, works and/or services as detailed in the line items section of this RFQ.

This Request for Quotation comprises the following documents:

- Section 1: This RFQ document generated by the online system
- Section 2: RFQ Instructions and Data
 - o Annex 1: Schedule of Requirements
 - o Annex 2: Quotation Submission Form
 - o Annex 3: Technical and Financial Offer
 - o Annex 4: Bidder Declaration Form

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted directly in the system responding to the questions and uploading required documents. by the date and time indicated in the online portal. It is your responsibility to ensure that your quotation is submitted before the deadline. Quotations received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

UNFPA is using Quantum, an ERP platform based Oracle Cloud, which supports the United Nations procurement processes. To access the Solicitation Documents and/or submit a response, please log in to the Quantum and subscribe to the subject tender following the instructions below:

(I) Suppliers with an Existing Profile in Quantum:

- If you already have a profile in Quantum, please use the following link to access the system: <http://supplier.quantum.partneragencies.org/>
- To locate the tender and submit a response, please refer to the [Quantum Negotiation Module Supplier User Guide](#).

Note: Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from the previous registration.

(II) Suppliers without an Existing Profile in Quantum:



- If you have not previously registered in Quantum, you can register a profile using the [Quantum Supplier Registration link](#).
- For guidance on creating your profile, locating the tender and submitting a response, please refer to the [Quantum Negotiation Module Supplier User Guide](#).
- For additional instructions on managing documents such as Purchase Orders, Invoices, Contracts in the Supplier Portal, please consult with the following link: [Quantum Supplier Portal User Guide](#).

(III) Notifications from UNFPA regarding the tender:

To ensure you receive any updates or Amendments related to the tender, kindly create a draft response without submitting. This will activate notifications from the system regarding the changes to the tender requirements, if any.

(IV) Clarification Requests:

Should you require any clarifications, please use the "Messages" functionality directly in the system.

Thank you and we look forward to receiving your quotation.

UNFPA, Country Office, India



Tender Overview

Procurement of 11 Laptop with Backpack, 10 Monitors, 11 KeyBoards and 11 Mouse as per the specifications provided



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1 Overview

1.1 General Information

Title	Procurement of Laptops, Monitors, Keyboards, and Mice for UNFPA India Offices
Contact Point	Buyer
Outcome	Purchase Order
E-Mail	yagarwal@unfpa.org
Reference Number	UNFPA-IND-00019
Beneficiary Country	IND
Introduction	

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[Guide.](#)

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UNFPA, Country Office, India

1.2 Tender Timeline

Preview Date
Open Date 30/09/2026 11.35
Close Date 14/10/2026 18.00
Time Zone India Standard Time

1.3 Response Rules

This negotiation is governed by all the rules displayed below.

	Rule
☒	Suppliers are required to respond with full quantity on each line
☒	Suppliers are allowed to revise their submitted response



1.4 Terms

Negotiation Currency INR (Indian Rupee)

1.5 Attachments

File Name or URL	Type	Description
TOR - Specificatons - IT Equip	File	Specifications



2 Requirements

**Response is required*

Dear Supplier,

Please review carefully the requirements and questions in this section. Provide answers as required and upload supporting documents when requested so.

Thank you,

UNFPA, Country Office, India

2.1 Section 1. Section 2 RFQ General and Specific Instructions

1. Introduction

Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNFPA. This RFQ is conducted in accordance with the [UNFPA Procurement procedures](#).

Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNFPA. UNFPA is under no obligation to award a contract to any Bidder as a result of this RFQ.

UNFPA reserves the right to cancel the procurement process at any stage without any liability of any kind for UNFPA, upon notice to the bidders or cancellation of the tender in the online portal.

Attachments:

File Name or URL	Type	Description
EN Section 2 - General Instruc	File	

2. Specific Instructions

Please read and follow the specific instructions included in Specific Instructions document herewith attached.

Attachments:

File Name or URL	Type	Description
EN Section 2 - Specific Instru	File	Specific Instructions

*3. General Conditions of Contract

Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to one of the General Conditions of Contract below as applicable in each case specified in the Requirements section.

Applicable GCCs:



- [UNFPA General Conditions of the Contract - Goods](#)

Select one of the following:-

- ☐ a. Confirm acceptance of GCCs
- ☐ b. Deviations from GCCs proposed(*Response attachments are required*)

2.2 Section 2. Documents to be submitted

*1. Company Profile

Please write a a very brief profile of the company highlighting areas of expertise, capacity, and experience. You can upload attachments for more comprehensive description of your company, in addition to the brief profile written directly in the system.

Response attachments are optional.

*2. Registration Certificate

Have you provided a copy of your company registration certificates?

Target: Yes

Select one of the following:-

- ☐ a. Yes(*Response attachments are required*)

*3. Dell Authorised Reseller

Have you provided the copy of the certificate as Dell Authorised reseller Certificate along with its validity

Target: Yes

Select one of the following:-

- ☐ a. Yes(*Response attachments are optional*)

*4. Offer Validity

Confirm validity of your offer from deadline of RFQ as per the requirement stated in Specific Instructions document.

Select one of the following:-

- ☐ a. Confirm offer validity as required

2.3 Section 3. Annex 1: Schedule of Requirements

*1. Compliance with technical requirements

Please confirm whether you comply with technical requirements. Indicate per each line if complying fully and state if any deviations. Upload the full document as per template provided and add additonal technical documentation as needed.

Select one of the following:-

- ☐ a. Fully Comply(*Response attachments are required*)
- ☐ b. Comply with minor deviations(*Response attachments are optional*)
- ☐ c. Do not comply with requirements(*Response attachments are optional*)



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***2. Delivery Time**

Confirm that you meet the required delivery time as indicated below in calendar days from the contract signature. Provide a delivery plan indicating how many days per each of the key milestones.

Response attachments are optional.

***3. Delivery INCOTERMS**

Please confirm acceptance of the INCOTERMS as indicated in the Portal and RFQ document.

Select one of the following:-

☐ a. Accept Incoterms(*Response attachments are optional*)

***4. Exact address of delivery location**

Accept to deliver to the address(es) and locations indicated in the RFQ herewith:

Select one of the following:-

☐ a. Accept delivery to indicated locations

☐ b. Cannot deliver to the locations specified(*Response attachments are optional*)

***5. Warranty period**

Confirm acceptance of the warranty period as required in the RFQ. Upload warranty document if applicable.

Select one of the following:-

☐ a. Confirm compliance with warranty requirements(*Response attachments are optional*)

2.4 Section 4. Annex 2 - Quotation submission form

***1. Legal name of bidder or Lead entity**

Provide the legal name of the bidder, or the Lead Entity in case of JVs.

Response attachments are optional.

***2. Legal Address**

Provide the legal address of the bidder.

Response attachments are optional.

***3. Registration year**

Provide the registration year of the company

***4. Legal structure**

Choose the applicable legal structure from the options below.

Select one of the following:-

☐ a. Limited company(*Response attachments are optional*)

☐ b. Non-Governmental organization(*Response attachments are optional*)

☐ c. Institution(*Response attachments are optional*)

☐ d. Natural person(*Response attachments are optional*)

☐ e. Other (specify in comments)(*Response attachments are optional*)



***5. UNGM registration**

Are you a UNGM registered vendor? If yes, provide UNGM number in the comments box.

Select one of the following:-

- ☐ a. I am registered with UNGM(*Response attachments are optional*)
- ☐ b. I am not registered with UNGM

***6. Quality Assurance Certification - ISO 9000 or equivalent**

Do you possess an ISO 9000 certificate or equivalent? If yes, upload a copy.

Select one of the following:-

- ☐ a. ISO 9000(*Response attachments are required*)
- ☐ b. Equivalent certificate(*Response attachments are required*)
- ☐ c. Do not possess any

***7. ISO 14001 or 14064**

Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):

Select all that apply:-

- ☐ a. ISO 14001(*Response attachments are required*)
- ☐ b. ISO 14064(*Response attachments are required*)
- ☐ c. Equivalent certificate(*Response attachments are required*)
- ☐ d. Do not possess any

***8. Company Statement on Environmental Policy**

Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)

Select one of the following:-

- ☐ a. Yes(*Response attachments are required*)
- ☐ b. No

***9. Commitment to Sustainability**

Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)

Select one of the following:-

- ☐ a. Yes(*Response attachments are required*)
- ☐ b. No

***10. Member of UN Global Compact**

Is your company member of UN Global Compact?

Select one of the following:-

- ☐ a. Yes(*Response attachments are optional*)
- ☐ b. No



***11. Bank Information**

Please provide the following bank information and upload a bank document as proof:

Bank Name:

Bank Address:

IBAN:

SWIFT/BIC:

Account Currency:

Account number:

Response attachments are optional.

***12. Previous relevant experience**

Provide information on most recent 3 relevant contracts, upload table if needed:

Name of previous contracts

Client & Reference Contact Details including e-mail

Contract Value

Period of activity

Types of activities undertaken.

Response attachments are optional.

2.5 Section 5. Bidder Declarations

***1. Requirements and Terms and Conditions**

I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.

Select one of the following:-

- ☐ a. Yes
☐ b. No

***2. Ethics**

In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.

Select one of the following:-

- ☐ a. Yes
☐ b. No

***3. Capacity and capability**

I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.

Select one of the following:-

- ☐ a. Yes
☐ b. No



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***4. Code of Conduct**

I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct: <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and acknowledge that it provides the minimum standards expected of suppliers to the UN.

Select one of the following:-

- ☐ a. Yes
☐ b. No

***5. Conflict of Interest**

I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.

Select one of the following:-

- ☐ a. Yes
☐ b. No

***6. Prohibitions and Sanctions**

I/We hereby declare that our firm, ultimate beneficial owners, affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.

Select one of the following:-

- ☐ a. Yes
☐ b. No

***7. Bankruptcy**

I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

Select one of the following:-

- ☐ a. Yes
☐ b. No

***8. Offer Validity Period**

I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.

Select one of the following:-

- ☐ a. Yes
☐ b. No



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***9. Acceptance of contract**

I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.

Select one of the following:-

- ☐ a. Yes
☐ b. No

***10. Signatory person**

I/We hereby confirm that this offer in the system is submitted by an authorized person from the company and it warrants and agrees that he/she been authorized by the Organization/s to make this declaration on its/their behalf.

Select one of the following:-

- ☐ a. Yes
☐ b. No

***11. Annex 4 Bidder Declaration Form**

Have you completed and signed the attached the Bidder Declaration Form, as per attachment?

Attachments:

File Name or URL	Type	Description
EN Annex 4 - Bidder Declaratio	File	

Select one of the following:-

- ☐ a. Yes(*Response attachments are required*)

2.6 Section 6. Annex 3 - Financial Offer

***1. Financial Offer**

Please provide detailed pricing directly in the system per each line, unless otherwise instructed by UNFPA. By submitting the financial offer in the system, your company confirms acceptance of all the terms indicated in this RFQ document.

Attachments:

File Name or URL	Type	Description
EN Annex 3 - Technical and Fin	File	Bid Submission Form

Select one of the following:-

- ☐ a. Financial Offer submitted(*Response attachments are required*)



3 Lines

3.1 Line Information

Line	Category Name	Item	UOM	Target Quantity	Unit Price	Total Price	Additional Attributes
1-11 Laptops	Notebook computers		Each	11			
2-10 Monitors	Liquid crystal display LCD panels or monitors		Each	10			
3-11-Keyboard s	Keyboards		Each	11			
4-11-Mouse	Computer mouse or trackballs		Each	11			
5-Courier Charges	Postal and small parcel and courier services		Each	11			
6-GST	Value added tax VAT						

