

## Request for Quotation (RFQ) for equipment

Please submit your quote to a secure email box: Cambodia Procurement [cambodia-procurement@unfpa.org](mailto:cambodia-procurement@unfpa.org)

Dear Supplier,

Please provide a **binding** total landed cost for a **goods quotation** valid until the date of your estimated time of departure. We expect to issue a PO within **15 days** from today to be shipped to **UNFPA Country Office**, Phnom Penh Centre Building A, 5th Floor, Room 526, Tonle Bassac, Chamkar Mon, Phnom Penh, Cambodia.

The Supplier shall confirm if the quoted items are covered by the Long Term Agreement (LTA) with UNFPA or if they are non-LTA. "LTA item" means that the item's exact specifications, price, unit of measure and manufacturer must be identical with what has been described in the signed LTA. In the event that this RFQ results in an order, the same General Conditions of Contract as that of UNFPA LTA will apply to the order, even for non-LTA items.

Your earliest response to this query would be highly appreciated **but not later than 06 August 2021**.

**RECIPIENT(S) OF GOODS:** Ministry of Health; Ministry of Women's Affairs; Ministry of Planning; Ministry of Education, Youth and Sports.

**SOURCE OF FUNDS:** KHM06MOH, KHM06MWA, KHM06MOP, KHM06MOE, FPA90, UDJ40

### ITEMS REQUIRED

All Items						If items are not covered by LTA please complete this section				
No.	UNFPA Item ID/Description	Qty	U O M	LTA items (Y/N)	LTA Unit price*, USD	Description of non-LTA item	Name of the manufacturer	U O M	Unit price, USD	Total value, USD
1	<b><u>Laptop Computer(+Mouse) Windows License:</u></b> ~ Dell Latitude 5411 ~ Lenovo ThinkPad T14s <i>Or Equivalent</i>	13		Y	NB. Price shall be confirmed by the Supplier					
2	<b><u>Laptop Computer(+Mouse) Windows License:</u></b> ~ Dell Latitude 3410	25		Y						
3	<b><u>Desktop Computer (+Mouse, Logitech Webcam Camera+UPS) Windows License:</u></b> ~ Dell OptiPlex 3080 ~ HP EliteDesk 800 G6	20		Y						
4	<b><u>LED Wide Monitor:</u></b> ~ Dell 21-22" Monitor ~ HP 21-22" Monitor	15		Y						
5	<b><u>LCD Projector:</u></b> ~ SONY VPL-EX450 ~ EPSON EB-W41 3,600 lumens <i>Or Equivalent</i>	7		Y						
6	<b><u>External Hard Disk:</u></b> ~ 2TB Transcend USB 3.1/3.0 <i>Or Equivalent</i>	6		Y						
7	<b><u>HP LaserJet Color Printer:</u></b> HP LaserJet Enterprise 500 M553DN <i>Or Equivalent</i>	1		N						

\* LTA Price cannot be exceeded, but your company is free to quote a lower price than what is stipulated in the LTA.

All Items						If items are not covered by LTA please complete this section				
No.	UNFPA Item ID/Description	Qty	UOM	LTA items (Y/N)	LTA Unit price*, USD	Description of non-LTA item	Name of the manufacturer	U O M	Unit price, USD	Total value, USD
1	Voice Recorder	12		N	NB. Price shall be confirmed by the Supplier					
2	Microphone/Speakers	08		N						
3	Web-Camera	13		N						

In a case of **secondary bidding**, the item quoted has to be the exact same as the LTA item.

If items quoted are not included in UNFPA LTA and your offer is selected, UNFPA may ask you to submit additional documents for quality assurance of the **non-LTA items**.

**IN-COUNTRY REGISTRATION (e.g. sanitary, commercial, etc.):** Supplier has a valid registration in the destination country for the requested products(s) (please indicate YES/NO/NOT APPLICABLE): **YES** (Patents L001-901503317 & L001-100050794). If affirmative, the Supplier confirms that UNFPA and/or the third party organization, if required, may print the registration number(s) on the product packaging free of charge and shall provide this number(s), if requested by authorities.

#### FREIGHT QUOTATION\*:

Mode of transport	Freight cost, USD	City and country of dispatch (incl. pick-up location/address)	Ready for inspection (in weeks after receipt of PO) N/A	Location of inspection site N/A	Estimated time of departure (in weeks after receipt of PO)*	Transit time (in weeks)	Number of days free of demurrage granted at port of discharge/final destination	Temperature control (Y/N)	VGM charges For more details please follow the <a href="#">link</a> . N/A
Seafreight									
Airfreight									

\*Please note that UNFPA has the right to claim liquidated damages from the vendor in a case of late delivery of goods and deduct 0.5% of the value of the goods pursuant to the Purchase Order per additional day of delay, up to a maximum of 10% of the value of the Purchase Order. The payment or deduction of such liquidated damages shall not relieve the Vendor from any of its other obligations or liabilities pursuant to any current Long Term Agreement or Purchase Order. In the, the commodity supplier needs to be financially liable for any freight increase that UNFPA incurs as a result of goods not being ready for pick-up by designated freight forwarder on the agreed to delivery date.

#### Important remarks:

- **If the final destination is a named place inside a country**, the following shall be included in the freight quotation:
  - destination terminal handling charges,
  - unloading from the vessel and
  - handling of container(s) including loading onto trucks.
- **If the final destination is the airport/seaport itself**, the following shall be included in the freight quotation:
  - destination terminal handling charges,
  - unloading from the vessel and
  - handling of container(s) within the port facilities.
- **Special instructions for sea consignments:**
  - Please include Verified Gross Mass (VGM) rates, when applicable in the port-of-origin.
  - For big volume shipments - only Full Container Load (**FCL**) is accepted.
  - For small volume shipments - Less than Container Load (**LCL**) can be accepted on an exceptional basis, e.g. in cases where the risk of loss is low, the transit does not include in-land transportation and the savings from opting for an LCL are significantly greater than the associated risks and the cost of either FCL or air shipment options.

- For temperature sensitive cargo going to inland destinations - for reefer containers all terminal handling charges (incl. a min. of 2 weeks electricity costs at the discharge port) should be included in the quotation. If not included, UNFPA needs to be notified at RFQ stage of any additional charges that may apply.
- **Palletization requirements (only applicable for contraceptives):** wooden/plastic pallets required for both seafreight and airfreight. Please advise in case an airline does not accept strong wooden/plastic pallets to obtain a pre-shipment approval of UNFPA QA.

**CARGO DETAILS:**

Number of batches N/A	
Volume (m3) N/A	
Weight (kg). gross chargeable weight (incl. pallets) N/A	
Number of shipping of cartons N/A	
Is cargo stackable (YES/NO)? N/A	
Dimensions per Transport Unit N/A	
Number and type of containers (20' / 40' / HC) N/A	

**Engaging Third Party Logistics.** In cases where UNFPA selects a designated Freight Forwarder to undertake the transportation, the Supplier must handover the goods to the Freight Forwarder on the agreed date, time and location. If the Supplier/Freight Forwarder fails to meet the agreement then the Supplier/Freight Forwarder shall be financially liable for any potential financial loss/freight cost increase incurred by UNFPA. N/A

**Quality Assurance considerations:**

- Please be advised that the abovementioned items are subject to a pre-shipment inspection and testing. N/A
- Please be advised that IUDs are subject to visual pre-shipment clearance by UNFPA QA N/A
- Please be advised that the abovementioned items are subject to post-shipment inspection and testing. N/A

Note that the Recipient country’s National Medicines Regulatory Authorities (MRA) has the authority to conduct post-shipment inspection and testing according to their national drug monitoring regulations. UNFPA will respect any systematic laboratory testing the country’s regulatory authorities deem necessary. UNFPA will, to the best of its knowledge, include the requirement for post-shipment testing – along with known testing standard – in the purchase order. By signing the LTA with UNFPA, the Supplier has already accepted to be bound by the results of post-shipment laboratory testing conducted by the National Regulatory Authority.

We look forward to receiving your acknowledgment on the receipt of this RFQ. Thank you.

Best Regards,



Socheath Heng  
Operations Manager

