



**REQUEST FOR QUOTATION (RFQ)
FROM COMPANIES**

DATE: 08 October 2014

REFERENCE: Request for quotation for printing cartridges/toners for Green One UN House (GOUNH) Ha Noi, Viet Nam

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **27 October 2014** (Hanoi time).

Item	Generic Description [including Technical specifications, quality & safety standards, special features required]	Year
1	<p><u>Genuine</u> printing cartridges/toners List of UN frequently used cartridges is attached (Annex I)</p> <ul style="list-style-type: none"> - The quantity stated in Annex I is indicative only. The actual quantity may change depending on UN Agencies requirement. - The contractors will provide competitive rates for items that are not listed in Annex I in case they are requested by UN Agencies in Viet Nam. 	<p>02 technically qualified bidders with the lowest price will be selected. Initial contract will be for one year.</p> <p>The contract may be extended for another two years subject to (i) prices remains competitive and (ii) satisfactory performance.</p> <p>3rd ranked bidder will have a chance to compete for the 2nd and 3rd year contract with the 1st and 2nd ranked bidders.</p>

CONDITIONS

Mandatory conditions	<ul style="list-style-type: none"> - Suppliers must have office / store in Hanoi with delivery staff - Suppliers must be official HP authorised cartridges/toners distributors - Bidders are required to quote for all items in Annex I <p>Suppliers failing to meet these three conditions are disqualified for further evaluation</p>
Requirements on delivery and installation	<p><u>Delivery address:</u></p> <p>Green One UN House 304 Kim Ma, Ba Dinh District, Hanoi, Viet Nam</p> <p><u>Installation / replacement of cartridges:</u></p> <p>Delivery should be within 4 working hours after receiving each order.</p> <p>The contractor(s) are responsible for:</p> <ul style="list-style-type: none"> - Providing genuine cartridges <u>with HP original stamps</u> - Replacing the used cartridges with the new ones - Checking and making sure the printers work properly after cartridge

	<p>replacement.</p> <ul style="list-style-type: none"> - Cleaning the printers after cartridge replacement to make sure the quality of printing is fine. - Collecting and purchasing old cartridges (at the same time the contractor (s) replace the toner cartridges)
Currency	<p>Viet Nam Dong <i>(If quoted in other currencies, prices shall be converted to Vietnam Dong at UN Exchange Rate at the submission deadline. The quotation and payment will be in Viet Nam dong.)</i></p>
Submission includes	<ol style="list-style-type: none"> 1. Copy of business registration 2. Company profile (years of experience in this service, company address, store address, deliver staff capacity etc.) 3. Notarized Authorized HP distributor certificate 4. Unit prices of the offered items, VAT amount (suppliers are requested to use the form in Annex I to provide their quotes) 5. All prices must include transportation / delivery and all other associated costs (i.e. replacing/collecting toner cartridges, cleaning printers etc), 6. Warranty / exchange policy in case cartridges are not in good condition / not working properly. 7. Signature of the authorized official and company stamp on the quote
Preliminary review	<p>At preliminary review of quotations, if UNDP observes that bidders, by oversight, did not provide any of the documents, which do not affect <u>the financial offers</u> such as business registration, certificates etc... UNDP will provide bidders a chance to supplement them within 3 days after UNDP notifies bidders of such missing documents.</p>
Payment Terms	<p>Payment will be made monthly upon submission of:</p> <ul style="list-style-type: none"> - VAT Invoice - List of ordered cartridges/tonners and discarded cartridges during the month - Receipts of ordered toner cartridges signed by UN staff - Signed acceptance of discarded/ordered cartridges list submitted by the supplier during the payment month
Validity of Quotation	<p><input type="checkbox"/> 30 DAYS <input checked="" type="checkbox"/> 60 DAYS</p>
Preliminary Examination - Completeness of quotation.	<p><input type="checkbox"/> Partial bids permitted. <input checked="" type="checkbox"/> Partial bids not permitted</p> <p>There are 02 packages in the list of items:</p> <ol style="list-style-type: none"> A. Cartridges for HP black/white printers B. Cartridges for HP multi-function printers
Selection of winning bid	<p>Two qualified and responsive quotations, which offer the lowest price (in Annex I) will be selected.</p> <p>UN will sign two Contracts with two qualified and responsive quotations which offer the lowest quotes.</p> <p>To ensure competition and value for money, it is up to UN to order toner cartridges from either of the two contractors based on their competitive offers in the contracts.</p> <p>At the end of 1st year contract, 03 bidders (2 current contractors + 3rd ranked bidder) who are technically responsive and provide lowest prices will be invited to submit competitive quotations for 2nd year. 02 technically qualified bidders provide the lowest prices will be granted contracts for the 2nd year.</p> <p>The same contractual renewal process will be done for the 3rd year contracts.</p>

General Terms and Conditions	http://www.undp.org.vn/digitalAssets/23/23706_080312_good_condtns.pdf
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OTHER REQUIREMENTS

Language: All documentation, including installation and operating manuals shall be in:

English (if possible) Others: Vietnamese

Vendor protest: Our vendor protest procedure is intended to afford an opportunity to appeal to persons or firms not awarded a purchase order or contract in a competitive procurement process. **It is not available to non-responsive or non-timely proposers/bidders or when all proposals/bids are rejected. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:** <http://www.undp.org/procurement/protest.shtml>.

Quotation to be sent to:

Procurement Unit
UNDP Viet Nam
25-29 Phan Boi Chau Street, Hanoi, Viet Nam
Tel: (84-4) 3 942 1945 Email: bidning.vn@undp.org
Deadline for quotation submission: **27 October 2014 (Hanoi time)**

Annex 1: QUOTATION FOR TONERS AND CARTRIDGES FOR UN AGENCIES IN VIET NAM- Year 1

Note: Bidders are required to quote for all items in the Annex 1. Failure to quote for all items will be disqualified for further processing

		1 st year					Delivery time after receiving order
		Quantity	Unit price (VAT included) - VND	Unit price for purchasing old cartridge (VAT included)	Final unit price for each toner cartridge*	Total price **	
	Black and White	1	2	3	4	5	
1	HP MFD 5035	65					
2	HP MFD 5035x	65					
3	HP MFP M725	65					
4	HP MFP 725dn	60					
	HP Multi-function printers	1	2	3	4	5	
5	HP MFP 6030						
	<i>Cartridge</i>						
	B&W	7					
	Cyan	7					
	Magenta	7					
	Yellow	7					
	<i>Cartridge Drum</i>						
	B&W	7					
	Cyan	7					
	Magenta	7					
	Yellow	7					
6	HP MFP 6040						
	<i>Cartridge</i>						
	B&W	7					
	Cyan	7					
	Magenta	7					
	Yellow	7					
	<i>Cartridge Drum</i>						
	B&W	7					
	Cyan	7					
	Magenta	7					
	Yellow	7					
7	HP M775dn						
	<i>Cartridge</i>						
	B&W	7					
	Cyan	7					
	Magenta	7					
	Yellow	7					
	Sub- Total:						
	GRAND TOTAL:						

Contracted final unit price for 1st year (4) = [(2)(1)-(3)*(1)] / (1)

**Comparison amount (5) = (4)*(1)

Ha Noi, 2014

Signed by authorized official

Full Name and title

Stamped