

Request for quotation (RFQ) number: 2024-Office-01

For: Procurement of IT equipment for projects

1. Summary of deadlines

Activity	Deadline (Hanoi time)
Release of RFQ	Dec 17, 2024
Quotations due	Dec 27, 2024, 5:00PM
Bidders notified of decision	Jan 10, 2024

Note: PATH reserves the right to modify this schedule as needed. All parties will be notified simultaneously by email of any changes.

2. PATH statement of business

PATH is a global nonprofit dedicated to a mission to advance health equity through innovation and partnerships. With more than 40 years of experience forging multisector partnerships, and with expertise in science, economics, technology, advocacy, and dozens of other specialties, PATH develops and scales up innovative solutions to the world's most pressing health challenges. Learn more at www.path.org.

3. Purpose of the request for quotations

The purpose of the RFQ: PATH is seeking a supplier to provide IT equipment for PATH projects. Delivery timeline for all products are estimated by cob January 24, 2025.

- Detailed requirements for selected products are as below:

No.	Product type	Quantity	Technical specification
1.	Monitor	4	Choose between 2 options: <ul style="list-style-type: none">Option 1: Dell UltraSharp U2424HE (23.8Inch/ Full HD/ 5ms/ 120Hz/ 250cd/m2/ IPS/ USB-C/RJ45 port)Option 2: Dell UltraSharp U2724DE (27Inch/ 2K (2560x1440)/ 5ms/ 120Hz/ 350cd/m2/ IPS/ USB-C/RJ45(2.5G))

2	Laptop	6	Lenovo ThinkPad X13 Gen 5 laptops , choose between 2 options: <ul style="list-style-type: none"> Option 1: Lenovo ThinkPad X13 GEN 5 (Ultra 7 155U/ 16GB/ 512GB SSD/ 13.3 inch WUXGA/ NoOS/ Black/ 3YR Premier) Option 2: Lenovo ThinkPad X13 2-in-1 GEN 5 (Intel® Core™ Ultra 7 165U vPro®, 13.3 1920 x 1200 Touch, NoOS, 16.0GB, 512GB SSD, 3YR Premier,Backlit, Black)
		1	Apple Macbook Pro , choose between 2 options: <ul style="list-style-type: none"> Option 1: MacBook Pro 2024 14 inch Apple M4 10-Core CPU 10-Core GPU 16GB RAM 512GB SSD Option 2: MacBook Pro 2024 14 inch Apple M4 PRO 12-Core CPU 16-Core GPU 24GB RAM 512GB SSD

4. Quotation requirements, pricing, and costs

Please insert your costs in the table below. The costs should be broken down into components and include a full description of each component and its associated time and costs.

Line item no.	Component/Item [insert name]	Component/Item description	Delivery date [by when?]	Unit cost [VND]	Total line item cost [VND]
1					
2					
3					
4					
...					
Quotation price					

Note:

- Applicable currency: only Vietnam Dong is acceptable for quotation
- Indicate associated services for delivery of the supply, as applicable, including any user training, maintenance costs for at least 12 months, warranties, testing, cost of deliverables/commodities, shipping/freight, insurance, import taxes, any other associated costs, payment terms (if not standard; that is, payment after delivery), or any other costs not listed.
- The supplier is expected to submit a profile of corporate qualification, a summary of experience in similar/related work carried out in the past 24 to 36 months, number of years in business, annual revenue for the last three financial periods, clarification regarding which specific company legal entity is bidding, and any other relevant justification for qualification.

- By submitting a quotation, the supplier consents for PATH to carry out further due diligence, responsibly and in line with relevant General Data Protection Regulation provisions.

5. Instructions for responding

A. PATH contacts

Procurement contact: Vietnam Procurement team (vietnam.procurement@path.org; htnguyen@path.org)

B. Quotations due: Dec 27, 2024, 5:00PM Hanoi time

Completed quotations should be submitted by email to the contacts listed above. The subject line of the email should read: RFQ #2024-Office-01 Your Company Name.

C. Conclusion of process

Applicants will be notified of PATH's decision by Jan 10, 2025. Final award is subject to the terms and conditions included in this solicitation, as well as successful final negotiations of all applicable terms and conditions affecting this work.

6. Terms and conditions of the solicitation

A. Notice of nonbinding solicitation

PATH reserves the right to reject any and all bids received in response to this solicitation and is in no way bound to accept any proposal.

B. Confidentiality

All information provided by PATH as part of this solicitation must be treated as confidential. In the event that any information is inappropriately released, PATH will seek appropriate remedies as allowed. Proposals, discussions, and all information received in response to this solicitation will be held as strictly confidential, except as otherwise noted.

C. Conflict of interest disclosure

Suppliers bidding on PATH business must disclose, to the procurement contact listed in the RFP, any actual or potential conflicts of interest. Conflicts of interest could include a personal relationship with a PATH staff member that constitutes a significant financial interest; board memberships or other employment; and/or ownership or rights in intellectual property that may be in conflict with the supplier's obligations to PATH. Suppliers and PATH are protected when actual or perceived conflicts of interest are disclosed. When necessary, PATH will create a management plan that provides mitigation of potential risks presented by the disclosed conflict of interest. Contacting third parties involved in the project, the review panel, or any other party may be considered a conflict of interest and could result in disqualification of the proposal. All communications regarding this solicitation shall be directed to appropriate parties at PATH indicated in Section 5 A.

D. Acceptance

Acceptance of a proposal does not imply acceptance of its terms and conditions. PATH reserves the option to negotiate on the final terms and conditions. We also reserve the right to negotiate the substance of finalists' proposals, as well as the option of accepting partial components of a proposal if appropriate.

E. Proposal validity

Proposals submitted under this request shall be valid for 90 days from the date the proposal is due. The validity period shall be stated in the proposal submitted to PATH.