REQUEST FOR QUOTATION (RFQ)

RFQ Reference: UNDP-BRC-00245

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of **Supply of IT Equipment** as detailed in **Annex 1** 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

Section A: Request for Quotation

Section B: RFQ General Instructions

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 in Section 1. 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.

Quotations must be submitted directly in Quantum supplier portal following this link: http://supplier.quantum.partneragencies.org using the profile you may have in the portal.

Follow the instructions in the user guide to search for the tender using Negotiation ID in this document.

In case you have never registered before, you can register a profile using the registration link shared via the procurement notice and following the instructions in guides available in the UNDP website: https://www.undp.org/procurement/business/resources-for-bidders. 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 previous registration.

Thank you and we look forward to receiving your quotations.

UNDP Bangkok Regional Hub

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1 Overview

1.1 General Information

Title	RFQ - Supply of IT Equipment
E-Mail	Procurement.th@undp.org
Reference Number	PRCxxxxx/UNDP-BRC-00245
Beneficiary Country	THA
Introduction	**UNDP Bangkok Regional Hub is undertaking a procurement for the supply of IT equipment.**

Interested suppliers please submit their offer directly in Quantum supplier portal following this link: http://supplier.quantum.partneragencies.org using the profile you may have in the portal, as instructed in the solicitation document, following the instructions in the available user guide. In case you have never registered before, you can register a profile using the registration link shared via the procurement notice and following the instructions in guides available in the UNDP website: https://www.undp.org/procurement/business/resources-for-bidders. 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 previous registration.

Search for the specific tender using search filters and subscribe to the tender in order to get notifications in case of amendments of the tender document. If you need support with the online system, you can contact the contact details of this tender as indicated in the solicitation document.

Thank you and we look forward to receiving your quotations.

UNDP Bangkok Regional Hub

1.2 Tender Timeline

Open Date	10/11/26 06:23 AM
Close Date	23/11/26 10:00 AM
Time Zone	Coordinated Universal Time

1.3 Terms

Negotiation Currency THB (Baht)

1.4 Attachments

File Name or URL	Type	Description
ANNEX 1	File	SCHEDULE OF REQUIREMEN
Section B	File	RFQ General Instructions
Section A	File	Request for Quotation
ANNEX 3	File	TECHNICAL AND FINANCIAL offer
ANNEX 2	File	Quotation Submission Form

Note: The attachments above are part of general attachments to this Tender. There may be more attachments uploaded with requirement or price schedule. All attachments can be accessed from the portal directly

2 PART: TENDER REQUIREMENT AND EVALUATION CRITERIA

**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.

2.1 Section 1. Section 2 RFQ General Instructions and Data sheet

1. **Introduction**

Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement and with the provision in the General Instructions to Bidders in the document herewith attached.

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

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

Attachments:

File Name or URL	Type	Description
Section 2 RFQ General Instruct	File	

2. **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 GTC: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

- General Terms and Conditions for contracts (goods and/or services)

2.2 Section 2. Documents to be submitted

*1.

Documents to be submitted

1. Company Profile

2. Business Registration

- The Bidder must be a legally registered entity in its country of operation and have at least five (5) years of experience in the supply, installation, and maintenance of computer and IT equipment, including the provision of onsite technical support services to corporate, government, or institutional clients.
- The bidder outside Thailand must have Authorized Representative in Thailand. If the Bidder does not have a local presence in Thailand, it must appoint an authorized representative, distributor, or affiliate in Thailand with at least five (5) years of experience in providing computer and IT equipment and onsite technical support services. Documentary evidence of the legal relationship between the Bidder and the local representative, distributor, or affiliate shall be submitted as part of the quotation.

3. Tax Registration Certificate

4. Statement of satisfactory Performance (Certificates) from the top 3 clients or contact details for reference checks.

5. The bidder must have successfully implemented at least 2 contracts of similar nature in the last 5 years, with each contract valued at no less than THB 600,000. The bidder must provide copies of contract or POs as proof.

Target: Company profile provided

*2. **Offer validity**

Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.

Target: Confirm offer validity as required

2.3 Section 3. Annex 1: Schedule of Requirements

*1. **Compliance with technical requirements**

- Please find the attached Annex 1 -TOR describing main scope of the requirements and other provisions to this process and confirm whether you comply with technical requirements indicated in TOR.

Target: Full Comply

2.4 Section 4. Annex 2 - Quotation submission form

*1. Bidders are requested to complete Annex 2. 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.

- Provide the signed Annex 2: Quotation Submission Form, provided as the attachment with the complete information

Target: Signed Annex 2 Quotation Submission Form

2.5 Section 5. Bidder Declaration

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

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.

*2. **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.

*3. **Ethics**

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.

*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.

*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.

*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.

*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.

*8. **Offer Validity Period**

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

*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.

*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.

2.6 Section 6. Annex 3 - Financial offer

*1. **Finanical offer**

Please provide detailed pricing directly in the system, unless otherwise instructed by UNDP. By submitting the financial offer in the system, your company confirms acceptance of all the terms indicated in this RFQ document. Please upload **Annex 3**.

Hint: Please upload Annex 3
Target: ANNEX 3 TECHNICAL AND FINANCIAL OFFER provided

*2. **Cargo information**

Provide estimated weight, volume and dimensions of the consignment, including number and dimensions of pallets, and/or size and number of containers as applicable.

Response attachments are optional.

3 PART: Schedule of Requirement and Price Schedule

Instructions

3.1 Line Information

Line Description	Category	Item	UOM	Requested Quantity	Unit Price	Total Price	Additional Attributes
1-Please provide the total amount in the box.	Notebook computers		Each	15			

*For Additional Attributes of lines, please review the negotiation lines from supplier portal.