

REQUEST FOR QUOTATION (RFQ)

TO:	DATE: 18 April 2012
INTERESTED SUPPLIERS	REFERENCE: RFQ /OIST/2012/003 PROCUREMENT OF POTS (PLAIN OLD TELEPHONE SERVICE) LINES

Dear Sir / Madam:

The UNDP Office of Information Systems and Technology (UNDP/OIST) would like to procure POTS (Plain Old Telephone Service) lines for 26 floors in New York, NY. Please refer to Attachment I for details.

You are kindly requested to submit your quotation for the below item prior to the closing date by **Wednesday, 2 May 2012, 5:00 PM New York Time**.

Your quotation shall be submitted via **e-mail** prior to the closing date to:

CPU.Bids@undp.org

Email Reference : RFQ / OIST/2012/003 – RFQ for POTS Lines

The requirements are provided in the Terms of Reference, Attachment I.

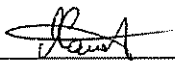
Bidders may send as many e-mails as needed; however, the **size of each e-mail should not exceed eight megabytes (8 MB)**. As an e-mail can take some time to arrive after it is sent, we advise all bidders to send e-mail submissions well before the deadline. Please be aware that bids e-mailed to UNDP will be rejected if they are received after the deadline for bid submission. It is the exclusive responsibility of the offeror to ensure that the document(s) are received at the specified email address before the closing date..

Bidder should ensure that submitted offers DO NOT contain viruses or corrupted files. Such offers will be rejected.

For any questions relating to this RFQ, please contact shadi.hussein@undp.org and cc: bakhtiyor.khamraev@undp.org

CONDITIONS	
Delivery Time	Time: Item(s) listed should be delivered in 4 weeks maximum upon PO issuance
Payment Terms	UNDP shall, on fulfilment of the Delivery Terms, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in the Purchase Order. Note: any bank charges and bank commissions shall be borne by the vendor
Taxes	All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.
Validity of Quotation	60 DAYS
Preliminary Examination - Completeness of quotation.	☐ Partial Bid permitted. ✓Partial bids not permitted
Evaluation of Quotation and award criteria	The Evaluation Committee will examine the quotation to determine whether they are complete and whether the offer complies with the requirements. Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the offeror does not accept the correction of errors, its quotation will be rejected. If there is a discrepancy between words and figures the amount in words will prevail. Any offers which do not meet the requirements will be rejected. The Purchase Order will be awarded to the offeror that offers the lowest priced technically qualified quotation.
Price Schedule	Copy enclosed (see Attachment I)
General Terms and Conditions	Please refer to UNDP General Conditions of Contract for Professional Services available at http://www.undp.org/procurement/operate.shtml# Conditions of Contract, which can also be provided upon request.

NAME, FUNCTIONAL TITLE: Bakhtiyor Khamraev
Procurement Specialist

Signature: 

DATE: 04/18/2012

ATTACHMENT I
RFQ for POTS Lines
Ref : RFQ /OIST/2012/003

TERMS OF REFERENCE

The Plain Old Telephone Service lines are being primarily deployed for emergency services. All 26 POTS lines to be installed and serviced at UNDP's headquarter buildings located in New York City. The following is the list of requirements for the service:

1. The initial term of these lines shall be for a period of 5 years.
2. The lines must terminate at the specified location on the floor with a phone set attached.
3. The phone set should be analog similar to Cortelco 2554 corded wall phone red.
4. The lines must allow access to ONLY 911 and toll free numbers.
5. It is required that each line will have a unique location address to be displayed when calls are placed to 911 services. For example when a call is placed from POTS line terminated in 5th Floor our 304 East 45th location, it should display 5th Floor 304 East 45th Street, NY10017; similarly when placed for 8th Floor in the same location, it should display 8th Floor 304 East 45th Street, NY10017.
6. The lines must provide 24x7 dial tone 365 days without any outages even during power failures.

The building addresses and floors are indicated below for reference. Please be aware that additional lines (up to 20) may be required at a later point of time.

	Building Address	Floor
1	One United Nations Plaza, New York, NY 10017 (DC-1)	4
2		16
3		17
4		18
5		19
6		20
7		21
8		22
9		23
10		24
11	Two United Nations Plaza, New York, NY 10017 (DC-2)	26
12	220 E. 42 nd St, New York, NY	20

	10017 (Daily News Building)	(Building manager must be notified to engage on-site vendor for any cable run within the building)
13		21
14		23
15	304 E.45 th Street, New York, NY 10017 (FF)	Basement
16		4
17		5
18		6
19		8
20		9
21		10 (Building manager must be notified for any cable run within this floor)
22		11
23		12
24		16
25	730 3 rd Avenue, New York, NY 10017 (Teachers Building)	20 (Building manager must be notified to engage on-site vendor for any cable run within the building)
26	380 Madison Avenue, New York, NY 10017	5

PRICE SCHEDULE

1. All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.
2. The Supplier is requested to provide unit prices as detailed in the table below. The Supplier is also requested to provide any additional costs that will be charged.

Monthly Recurring Charges	Quantity	Month to Month Charge	Total
<i>Cost 1? Please indicate</i>	26		
<i>Cost 2? Please indicate</i>	26		
<i>Cost 3? Please indicate</i>	26		
TOTAL MRC			
Non-Recurring Charges	Quantity	One Time Charge	Total
<i>Cost 1? Please indicate</i>	26		
<i>Cost 2? Please indicate</i>	26		
<i>Cost 3? Please indicate</i>	26		
TOTAL One Time Charges			
OTHER APPLICABLE CHARGES			
<i>Maintenance and Support</i>			
<i>Cost of each additional line up to 20 (if requested)</i>			

	TERMS AND CONDITIONS:		
1	<u>Delivery Time :</u> The item(s) should be delivered in 4 weeks maximum upon PO issuance	☐ YES	☐ NO
2	Price Validity of 60 days	☐ YES	☐ NO
3	Compliant with UNDP Terms & Conditions	☐ YES	☐ NO

Note: The vendor shall submit this table as part of offer. All boxes should be ticked to be valid for further evaluation.

Dated thisday of[year].

.....
Signature

.....
[in the capacity of]

Duly authorized to sign the quotation for and on behalf of