



United Nations Population Fund
Addis Ababa, Ethiopia
ECA Compound, Congo Building
E-mail: makwinja@unfpa.org
Website: www.unfpa.org

Date: 25, May 2018

REQUEST FOR QUOTATION
RFQ N° UNFPA/ETH/RFQ/2018/011

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items: *Provision of Training on CCNA , Data center that includes WAN, SAN and related concepts.*

Item N°	Product Name	Product Description	Unit of Measure	No. of Pxs
		<i>Provision of Training on CCNA, Data center that includes WAN, SAN and related concepts.</i> <i>(As per the attached ToR)</i> <i>Delivery Date: As required</i>		8 (eight)

This Request for Quotation is open to selected companies that can provide the requested products and have legal capacity to deliver in the country, or through an authorized representative.

I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person's potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](#)

Objective:

The objective of the RFQ is to identify a supplier who can provide UNFPA with all the above mentioned products. The selected vendor is expected to provide such products, based on specific Purchase Orders submitted to the vendor.

II. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA:	<i>Ermias Wosenyeleh/ Paul Makwinja</i>
Tel N°:	<i>251-115444072/ 281</i>
Fax N°:	<i>251-115-515311</i>
Email address of contact person:	<i>wosenyelehasefa@unfpa.org / makwinja@unfpa.org</i>



The deadline for submission of questions is on **June 05, 2018 at 10:30 A.M.** Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

III. Content of quotations

Quotations should be submitted in one envelop whenever possible. Quotations must contain:

- a) Technical proposal, in response to the requirements outlined in the specifications should comply with (*How you can able to provide the training and the durations of the training*) :
- b) The bidder can quote for all line services.
- c) The service provider need to have renewed trade license in related business area.
- d) Price quotation, to be submitted strictly in accordance with Price Quotation Form.
- e) Alternative bidding is not allowed.

The quotation must be signed by the company's relevant authority and submitted in PDF format.

IV. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, are to be sent by hand or courier to the contact person indicated below no later than **June 08, 2018, at 10:30 A.M**¹.

Name of contact person at UNFPA:	<i>Ermias Wosenyeleh</i> <i>UNFPA Ethiopia Country Office;</i>
Address	<i>Menelik II Avenue, UNECA Compound, congo Bldg. 1st Floor,</i> <i>Off Tel: 251-115-4442072, Ext. 34072</i>
Email address of contact person:	<i>wosenyelehasefa@unfpa.org</i>

².

The following reference must be included in the email subject line: **RFQ N° UNFPA/ETH/RFQ/2018/010 Provision of Training on IT.**

V. Overview of Evaluation Process

Quotations will be evaluated based on the compliance with the technical specifications and the total cost of the goods (price quote).

The evaluation will be carried out by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

VI. Award

UNFPA shall award a **Purchase Order** to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

VII. Right to Vary Requirements at Time of Award

UNFPA reserves the right at the time of award of Contract to increase or decrease by up to 20% the volume of goods specified in this RFQ without any change in unit prices or other terms and conditions.

VIII. Payment Terms

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>

² <http://www.timeanddate.com/worldclock/city.html?n=69>



United Nations Population Fund
Addis Ababa, Ethiopia
ECA Compound, Congo Building
E-mail: makwinja@unfpa.org
Website: www.unfpa.org

UNFPA payment terms are net 30 days upon receipt of shipping documents, invoice and other documentation required by the contract.

IX. Fraud and Corruption

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's Policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the Office of Audit and Investigation Services of UNFPA as well as with any other oversight entity authorized by the Executive Director of UNFPA and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives, agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the contract, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

X. Zero Tolerance

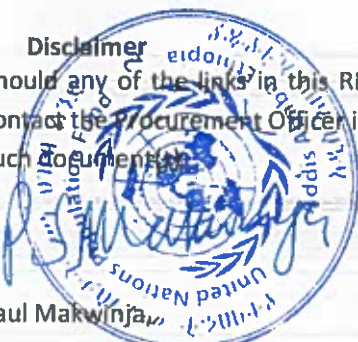
UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

XI. RFQ Protest

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit **Bettina Maas**: maas@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at procurement@unfpa.org.

XII. Disclaimer

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Office in charge of the procurement to request for them to share a PDF version of such documents.





PRICE QUOTATION FORM

Name of Bidder:

Date of the quotation:

25/05/2018

Request for quotation N°:

UNFPA/ETH/RFQ/2018/011

Currency of quotation:

USD

Validity of quotation:

(The quotation shall be valid for a period of at least 9 months after the submission deadline.)

Example Price Schedule below:

Price Quotation Form

Item	Product Name & Description	UOM	Unit Price	Number of Units	Total (USD)
	Delivery Date :				
				1	
GRAND TOTAL					

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/ETH/RFQ/2018/011 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

Click here to enter a date.

Name and title

Date and place



United Nations Population Fund
Addis Ababa, Ethiopia
ECA Compound, Congo Building
E-mail: makwinja@unfpa.org
Website: www.unfpa.org

**ANNEX I:
General Conditions of Contracts:
De Minimis Contracts**

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#), [Spanish](#) and [French](#)