



United Nations Population Fund
[UN HOUSE, CAICOLI STREET]
[DILI and +670]
[TIMOR - LESTE]
Telephone: 3312618]
Website: <http://www.unfpa.org>

Date: April, 05 2024

**REQUEST FOR QUOTATION
RFQ N° UNFPA/TLS/RFQ/2024/003**

Dear Suppliers,

UNFPA hereby solicit your quotation for supply of office Laptops;

**Windows based Laptop
Feature Specification:**

- Form Factor Laptop (2 in 1 Hybrid)
- Processor 12th Gen Intel Mobile Core i7 or equivalent
- At least a Four-Core Processor with at least 2.6 GHz speed and at least 8MB cache
- Memory Min. 16 GB DDR4 or better
- Internal drive At least 512GB Solid State Drive
- Keyboard Built-in English Keyboard
- Touch Fingerprint Reader (preferable but not required)
- Display Panel 13" or 14" FHD (1920 x 1080) Anti-Glare
- Integrated HD Graphics
- Ports At least 1 Thunderbolt/USB-C port
- At least 1 USB version 3.2 port (USB-A)
- 1 HDMI port
- 1 Memory Card Reader port
- Security lock Slot
- Audio 1 Audio combo port
- Speaker and Noise Canceling Digital Array Mic
- Ethernet RJ-45 Jack or USB-to-Ethernet Dongle
- Wireless Dual-Band Wireless 802.11ax Bluetooth min 5.0
- Camera Webcam (720p or higher)
- Battery, Power 65 W AC external adapter, Region Specific cord,
- 38Whr Express charge, Li-Ion;
- Min 3 cell Long-life battery
- Weight Max. 3lbs/1.3 kg approx.
- Warranty At least 3 years' warranty, included:
 - 3 years' battery warranty
 - 3 years USB-C Docking station warranty
 - 3 years USB-C Travel adapter warranty
 - accidental damage for Laptop and Docking station
 - Next business day onsite service warranty
- Peripherals / Accessories External Wireless Mouse Keyboard (English) USB-C Docking station:
 - supports dual-display and gigabit Ethernet
 - VGA, HDMI,



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- USB 3, USB 2.0, USB C connections.
- A USB-C Small Travel Adapter with gigabit ethernet (for USB port extension) Laptop bag
- Monitor Minimum 24 inches with Full HD resolution or better and built-in webcam. Support VGA, HDMI and Display port connections. USB hub desirable. Please quote on a separate line.
- Operating System Preload Windows 11 Professional 64bit or Windows 10 Professional 64bit with Windows 11 Professional Upgradable license
- Compliance and Standards Energy star and TCO Certified Laptop

Quantity: 10 units to be procured

If you are interested in submitting a quotation for these items, kindly fill in the attached Quotation Form and send by email to the address email to timor-lest.e.office@unfpa.org or in sealed envelopes to Mr. Jose A.D.S Scares, Admin & Finance Associate for UNFPA.

Kindly note: Please also include the picture of the items. PO award. Delivery: DAP

The closing date is 16hour of Friday, 19th April 2024, Dili time.

Approved by:

A handwritten signature in blue ink, appearing to read 'Domingas', written over a blue horizontal line.

Dr. Domingas Bernardo
Assistant Representative

A handwritten signature in blue ink, appearing to read 'Anelã', written in a cursive style.

Note: Mr. Bruce has assigned Dr. Domingas Bernardo to sign this letter on behalf of Representative.



PRICE QUOTATION FORM

Name of Bidder:

Date of the quotation:

[Click here to enter a date.](#)

Request for quotation N°:

UNFPA/TLS/RFQ/2024/003

Currency of quotation:

USD

Delivery charges based on the following 2020 Incoterm:

[Choose an item.](#)

Validity of quotation:

(The quotation shall be valid for a period of at least 3 months after the submission deadline.)

- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

Example Price Schedule below: *[Delete after properly completing the Price Schedule, also develop excel version]*

Item No.	Items Description	Qty	Specification	Unit Price	Total Price
1				\$	\$
2					
3					
4					
5					
				Total Price	\$

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/TLS/RFQ/2024/003 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.



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Click here to enter a
date.

Name and title

Date and place

**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](#)