Request for Quotation
Goods

Country: Indonesia

Name of Project: SOUTHEAST ASIA REGIONAL PROGRAM ON COMBATING MARINE PLASTICS (SEA-MaP)

Contract Title: Procurement of IT Equipment

Grant No.: P175659

RFQ Reference No.: *ID-ASEAN-346295-GO-RFQ*

Purchaser: *PMU - Procurement*

Issued on: *8 June 2023*

Procurement of:
IT Equipment

1. The ASEAN has received grant from the World Bank toward the cost of the Southeast Asia Regional Program on Combating Marine Plastics (SEA-MaP) and intends to apply part of the proceeds toward payments under the contract for IT Equipment.

2. The Project Management Unit of SEA-MaP now invites quotations for the Procurement of ***IT Equipment, Office Appliances and Communication System*** from registered reputed firms having previous experience to provide these types of goods.

   The brief details of the required items are as under:

No	Description oof goods	Qty (Pcs)	Specification
Lot 1			
1	Laptops	3	32 GB RAM, 13 Inch monitor, i7, built-in WiFi, LAN, USB, HDMI ports, built-in camera, mic and speaker, support dual monitor. Preinstalled with MS windows 11, bundle with backpack, wireless mouse and mousepad, light weight, manufactured by Internationally recognized brand
2	Wireless Keyboard	3	Compatible with Windows XP/Vista/7/8, internationally recognized brand
3	Portable SSD	3	1 TB, USB 2 gen 2, shock resistance, up to 520MB read speed, USB C to USB A Cable, for PC Windows or Mac, durable and easy to travel
4	Headset	3	Stereo headset with microphone with noise free chat, adjustable headband, plug and play USB 2.0
5	Digital Voice Recorder	1	Built in memory, build in USB connector, noise reduction
6	Antivirus Software	7	Stand alone

7	Wireless Mouse	3	Compatible with windows, MacOS. Sensor technology, silent button, mousepad included.
8	USB-C to HDMI multiport Adapter/converter	1	Multiple functions (HDMI, USB Type-C and Type-A ports, etc.), internationally recognized brand
9	Mobile phone	1	Android 5G, internal 256 gb, dual nano SIM, RAM 8 gb, good quality, durable, internationally recognized brand
Lot 2			
1	Desktop Computer	4	12 GB RAM, 128GB SSD + 1GB Sata HDD, built-in Wi-Fi, LAN, USB, HDMI. Preinstalled with MS windows 11, 19 inch monitor, internationally recognized brand
2	Color Laser Printer & toner/cartridge	1	Laser printer 1200 x 1200 dpi A3, compatible with Windows and Mac OSX, include B/W and color toners, internationally recognized brand with local service center
3	Digital Camera	1	min 20 Megapixel, built in Wi-Fi, HDMI, video recording capability, SD slot, durable for outdoor activities, internationally recognized brand
4	Mousepad	4	
Lot 3			
1	Multimedia projector	1	XGA, USB, AV, VGA, Ansilumen 2800-15000: 1, HDTV & video Compatibility, reputable brand, include bag
2	Projector Screen	1	84", motorized screen with remote control, reputable brand
3	Conference camera	1	Ultra HD camera, full range speaker system, windows 10 or later/MacOS, right sight autoframing, integrated microphone, low light optimization, noise reduction, remote control, Room size (S-M), authorized warranty.
	(Note: In case of discrepancy between the unit price and total derived from unit price, the unit price shall prevail)		

3. Bidders may bid for one lot, or combination of two lots or all 3 lots. Bid evaluation and contract award will be on a lot-wise basis. To qualify for the RFQ, bidders must quote all items in the determined lot, for example: item 1 - 4 in Lot 2. Item 1- item 3 in Lot 3, etc. Incomplete item in the lot will not be evaluated.

4. Lot 1 must be delivered within 1 week after receiving of Purchase Order. Lot 2 and Lot 3 shall be delivered within 4 weeks after receiving of Contract/Purchase Order.

5. Bidding will be conducted through competitive procurement using a Request for Quotation (RFQ) as specified in the World Bank's "Procurement Regulations for IPF Borrowers", Fourth Edition, dated November 2020 ("Procurement Regulations"), and is open to all eligible Bidders as defined in the Procurement Regulations. The acceptable terms and conditions of the lowest, responsive quotation shall be incorporated in the Contract/Purchase Order.

6. **Award of Contract.** Bidders are requested to give their best and final prices as negotiations are not allowed. Bidders must quote for all the items of this invitation. Price evaluation and award of contract will be evaluated for all the requirements together and will be awarded to the Bidder offering the lowest evaluated total cost. The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply.

7. The quotation must be delivered to the address below on or before **Thursday, 22 June 2023 at 17.00 WIB**. Electronic quotation will be permitted and to be sent to below email addresses. Late quotations will be rejected:

   Southeast Asia Programme on Marine Plastics (SEA-MaP) Project Management Unit
   The ASEAN Heritage Building – 70A Jalan Sisingamangaraja, Jakarta 12110
   +6221 7262991 Ext. 2016
   Email: seamap_procurement@asean.org
   Website: https://asean.org/southeast-asia-programme-on-marine-plastics-sea-map/

8. The quotation must be valid for at least 45 days from the deadline for receipt of quotation as indicated in Paragraph 7 of this RFP.

9. Please confirm by e-mail the receipt of this RFQ and whether or not you will submit the price quotation(s).

FORM OF CONTRACT

THIS AGREEMENT number ***ID-ASEAN-346295-GO-RFQ*** made on __________ 2023, between the **Southeast Asia Regional Program on Combating Marine 'Plastics (SEA-MaP)** having its principal place of business at Asean Secretariat, Jalan Sisingamangaraja 70, Jakarta 12120 (hereinafter called "the Purchaser") on the one part and ____________________________________ having its principal place of business at _________________(hereinafter called "the Supplier") on the other part.

WHEREAS the Purchaser has invited quotation for **Supply of IT Equipment** to be supplied by Supplier, viz. Contract Ref No ***ID-ASEAN-346295-GO-RFQ*** (hereinafter called "Contract") and has accepted the Bid by the Supplier for the supply of goods under Contract at the sum of IDR _______________________ (____) hereinafter called "the Contract Price".

The Contract will be effective from the date of signing and will last until the finalization of the delivery upon Purchaser request, as specified in Terms and Conditions of supply.

NOW THIS AGREEMENT witnesses as follows:

1. The following documents shall be deemed to form and be read and construed as part of this agreement:

   (a) Form of Quotation; Term and Conditions of Supply, Technical Specification;
   (b) Addendum (if applicable);

2. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the supply of Contract and remedy any defects therein in conformity with the provisions of Contract.

   The goods that are to be procured under this contract are for the needs of the Purchaser and respective payments will be made by the Purchaser from the Southeast Asia Regional Program on Combating Marine (SEA-MaP) funds.

3. The Purchaser hereby covenants to pay in consideration of the goods supply and acceptance of Contract and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by Contract.

4. <u>Applicable Law.</u> The Contract shall be interpreted in accordance with the laws of the Republic of Indonesia.

5. <u>Force-Majeure</u>. The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force-Majeure.

For purposes of this clause, “Force-Majeure” means an event beyond the control of the Supplier and not involving the Supplier’s fault or negligence and not foreseeable. Such events may include, but are not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force-Majeure situation arises, the Supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by Force-Majeure event.

6. Resolution of Disputes. The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the country procedures of the Purchaser’s country. The dispute shall be referred to jurisdiction at the Courts of Jakarta province.

7. Failure to Perform. The Purchaser may cancel the Contract if the Supplier fails to deliver the Goods in accordance with this Contract with a 14-day notice given by the Purchaser, without incurring any liability to the Supplier.

8. Fraud and Corruption

   If the Purchaser determines that the Supplier and/or any of its personnel, or its agents, or its Subcontractors, consultants, service providers, suppliers and/or their employees has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices (as defined in the prevailing Bank’s sanctions procedures), in competing for or in executing the Contract, then the Purchaser may, after giving 14 days notice to the Supplier, terminate the Supplier's employment under the Contract and cancel the contract, and the provisions of Clause 4 shall apply as if such expulsion had been made under Sub-Clause 4.1.

9. Inspections and Audits

9.1 The Supplier shall carry out all instructions of the Purchaser which comply with the applicable laws where the destination is located.

9.2 The Supplier shall permit, and shall cause its Subcontractors and consultants to permit, the Bank and/or persons appointed by the Bank to inspect the Supplier’s offices and all accounts and records relating to the performance of the Contract and the submission of the bid, and to have such accounts and records audited by auditors appointed by the Bank if requested by the Bank.The Supplier’s and its Subcontractors and consultants’ attention is drawn to Clause 5 Fraud and Corruption, which provides, inter alia, that acts intended to materially impede the exercise of the Bank’s inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the Bank’s prevailing sanctions procedures).

Signature and seal of the Purchaser:
FOR AND BEHALF OF

____

Emily Wana
Project Director

Signature and seal of the Supplier:
FOR AND BEHALF OF

____

Name of Authorized Representative

Annex 1 Terms and Conditions of Supply

Project Title: **Southeast Asia Regional Program on Combating Marine Plastics (SEA-MaP)**
Purchaser: **Project Management Unit (PMU)**
Contract Ref No: ***ID-ASEAN-346295-GO-RFQ* 24**

1. Prices and Schedules for Supply

The prices should be quoted in Rupiah (IDR) for unit cost and the total cost at the destination at SEA-MaP PMU, ASEAN Secretariat, Heritage Building 1st floor, Jalan Sisingamangaraja 70A – Jakarta Selatan.

No	Description of goods	Qty (Pcs)	Specification	Unit Price (IDR)	Total Price (IDR)[1]	Delivery Schedule [2]
Lot 1						
1	Laptops	3	32 GB RAM, 13 Inch monitor, i7, built-in WiFi, LAN, USB, HDMI ports, built-in camera, mic and speaker, support dual monitor. Preinstalled with MS windows 11, bundle with backpack, wireless mouse and mousepad, light weight, manufactured by Internationally recognized brand			1 week
2	Wireless Keyboard	3	Compatible with Windows XP/Vista/7/8, reputable brand			1 week
3	Portable SSD	3	1 TB, USB 2 gen 2, shock resistance, up to 520MB read speed, USB C to USB A Cable, for PC Windows or Mac, durable and easy to travel			1 week
4	Headset	3	Stereo headset with microphone with noise free			1 week

[1] Total Price at final destination (includes all taxes, VAT, customs duties, inland transportation and insurance)
[2] from Date of Notification of Award, to final destination

			chat, adjustable headband, plug and play USB 2.0			
5	Digital Voice Recorder	1	Built in memory, build in USB connector, noise reduction, reputable brand			1 week
6	Antivirus Software	7	Stand alone			1 week
7	Wireless Mouse	3	Compatible with windows, MacOS. Sensor technology, silent button, reputable brand, mousepad included.			1 week
8	USB-C to HDMI multiport Adapter/converter	1	Multiple functions (HDMI, USB Type-C and Type-A ports, etc.), reputable brand			1 week
9	Mobile phone	1	Android 5G, internal 256 gb, dual nano SIM, RAM 8 gb, good quality, durable, reputable brand			1 week
Lot 2						
1	Desktop Computer	4	12 GB RAM, 128GB SSD + 1GB Sata HDD, built-in Wi-Fi, LAN, USB, HDMI. Preinstalled with MS windows 11, 19 inch monitor, internationally recognized brand			4 weeks
2	Color Laser Printer & toner/cartridge	1	Laser printer 1200 x 1200 dpi A3, compatible with Windows and Mac OSX, include B/W and color toners, internationally recognized brand with local service center			4 weeks
3	Digital Camera	1	min 20 Megapixel, built in Wi-Fi, HDMI, video recording capability, SD slot, durable for outdoor activities, internationally recognized brand			4 weeks
4	Mousepad	4				4 weeks

Lot 3						
1	Multimedia projector	1	XGA, USB, AV, VGA, Ansilumen 2800-15000: 1, HDTV & video Compatibility, reputable brand, include bag			4 weeks
2	Projector Screen	1	84", motorized screen with remote control, reputable brand			4 weeks
3	Conference camera	1	Ultra HD camera, full range speaker system, windows 10 or later/MacOS, right sight autoframing, integrated microphone, low light optimization, noise reduction, remote control, Room size (S-M), authorized warranty			4 weeks
	TOTAL PRICE					

Note: In case of discrepancy between unit price and total derived from unit price, the unit price shall prevail.

Bidders may bid for one, or combination of lots or all lots. Bid evaluation and contract award will be on a lot-wise basis.

2. **Fixed Price**: The prices indicated above are firm and fixed and not subject to any adjustment during contract performance. In evaluating the quotations, the Purchaser will determine for each bid the evaluated price by adjusting the price quotation by making any correction for any arithmetical errors as follows:

   (a) where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
   (b) if a Supplier refuses to accept the correction, his quotation will be rejected.

3. Insurance: The supplier is responsible for all kinds of insurance until the goods are delivered and installed (if applicable) to the address of the Purchaser.

4. The Purchaser shall invite by the quickest means (email) the successful Supplier/s for any discussion that may be needed to conclude the contract or otherwise for contract signature.

5. The Purchaser shall communicate by the quickest means with the other Suppliers on its contract award decision. An unsuccessful supplier may request clarifications as to why its quotation was not determined to be successful. The Purchaser will address this request within a reasonable time.

6. Delivery Schedule: The delivery should be completed as per above schedule but **not exceeding 45 calendar days from contract signature.** The delivery includes psychical installation of the hardware and installation of the appropriate system and application software to be provided all prerequisites for the further project deliveries: installation and configuration of equipment (workstations, laptops, printers, servers, etc.), operation system installation and server virtualization.

   Insurance: The supplier is responsible for all kinds of insurance until the goods are delivered and installed to the destination and the Purchaser will not assume any responsibility until goods are delivered and installed. For Goods to be imported, the Goods supplied shall be fully insured in a freely convertible currency against loss of damage incidental to manufacture or acquisition, transportation, storage, and delivery. The insurance shall be in an amount equal to 110 percent of the total value of the Goods from Warehouse to Warehouse on All-risks basis, including War Risks. The Supplier shall arrange and pay for cargo insurance, naming the Purchaser as the beneficiary.

7. Packaging and Marking Instructions: The Supplier shall provide standard packing of the Goods as required to prevent their damage or deterioration during transit to and unloading at the final/port of destination.

8. Resolution of Disputes: The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the country procedures.

9. **Payment** for your invoice will be made as follows: 100% in **14 days** on acceptance of the goods and issuing of Acceptance Certificate for the respective deliveries of the goods by the SEA-MaP PMU and paid from the **Southeast Asia Regional Program on Combating Marine Plastics (SEA-MaP)** funds. Payment shall be made by bank transfer to the account of the supplier.

10. Warranty: Goods offered should be covered by manufacturer's warranty for at least 12 months from the date of delivery to the Purchaser. Please specify warranty period and terms in detail.

11. Defects: All defects will be corrected by the Supplier without any cost to the Purchaser within 30 days from the date of notice by Purchaser. Name and address of service facility which the defects are to be corrected by the supplier within the warranty period:

    Address____

12. Force-Majeure: The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force-Majeure.

    For purposes of this clause, "Force-Majeure" means an events beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force-Majeure situation arises, the Supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force-Majeure event.

13. <u>Required Technical Specifications</u>

(i) General Description

(ii) Specific details and technical standards

(iii) Performance Parameters

Supplier confirms compliance with above specifications, subject to the accepted deviations, if any, in Annex 4.

NAME OF SUPPLIER______________________________________

Authorized Signature and Stamp_______________________________________

Place: _____________________

Date:_____________________

ANNEX 2 **FORM OF QUOTATION**

(Date *insert*)

To:
Southeast Asia Regional Program on Combating Marine Plastics (SEA-MaP) PMU
ASEAN Heritage Building
Jalan Sisingamangaraja 70 A
Jakarta 12120 – Indonesia

We offer to execute the **IT Equipment,** Ref No: ***ID-ASEAN-346295-GO-RFQ,*** in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of _______________(amount in words and numbers) (____) in IDR. We propose to complete the delivery of goods described in the Contract within a period of ______ calendar days from the Date of Signing of the Contract.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Quotation required by the proposal documents.

Authorized Signature: ______________
Name and Title of Signatory ________________

Name of Supplier: _____________________
Address: ______________________________
Phone Number: ________________________
Fax Number: ___________________________
Email address:

ANNEX 3: STATEMENT OF TECHNICAL COMPLIANCE

[To be completed, signed and submitted by the Supplier as an attachment to the signed Form of Quotation]

Project Name: ________________________
Contract Name: _______________________
Contract Ref: ________________________
Lot No. _____________________________

Date:

To: *(name of Purchaser)*

We, the undersigned, confirm that we shall supply the Goods listed in Annex 1 according to the standards and specifications described, except for those deviations listed below:

List all deviations of the proposed items of Goods:

or

nil

We confirm that the Goods proposed in our quotation substantially satisfy the requirements specified in the specifications. The main technical responses are as listed below:

List all the main technical characteristics of the proposed items of Goods:

Authorized Signature: ____
Name and Title of Signatory___________________________________
____

Name of Supplier: ____
Address: ____
____