

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.: E051

Project ID: P175659

RFQ Reference No.: ID-ASEAN-460087-GO-RFQ

Purchaser: SEA-MaP Project Management Unit (PMU)

Issued on: 13 November 2024

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 and Software.
2. The Project Management Unit of SEA-MaP now invites quotations for the Procurement of *IT Equipment* 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 of goods	Qty (Pcs)	Specification
1	Laptop	1	13.3-inch Business Laptop Pro Security Edition 12th Generation Intel® Core™ i7-1255U; Port: 1 HDMI 2.0; 2 Thunderbolt™ 4 with USB4™ Type-C; 2 SuperSpeed USB Type-A Touch screen / touch display Windows 11 Pro; Iris® Xe Graphics 8 GB DDR5SDRAM; 16GB memory with 1 TB SSD storage, lightweight (±1.3kg), at least 13 hours of battery life, manufactured by internationally recognized brand. Include laptop bag, wireless mouse and mouse pad
2	Extension monitor for laptop	1	24-inch, with display-port and HDMI port, eco saving
3	Extension keyboard for laptop	1	Compatible with Windows XP/Vista/7/8, internationally recognized brand
4	Portable SSD	1	1 TB, USB 2 gen 2, shock resistance, up to

No	Description of goods	Qty (Pcs)	Specification
			520MB read speed, USB C to USB A Cable, for PC Windows or Mac, durable and easy to travel
5	Headset	1	Over the head headset with microphone, noise free chat, adjustable headband, long hours use/talk time, compatible with MacOS and Windows, USB port
6	USB-C to HDMI Multiport Adapter/converter	1	Multiple functions (HDMI, USB Type-C and Type-A ports, etc.), compatible with MacOS and Windows, internationally recognized brand
7	SD card for digital camera	1	128 GB, readspeed up to 140 MB/s, compatible for Digital Camera Canon Powershot SX 430 IS

3. Bidders shall bid for all items. Incomplete item will not be evaluated.
4. The goods must be delivered within 1 week 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/purchase order 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/purchase order 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 **Sunday, 24 November 2024 at 17.00 WIB**. Electronic quotation will be permitted and to be sent to below email addresses. Late quotations will be rejected:

Southeast Asia Program on Marine Plastics (SEA-MaP) Project Management Unit
The ASEAN Heritage Building – 70A Jalan Sisingamangaraja, Jakarta 12110
+6221 7262991 Ext. 2016
Email: seamap.admin@asean.org
Website: <https://seamap-asean.org/>

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

PURCHASE ORDER

P.O. NUMBER	DATE
SEAMAP/PMU/24000010	

VENDOR	CUSTOMER
NAME	NAME
	SEA-MaP Project Management Unit (PMU)
COMPANY NAME	COMPANY NAME
	SEA-MaP PMU, ASEAN Secretariat
ADDRESS	ADDRESS
	70A Jalan Sisingamangaraja, Jakarta 12110
PHONE	PHONE
	+6221 7262991
EMAIL ADDRESS	EMAIL ADDRESS
	seamap.admin@asean.org

No.	Product Description	Quantity	Unit Price (IDR)	Amount (IDR)
1	Laptop (13.3-inch Business Laptop Pro Security Edition 12th Generation Intel® Core™ i7-1255U; Port: 1 HDMI 2.0; 2 Thunderbolt™ 4 with USB4™ Type-C; 2 SuperSpeed USB Type-A Touch screen / touch display Windows 11 Pro; Iris® Xe Graphics 8 GB DDR5SDRAM; 16GB memory with 1 TB SSD storage, lightweight (±1.3kg), at least 13 hours of battery life, manufactured by internationally recognized brand. Include laptop bag, wireless mouse and mouse pad)	1		
2	Extension monitor for laptop (24-inch, with display-port and HDMI port, eco saving)	1		
3.	External keyboard for the laptop (Compatible with Windows XP/Vista/7/8, internationally recognized brand)	1		
4	Portable SSD (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		
5.	Headset (over the head headset with microphone, noise free chat, adjustable headband, long hours use/talk time, compatible with MacOS and Windows, USB port)	1		
6.	USB-C to HDMI multiport Adapter/converter (Multiple functions (HDMI, USB Type-C and Type-A ports, etc.), compatible with MacOS and Windows, internationally recognized brand)	1		
7.	SD card for digital camera (128 GB, readspeed up to 140 MB/s, compatible for Digital Camera Canon Powershot SX 430 IS)	1		
Vendor's acceptance of order Full name, date, signature			Total (IDR)	0,00

Annex 1 Terms and Conditions of Supply

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

Contract Title: Procurement of IT Equipment

RFQ Reference No.: ID-ASEAN-460087-GO-RFQ

Purchaser: SEA-MaP Project Management Unit (PMU)

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
1	Laptop	1	13.3-inch Business Laptop Pro Security Edition 12th Generation Intel® Core™ i7-1255U; Port: 1 HDMI 2.0; 2 Thunderbolt™ 4 with USB4™ Type-C; 2 SuperSpeed USB Type-A Touch screen / touch display Windows 11 Pro; Iris® X ^c Graphics 8 GB DDR5SDRAM; 16GB memory with 1 TB SSD storage, lightweight (±1.3kg), at least 13 hours of battery life, manufactured by internationally recognized brand. Include laptop bag, wireless mouse and mouse pad			
2	Extension monitor for laptop	1	24-inch, with display-port and HDMI port, eco saving			
3	External keyboard for laptop	1	Compatible with Windows XP/Vista/7/8, internationally recognized brand			
4	Portable SSD	1	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			
5	Headset	1	Over the head headset with microphone, noise free chat, adjustable headband, long hours use/talk time, compatible with MacOS and Windows, USB port.			

No	Description of goods	Qty (Pcs)	Specification	Unit Price (IDR)	Total Price (IDR) ¹	Delivery Schedule ²
6	USB-C to HDMI Multiport Adapter/ converter	1	Multiple functions (HDMI, USB Type-C and Type-A ports, etc.), compatible with MacOS and Windows, internationally recognized brand			
7	SD card for digital camera	1	128 GB, readspeed up to 140 MB/s, compatible for Digital Camera Canon Powershot SX 430 IS			
(Note: In case of discrepancy between the unit price and total derived from unit price, the unit price shall prevail)						

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

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 14 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 calendar 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. Required Technical Specifications
 - (i) General Description
 - (ii) Specific details and technical standards

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 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, office appliances and communication system**, Ref No: ID-ASEAN-460087-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]

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

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RFQ Reference No.: ID-ASEAN-460087-GO-RFQ

Purchaser: SEA-MaP Project Management Unit (PMU)

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: _____
