



REQUEST FOR QUOTATION RFQ_2021_5

1. The United Nations System Staff College (UNSSC) requests your price quotation for the goods (or equivalent) specified in this Request for Quotation (RFQ).
2. We must receive your quotation via email at the address procurement@unssc.org, on or before **29 October 2021** by close of business. Your quotation must be valid for at least 30 days. Your quotation will be reviewed by the Staff College in accordance with the United Nations Financial Regulations and Rules, as well as the terms and conditions contained herein.
3. The Financial Regulations and Rules of the United Nations preclude advance payments or payments by letter of credit. Such provisions in a quotation will be prejudicial to its evaluation by the Staff College. The normal payment terms of the UNSSC is net 30 days upon satisfactory delivery of merchandise and acceptance thereof by the UNSSC. You must therefore clearly specify in your quotation if our payment terms are acceptable.
4. Please indicate in your offer the quantity that you can guarantee delivery on or within 10 days from the award of the contract, which is scheduled to occur within the first week of November 2021. If you are unable to guarantee the delivery of all the units, indicate the number of units for which you can guarantee delivery in accordance with the terms of this paragraph. The UNSSC reserves the right to award multiple contracts for the purchase of the goods stated herein to different vendors to ensure timely delivery of the goods.
5. Please note that the Staff College has VAT exemption status and can provide documentation for same. Hence, your pricing should take this status into account.

Requirements

1. Description of requirement

Option A:

Product Code:	Description:	Quantity
40B00135XX	Lenovo ThinkPad Universal Thunderbolt 4 Smart Dock	35
4X30I79903	Mouse keyboard set	32
3G828AT#ABB	Monitor HP Z24f G3	20

2. Delivery Points:

b) of No 4 Monitors (3G828AT#ABB) and 2 Smart Docks (40B00135XX) to:
United Nations System Staff College, Knowledge Centre for Sustainable Development
Haus Carstanjen
Martin-Luther-King-Straße 8
53175 Bonn
Germany

a) The items except the ones mentioned in point b:
United Nations System Staff College
Viale Maestri del Lavoro 10
10127 Torino, Italy.

3. Invoicing details

United Nations System Staff College
Viale Maestri del Lavoro 10
10127 Torino
CF 97615980014