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Request for Quotation (RFQ) for goods/services

Acquisition of hardware and software for
the Communications and Outreach Division

RFQ No. 2015/003



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**Request For Quotation (RFQ)
for the Acquisition of hardware and software for the Communications
and Outreach Division
RFQ NO. 2015/003**

Date: 13 April 2015

GCF is accepting quotations from suppliers for Acquisition of hardware and software for the Communications and Outreach Division. All interested parties must complete and return the attached price sheet to the following email address: procurement@gcfund.org



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1 Requirements and Price List (Annex A)

1.2. Quotations must be submitted by using the Requirements and Price List contained in Annex A.

2 Currency

2.1. All prices shall be quoted in US dollars.

2.2. **GCF** reserves the right not to reject any bids submitted in a currency other than the mandatory bidding currency stated above. GCF may accept bids submitted in another currency than stated above if the Bidder confirms during clarification of bids (1.18) in writing that it will accept a contract issued in the mandatory bid currency and that for conversion the last quotation exchange rate posted on the website of Korea Exchange Bank of the day of RFQ deadline as stated in the RFQ letter shall apply.

2.3. Regardless of the currency of bids received, the contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

3 Evaluation

3.1. **GCF** evaluates quotations based on the lowest priced technically compliant quotation received.

4 Delivery

All items shall be delivered by forty eight (48) hours after date of order to:

Stefan Zutt, Head of ICT
11 Fl. G Tower, 175 Artcenter-daero, Yeonsu-gu
Incheon 406-840
Republic of Korea

5 Quotations due

Bidders are responsible for the timely return of their quotation. All quotations must be received at the email address stated below no later than:

Date: 17 April 2015
Time: 12:00 PM Korean Standard Time
E-mail: procurement@gcfund.org

Quotations submitted shall be binding and valid for a period of thirty (30) days from the due date stated herein. Any prices accepted during this period will be considered firm/fixed for the resulting purchase order.



GCF will award this requirement in total and will accept partial quotations. The terms of the accepted quotation will be incorporated in a purchase order or brief contract.

6 Clarifications

Suppliers with questions or requests for clarification are encouraged to send questions by email to the email address above promptly in order to allow time for the provision of a written response.

7 Quotation form (Annex B)

The attached Quotation Form must be completed and signed. Suppliers shall return the completed and signed Quotation Form with their quotation.



ANNEX A Requirements and Price List

The following documents form part of this RFQ and must be completed and returned with your offer:

CONTRACTOR AGREES TO SUPPLY ALL GOODS AND/OR PERFORM ALL WORK AS SPECIFIED IN THIS BID AND IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THIS BID AT THE PRICES QUOTED ON THIS FORM.

#	Item	Quantity	Description	Unit Price	Total Price	Delivery time
A Software						
1	Adobe Creative Cloud Membership	4	Complete, Per Year Per License			
B Hardware						
1	iMac 27-inch	1	3.4 GHz, 8GB RAM, 1TB Serial ATA (Incl. Mouse + Keyboard)			
2	MacBook 12-inch	2	1.2 GHz, 512 GB			
3	MacBook Pro 15-inch	1	Retina Display, 2.5 GHz, 512 GB			
4	AppleCare	4	3 Year Warranty and Service, Per Product			
5	Apple Track Pad	1	Wireless			
6	Apple Magic Mouse	2	Wireless			
7	Apple Keyboard	2	Wireless			
8	Apple Port Splits	2	Connectors for Laptops to Monitors			
C Accessories						
1	Incase 15" ICON Sleeve	1	For Laptop			
Total Price						



Quotation to be addressed to:

Green Climate Fund

Reference No.: RFQ 2015/003

Attn: Procurement Specialist

11 Fl. G Tower, 175 Artcenter-daero, Yeonsu-gu

Incheon, 406-840

Republic of Korea

Tel.: +82-32-458-6020

E-mail: procurement@gcfund.org

BIDDERS ARE RESPONSIBLE FOR THE TIMELY DELIVER OF THE QUOTATION.

Quotes are due on 12:00 PM, 17 April 2015 Korea Standard Time.