



Permanent Mission of Italy
UN - New York

GUIDELINES FOR APPLICANTS

CALL FOR PROPOSAL: SUPPLY OF 10 LAPTOPS FOR THE PERMANENT MISSION OF ITALY TO THE UNITED NATIONS

Purpose

The Permanent Mission of Italy to the United Nations is issuing a call for proposals for the supply of 10 laptops, model Dell Latitude 5530.

Requirements

The proposals will apply to the supply of **10 new laptops, model Dell Latitude 5530**, with the following hardware specifications:

- 12th Gen Intel Core i7 processor;
- 16GB DDR4 Ram;
- M.2 512GB PCIe Class Solid State Driver;
- Windows 10/11 Pro.

The proposal must include full shipping costs and delivery information, as well as binding delivery deadline.

Warranty and Support

The proposal shall include a standard warranty coverage of minimum 12 months. Warranty must be provided by the manufacturer; third party warranty is not accepted. Warranty and customer support will be listed as a separate item in the proposal.

Supplier shall certify that all products are:

- New and genuine;
- Free from defects in content and materials;
- Provided as per manufacturer's requirements;
- Sold or manufactured via legal and reputable channels;
- Not misbranded.

Location

- The Permanent Mission of Italy (885 Second Avenue, One Dag Hammarskjold Plaza, 49th floor, New York, NY 10017)

Recipients

This call for proposals is addressed to Dell company, distributor or authorized reseller that have the technical expertise and the financial and human resources to enter such

agreement. Should be indicated whether the company is the manufacturer or the distributor/reseller of the proposed equipment.

Insurance

General liability coverage and property coverage are required.

Purpose

This call for proposals is aimed to start a constructive dialogue with interested companies. At this stage, proposals are not binding. Applicants do not qualify for preferred placement position in the adjudication process.

Requirements

As a guarantee of sound business practices, companies must include in the proposal the following information:

- Business license and permits;
- Company profile;
- Form W-9 (or copy of the profit and loss account and the balance sheet for up to the last three financial years);
- Letters of references (if available).

The proposal shall also indicate:

- Warranty included for the equipment

Submission of the Proposal

The proposal with the attached "form" must be submitted by email no later than January 18th, 2023, to the address admin.italyun@esteri.it (subject: "*CALL FOR PROPOSALS FOR 10 LAPTOPS DELL LATITUDE 5530*").