



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RfQ21/02378: EU4MD/ Procurement of IT equipment for One-Stop Shops Ungheni and Cahul	Date: 21 October 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature: Denis Suschevici

Name: Denis Suschevici

Title: Head of Procurement and Operational Support Unit

Date: 21 October 2021

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SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>04 November 2021, 15:00, EET (Eastern European Time, GMT+3)</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering</p> <ul style="list-style-type: none"> ▪ File Format: PDF, JPG, PNG, ZIP, DOC, DOCX, XLS, XLSX ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt. <p>For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information</p> <p>Insert BU Code: MDA10 and Event ID number: 0000010739</p> <p>If you have never registered in the system before, you can register by visiting the above link, sign in with username below, and follow the instructions in the user guide:</p> <ul style="list-style-type: none"> · Username: event.guest · Password: why2change <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</p>

Gifts and Hospitality	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract. Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 1 calendar month.
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
Currency of Quotation	<p>Quotations shall be quoted in USD United States Dollar.</p> <p>United States Dollar will be also the contract currency and the currency of performance and maintenance securities. Payments under the contract will be made in Moldovan Leu based on UN Operational Rate of Exchange on the day of payment</p> <p>https://treasury.un.org/operationalrates/OperationalRates.php</p>
Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>

Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</p> <p>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</p> <p>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</p>
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Language of quotation	<p>Romanian or English</p> <p>Including documentation, catalogues, instructions and operating manuals.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed;</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1;</p> <p><input checked="" type="checkbox"/> Company Profile (short info up to 2 pages);</p> <p><input checked="" type="checkbox"/> Copy of Company's Registration Certificate;</p> <p><input checked="" type="checkbox"/> Detailed description of the offered goods, Technical Data Sheet (including photos);</p> <p><input checked="" type="checkbox"/> Quality Certificate (e.g., ISO, etc.) from the Manufacturer; and / or other similar certificates, accreditations, awards and citations received by the Bidder, if any;</p> <p><input checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied (if any);</p> <p><input checked="" type="checkbox"/> Export/Import Licenses, if applicable;</p> <p><input checked="" type="checkbox"/> Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country;</p> <p><input checked="" type="checkbox"/> Manufacturer's Authorization Form (if Supplier is not the manufacturer);</p> <p><input checked="" type="checkbox"/> Name and address of the authorized service centre in Moldova for warranty/ guarantee repair, maintenance services, including contract/ agreement;</p> <p><input checked="" type="checkbox"/> Statement (self-declaration) on provision of new (non-refurbished, non-repacked) IT equipment;</p> <p><input checked="" type="checkbox"/> Quality Certificate (e.g., ISO, etc.) from the Manufacturer; and / or other similar certificates, accreditations, awards and citations received by the Bidder, if any;</p> <p><input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List.</p>
Quotation validity period	<p>Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.</p>
Price variation	<p>Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail, and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.</p>

	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> The Contractor shall submit a final invoice within 30 days from the signature of the Receipt Act.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements
Contact Person for correspondence, notifications and clarifications	E-mail address: liliana.caterov@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Clarifications	Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated by publishing directly on eTendering.
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions <input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <input checked="" type="checkbox"/> Minimum 3 (three) years' experience in supplying of IT equipment; <input checked="" type="checkbox"/> Availability of Manufacturer's Authorization Form; <input checked="" type="checkbox"/> Availability of authorized service in Moldova and comprehensiveness of after-sales services; <input checked="" type="checkbox"/> Maximum delivery period not to exceed 60 calendar days upon signature of contract.
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	<input checked="" type="checkbox"/> Purchase Order or Contract for services/goods
Expected date for contract award.	23 November 2021
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org .

	The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.
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ANNEX 1: SCHEDULE OF REQUIREMENTS

RfQ-21/02378 requires the delivery of the following goods as per attached detailed specifications.

Technical Specifications for Goods:

Item No	Minimum technical requirements	Unit	Quantity
1	<p>Computer / All-In-One /:</p> <ul style="list-style-type: none"> - CPU: 6-cores Processor, similar to Intel core i5 or AMD Ryzen 5 – 2.6 GHz, 12MB cache - RAM: Min 8GB, DDR4 - Storage: 500GB Solid State Drive - Video card: Integrated Graphics - Display size: minimum 23.8" - Display resolution: 1920x1080 - Ports / Connectors: External USB: Min x4 USB-A, x1 RJ-45; x1 3.5 mm Audio Jack, x1 HDMI - Network: Integrated network card 10/100/1000 - Sound card: Integrated Sound Card and Internal audio speaker - - Case: All in One - Components/ Accessories: Keyboard - USB Keyboard US English/Russian (same brand as desktop computer); USB optical mouse with scroll wheel (same brand as desktop computer); USB 3.1 memory stick 32 GB - Warranty: 36 months - Software: Windows 10 Professional 64 bits (Romanian); Microsoft Office Professional 2019, 64 bits (Romanian) 	item	8
2	<p>Accessories:</p> <p>Uninterruptible Power Supply similar to APC Back UPS 750 BA</p> <ul style="list-style-type: none"> - Warranty: minimum 36 months 	item	8
3	<p>Printer Scanner A4/A3 Monochrome (Print, network print, copy, scan, scan to email)</p> <ul style="list-style-type: none"> - Type: MFP Media size: A4/A3 (Print and Scan) Auto double-sided print, copy, and scan - Memory: min 256 MB - Connectivity: Ethernet, USB 3.0 Host USB - Print speed: Print & Copy speed: minimum 25 ppm/A4 - Print technology: Dry electro photographic method / Laser - Print resolution: Copy & Print Resolution: minimum 600x600 dpi - Print languages: PCL6, PCL5e, XPS - Paper handling: Input Tray 1: 250 sheets Input Tray 2: 250 sheets Input Tray 3: 250 sheets 	item	2

	<p>Bypass Tray: 100 sheets Automatic Document Feeder: 100 sheets Multi-purpose tray: 100 sheets</p> <ul style="list-style-type: none"> - Paper output: Face Down or Face Up 500-sheet stacker, 50 sheets stapled - Scanner specifications: Scanner resolution: Min 600 x 600dpi Bit Depth: Color Scanning Depth 48-bit / 24-bit output Scan Type: Scan: color & mono; Flatbed, Document Feeder - scan single- or double-sided documents - Scan Destinations: Scan to: Network PC, USB memory, Local PC Supported OS: Windows 10 (32-bit & 64-bit) - Others: Printers will be delivered with USB cable. Reduction/Enlargement: Zoom 25-400% Duplex Standard Multi copy from flatbed - Standards: Energy Star - Warranty: 36 months 		
4	<p>Scanner High Capacity/High Speed</p> <ul style="list-style-type: none"> - Type: Sheetfed Scanner - Scanning Resolution: 600 DPI x 600 DPI - Paper Formats: A4, A5, A6, B5, B6, Letter, Postcard, Business cards, Plastic cards, Legal, Executive - Ultrasonic Sensor: Yes - Scanning Speed: Monochrome: 35 pages/min, Color: 35 pages/min measured with size: A4, resolution: 200 / 300 dpi, Monochrome: 70 image/min, Color: 70 image/min measured with size: A4, resolution: 200 / 300 dpi - ADF Paper Setting Capacity: 50 sheets - Automatic Document Feeder Type: Single pass dual scanning - Duplex Scan: Yes - Output Formats: JPEG, TIFF, multi-TIFF, PDF, searchable PDF, secure PDF, PDF/A - Connectivity: USB 3.0, Ethernet Interface - Supported OS: Windows 10 (64-bit) - Others: Scanners will be delivered also with USB cable - Warranty: 36 months 	item	4

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods in 60 calendar days after Contract signature.
Delivery Terms (INCOTERMS 2020)	DAP
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/ Offeror UNDP shall provide a Tax Exemption Letter for Customs procedures.
Exact Address(es) of Delivery Location(s)	<p>Primăria Municipiului Ungheni MD-3600, or. Ungheni, str. Națională 7 Republica Moldova</p> <p>Primăria Municipiului Cahul MD-3909, or. Cahul, str. Independenței 6 Republica Moldova</p>
Warranty Period	<input checked="" type="checkbox"/> As per warranty period required by Annex 1/ Technical specifications

After-sales service and local service support requirements	<input checked="" type="checkbox"/> Delivery and testing <input checked="" type="checkbox"/> Provision of Authorized Service Center when pulled out for repair.
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ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RfQ21/02378	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable	<input type="checkbox"/> Yes <input type="checkbox"/> No

energies or membership of trade institutions promoting such issues (If yes, provide a Copy)				
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	<p>Bank Name: Click or tap here to enter text.</p> <p>Bank Address: Click or tap here to enter text.</p> <p>IBAN: Click or tap here to enter text.</p> <p>SWIFT/BIC: Click or tap here to enter text.</p> <p>Account Currency: Click or tap here to enter text.</p> <p>Bank Account Number: Click or tap here to enter text.</p>			
Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

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ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RfQ21/02378	Date: Click or tap to enter a date.

Currency of the Quotation: USD United States Dollar					
INCOTERMS: DAP					
Item No	Description	UOM	Qty	Unit price	Total price
1	Computer / All-In-One /: <ul style="list-style-type: none"> - CPU: 6-cores Processor, similar to Intel core i5 or AMD Ryzen 5 – 2.6 GHz, 12MB cache - RAM: Min 8GB, DDR4 - Storage: 500GB Solid State Drive - Video card: Integrated Graphics - Display size: minimum 23.8" - Display resolution: 1920x1080 - Ports / Connectors: External USB: Min x4 USB-A, x1 RJ-45; x1 3.5 mm Audio Jack, x1 HDMI - Network: Integrated network card 10/100/1000 - Sound card: Integrated Sound Card and Internal audio speaker - Case: All in One - Components/ Accessories: Keyboard - USB Keyboard US English/Russian (same brand as desktop computer); USB optical mouse with scroll wheel (same brand as desktop computer); USB 3.1 memory stick 32 GB - Warranty: 36 months - Software: Windows 10 Professional 64 bits (Romanian); Microsoft Office Professional 2019, 64 bits (Romanian) 	item	8		
2	Accessories: Uninterruptible Power Supply similar to APC Back UPS 750 BA <ul style="list-style-type: none"> - Warranty: minimum 36 months 	item	8		
3	Printer Scanner A4/A3 Monochrome (Print, network print, copy, scan, scan to email) <ul style="list-style-type: none"> - Type: MFP Media size: A4/A3 (Print and Scan) 	item	2		

	<ul style="list-style-type: none"> - Auto double-sided print, copy, and scan - Memory: min 256 MB - Connectivity: Ethernet, USB 3.0 Host USB - Print speed: Print & Copy speed: minimum 25 ppm/A4 - Print technology: Dry electro photographic method / Laser - Print resolution: Copy & Print Resolution: minimum 600x600 dpi - Print languages: PCL6, PCL5e, XPS - Paper handling: <ul style="list-style-type: none"> Input Tray 1: 250 sheets Input Tray 2: 250 sheets Input Tray 3: 250 sheets Bypass Tray: 100 sheets Automatic Document Feeder: 100 sheets Multi-purpose tray: 100 sheets - Paper output: Face Down or Face Up - 500-sheet stacker, 50 sheets stapled - Scanner specifications: <ul style="list-style-type: none"> Scanner resolution: Min 600 x 600dpi Bit Depth: Color Scanning Depth 48-bit / 24-bit output Scan Type: Scan: color & mono; Flatbed, Document Feeder - scan single- or double-sided documents - Scan Destinations: Scan to: Network PC, USB memory, Local PC Supported OS: Windows 10 (32-bit & 64-bit) - Others: Printers will be delivered with USB cable. - Reduction/Enlargement: Zoom 25-400% - Duplex Standard - Multi copy from flatbed - Standards: Energy Star - Warranty: 36 months 				
4	<p>Scanner High Capacity/High Speed</p> <ul style="list-style-type: none"> - Type: Sheetfed Scanner - Scanning Resolution: 600 DPI x 600 DPI - Paper Formats: A4, A5, A6, B5, B6, Letter, Postcard, Business cards, Plastic cards, Legal, Executive - Ultrasonic Sensor: Yes - Scanning Speed: Monochrome: 35 pages/min, Color: 35 pages/min measured with size: A4, resolution: 200 / 300 dpi, Monochrome: 70 image/min, Color: 70 image/min measured with size: A4, resolution: 200 / 300 dpi - ADF Paper Setting Capacity: 50 sheets - Automatic Document Feeder Type: Single pass dual scanning - Duplex Scan: Yes - Output Formats: JPEG, TIFF, multi-TIFF, PDF, searchable PDF, secure PDF, PDF/A 	item	4		

	<ul style="list-style-type: none"> - Connectivity: USB 3.0, Ethernet Interface - Supported OS: Windows 10 (64-bit) - Others: Scanners will be delivered also with USB cable - Warranty: 36 months 				
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Compliance with Requirements

	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Maximum delivery period not to exceed 60 calendar days upon signature of contract.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty period (as per Annex 1/ Technical specifications)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Authorized Service Centre to be provided	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation 90 calendar days	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
All Provisions of the UNDP General Terms and Conditions	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

<p><i>Exact name and address of company</i></p> <p>Company Name: Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>
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