Section II: Schedule of Requirements

eSourcing reference: [insert eSourcing reference number e.g. RFQ/2016/18]

[FOR SERVICES]: Insert here the Terms of Reference. See the Guidelines on “[Preparing TOR](https://intra.unops.org/g/procurement/Pages/Guidelines.aspx)” for assistance.

[FOR GOODS]: Insert here the following sections and tables (adjusted as needed). For further guidance, check the Guideline on [Preparation of Specifications for goods](https://intra.unops.org/g/procurement/Pages/Guidelines.aspx). Note that these tables serve two purposes: 1) for UNOPS to provide our requirements (first columns in the left); and also 2) for Bidders to fill out the information on their offered goods (in the 2 columns of the right highlighted in blue) by inserting these tables when they submit Form C: Technical Quotation Form. This is done to avoid adding very similar tables in two different places of the RFQ. Please adjust these tables as necessary.

**Technical specifications for Goods and Comparative Data Table:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No** | **UNOPS minimum technical requirements** | **Quantity** | **Is quotation compliant?** Bidder to complete | **Details of goods offered.** Bidder to complete |
| 1 | Avira Pro anti-virus with minimum of 1 year subscription compatible with Windows 10 OS (pro/home edition) | 35 | Yes  No |  |
| 2 | Express VPN with minimum of 1 year subscription | 35 |  |  |
| 3 | Adobe Acrobat pro (The latest version) | 12 |  |  |
| 4 | Adobe photoshop (The latest version) | 3 |  |  |
| 5 | VEGAS Pro (Latest version) | 1 |  |  |
| 6 | Adobe InDesign (the latest version) | 1 |  |  |
| 7 | Moodle LMS subscription: Moodle cloud host, users 200 at least with ability to expand later, Latest Moodle version, Unlimited courses & activities, Personalised site name, Mobile app enabled, Web conferencing with BBB, Custom certificates, Automated backups | 1 |  |  |
|  |  |  |  |  |

**Delivery requirements and Comparative Data Table:**

|  |  |  |  |
| --- | --- | --- | --- |
| **UNOPS Requirements** | | **Is quotation compliant?** Bidder to complete | **Details**  Bidder to complete |
| **Delivery time** | Bidder is encouraged to deliver the software asap. However, please propose your best delivery time after Contract signature. | Yes  No | Insert details |
| **Delivery place and Incoterms rules** | Syria, Damascus, UNMAS Syria office, DAP Incoterms 2010. | Yes  No | Insert details |
| **Consignee details** | [Insert details] | Yes  No | Insert details |
| **UNOPS Right to vary requirements** | At the time the Contract is awarded, UNOPS reserves the right to vary the quantity of the goods and associated services specified above, provided this does not exceed +/- [insert %, normally it should not exceed 20%] , without any change in the unit prices or other terms and conditions of the RFQ. | Yes  No | Insert details |

**00ax: +45 45 33 75 01**