Section III: Returnable Bidding Forms

eSourcing reference: ITB/2021/19966

Note to Bidders: The following returnable forms are part of this ITB and must be completed and returned by bidders as part of their Bid. Instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Biding Forms as instructed and return them as part of your bid by uploading them against their specific Document Checklist in the UNOPS eSourcing system.

This Section comprises the following Returnable Bidding Forms:

* Form A: Joint Venture Partner Information Form
* Form B: Bid Submission Form
* Form C: Price Schedule Form
* Form D: Technical Bid Form
* Form F: Manufacturer’s authorization form
* Form G: Performance Statement Form
  + Form H: No Adverse Action Confirmation Form

Form A: Joint Venture Partner Information Form

The Bidder shall fill in this Form in accordance with the instructions indicated below.

ITB reference no: [insert ITB reference No.]

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

To be completed and returned with your Bid if the Bid is submitted as a Joint Venture/Consortium/Association.

|  |  |
| --- | --- |
| **JV / Consortium/ Association Information** | |
| **Name** | [complete] |
| **Names of each partner and contact information**  (address, telephone numbers, fax numbers, e-mail address) | [complete] |
| **Name of leading** partner (with authority to bind the JV, Consortium, Association during the Bidding process and, in the event a Contract is awarded, during contract execution) | [complete] |
| **Proposed proportion of responsibilities between partners (in %) with indication of the type of the goods/services to be delivered by each** | [complete] |

**Signatures of all partners of the JV:**

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNOPS for the fulfillment of the provisions of the Contract.

Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Form B: Bid Submission Form

Bidders are requested to complete this form, sign it and return it as part of their bid submission. 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.

Date: [Insert submission date]

**Subject: Bid for the supply of** [***Insert a brief description of goods/services*]** **in** [**Name of country/city],** ITB Case No. **[Insert ITB ref number],** dated **[insert date]**

We, the undersigned, declare that:

* 1. We have examined and have no reservations to the bidding documents, including amendments No.: [Insert the number and issuing date of each amendment];
  2. We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract, and in accordance with the delivery schedules specified in the Schedule of Requirements
  3. The total price of our bid, excluding any discounts offered in item (d) below, is: [Insert the total bid price in words and figures, indicating the various amounts and the respective currencies];
  4. The discounts offered and the methodology for their application are:
* **Discounts**: If our bid is accepted, the following discounts shall apply. [Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies, including if applicable discounts for accelerated payment.]
* **Methodology of application of the discounts**: The discounts shall be applied using the following method: [Specify in detail the method that shall be used to apply the discounts];
  1. Our bid shall be valid for the period of time of [insert number of days which shall not be less than the specified in the Tender Particulars section, Period of Validity of Bids] from the date fixed for the bid submission deadline as set out in the ITB, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
  2. If our bid is accepted, and if so requested in the Tender Particulars section, we commit to obtain a performance security in accordance with Instructions to Bidders Article 34 and the General Conditions of Contract;
  3. We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS;
  4. 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;
  5. Our firm confirms that the Bidder and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation;
  6. We embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact;
  7. Our firm, its affiliates or subsidiaries – including any subcontractors or suppliers for any part of the contract – has not been declared ineligible by UNOPS, nor is included in the suspended/ineligibility list of the UN/PD, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Bidders Article 4, Eligibility;
  8. We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this ITB and will not engage in any such activity during the performance of any contract awarded;
  9. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

I, the undersigned, certify that I am duly authorized by [***insert full name of bidder***] to sign this bid and bind [***insert full name of bidder***] should UNOPS accept this bid:

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Stamp form of bid with official stamp of the bidder*]

Form C: Price Schedule Form

ITB reference no: [insert ITB reference No.]

Name of Bidder: [insert name of bidder]

Bidders shall fill in these Price Schedule Forms in accordance with the instructions indicated.

**Table 1 : Prices for Goods :**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item/ lot** | **Description** | **Qty** | **Currency USD** | |
| **Unit price DAP** | **Total price DAP** |
| 1. | Personal Computer | 2000 | [insert amount] | [insert amount] |
| 1.2 | Optional MS Office | 2000 | [insert amount] | [insert amount] |
| 2 | Laptop Category 1 | 250 | [insert amount] | [insert amount] |
| 2.1 | Wireless Mouse | 250 | [insert amount] | [insert amount] |
| 2.2 | Docking Station | 250 | [insert amount] | [insert amount] |
| 3 | Laptop Category 2 | 20 | [insert amount] | [insert amount] |
| 3.1 | Docking Station | 20 | [insert amount] | [insert amount] |
| 4 | Laptop Category 3 | 20 | [insert amount] | [insert amount] |
| 4.1 | Docking Station | 20 | [insert amount] | [insert amount] |
| 5 | Laptop Category 4 | 10 | [insert amount] | [insert amount] |
| 5.1 | Docking Station | 10 | [insert amount] | [insert amount] |
| 6 | Monitor | 250 | [insert amount] | [insert amount] |
| 7 | Wireless keyboard and mouse kit | 250 | [insert amount] | [insert amount] |
| 8 | Data show | 110 | [insert amount] | [insert amount] |
| 8.1 | Data show Lamp | 110 | [insert amount] | [insert amount] |
| 8.2 | Wall Mount Kit | 110 | [insert amount] | [insert amount] |
| 9 | Document Scanner | 1 | [insert amount] | [insert amount] |
| 10 | Network Laser Printers | 150 | [insert amount] | [insert amount] |
| 10.1 | Additional toner set | 150 | [insert amount] | [insert amount] |
| 11 | Multifunction Printers | 30 | [insert amount] | [insert amount] |
| 11.1 | Additional toner set | 30 | [insert amount] | [insert amount] |
| 12 | Photocopier | 1 | [insert amount] | [insert amount] |
| 12.1 | Additional toner set | 3 | [insert amount] | [insert amount] |
| **Total Price of Goods** | | | |  |

**Bidder shall provide prices for items listed above in Table 1 inclusive of any costs incurred for any needed services related to delivery , unloading , installation , configuration, Basic user training that are to be duly and fully performed by awarded bidder at final destination insuring all the delivered goods are up and running.**

**Bidder shall provide prices for items listed above in Table 1 inclusive for delivery at any governorate in Jordan (Irbid to Aqaba).**

**Table 2: Prices for related consumables , spare parts and accessories (For Reference Only):**

Bidder shall list and quote any consumables and accessories related to the items listed above and **not already included in Table 1**The consumables and accessories prices are required **for UNOPS’s reference only** and **will not be considered in the financial evaluation**.  
Please amend Table 2 as suitable to list all the related consumables and accessories.  
**Do Not include the prices below in your Total Price of Goods in Table 1  
The price in table 2 are to be maintained for 8 years.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item/ lot** | **Description of the services** | **Quantity and physical unit (a) if applicable** | **Unit price**  **USD** | **Total price**  **USD** |
| 1. | [insert] | [insert] | [insert] | [insert] |
| 2. | [insert] | [insert] | [insert] | [insert] |
| 3. | [insert] | [insert] | [insert] | [insert] |
| **Total Price of Related Services** | | | |  |

I, the undersigned, certify that I am duly authorized by [***insert full name of bidder***] to sign this bid and bind [***insert full name of bidder***] should UNOPS accept this bid:

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Form D: Technical Bid Form

ITB reference no: [insert ITB reference No.]

Name of Bidder: [insert name of bidder]

Bidders are required to complete the **Comparative Data Tables** included in Section II: Schedule of Requirements to demonstrate compliance with UNOPS requirements and insert them below. Bidders are NOT allowed to make any change in the “UNOPS requirements” columns of the Comparative Data Tables. Such changes might disqualify your bid.

**Technical specifications for Goods – Comparative Data Table**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **UNOPS minimum technical requirements** | | **Estimated Quantity for the LTA Duration** | **Is bid compliant?** *Bidder to complete* | **Details of goods offered.**  *Bidder to complete*  *Insert details of goods offered, including specifications and brand/model offered if applicable* |
| **1** | **Personal Computers:** | | **2000** |  | |
| **CPU** | ≥ Intel Core i5- 10400 |  | ☐ Yes ☐ No |  |
| **performance** | Min. Clock Speed: ≥ 2.9GHZ/4.3GHz | ☐ Yes ☐ No |  |
| Min. Smart Cache: ≥ 12MB smart | ☐ Yes ☐ No |  |
| **Motherboard / Chipset** | Min Intel Q470 | ☐ Yes ☐ No |  |
| **RAM** | Size: ≥ 4GB DDR4 | ☐ Yes ☐ No |  |
| Speed: ≥ 2666MHz | ☐ Yes ☐ No |  |
| DIMM: ≥ 2 DIMM | ☐ Yes ☐ No |  |
| **Optical Disk Drive** | Internal Super Multi DVD +/- RW | ☐ Yes ☐ No |  |
| **Storage** | ≥ 500 GB SATA 3 , 7200 RPM | ☐ Yes ☐ No |  |
| **Graphics** | Integrated graphics system ≥ 1 GB graphics memory | ☐ Yes ☐ No |  |
| **Sound** | Integrated sound , with internal speakers (accepted on monitor) | ☐ Yes ☐ No |  |
| **Network card** | Gigabit Integrated Ethernet, RJ45 / Auto sensing | ☐ Yes ☐ No |  |
| **Optical Disk Drive** | Internal Super Multi DVD +/- RW | ☐ Yes ☐ No |  |
| **I / O ports** | ≥ 2 USB 3.0 ports, one of them Type -C on Front panel | ☐ Yes ☐ No |  |
| ≥ 2 USB 3.0 ports on Rear panel  1x DP Optional  1x HDMI | ☐ Yes ☐ No |  |
| **Case** | Standard Size | ☐ Yes ☐ No |  |
| (220-240) Volts, 50 Hz, MK plug | ☐ Yes ☐ No |  |
| **Warranty** | 3 Years, Parts & Labor (at -site) | ☐ Yes ☐ No |  |
| **Operating system and Apps** | Windows 10 Pro Edition License. | ☐ Yes ☐ No |  |
| **Accessories** | - monitor 21” and above , wired keyboard and mouse (the same brand as PC)  - UTP Patch cord Cat 6 (3m long).  - Cable organizer with each Computer | ☐ Yes ☐ No |  |
| **Optional** | MS office 2019 STD |  |  |
| **2** | **Laptop Category 1 (Business)** | | **250** |  | |
| **CPU performance** | Intel Core i5-10210U |  | ☐ Yes ☐ No |  |
| Min. Processor Base Frequency: ≥ 1.6GHz | ☐ Yes ☐ No |  |
| Min. Cache: ≥ 6 MB smart | ☐ Yes ☐ No |  |
| **Motherboard / Chipset** | Intel | ☐ Yes ☐ No |  |
| **RAM** | Size: ≥ 4 GB DDR4 | ☐ Yes ☐ No |  |
| Speed: ≥ 2666MHz | ☐ Yes ☐ No |  |
| DIMM: ≥ 2 DIMM | ☐ Yes ☐ No |  |
| **Optical Drive** | None | ☐ Yes ☐ No |  |
| **Hard Disk** | ≥ 512GB SSD PCIe NVMe | ☐ Yes ☐ No |  |
| **Graphics** | Integrated graphic ≥ 1GB | ☐ Yes ☐ No |  |
| **Sound** | High Definition Audio support and Integrated stereo speakers | ☐ Yes ☐ No |  |
| **Network interface** | Gigabit Integrated Ethernet, RJ45 / Auto sensing | ☐ Yes ☐ No |  |
| **Interfaces (minimum )** | 2x USB Type-A 3.2 ports  1x USB Type-C | ☐ Yes ☐ No |  |
| 1xHDMI | ☐ Yes ☐ No |  |
| 1x Ethernet (RJ-45) | ☐ Yes ☐ No |  |
| 1x Dock connector (Optional) | ☐ Yes ☐ No |  |
| 1 combo ( microphone in , headphone/line-out, security keyhole) | ☐ Yes ☐ No |  |
| 1 LAN ( RJ 45) | ☐ Yes ☐ No |  |
| **Communication** | Integrated wireless ( Wi-Fi 2x2 802.11ax ) | ☐ Yes ☐ No |  |
| Integrate Bluetooth 5. | ☐ Yes ☐ No |  |
| Integrate camera 2.0 | ☐ Yes ☐ No |  |
| **Monitor** | ≥ FHD 15.6” (1920x1080) | ☐ Yes ☐ No |  |
| **Misc.** | Original Carrying Case | ☐ Yes ☐ No |  |
| Battery Charger | ☐ Yes ☐ No |  |
| win 10 bit(32/64)) | ☐ Yes ☐ No |  |
| **Battery Life** | ≥ 6 hours | ☐ Yes ☐ No |  |
| **Warranty** | 3 Years, Parts & Labor (at site) | ☐ Yes ☐ No |  |
| **Operating system** | Pre-installed windows 10 Pro Edition License | ☐ Yes ☐ No |  |
| **Wireless Mouse** | Same brand as Laptop | ☐ Yes ☐ No |  |
| **Docking Station** | Brand same brand as laptop  Cable Type USB Type-C  (Optional : docking ports)  Ports Min 2 USB Ports  1 DisplayPort or HDMI Port  Power Compatible with laptop  Waranty Three years Warranty | ☐ Yes ☐ No |  |
| **3** | **Laptop Category 2 (Business)** | | **20** |  | |
| **Processor** | 9th Gen Core i7-8665U or higher |  | ☐ Yes ☐ No |  |
| **Base** | Integrated Intel UHD 620 Graphics for i7-8665U Processor | ☐ Yes ☐ No |  |
| **Memory** | 16GB DDR4 | ☐ Yes ☐ No |  |
| **Screen** | 13" to 13.5” Max FHD (1920 x 1080) AG, Non-Touch | ☐ Yes ☐ No |  |
| **Graphics** | Integrated | ☐ Yes ☐ No |  |
| **Storage** | M.2 512GB PCIe NVMe Solid State Drive | ☐ Yes ☐ No |  |
| **Battery Life** | ≥ 6 hours | ☐ Yes ☐ No |  |
| **Connectivity** | Dual Band Wireless AC 9560 (802.11ac) | ☐ Yes ☐ No |  |
| **Ports** | One USB Type-C 3.1 Gen 2 port  Two USB Type-A 3.1 Gen 1 ports  Universal audio jack (Headset Jack + microphone-in + line-in support) HDMI 1.4a | ☐ Yes ☐ No |  |
| **Keyboard** | English US/Arabic 101 backlit | ☐ Yes ☐ No |  |
| **Warranty** | 3 Years onsite NBD including spare parts and labor | ☐ Yes ☐ No |  |
| **Case** | Same brand case 14" | ☐ Yes ☐ No |  |
| **Docking Station** | Brand same brand as laptop  Cable Type USB Type-C  Display Ports mDP or DP, HDMI  Network RJ-45 Gigabit Ethernet  Brand same brand as laptop  Power Compatible with laptop  Warranty 3 Years onsite NBD including spare parts and labor | ☐ Yes ☐ No |  |
| **Operating system** | Pre-installed windows 10 Pro Edition | ☐ Yes ☐ No |  |
| **4** | **Laptop Category 3 (Business)** | | **20** |  | |
| Processor | 9th Gen Core i7-8665U or higher + |  | ☐ Yes ☐ No |  |
| Base | Integrated Intel UHD 620 Graphics for i7-8665U Processor | ☐ Yes ☐ No |  |
| Memory | 16GB DDR4 | ☐ Yes ☐ No |  |
| Screen | 14" FHD (1920 x 1080) AG, Non-Touch and above | ☐ Yes ☐ No |  |
| Graphics | Integrated | ☐ Yes ☐ No |  |
| Storage | M.2 512GB PCIe NVMe Solid State Drive | ☐ Yes ☐ No |  |
| Battery | ≥ 6 hours | ☐ Yes ☐ No |  |
| Connectivity | Dual Band Wireless AC 9560 (802.11ac) | ☐ Yes ☐ No |  |
| Ports | One USB Type-C 3.1 Gen 2 port  Two USB Type-A 3.1 Gen 1 ports  Universal audio jack (Headset Jack + microphone-in + line-in support) HDMI 1.4a | ☐ Yes ☐ No |  |
| Keyboard | English US/Arabic 101 backlit | ☐ Yes ☐ No |  |
| Warranty | 3 Years onsite NBD including spare parts and labor | ☐ Yes ☐ No |  |
| Case | Same brand case 14" | ☐ Yes ☐ No |  |
| **Docking Station** | Brand same brand as laptop  Cable Type USB Type-C  Display Ports mDP or DP, HDMI  Network RJ-45 Gigabit Ethernet  Brand same brand as laptop  Power Compatible with laptop  Warranty 3 Years onsite NBD including spare parts and labor |  |  |
| **Operating system** | Pre-installed windows 10 Pro Edition |  |  |
| **5** | **Laptop Category 4 (Business)** | | **10** | ☐ Yes ☐ No |  |
| Processor | 9th Gen Core i7-9850H or higher |  | ☐ Yes ☐ No |  |
| Base | Nvidia GeForce MX150 Discrete Graphics with Thunderbolt 3 for Intel i7 9850H | ☐ Yes ☐ No |  |
| Memory | 16GB DDR4 | ☐ Yes ☐ No |  |
| Screen | 14" FHD (1920 x 1080) AG, Non-Touch and above | ☐ Yes ☐ No |  |
| Graphics | Nvidia GeForce MX150 Discrete Graphics | ☐ Yes ☐ No |  |
| Storage | M.2 512GB PCIe NVMe Solid State Drive | ☐ Yes ☐ No |  |
| Battery | Battery Life ≥ 6 hours | ☐ Yes ☐ No |  |
| Connectivity | Dual Band Wireless AC 9560 (802.11ac) | ☐ Yes ☐ No |  |
| Ports | One USB Type-C 3.1 Gen 2 port  Two USB Type-A 3.1 Gen 1 ports  Universal audio jack (Headset Jack + microphone-in + line-in support) HDMI 1.4a | ☐ Yes ☐ No |  |
| Keyboard | English US/Arabic 101 backlit | ☐ Yes ☐ No |  |
| Warranty | 3 Years onsite NBD including spare parts and labor | ☐ Yes ☐ No |  |
| Case | Same brand case 14" | ☐ Yes ☐ No |  |
| **Docking Station** | Brand same brand as laptop  Cable Type USB Type-C  Display Ports mDP or DP, HDMI  Network RJ-45 Gigabit Ethernet  Brand same brand as laptop  Power Compatible with laptop  Warranty 3 Years onsite NBD including spare parts and labor | ☐ Yes ☐ No |  |
| **Operating system** | Pre-installed windows 10 Pro Edition | ☐ Yes ☐ No |  |
| **6** | **Monitor** | | **250** |  | |
| Display | 23.8” inches LED FHD |  | ☐ Yes ☐ No |  |
| Resolution | 1920 x 1080 at 60 Hz | ☐ Yes ☐ No |  |
| PPI | 92 or higher | ☐ Yes ☐ No |  |
| Adjustability | Height-adjustable stand, Tilt, Swivel & Pivot | ☐ Yes ☐ No |  |
| Inputs | DP, HDMI, VGA, USB hub | ☐ Yes ☐ No |  |
| Warranty | 3 Years including spare parts and labor | ☐ Yes ☐ No |  |
| **7** | **Wireless keyboard and mouse kit** | | **250** |  | |
| Receiver | USB wireless receiver |  | ☐ Yes ☐ No |  |
| Brand | Same as laptops and PC |  |  |
| Language | English US/Arabic 101 | ☐ Yes ☐ No |  |
| Color | Black | ☐ Yes ☐ No |  |
| Interface | 2.4 GHz | ☐ Yes ☐ No |  |
| Compatibility | Windows 7, Windows 10 | ☐ Yes ☐ No |  |
| Brand | The same brand of Laptop (preferable) | ☐ Yes ☐ No |  |
| Batteries | AA, AAA, must be included | ☐ Yes ☐ No |  |
|  | **Brand** | Items1 to 7 shall all be of the same brand | | ☐ Yes ☐ No |  |
| **8** | **Data show** | | **110** |  | |
| **Display** | DLP OR LCD Technology |  | ☐ Yes ☐ No |  |
| **Native Resolution** | ≥WXGA (1280 x 800) or better | ☐ Yes ☐ No |  |
| **Brightness** | ≥ 3600 ANSI Lumens - Normal Mode | ☐ Yes ☐ No |  |
| **Connectivity** | Computer in Video: x1 RS232: x1  Audio in: x1  USB Reader: x1  USB WIFI: x1  Audio in/out: x1 HDMI: x1 Speaker: 10W Lan: RJ45 x1 Video Port: x1  USB for Service: x1 | ☐ Yes ☐ No |  |
| **Lamp Life {Hrs.}** | (Normal /Super Eco) 5000 /10000 Hours | ☐ Yes ☐ No |  |
| **Compatibility** | Computer: WXGA+,SXGA,WXGA | ☐ Yes ☐ No |  |
| Video signals: NTSC 4.43,PAL 60 | ☐ Yes ☐ No |  |
| **Supplied with :** | Ceiling Mount kit | ☐ Yes ☐ No |  |
| MK power Plug | ☐ Yes ☐ No |  |
| laser pointer | ☐ Yes ☐ No |  |
| Wireless Remote Control & batteries | ☐ Yes ☐ No |  |
| Extra molded ≥ 15m VGA cable | ☐ Yes ☐ No |  |
| **Power Supply** | (220-240)VAC ,50 Hz, | ☐ Yes ☐ No |  |
| **Warranty** | 3 years parts & Labor at site | ☐ Yes ☐ No |  |
| **9** | **Document Scanner** | | **1** |  | |
| **Type** | Desktop Document Scanner |  | ☐ Yes ☐ No |  |
| **Light Source** | LED | ☐ Yes ☐ No |  |
| **Scanning Mode** | Black & White / Grayscale / Color | ☐ Yes ☐ No |  |
| **Document Feeding** | ADF (Automatic Document Feeder) | ☐ Yes ☐ No |  |
| **ADF Capacity** | 50 Pages | ☐ Yes ☐ No |  |
| **Optical Resolution** | 600 dpi | ☐ Yes ☐ No |  |
| **Output bit depth (Color, Gray, Black)** | (≥ 24,8,1) bit | ☐ Yes ☐ No |  |
| **Document Size** | A4(216x356)mm | ☐ Yes ☐ No |  |
| **Scanning Speeds (color) (A4 portrait, 200dpi)** | Simplex: 20 ppm  Duplex :40 ipm | ☐ Yes ☐ No |  |
| **Operating System Support** | Windows 10 | ☐ Yes ☐ No |  |
| **Included Software** | TWAIN | ☐ Yes ☐ No |  |
| ISIS | ☐ Yes ☐ No |  |
| Kofax VRS or equivalent | ☐ Yes ☐ No |  |
| **Features** | Automatic Page-Size Detection | ☐ Yes ☐ No |  |
| Automatic Color Detection | ☐ Yes ☐ No |  |
| **Interface** | USB 2.0 high speed port | ☐ Yes ☐ No |  |
| **Power Supply** | (220-240) V, 50 Hz or through adapter | ☐ Yes ☐ No |  |
| **Complete with** | USB cable | ☐ Yes ☐ No |  |
| Manual in English. | ☐ Yes ☐ No |  |
| All needed accessories for proper operation | ☐ Yes ☐ No |  |
| **Consumable** | Exchanger roller kit | ☐ Yes ☐ No |  |
| **Warranty** | ≥ 2 years (Parts & Labor) except consumables | ☐ Yes ☐ No |  |
| **10** | **Network Laser Printers (Monochrome)** | | **150** |  | |
| **Print Resolution** | ≥ 1200 DPI×1200 DPI |  | ☐ Yes ☐ No |  |
| **Print Speed (A4)** | ≥ 50 PPM | ☐ Yes ☐ No |  |
| **Memory Capacity** | ≥ 256 MB standard | ☐ Yes ☐ No |  |
| **Media Size** | A4 tray | ☐ Yes ☐ No |  |
| **Paper Handling** | | ☐ Yes ☐ No |  |
| **No. of included Trays** | ≥ 2 | ☐ Yes ☐ No |  |
| **Std. total input capacity** | ≥ 500 sheets Paper tray | ☐ Yes ☐ No |  |
| ≥ 50 sheet Multi-purpose tray | ☐ Yes ☐ No |  |
| **Duplex printing** | Standard , Automatic | ☐ Yes ☐ No |  |
| **Connectivity** | Standard USB 2.0 | ☐ Yes ☐ No |  |
| Gigabit Ethernet, RJ45 ,Wi-Fi | ☐ Yes ☐ No |  |
| **Network Protocol** | TCP/IP | ☐ Yes ☐ No |  |
| **Media Types Supported** | Plain Paper, Labels | ☐ Yes ☐ No |  |
| **Printer Language** | PCL 6 | ☐ Yes ☐ No |  |
| **Power** | (220-240) V, 50 Hz, MK plug | ☐ Yes ☐ No |  |
| **Duty Cycle** | ≥ 100,000 pages/month | ☐ Yes ☐ No |  |
| **Misc.** | Compatible with MS win 7, win 8 ,win 10 | ☐ Yes ☐ No |  |
| Included Cable USB | ☐ Yes ☐ No |  |
| **Note** | Starter Toner include printer Capacity Min ≥6500 Pages Print  Including an additional toner set | ☐ Yes ☐ No |  |
| **Warranty** | 3 years , Parts& Labor ( on-site) | ☐ Yes ☐ No |  |
| **11** | **Multifunction Printers (Monochrome)** | | **30** |  | |
| **Function** | Print ,Copy ,Color Scan |  | ☐ Yes ☐ No |  |
| **Print Resolution** | ≥ 1200 DPI×1200 DPI | ☐ Yes ☐ No |  |
| **Print Speed (A4)** | ≥ 40 PPM | ☐ Yes ☐ No |  |
| **Copy Speed** | ≥ 40 PPM | ☐ Yes ☐ No |  |
| **Memory Capacity** | ≥ 256 MB standard | ☐ Yes ☐ No |  |
| **Paper Handling** | | ☐ Yes ☐ No |  |
| **No. of included Trays** | ≥ 2 | ☐ Yes ☐ No |  |
| **Std. total input capacity** | ≥ 250 sheets Paper tray | ☐ Yes ☐ No |  |
| ≥ 50 sheet Multi-purpose tray | ☐ Yes ☐ No |  |
| **Automatic Document Feeder** | 50 Pages | ☐ Yes ☐ No |  |
| **Duplex printing** | Standard , Automatic | ☐ Yes ☐ No |  |
| **Connectivity** | Standard USB 2.0 | ☐ Yes ☐ No |  |
| Fast Ethernet, RJ45 ,Wi-Fi | ☐ Yes ☐ No |  |
| **Network Protocol** | TCP/IP | ☐ Yes ☐ No |  |
| **Media Types Supported** | Plain Paper, Labels | ☐ Yes ☐ No |  |
| **Printer Language** | PCL 6 | ☐ Yes ☐ No |  |
| **Power** | (220-240) V, 50 Hz, MK plug | ☐ Yes ☐ No |  |
| **Duty Cycle** | ≥ 50,000 pages/month | ☐ Yes ☐ No |  |
| **Misc.** | Compatible with MS win 7, win 8 ,win 10 | ☐ Yes ☐ No |  |
| Included Cable USB | ☐ Yes ☐ No |  |
| **Note** | Starter Toner include printer Capacity Min ≥6500 Pages Print  Including an additional toner set | ☐ Yes ☐ No |  |
| **Warranty** | 3 years , Parts & Labor ( on-site) | ☐ Yes ☐ No |  |
| **12** | **Photocopier** | | **1** |  | |
| **Photocopy Speed** | 24 ppm or more |  | ☐ Yes ☐ No |  |
| **Photocopy Color** | Black and White (Mono) | ☐ Yes ☐ No |  |
| **Automatic Document Feeder** | 50 sheets | ☐ Yes ☐ No |  |
| **Duplex** | Standard | ☐ Yes ☐ No |  |
| **Minimum Resolution** | (600 × 600) dpi | ☐ Yes ☐ No |  |
| **Magnification Options** | 50-200% | ☐ Yes ☐ No |  |
| **Photocopier Functions** | Copier | ☐ Yes ☐ No |  |
| Photocopy Speed | ☐ Yes ☐ No |  |
| Photocopy Color | ☐ Yes ☐ No |  |
| **Memory** | ≥ 256 MB standard | ☐ Yes ☐ No |  |
| **Printer Interface** | USB 2.0 ,Ethernet | ☐ Yes ☐ No |  |
| **Mandatory Features** | Dual Cassette (One A3/ One A4) - 250 pages per cassette Note: If additional cassettes available, they must be quoted separately | ☐ Yes ☐ No |  |
| Manual Feed (100 pages minimum) must be included | ☐ Yes ☐ No |  |
| Original or Local Trey included | ☐ Yes ☐ No |  |
| MK plug or MK adapter | ☐ Yes ☐ No |  |
| **Optional Feature** | Reports on photocopier usage, user profiles and photocopier configuration | ☐ Yes ☐ No |  |
| **Warranty Conditions** | 5 year warranty period | ☐ Yes ☐ No |  |
| **Minimum Monthly Photocopy Capability** | 75,000 pages including additional 3 toner sets. | ☐ Yes ☐ No |  |
| **Special Conditions** | Photocopier maintenance and service contract included under LTA. | ☐ Yes ☐ No |  |
|  | **Warranty** | Warranties for all items above shall commence after delivery to final destination | | ☐ Yes ☐ No |  |

**Delivery requirements –– Comparative Data Table**

|  |  |  |  |
| --- | --- | --- | --- |
| **UNOPS Requirements** | | **Is bid compliant?** Bidder to complete | **Details**  Bidder to complete |
| **Delivery time** | The awarded bidder will be required to deliver the tendered goods based on multiple POs that will be issued over the established LTA period.  Bidder shall deliver the goods as per period mentioned in each PO in coordination with UNOPS contract manager.  Delays related to Covid might occur not to exceed 4 - 6 months without any additional cost incurred on UNOPS. | Yes  No | Insert details |
| **Delivery place and Incoterms rules** | The final delivery places are located in all the governorates in Jordan. DAP 2020 INCOTERM is to be applied | Yes  No | Insert details |
| **Consignee details** | UNOPS and its beneficiary offices located in all the governorates in Jordan and will be provided in each Purchase Order. | 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 +/- 20% , without any change in the unit prices or other terms and conditions of the ITB. | Yes  No | Insert details |

**Related services requirements**

|  |  |  |
| --- | --- | --- |
| **UNOPS minimum related services requirements** | **Is bid compliant?** *Bidder to complete* | **Details of related services**  *Bidder to complete*  *Insert details of goods offered, including specifications and brand/model offered if applicable* |
| Any needed services related to delivery, unloading, installation, configuration, Basic user training that are to be duly and fully performed at final destination insuring all the delivered goods are up and running. | Yes  No |  |

The offered goods and related services (if applicable) are in accordance with the required specifications and requirements specified in **Section II: Schedule of Requirements**.

Yes  No

ANY DEVIATION MUST BE LISTED BELOW:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, the undersigned, certify that I am duly authorized by [***insert full name of bidder***] to sign this bid and bind [***insert full name of bidder***] should UNOPS accept this bid:

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Form F: Manufacturer’s Authorization Form

A letter issued by the manufacturer authorizing the applicant to participate in this particular ITB must be submitted with the bid in the format provided in this Form.

To be eligible for delivery of goods, the bidder must be either the manufacturer of the offered goods or a sole representative of the manufacturer to the United Nations. Should offers for a particular make and model be received from more than one appointed representative, UNOPS reserves the right to select only one.

ITB reference no: [insert ITB reference No.]

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

To: UNOPS

WHEREAS

We *[insert complete name of manufacturer*], who are official manufacturers of [*insert type of goods manufactured],* having factories at *[insert full address of manufacturer’s factories*], do hereby authorize *[insert complete name of bidder]* to submit a bid the purpose of which is to provide the following goods, manufactured by us *[insert name and or brief description of the goods]*, and to subsequently negotiate and sign the contract.

We hereby extend our full guarantee and warranty in accordance with Clause 4.5 of the General Conditions of Contract for the provision of Goods, with respect to the goods offered by the above firm.

Signed: [*insert signature(s) of authorized representative(s) of the manufacturer]*

Name*: [insert complete name(s) of authorized representative(s) of the manufacturer]*

Title: *[insert title]*

Dated on \_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_ *[insert date of signing]*

Form G: Performance Statement Form

ITB reference no: [insert ITB reference No.]

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Order placed by (Full address of purchaser)** | **Order no & date** | **Description & quantity of ordered items** | **Value of Order** | **Date of completion of Delivery** | | **Remarks indicating reasons of late delivery, if any** | **Was the supplies of goods satisfactory?** |
| **As per Contract** | **Actual** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Form H: No Adverse Action Confirmation Form

ITB reference no: [insert ITB reference No.]

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

This is to certify that [delete unwanted option]:

* 1. No adverse action has been taken against the Bidder [insert Bidder’s name] and the manufacturers [insert manufacturer’s names] whose products are being offered by the Bidder against this ITB, in the last 5 (Five) years.
  2. The following instances of previous past performance have resulted in adverse actions taken against the Bidder [insert Bidder’s name] and the manufacturers [insert manufacturer’s names] whose products are being offered by the Bidder, in the last 5 (Five) years. Such adverse actions included:

[Indicate date and reasons for adverse actions and result of adverse actions; i.e. suspension or cancellation of manufacturing license by regulatory authorities, product recalls, blacklisting, debarment from bidding etc.]

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_