



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: **239-2022-UNDP-UKR-RFQ-RPP**

Date: **24 June 2022**

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of: **Mobile Cases with equipment (Administrative Services Center (ASC) in a suitcase) for the provision of administrative services to the war-torn population of Ukraine.**

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:

DocuSigned by:

Signature:

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Name: **Mr. Agnes Kochan**

Title: **UNDP Operations Manager**

Date: 24-Jun-2022

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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>23:59 (Kyiv Time, GMT+3) 07-Jul-2022</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>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: tenders.ua@undp.org</p> <ul style="list-style-type: none"> ▪ File Format: *.ZIP, *.PDF ▪ 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. ▪ Max. File Size per transmission: 20 Mb ▪ Mandatory subject of email: 239-2022-UNDP-UKR-RFQ-RPP ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt.
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	<p>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.</p>

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>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days.</p> <p><input checked="" type="checkbox"/> Others: Liquidated damages: up to 0.1% of total contract amount per each day of delay may be applied on discretion of UNDP</p>
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</p> <p><input checked="" type="checkbox"/> United States Dollars. Payment for goods/services shall be made in local currency in accordance with UNORE exchange rate (http://treasury.un.org) on the date of payment, through bank transfer to the Contractor's account during 30 (thirty) days from the date of receipt of the original invoice, registered VAT certificate and Act of acceptance of services/goods rendered/delivered signed by both parties.</p> <p><input type="checkbox"/> Euro</p> <p><input checked="" type="checkbox"/> Local Currency: UAH</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. 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 type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Language of quotation	<p><input checked="" type="checkbox"/> English (preferred), and/or <input checked="" type="checkbox"/> Ukrainian, and/or <input checked="" type="checkbox"/> Russian</p> <p>In case of submission in Ukrainian or Russian languages, bidders may be requested for provision of English translation of separate parts of the bid or bid as a whole.</p> <p>All the documentation including catalogues, instructions and operating manuals should be in Ukrainian (and additionally in English/Russian if available)</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"/> Copy of the latest Business (Company or Private Entrepreneur) Registration Certificate valid as at the date of submission.</p> <p><input checked="" type="checkbox"/> Extract from the Register of VAT payers or single tax payers (not mandatory on submission stage but will be required if Offeror is selected for contract award).</p> <p><input checked="" type="checkbox"/> Company Profile.</p> <p><input checked="" type="checkbox"/> At least 3 copies/samples of the contracts/purchase orders executed within last 3 years to be provided (prices/amounts may be masked).</p> <p><input checked="" type="checkbox"/> At least 2 positive recommendation letters from the previous customers/clients.</p> <p><input checked="" type="checkbox"/> Certified copies of financial documents evidencing a minimum annual turnover of 60,000.00US dollars for any 2 years of the period from 2019 to 2021.</p>
Quotation validity period	<p>Quotations shall remain valid for 60 days days from the deadline for the Submission of Quotation.</p>
Price variation	<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.</p>
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted</p>
Alternative Quotes	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted</p> <p>If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"</p>

Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other
Conditions for Release of Payment	<input type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements. Payment for completed services shall be made through bank transfer to the Contractor's account during 30 (thirty) days from the date of receipt of the original invoice and registered VAT certificate. <input type="checkbox"/> Others [pls. specify]
Contact Person for correspondence, notifications and clarifications	Procurement Unit, UNDP Ukraine E-mail address: <i>procurement.rpp.ua@undp.org</i> Attention: Quotations shall not be submitted to this address, but to the address for quotation submission indicated in the respective section 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 via email <i>procurement.rpp.ua@undp.org</i> by Procurement Unit, UNDP Ukraine.
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<u>Administrative Requirements:</u> <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"/> Offers must be submitted within the stipulated deadline; <input checked="" type="checkbox"/> Offers must meet required Offer Validity; <input checked="" type="checkbox"/> Offers have been signed by the authorized representative; <input checked="" type="checkbox"/> Offers include requested company/organization documentation as mentioned above in "Documents to be submitted" section; <input checked="" type="checkbox"/> Officially registered company (for Ukrainian companies – company should be registered in the territory controlled by the government of Ukraine). <u>Technical Requirements:</u> <input checked="" type="checkbox"/> Technical responsiveness to stipulated requirements and standards in specification. <input checked="" type="checkbox"/> At least 3 years of experience in sales or manufacture of the similar equipment. <input checked="" type="checkbox"/> Financially reliable company or individual entrepreneur with a minimum annual turnover of 60,000.00 US dollars for any 2 years of the period from 2019 to 2021. <input checked="" type="checkbox"/> At least 2 positive references on supply of similar goods from previous customers/clients. <input checked="" type="checkbox"/> The warranty period for all equipment must be not less than 12 (twelve) months. <input checked="" type="checkbox"/> All equipment must have official warranty service in Ukraine. <input checked="" type="checkbox"/> Delivery of equipment must be completed within 45 calendar days.
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 type="checkbox"/> Purchase Order

	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and/or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award	29 July 2022
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.

ANNEX 1: SCHEDULE OF REQUIREMENTS

SPECIFICATION

"Mobile Cases with equipment (Administrative Services Center (ASC) in a suitcase) for the provision of administrative services to the war-torn population of Ukraine"

Project Title: EU Support to the East of Ukraine – Recovery, Peacebuilding and Governance.

Description of the assignment: Procurement of Modular Cases (ASCs in a suitcase) to ensure equal access to administrative services for residents of Ukraine who, due to life circumstances, cannot visit ASCs. Coverage of administrative services of residents of war-affected areas of Kharkiv, Dnipropetrovsk, Zaporizhia, Chernihiv and Sumy regions.

Delivery: Equipment to be delivered to the locations in Kharkiv, Dnipropetrovsk, Zaporizhia, Chernihiv and Sumy regions (exact locations within the oblasts will be agreed with UNDP at the stage of Contract signing).

Starting /Date of Assignment: July 2022

1. Background Information:

The United Nations Development Programme (UNDP) works in about 170 countries and territories, helping to eradicate poverty, reduce inequalities and exclusion, and build resilience so countries can sustain progress. As the UN's development agency, UNDP plays a critical role in helping countries achieve the Sustainable Development Goals. In Ukraine, UNDP operates along three programmatic areas of support: Inclusive development, recovery and peacebuilding; Democratic governance; and Energy and environment.

The war in Ukraine has already resulted in significant loss of life, unprecedented displacement, internally and towards neighbouring countries, and devastating destruction of infrastructure. Early UNDP projections suggest that if the war deepens and expands, up to 90 percent of the population of Ukraine could be facing poverty and vulnerability to poverty by the end of 2022, and 30 percent of the population are likely to require life-saving humanitarian assistance. Eighteen years of socio-economic achievements in Ukraine are at risk. UNDP's core engagement is to preserve development gains as fully as possible, and to return Ukraine to pathways achieving the Sustainable Development Goals (SDGs) as quickly as possible.

UNDP has been active and present in eastern Ukraine for the past decade, prior to the conflict which started in 2014, with a focus on community development, civil society development, and environmental protection. Work on addressing the specific conflict-related development challenges built on this earlier engagement, established partnerships, and started in 2015 through the United Nations Recovery and Peacebuilding Programme (UN RPP). The UN RPP is a multi-donor funded framework programme formulated and led by the UNDP in collaboration with the Government of Ukraine and in cooperation with a number of partnering UN agencies (UN Women, FAO, UNFPA).

UN RPP's interventions are grouped under the following key Programme components, which reflect women's and men's priority needs in the region:

Component 1: Economic Recovery and Restoration of Critical Infrastructure

Component 2: Local Governance and Decentralization Reform

Component 3: Community Security and Social Cohesion.

In October 2018, UNDP signed an agreement for a multi-year project under the EU Support to the East of Ukraine programme. In 2021, the EU-funded project was amended to extend its scope through the EU4Resilient Regions programme. It has recently been amended to ensure that the approach implemented under UN RPP can help address the devastation and increased needs of the civilian population as a result of the ongoing war, and where it will be required. The project has the following specific objectives:

1) To enhance local capacity for gender-responsive decentralization and administrative reforms to improve governance, local development and the delivery of services.

2) To stimulate employment and economic growth by providing assistance to Micro, Small and Medium Enterprises (MSMEs) development through demand-driven business development services and professional skills training.

3) To enhance social cohesion and reconciliation through promotion of civic initiatives.

4) To support sector reforms and structural adjustments in health, education and critical public infrastructure to mitigate direct impacts of the conflict.

One of the priorities of the objective 1 is to enhance local capacity for gender-responsive decentralization and administrative reforms to improve governance, local development and the delivery of services.

In order to access and provide administrative and legal assistance services, as well as information to the population in remote rural areas, as well as war-affected areas, it is planned to purchase Mobile Cases (ASC in a suitcase) in the amount of 20 (twenty) units. administrative services (ASC). Target audience - the elderly, people with disabilities, caregivers and others.

2. Scope of work

- Completion by the Contractor of twenty Mobile Cases in accordance with the technical documentation contained in Table 1.
- Delivery of twenty Mobile Cases, equipped with the necessary equipment to the addresses specified in paragraph 3.3

3. Technical specification

3.1 Requirements for the Mobile Cases:

Table 1.

	Requirements for the Mobile Cases. The characteristics should not be lower than those listed in the assignment (Photo in Annex A)	Number in one Mobile case	Total number
1	Printer Equipment format: A4 Printing Method: Inkjet printing Paper Formats: 9x13 cm/10 x 15 cm/20x25 cm/ 13 x 18 cm/13x20 cm. Color printer. Push button control panel Printing Speed: at least 14 pages/min Monochrome Printing Speed: at least 11 pages/min Colour Ink Technologies: Pigment ink. Cartridges (1 black, 1 three-colour cartridge), 4 Colours. Black cartridge resource – not less than 250 pages. Colour cartridge resource – not less than 200 pages. Compatible Paper Weight: min. 64 g/ m ² , max 300 g/m ² Interface: USB, Wi-Fi Compatible Operating Systems: Mac OS/ Windows 10 AC Adaptor, Ink, Main unit, Micro-USB cable, cartridges (1 black, 1 three-colour cartridge). Power Supply: 220V, 240V Product dimensions: 309 x 154 x 61 mm (Width x Depth x Height) +/- 5% Battery type: integrated, autonomous printing, due to the built-in rechargeable battery no. of pages: 100 pages monochrome, 50 pages colour Product weight: 1.6 kg +/- 10% <i>*The item should be compatible with the mobile case (as a part of the unit)</i>	1	20

2	<p>Set: 2 additional cartridges, cartridges should be fully compatible with the proposed printer (item #1 of this Specification).</p> <p><i>*The item should be compatible with the mobile case (as a part of the unit)</i></p>	1 set	20 sets
3	<p>Notebook with minimum parameters:</p> <ul style="list-style-type: none"> +Windows 10Pro + Microsoft Office Home and Business 2021 Ukrainian Type - laptop. Screen 15.6 ". At least 1920x1080 display resolution. The screen cover is matt, IPS Intel Core i3 10th Gen or AMD Ryzen 5 3rd Gen or better RAM: 8192 MB PC4 Video card type integrated Intel HD Graphics graphics card series or analogue Storage capacity: SSD 256GB or higher Wi-Fi 802.11ac, Bluetooth communications Interfaces (minimum): HDMI I/O connectors and ports /Headphone output, LAN RJ-45, USB 3.0 -2pcs and USB 2.0 -1 pc Multimedia Card Reader / (SD, SDHC, SDXC) webcam / HD (minimum 720p) Without optical drive Keyboard with Ukrainian/English layout Touchpad manipulator Security: Security slot <p><i>*The item should be compatible with the mobile case (as a part of the unit)</i></p>	1	20
4	<p>Wireless mouse.</p> <p>Black 3-button wireless mouse, scroll wheel and Nano receiver interface via universal USB. Optical sensor with a resolution of 1000 dpi or higher.</p> <p><i>*The item should be compatible with the mobile case (as a part of the unit)</i></p>	1	20
5	<p>Mobile 4G / 3G + Wi-Fi Router.</p> <p>Type: Modem 4G / 3G + Wi-Fi router</p> <p>Interface: USB, Wi-Fi</p> <p>Data Transfer: LTE, CDMA 2000 (1x EV-DO rev.A), UMTS / WCDMA (HSDPA; HSUPA; HSPA; HSPA +), GPRS / EDGE</p> <p>download speed, Mbps: 12 or higher</p> <p>Antenna: built-in</p> <p>Wi-Fi router: 802.11 b/g/n</p> <p>Built-in battery, mAh: 3000 or higher capacity</p> <p><i>*The item should be compatible with the mobile case (as a part of the unit)</i></p>	1	20
6	<p>Card reader non-contact for passport ID</p> <p>Operating frequency 13.56 MHz</p> <p>Standards CCID, CE, FCC RoHS, ISO 14443, Mifare, PC / SC</p> <p>Protocol with ISO 14443 Type A and B card, Mifare Classic & Mifare, Ultralight C</p> <p>Protocol for work with PC CCID, PC / SC</p> <p>USB 2.0 connection interface</p> <p>Map reading distance up to 10 cm</p> <p>Compatible with Windows 10</p>	1	20

7	Portable document scanner Image Sensor: Touch Image Sensor; Scanning Sizes: A4; File format (at least): JPG / PDF; LCD display resolution: 480 * 320 or higher; USB Ports and connectors: Yes; Power source: rechargeable built-in 900 mAh lithium polymer or higher capacity; Memory Card: TF Card (MicroSD) for 16Gb or more <i>*The item should be compatible with the mobile case (as a part of the unit)</i>	1	20
8	MicroSD memory card - 16Gb or more The memory card should be fully compatible with Portable document scanner (item #7)	1	20
9	USB 3.0 HUB, 4 ports hub Type external, USB 3.0 connection, USB hub 4 slots or more, black color, USB powered <i>*The item should be compatible with the mobile case (as a part of the unit)</i>	1	20
10	Webcam Video resolution, at least 1920 x 1080 pixels Focusing method - automatic Maximum photo quality - 15 Mp Equipment: motion sensor; microphone; Features of face tracking. Placement: on a tripod; on the laptop; on the monitor; on the table Interface: USB <i>*The item should be compatible with the mobile case (as a part of the unit)</i>	1	20
11	Case for equipment* Material – plastic or aluminum Knitted internal upholstery. The case should have special places for each equipment. Additionally: Rubber legs, Laser cut and glued lodges for equipment Set composition: Internal dimensions: 451 x 438 x 165 mm (17 "x 18") +/-5% . External dimensions: 495 x 495 x 203 mm +/-5% Weight 5 kg +/-5%. The color is black. Or equivalent - the case should contain all the necessary equipment for one set.	1	20

** Equipment - Printer, Set: 2 additional cartridges, Notebook, Wireless mouse, Card reader non-contact, Portable, MicroSD, USB 3.0 HUB must be placed in Case for equipment*

3.2 The supply of the equipment must be completed within 45 calendar days from the date of signing the contract, which should be reported to UNDP at least 2 weeks in advance.

3.3 The supplier must ensure the delivery of sufficient equipment to Kharkiv, Zaporizhia, Dnipro, Chernihiv, Sumy under the delivery terms **DDP (Incoterms 2020)**.

3.4 All equipment must be accompanied by warranty certificates. The warranty period for the entire list of the equipment must be at least 12 months. All equipment must have an official warranty service in Ukraine.

3.5 All necessary technical documentation in Ukrainian/Russian (English – additionally optional) languages must be given by the Contractor at the day of delivery.

The technical documentation should include operation instructions, technical certificate, certificate of origin, safety certificate (where applicable for a respective commodities category).

3.6 The delivery must comply with UNDP equipment specifications.

3.7 The equipment must be delivered and unloaded.

4. Experience and qualification requirements (scans of documents to be provided)

- Company or individual entrepreneur with valid registration in Ukraine
- At least 3 years of experience in sales or manufacture of the similar equipment (at least 3 copies/samples of the contracts/purchase orders executed within last 3 years to be provided).
- At least 2 (two) positive recommendation/reference letters from previous customers/clients on as per supplying of similar to this Specification equipment.
- Financially reliable company or individual entrepreneur; certified copies of financial documents evidencing a minimum annual turnover of 60,000.00US dollars for any 2 years of the period from 2019 to 2021.

5. Evaluation method

Contract will be awarded to the technically compliant offer with the lowest price.

6. Price quotation and payment schedule

- The contract price should remain fixed for the duration of the contract.
- Bidders must include all costs related to the performance of the works in their quotation price (delivery of all materials and equipment, transport costs, unloading at the delivery site, etc.)
- Payments should be made as follows:

Payment for goods/services shall be made through bank transfer to the Contractor's account during 30 (thirty) days from the date of receipt of the original invoice, registered VAT certificate and Act of acceptance of services/goods rendered/delivered signed by both parties.

A split of delivery into parts (within the indicated delivery term) is allowed as per agreement with UNDP at the stage of Contract signing.

Considering that the purchase of services will be carried out within the framework of the international technical assistance project, quotations/invoices for payment should be submitted without VAT.

Bidders must submit their quotations in the following format:

No.	Product name and specification requirements	Number of units (pcs)	Price per unit, excl. VAT, <i>currency</i>	Total price, excl. VAT, <i>currency</i>
1	Printer <i>(Specify the model and characteristics)</i>	20		
2	Set of 2 additional cartridges <i>(Specify the model and characteristics)</i>	20 sets		
3	Laptop with Windows 10 Pro 64-bit and Microsoft Office suit <i>(Specify the model and characteristics)</i>	20		
4	Wireless mouse <i>(Specify the model and characteristics)</i>	20		
5	4G / 3G + Wi-Fi router <i>(Specify the model and characteristics)</i>	20		
6	Card reader contactless <i>(Specify the model and characteristics)</i>	20		
7	Portable document scanner <i>(Specify the model and characteristics)</i>	20		

8	16Gb microSD memory card <i>(Specify the model and characteristics)</i>	20		
9	Hub USB 3.0 HUB 4 ports <i>(Specify the model and characteristics)</i>	20		
10	Webcam. <i>(Specify the model and characteristics)</i>	20		
11	Case for equipment <i>(Specify the model and characteristics)</i>	20		
TOTAL, excl. VAT, <i>please indicate currency</i>				

Annex A. Options with aluminum and plastic case*



**Visualization provides only preliminary understanding about the goods required*

Delivery Requirements

Delivery Requirements	
Delivery date and time	Delivery of equipment must be completed within 45 calendar days from the contract signing date
Delivery Terms (INCOTERMS 2020)	DDP
Customs clearance (must be linked to INCOTERM)	<input type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation (where applicable) <input checked="" type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	Kharkiv, Zaporizhia, Dnipro, Chernihiv, Sumy (due to the current situation in Ukraine (war, hostilities) the exact delivery addresses and quantities distribution details for the mentioned locations will be provided at the stage of contract signing)
Distribution of shipping documents (if using freight forwarder)	N/A
Packing Requirements	Packaging must comply with the rules for the safe transport of goods offered.
Training on Operations and Maintenance	<input checked="" type="checkbox"/> All necessary technical documentation in Ukrainian must be given by the Contractor at the day of delivery. The technical documentation should include operation instructions, technical certificate, certificate of origin, safety certificate (where applicable for a respective commodities category).
Warranty Period	<input checked="" type="checkbox"/> The warranty period for all equipment must be not less than 12 months <input checked="" type="checkbox"/> Delivery of equipment/goods should be accompanied by manufacturer's warranty certificates
After-sales service and local service support requirements	<input checked="" type="checkbox"/> All equipment must have official warranty service in Ukraine
Preferred Mode of Transport	Land

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:	239-2022-UNDP-UKR-RFQ-RPP	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.
VAT payer status	Click or tap here to enter text.
Contract person name	Click or tap here to enter text.
Contact person email	Click or tap here to enter text.
Contact person phone	Click or tap here to enter text.
Company's core activities	Click or tap here to enter text.
Profile – describing the nature of business, field of expertise.	Click or tap here to enter text.
Business Licenses – Registration Papers, Extract from the Register of VAT payers or single tax payers, etc.	EDRPOU, ID tax number. <i>Copies of State registration and Extract from the Register of VAT payers or single tax payers should be attached</i>
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 energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Financial Statement	Please attach the certified copies of financial documents evidencing a minimum annual turnover of 60,000.00US dollars for any 2 years of the period from 2019 to 2021			
References	Please attach at least 2 (two) recommendation letters from previous clients/customers			
Previous relevant experience <i>(Please note that at least 3 copies/samples of the contracts/purchase orders executed within last 3 years need to be provided)</i>				
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.

Yes	No	
<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.
<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.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER – GOODS

Bidders are requested to complete this form, sign it and return it as part of their quotation 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:	239-2022-UNDP-UKR-RFQ-RPP	Date: Click or tap to enter a date.

Table 1. Conformity to the Specification

#	Technical requirements (Features at least)	Conformity (Yes/No)	Offered Brand, Model and Exact characteristics <i>(Technical characteristics should not be less/worse than those listed in the assignment)</i>
Mobile Cases with equipment (Administrative Services Center (ASC) in a suitcase) <i>Full list of Equipment for Mobile Case: Printer, Set: 2 additional cartridges, Notebook, Wireless mouse, Card reader non-contact, Portable, MicroSD, USB 3.0 HUB must be placed in Case for equipment</i>			
1.	Printer Equipment format: A4 Printing Method: Inkjet printing Paper Formats: 9x13 cm/10 x 15 cm/20x25 cm/ 13 x 18 cm/13x20 cm. Color printer. Push button control panel Printing Speed: at least 14 pages/min Monochrome Printing Speed: at least 11 pages/min Colour Ink Technologies: Pigment ink. Cartridges (1 black, 1 three-colour cartridge), 4 Colours. Black cartridge resource – not less than 250 pages. Colour cartridge resource – not less than 200 pages. Compatible Paper Weight: min. 64 g/ m ² , max 300 g/m ² Interface: USB, Wi-Fi Compatible Operating Systems: Mac OS/ Windows 10 AC Adaptor, Ink, Main unit, Micro-USB cable, cartridges (1 black, 1 three-colour cartridge). Power Supply: 220V, 240V Product dimensions: 309 x 154 x 61 mm (Width x Depth x Height) +/- 5% Battery type: integrated, autonomous printing, due to the built-in rechargeable battery no. of pages: 100 pages monochrome, 50 pages colour Product weight: 1.6 kg +/- 10% <i>*The item should be compatible with the mobile case (as a part of the unit)</i>		
2.	Set: 2 additional cartridges , cartridges should be fully compatible with the proposed printer (item #1 of this Specification).		

3.	<p>Notebook with the following minimum parameters: +Windows 10Pro + Microsoft Office Home and Business 2021 Ukrainian Type - laptop. Screen 15.6 ". At least 1920x1080 display resolution. The screen cover is matt, IPS Intel Core i3 10th Gen or AMD Ryzen 5 3rd Gen or better RAM: 8192 MB PC4 Video card type integrated Intel HD Graphics graphics card series or analogue Storage capacity: SSD 256GB or higher Wi-Fi 802.11ac, Bluetooth communications Interfaces (minimum): HDMI I/O connectors and ports /Headphone output, LAN RJ-45, USB 3.0 -2pcs and USB 2.0 -1 pc Multimedia Card Reader / (SD, SDHC, SDXC) webcam / HD (minimum 720p) Without optical drive Keyboard with Ukrainian/English layout Touchpad manipulator Security: Security slot <i>*The item should be compatible with the mobile case (as a part of the unit)</i></p>		
4.	<p>Wireless mouse. Black 3-button wireless mouse, scroll wheel and Nano receiver interface via universal USB. Optical sensor with a resolution of 1000 dpi or higher. <i>*The item should be compatible with the mobile case (as a part of the unit)</i></p>		
5.	<p>Mobile 4G / 3G + Wi-Fi Router. Type: Modem 4G / 3G + Wi-Fi router Interface: USB, Wi-Fi Data Transfer: LTE, CDMA 2000 (1x EV-DO rev.A), UMTS / WCDMA (HSDPA; HSUPA; HSPA; HSPA +), GPRS / EDGE download speed, Mbps: 12 or higher Antenna: built-in Wi-Fi router: 802.11 b/g/n Built-in battery, mAh: 3000 or higher capacity <i>*The item should be compatible with the mobile case (as a part of the unit)</i></p>		
6.	<p>Card reader non-contact for passport ID Operating frequency 13.56 MHz Standards CCID, CE, FCC RoHS, ISO 14443, Mifare, PC / SC Protocol with ISO 14443 Type A and B card, Mifare Classic & Mifare, Ultralight C Protocol for work with PC CCID, PC / SC USB 2.0 connection interface Map reading distance up to 10 cm Compatible with Windows 10 <i>*The item should be compatible with the mobile case (as a part of the unit)</i></p>		
7.	<p>Portable document scanner Image Sensor: Touch Image Sensor; Scanning Sizes: A4; File format (at least): JPG / PDF;</p>		

	LCD display resolution: 480 * 320 or higher; USB Ports and connectors: Yes; Power source: rechargeable built-in 900 mAh lithium polymer or higher capacity; Memory Card: TF Card (MicroSD) for 16Gb or more <i>*The item should be compatible with the mobile case (as a part of the unit)</i>		
8.	MicroSD memory card - 16Gb or more The memory card should be fully compatible with Portable document scanner (item #7)		
9.	USB 3.0 HUB, 4 ports hub Type external, USB 3.0 connection, USB hub 4 slots or more, black color, USB powered <i>*The item should be compatible with the mobile case (as a part of the unit)</i>		
10.	Webcam Video resolution, at least 1920 x 1080 pixels Focusing method - automatic Maximum photo quality - 15 Mp Equipment: motion sensor; microphone; Features of face tracking. Placement: on a tripod; on the laptop; on the monitor; on the table Interface: USB <i>*The item should be compatible with the mobile case (as a part of the unit)</i>		
11.	Case for equipment Material – plastic or aluminum Knitted internal upholstery. The case should have special places for each equipment. Additionally: Rubber legs, Laser cut and glued lodges for equipment Set composition: Internal dimensions: 451 x 438 x 165 mm (17 "x 18") +/-5% . External dimensions: 495 x 495 x 203 mm +/-5% Weight 5 kg +/-5%. The color is black. Or equivalent - the case should contain all the necessary equipment for one set.		

Table 2. Financial offer for the supply of goods in accordance with the technical specification and requirements

Taking into account that the purchase of services will be carried out within the project of international technical assistance, price offers/invoices for payment must be presented without VAT.

The financial offer for the equipment should be submitted in the form below and might be indicated in UAH or US Dollars:

No.	Product name and specification requirements	Number of units (pcs)	Price per unit, excl. VAT, <i>currency</i>	Total price, excl. VAT, <i>currency</i>
1	Printer <i>(Specify the model and characteristics)</i>	20		

2	Set of 2 additional cartridges (Please specify the model and characteristics)	20 sets		
3	Laptop with Windows 10 Pro 64-bit and Microsoft Office suit (Please specify the model and characteristics)	20		
4	Wireless mouse (Please specify the model and characteristics)	20		
5	4G / 3G + Wi-Fi router (Please specify the model and characteristics)	20		
6	Card reader contactless (Please specify the model and characteristics)	20		
7	Portable document scanner (Please specify the model and characteristics)	20		
8	16Gb microSD memory card (Please specify the model and characteristics)	20		
9	Hub USB 3.0 HUB 4 ports (Please specify the model and characteristics)	20		
10	Webcam. (Please specify the model and characteristics)	20		
11	Case for equipment (Please specify the model and characteristics)	20		
TOTAL, excl. VAT, <i>please indicate currency</i>				

Table 3. Compliance with Requirements

Other Information pertaining to our Quotation are as follows:	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications (including the requirements to all the listed standards)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS) : DDP – Kharkiv, Zaporizhia, Dnipro, Chernihiv, Sumy	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time: Delivery of goods must be carried out within 45 (forty-five) calendar days from PO/Contact signature date	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
The warranty period for all goods must be not less than 12 (twelve) months	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
All goods must have official warranty service in Ukraine	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation (min. 60 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.

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.

Exact name and address of company
 Company Name: Click or tap here to enter text.
 Address: Click or tap here to enter text.
 Click or tap here to enter text.
 Phone No.: Click or tap here to enter text.
 Email Address: Click or tap here to enter text.

Authorized Signature:
 Date: Click or tap here to enter text.
 Name: Click or tap here to enter text.
 Functional Title of Authorised
 Signatory: Click or tap here to enter text.
 Email Address: Click or tap here to enter text.

