**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.  *Copies of State registration and Extract from the Register of VAT payers or single*  *tax payers should be attached* | | | |
| Are you a UNGM registered vendor? | | Yes  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):* | | Yes  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):* | | Yes  No | | | |
| Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)* | | Yes  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)* | | Yes  No | | | |
| Is your company a member of the UN Global Compact | | Yes  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 60,000.00 US 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**  *(Please note that at least 3 copies/samples of the contracts/purchase orders executed within last 3 years need to be provided)* | | | | | |
| **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** |  |
| --- | --- | --- |
|  |  | **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. |
|  |  | 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. |
|  |  | **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. |
|  |  | 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 wehave 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. |
|  |  | **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. |
|  |  | **Prohibitions, Sanctions:** l/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. |
|  |  | **Bankruptcy**: l/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. |
|  |  | **Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity. |
|  |  | I/We understand and recognize that you are not bound to accept any Quotation you receive, and wecertify that the goods offered in our Quotation are new and unused. |
|  |  | 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**  *(Technical characteristics should not be less/worse than those listed in the assignment)* |
| **Mobile Cases** **with equipment (Administrative Services Center (ASC) in a suitcase)**  *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* | | | |
|  | **Printer**  Equipment format: A4  Printing Method: Inkjet printing  Paper Formats:9х13 cm/10 x 15 cm/20х25 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 resourse – not less than 200 pages.  Compatible Paper Weight:min. 64 g/ m², max 300 g/m²  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%  *\*The item should be compatible with the mobile case (as a part of the unit)* |  |  |
|  | Set: **2 additional cartridges**, cartridges should be fully compatible with the proposed printer (item #1 of this Specification). |  |  |
|  | **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  *\*The item should be compatible with the mobile case (as a part of the unit)* |  |  |
|  | **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.  *\*The item should be compatible with the mobile case (as a part of the unit)* |  |  |
|  | **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  *\*The item should be compatible with the mobile case (as a part of the unit)* |  |  |
|  | **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  *\*The item should be compatible with the mobile case (as a part of the unit)* |  |  |
|  | **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  *\*The item should be compatible with the mobile case (as a part of the unit)* |  |  |
|  | **MicroSD memory card - 16Gb or more**  The memory card should be fully compatible with Portable document scanner (item #7) |  |  |
|  | **USB 3.0 HUB, 4 ports hub**  Type external, USB 3.0 connection, USB hub 4 slots or more, black color, USB powered  *\*The item should be compatible with the mobile case (as a part of the unit)* |  |  |
|  | **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  *\*The item should be compatible with the mobile case (as a part of the unit)* |  |  |
|  | **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,** *currency* | **Total price, excl. VAT,** *currency* |
| **1** | **Printer**  *(Specify the model and characteristics)* | 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,** *please indicate currency* | | | |  |

***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) |  |  | Click or tap here to enter text. |
| Delivery Term (INCOTERMS) : DDP – Kharkiv, Zaporizhia, Dnipro, Chernihiv, Sumy |  |  | 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 |  |  | Click or tap here to enter text. |
| The warranty period for all goods must be not less than 12 (twelve) months |  |  | Click or tap here to enter text. |
| All goods must have official warranty service in Ukraine |  |  | Click or tap here to enter text. |
| Validity of Quotation (min. 60 days) |  |  | Click or tap here to enter text. |
| Payment terms |  |  | 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 NameClick 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. |