

INVITATION TO BID

UNDP/SOM/ITB/2017/002/OPS

**To Establish Long Term Agreements (LTAs) for the Supply of ICT
Equipment inside Somalia**



United Nations Development Programme

June, 2017

Section 1. Letter of Invitation

Nairobi, Kenya

June 21, 2017

Invitation to Bid (ITB) UNDP/SOM/ITB/2017/002/OPS

Dear Bidder,

Subject: Establish Long Term Agreements (LTAs) for the Supply of ICT Equipment inside Somalia

The United Nations Development Programme (UNDP) hereby invites you to submit a Bid to this Invitation to Bid (ITB) for the above-referenced subject.

This ITB includes the following documents:

Section 1 – This Letter of Invitation

Section 2 – Instructions to Bidders (including Data Sheet)

Section 3 – Schedule of Requirements and Technical Specifications

Section 4 – Bid Submission Form

Section 5 – Documents Establishing the Eligibility and Qualifications of the Bidder

Section 6 – Technical Bid Form

Section 7 – Price Schedule Form

Section 8 – Terms of Reference

Section 9 – Model Templates for Long Term Agreement & Contract to be Signed, including General Terms and Conditions

Section 10 – Gender Questionnaire

Section 11- Document check list

Your offer, comprising of a Technical Bid and Price Schedule, together in a sealed envelope, should be submitted in accordance with Section 2.

You are kindly requested to submit an acknowledgment letter to UNDP to the following address:

**United Nations Development Programme, Somalia,
United Nations Office in Nairobi, UN Avenue, Gigiri
Prefab D5
Nairobi Box 28832-00200
Nairobi, Kenya
Attention: Asha Shidane
asha.shidane@undp.org and cc; iryna.malykh@undp.org**

The letter should be received by UNDP no later than **5th July 2017**. The same letter should advise whether your company intends to submit a Bid. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

If you have received this ITB through a direct invitation by UNDP, transferring this invitation to another firm requires notifying UNDP accordingly.

Should you require any clarification, kindly communicate with the contact person identified in the attached Data Sheet as the focal point for queries on this ITB.

UNDP looks forward to receiving your Bid and thanks you in advance for your interest in UNDP procurement opportunities.

Yours sincerely,

Iryna Malykh, Procurement Specialist

Section 2: Instruction to Bidders

Definitions

- a) *“Bid”* refers to the Bidder’s response to the Invitation to Bid, including the Bid Submission Form, Technical Bid and Price Schedule and all other documentation attached thereto as required by the ITB.
- b) *“Bidder”* refers to any legal entity that may submit, or has submitted, a Bid for the supply of goods and provision of related services requested by UNDP.
- c) *“Contract”* refers to the legal instrument that will be signed by and between the UNDP and the successful Bidder, all the attached documents thereto, including the General Terms and Conditions (GTC) and the Appendices.
- d) *“Country”* refers to the country indicated in the Data Sheet.
- e) *“Data Sheet”* refers to such part of the Instructions to Bidders used to reflect conditions of the tendering process that are specific for the requirements of the ITB.
- f) *“Day”* refers to calendar day.
- g) *“Goods”* refer to any tangible product, commodity, article, material, wares, equipment, assets or merchandise that UNDP requires under this ITB.
- h) *“Government”* refers to the Government of the country where the goods and related services provided/rendered specified under the Contract will be delivered or undertaken.
- i) *“Instructions to Bidders”* refers to the complete set of documents which provides Bidders with all information needed and procedures to be followed in the course of preparing their Bid
- j) *“ITB”* refers to the Invitation to Bid consisting of instructions and references prepared by UNDP for purposes of selecting the best supplier or service provider to fulfil the requirement indicated in the Schedule of Requirements and Technical Specifications.
- k) *“LOI”* (Section 1 of the ITB) refers to the Letter of Invitation sent by UNDP to Bidders.
- l) *“Material Deviation”* refers to any contents or characteristics of the bid that is significantly different from an essential aspect or requirement of the ITB, and (i) substantially alters the scope and quality of the requirements; (ii) limits the rights of UNDP and/or the obligations of the offeror; and (iii) adversely impacts the fairness and principles of the procurement process, such as those that compromise the competitive position of other offerors.
- m) *“Schedule of Requirements and Technical Specifications”* refers to the document included in this ITB as Section 3 which lists the goods required by UNDP, their specifications, the related services, activities, tasks to be performed, and other information pertinent to UNDP’s receipt and acceptance of the goods.
- n) *“Services”* refers to the entire scope of tasks related or ancillary to the completion or delivery of the goods required by UNDP under the ITB.
- o) *“Supplemental Information to the ITB”* refers to a written communication issued by UNDP to prospective Bidders containing clarifications, responses to queries received from prospective Bidders, or changes to be made in the ITB, at any time after the release of the ITB but before the deadline for the submission of Bid.

A. GENERAL

1. UNDP hereby solicits Bids as a response to this Invitation to Bid (ITB). Bidders must strictly adhere to all the requirements of this ITB. No changes, substitutions or other alterations to the rules and provisions stipulated in this ITB may be made or assumed unless it is instructed or approved in writing by UNDP in the form of Supplemental Information to the ITB.
2. Submission of a Bid shall be deemed as an acknowledgement by the Bidder that all obligations stipulated by this ITB will be met and, unless specified otherwise, the Bidder has read, understood and agreed to all the instructions in this ITB.
3. Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of any Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this ITB.
4. UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See http://www.undp.org/about/transparencypdocs/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf and http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/ for full description of the policies)
5. In responding to this ITB, UNDP requires all Bidders to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP's interests paramount. Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:
 - 5.1 Are, or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, Schedule of Requirements and Technical Specifications, cost analysis/estimation, and other documents to be used for the procurement of the goods and related services in this selection process;
 - 5.2 Were involved in the preparation and/or design of the programme/project related to the goods and related services requested under this ITB; or
 - 5.3 Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, Bidders must disclose the condition to UNDP and seek UNDP's confirmation on whether or not such conflict exists.

6. Similarly, the following must be disclosed in the Bid:
 - 6.1 Bidders who are owners, part-owners, officers, directors, controlling shareholders, or key personnel who are family of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving the goods and related services under this ITB; and
 - 6.4 Others that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.

Failure of such disclosure may result in the rejection of the Bid.

7. 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 as an independent entity, the extent of Government ownership/share, receipt of subsidies, mandate, access to information in

relation to this ITB, and others that may lead to undue advantage against other Bidders, and the eventual rejection of the Bid.

8. All Bidders must adhere to the UNDP Supplier Code of Conduct, which may be found at this link: <http://web.ng.undp.org/procurement/undp-supplier-code-of-conduct.pdf>

B. CONTENTS OF BID

9. Sections of Bid

Bidders are required to complete, sign and submit the following documents:

- 9.1 Bid Submission Cover Letter Form (see ITB Section 4);
- 9.2 Documents Establishing the Eligibility and Qualifications of the Bidder (see ITB Section 5);
- 9.3 Technical Bid (see prescribed form in ITB Section 6);
- 9.4 Price Schedule (see prescribed form in ITB Section 7);
- 9.5 Bid Security, if applicable (if required and as stated in the DS nos. 9-11, see prescribed Form in ITB Section 8);
- 9.6 Any attachments and/or appendices to the Bid (including all those specified under the **Data Sheet**)

10. Clarification of Bid

- 10.1 Bidders may request clarification of any of the ITB documents no later than the number of days indicated in the **Data Sheet** (DS no. 16) prior to the Bid submission date. Any request for clarification must be sent in writing via courier or through electronic means to the UNDP address indicated in the **Data Sheet** (DS no. 17). UNDP will respond in writing, transmitted by electronic means and will transmit copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Bidders who have provided confirmation of their intention to submit a Bid.
- 10.2 UNDP shall endeavour to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Bid, unless UNDP deems that such an extension is justified and necessary.

11. Amendment of Bid

- 11.1 At any time prior to the deadline for submission of Bid, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of a Supplemental Information to the ITB. All prospective Bidders will be notified in writing of all changes/amendments and additional instructions through Supplemental Information to the ITB and through the method specified in the **Data Sheet** (DS No. 18).
- 11.2 In order to afford prospective Bidders reasonable time to consider the amendments in preparing their Bid, UNDP may, at its discretion, extend the deadline for submission of Bid, if the nature of the amendment to the ITB justifies such an extension.

C. PREPARATION OF BID

12. Cost

The Bidder shall bear any and all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid was selected or not. UNDP shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

13. Language

The Bid, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be

written in the language (s) specified in the **Data Sheet** (DS No. 4). Any printed literature furnished by the Bidder written in a language other than the language indicated in the **Data Sheet**, must be accompanied by a translation in the preferred language indicated in the **Data Sheet**. For purposes of interpretation of the Bid, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language shall govern. Upon conclusion of a contract, the language of the contract shall govern the relationship between the contractor and UNDP.

14. Bid Submission Form

The Bidder shall submit the Bid Submission Form using the form provided in Section 4 of this ITB.

15. Technical Bid Format and Content

Unless otherwise stated in the **Data Sheet** (DS no. 28), the Bidder shall structure the Technical Bid as follows:

- 15.1 Expertise of Firm/Organization – this section should provide details regarding management structure of the organization, organizational capability/resources, and experience of organization/firm, the list of projects/contracts (both completed and on-going, both domestic and international) which are related or similar in nature to the requirements of the ITB, manufacturing capacity of plant if Bidder is a manufacturer, authorization from the manufacturer of the goods if Bidder is not a manufacturer, and proof of financial stability and adequacy of resources to complete the delivery of goods and provision of related services required by the ITB (see ITB Clause 18 and DS No. 26 for further details). The same shall apply to any other entity participating in the ITB as a Joint Venture or Consortium.
- 15.2 Technical Specifications and Implementation Plan – this section should demonstrate the Bidder's response to the Schedule of Requirements and Technical Specifications by identifying the specific components proposed; how each of the requirements shall be met point by point; providing a detailed specification and description of the goods required, plans and drawings where needed; the essential performance characteristics, identifying the works/portions of the work that will be subcontracted; a list of the major subcontractors, and demonstrating how the bid meets or exceeds the requirements, while ensuring appropriateness of the bid to the local conditions and the rest of the project operating environment during the entire life of the goods provided. Details of technical bid must be laid out and supported by an Implementation Timetable, including Transportation and Delivery Schedule where needed, that is within the duration of the contract as specified in the **Data Sheet** (DS NO.s. 29 and 30).

Bidders must be fully aware that the goods and related services that UNDP require may be transferred, immediately or eventually, by UNDP to the Government partners, or to an entity nominated by the latter, in accordance with UNDP's policies and procedures. All bidders are therefore required to submit the following in their bids:

- a) A statement of whether any import or export licences are required in respect of the goods to be purchased or services to be rendered, including any restrictions in the country of origin, use or dual use nature of the goods or services, including any disposition to end users;
 - b) Confirmation that the Bidder has obtained license of this nature in the past, and have an expectation of obtaining all the necessary licenses, should their bid be rendered the most responsive; and
 - c) Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods".
- 15.3 Management Structure and Key Personnel – This section should include the comprehensive curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the technical bid, clearly defining their roles and responsibilities. CVs should establish competence and demonstrate qualifications in areas relevant to the requirements of this ITB.

In complying with this section, the Bidder assures and confirms to UNDP that the personnel being nominated are available to fulfil the demands of the Contract during its stated full term. If any

of the key personnel later becomes unavailable, except for unavoidable reasons such as death or medical incapacity, among other possibilities, UNDP reserves the right to render the Bid non-responsive. Any deliberate substitution of personnel arising from unavoidable reasons, including delay in the implementation of the project of programme through no fault of the Bidder, shall be made only with UNDP's acceptance of the justification for substitution, and UNDP's approval of the qualification of the replacement who shall be either of equal or superior credentials as the one being replaced.

15.4 Where the **Data Sheet** requires the submission of the Bid Security, the Bid Security shall be included along with the Technical Bid. The Bid Security may be forfeited by UNDP, and reject the Bid, in the event of any or any combination of the following conditions:

- a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the **Data Sheet** (DS no. 11), or;
- b) If the Bid Security amount is found to be less than what is required by UNDP as indicated in the **Data Sheet** (DS no. 9), or;
- c) In the case the successful Bidder fails:
 - i. to sign the Contract after UNDP has awarded it;
 - ii. to comply with UNDP's variation of requirement, as per ITB Clause 35; or
 - iii. to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering effective the contract that may be awarded to the Bidder.

16. Price Schedule

The Price Schedule shall be prepared using the attached standard form (Section 7). It shall list all major cost components associated with the goods and related services, and the detailed breakdown of such costs. All goods and services described in the Technical Bid must be priced separately on a one-to-one correspondence. Any output and activities described in the Technical Bid but not priced in the Price Schedule, shall be assumed to be included in the prices of the items or activities, as well as in the final total price of the bid.

17. Currencies

All prices shall be quoted in the currency indicated in the **Data Sheet** (DS no. 15). However, where Bids are quoted in different currencies, for the purposes of comparison of all Bid:

- 17.1 UNDP will convert the currency quoted in the Bid into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Bid; and
- 17.2 In the event that the Bid found to be the most responsive to the ITB requirement is quoted in another currency different from the preferred currency as per **Data Sheet** (DS no. 15), then UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.

18. Documents Establishing the Eligibility and Qualifications of the Bidder

18.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided under Section 5, Bidder Information Forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfactions. These include, but are not limited to the following:

- a) That, in the case of a Bidder offering to supply goods under the Contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' manufacturer or producer to supply the goods in the country of final destination;
- b) That the Bidder has the financial, technical, and production capability necessary to perform the Contract; and
- c) That, to the best of the Bidder's knowledge, it is not included in the UN 1267 List or the UN Ineligibility List, nor in any and all of UNDP's list of suspended and removed vendors.

18.2 Bids submitted by two (2) or more Bidders shall all be rejected by UNDP if they are found to have any of the following:

- 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
- c) they have the same legal representative for purposes of this ITB; or
- d) 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 ITB process;
- e) 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
- f) an expert proposed to be in the bid of one Bidder participates in more than one Bid received for this ITB process. This condition does not apply to subcontractors being included in more than one Bid.

19. Joint Venture, Consortium or Association

If the Bidder is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of 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 joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along 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 entities that comprise the joint venture.

After the bid has been submitted to UNDP, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of UNDP. Furthermore, neither the lead entity nor the member entities of the joint venture can:

- a) Submit another Bid, either in its own capacity; nor
- b) As a lead entity or a member entity for another joint venture submitting another Bid.

The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the ITB, both in the bid and in the Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by UNDP.

Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the ITB, it should present such information in the following manner:

- a) Those that were undertaken together by the joint venture; and
- b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in the ITB.

Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

If the Bid of a joint venture is determined by UNDP as the most responsive Bid that offers the best value for money, UNDP shall award the contract to the joint venture, in the name of its designated lead entity, who shall sign the contract for and on behalf of all the member entities.

20. Alternative Bid

Unless otherwise specified in the **Data Sheet** (DS nos. 5 and 6), alternative bid shall not be considered. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative bid.

21. Validity Period

- 21.1 Bid shall remain valid for the period specified in the **Data Sheet** (DS no. 8), commencing on the submission deadline date also indicated in the **Data Sheet** (DS no. 21). A Bid valid for a shorter period shall be immediately rejected by UNDP and rendered non-responsive.
- 21.2 In exceptional circumstances, prior to the expiration of the Bid validity period, UNDP may request Bidders to extend the period of validity of their Bid. The request and the responses shall be made in writing, and shall be considered integral to the Bid.

22. Bidder's Conference

When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the **Data Sheet** (DS no. 7). All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be either posted on the UNDP website, or disseminated to the individual firms who have registered or expressed interest with the contract, whether or not they attended the conference. No verbal statement made during the conference shall modify the terms and conditions of the ITB unless such statement is specifically written in the Minutes of the Conference, or issued/posted as an amendment in the form of a Supplemental Information to the ITB.

D. SUBMISSION AND OPENING OF BID

23. Submission

- 23.1 The Technical Bid and the Price Schedule **must be submitted together and sealed together in one and the same envelope**, delivered either personally, by courier, or by electronic method of transmission. If submission will not be done by electronic means, the Technical Bid and Price Schedule must be sealed together in an envelope whose external side must:
- a) Bear the name of the Bidder;
 - b) Be addressed to UNDP as specified in the **Data Sheet** (DS no.20); and
 - c) Bear a warning not to open before the time and date for Bid opening as specified in the **Data Sheet** (DS no. 24).

If the envelope is not sealed nor labelled as required, the Bidder shall assume the responsibility for the misplacement or premature opening of Bid due to improper sealing and labelling by the Bidder.

- 23.2 Bidders must submit their Bid in the manner specified in the **Data Sheet** (DS nos. 22 and 23). When the Bid is expected to be in transit for more than 24 hours, the Bidder must ensure that sufficient lead time has been provided in order to comply with UNDP's deadline for submission. UNDP shall indicate for its record that the official date and time of receiving the Bid is the actual date and time when the said Bid has physically arrived at the UNDP premises indicated in the **Data Sheet** (DS no. 20).
- 23.3 Bidders submitting Bid by mail or by hand shall enclose the original and each copy of the Bid, in separate sealed envelopes, duly marking each of the envelopes as "Original Bid" and the others as "Copy of Bid". The two envelopes, consisting of original and copies, shall then be sealed in an outer envelope. The number of copies required shall be as specified in the **Data Sheet** (DS no. 19). In the event of any discrepancy between the contents of the "Original Bid" and the "Copy of Bid", the contents of the original shall govern. The original version of the Bid shall be signed or initialled by the Bidder or person(s) duly authorized to commit the Bidder on every page. The authorization shall be communicated through a document evidencing such authorization issued by the highest official of the firm, or a Power of Attorney, accompanying the Bid.
- 23.4 Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that the Bidder accepts the General Contract Terms and Conditions of UNDP as attached hereto as Section 11.

24. Deadline for Submission of Bid and Late Bids

Bid must be received by UNDP at the address and no later than the date and time specified in the **Data Sheet** (DS no. 20 and 21).

UNDP shall not consider any Bid that arrives after the deadline for submission of Bid. Any Bid received by UNDP after the deadline for submission of Bid shall be declared late, rejected, and returned unopened to the Bidder.

25. Withdrawal, Substitution, and Modification of Bid

- 25.1 Bidders are expected to have sole responsibility for taking steps to carefully examine in detail the full consistency of its Bid to the requirements of the ITB, keeping in mind that material deficiencies in providing information requested by UNDP, or lack clarity in the description of goods and related services to be provided, may result in the rejection of the Bid. The Bidder shall assume any responsibility regarding erroneous interpretations or conclusions made by the Bidder in the course of understanding the ITB out of the set of information furnished by UNDP.
- 25.2 A Bidder may withdraw, substitute or modify its Bid after it has been submitted by sending a written notice in accordance with ITB Clause 23, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Bid must accompany the respective written notice. All notices must be received by UNDP prior to the deadline for submission and submitted in accordance with ITB Clause 23 (except that withdrawal notices do not require copies). The respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION".
- 25.3 Bid requested to be withdrawn shall be returned unopened to the Bidders.
- 25.4 No Bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of Bid and the expiration of the period of Bid validity specified by the Bidder on the Bid Submission Form or any extension thereof.

26. Bid Opening

UNDP will open the Bid in the presence of an ad-hoc committee formed by UNDP of at least two (2) members. If electronic submission is permitted, any specific electronic Bid opening procedures shall be as specified in the **Data Sheet** (DS no. 23).

The Bidders' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Bid shall be rejected at the opening stage, except for late submission, for which the Bid shall be returned unopened to the Bidder.

27. Confidentiality

Information relating to the examination, evaluation, and comparison of Bid, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.

Any effort by a Bidder to influence UNDP in the examination, evaluation and comparison of the Bid or contract award decisions may, at UNDP's decision, result in the rejection of its Bid.

In the event that a Bidder is unsuccessful, the Bidder may seek a meeting with UNDP for a debriefing. The purpose of the debriefing is discussing the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving the bid presented to UNDP. The content of other bid and how they compare to the Bidder's submission shall not be discussed.

E. EVALUATION OF BID

28. Preliminary Examination of Bid

UNDP shall examine the Bid to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, whether or not the Bidder is in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's list of suspended and removed vendors, and whether the Bid are generally in order, among other indicators that may be used at this stage. UNDP may reject any Bid at this stage.

29. Evaluation of Bid

29.1 UNDP shall examine the Bid to confirm that all terms and conditions under the UNDP General Terms and Conditions and Special Conditions have been accepted by the Bidder without any deviation or reservation.

29.2 The evaluation team shall review and evaluate the Bids on the basis of their responsiveness to the Schedule of Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the **Data Sheet** (DS No. 25). Absolutely no changes may be made by UNDP in the criteria after all Bids have been received.

29.1 UNDP reserves the right to undertake a post-qualification exercise, aimed at determining, to its satisfaction the validity of the information provided by the Bidder. Such post-qualification shall be fully documented and, among those that may be listed in the **Data Sheet** (DS No.33), may include, but need not be limited to, all or any combination of the following:

- a) Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted;
- b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team;
- c) Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder;
- d) Inquiry and reference checking with other previous clients on the quality of performance on on-going or previous contracts completed;
- e) Physical inspection of the bidder's plant, factory, branches or other places where business transpires, with or without notice to the bidder;
- f) Testing and sampling of completed goods similar to the requirements of UNDP, where available; and
- g) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.

30. Clarification of Bid

To assist in the examination, evaluation and comparison of bids, UNDP may, at its discretion, ask any Bidder to clarify its Bid.

UNDP's request for clarification and the Bidder's response shall be in writing. Notwithstanding the written communication, no change in the prices or substance of the Bid shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Bid, in accordance with ITB Clause 35.

Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Bid.

31. Responsiveness of Bid

UNDP's determination of a Bid's responsiveness will be based on the contents of the Bid itself.

A substantially responsive Bid is one that conforms to all the terms, conditions, and specifications of the ITB without material deviation, reservation, or omission.

If a Bid is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

32. Nonconformities, Reparable Errors and Omissions

32.3 Provided that a Bid is substantially responsive, UNDP may waive any non-conformities or omissions in the Bid that, in the opinion of UNDP, do not constitute a material deviation.

32.4 Provided that a Bid is substantially responsive, UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

32.5 Provided that the Bid is substantially responsive, UNDP shall correct arithmetical errors as follows:

- a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
- b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to the above.

32.6 If the Bidder does not accept the correction of errors made by UNDP, its Bid shall be rejected.

F. AWARD OF CONTRACT

33. Right to Accept, Reject, or Render Non-Responsive Any or All Bid

33.1 UNDP reserves the right to accept or reject any Bid, to render any or all of the Bids as non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. Furthermore, UNDP is not obligated to award the contract to the lowest price offer.

33.2 UNDP shall also verify, and immediately reject their respective Bid, if the Bidders are found to appear in the UN's Consolidated List of Individuals and Entities with Association to Terrorist Organizations, in the List of Vendors Suspended or Removed from the UN Secretariat Procurement Division Vendor Roster, the UN Ineligibility List, and other such lists that as may be established or recognized by UNDP policy on Vendor Sanctions. (See http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protect/)

34. Award Criteria

Prior to expiration of the period of Bid validity, UNDP shall award the contract to the qualified and eligible Bidder that is found to be responsive to the requirements of the Schedule of Requirements and Technical Specification, and has offered the lowest price (See DS No. 32).

35. Right to Vary Requirements at the Time of Award

At the time of award of Contract, UNDP reserves the right to vary the quantity of the goods and/or related services, 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.

36. Contract Signature

Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP.

Failure of the successful Bidder to comply with the requirement of ITB Section F.3 and this provision shall constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security if any, and on which event, UNDP may award the Contract to the Bidder with the second highest rated Bid, or call for new Bid.

37. Performance Security

A performance security, if required, shall be provided in the amount and form provided in Section 9 and by the deadline indicated in the **Data Sheet** (DS no. 14), as applicable. Where a Performance Security will be required, the submission of the said document, and the confirmation of its acceptance by UNDP, shall be a condition for the effectivity of the Contract that will be signed by and between the successful Bidder and UNDP.

38. Bank Guarantee for Advanced Payment

Except when the interests of UNDP so require, it is the UNDP's preference to make no advanced payment(s) on contracts (i.e., payments without having received any outputs). In the event that the Bidder requires an advanced payment upon contract signature, and if such request is duly accepted by UNDP, and the said advanced payment exceeds 20% of the total Bid price, or exceed the amount of USD 30,000, UNDP shall require the Bidder to submit a Bank Guarantee in the same amount as the advanced payment. A bank guarantee for advanced payment shall be furnished in the form provided in Section 10.

39. Vendor Protest

UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a purchase order or contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: <http://www.undp.org/procurement/protest.shtml>

Instructions to Bidders

DATA SHEET

The following data for the supply of goods and related services shall complement / supplement the provisions in the Instruction to Bidders. In the case of a conflict between the Instruction to Bidders and the Data Sheet, the provisions in the Data Sheet shall prevail.

DS No.	Cross Ref. to Instructions	Data	Specific Instructions/Requirements
1		Project Title:	UNDP/SOM/ITB/2017/002/OPS ESTABLISHMENT OF A LONGTERM AGREEMENT (LTA) FOR THE SUPPLY OF ICT EQUIPMENT INSIDE SOMALIA
2		Title of Goods/Services/Work Required:	ICT EQUIPMENT
3		Country:	Somalia
4	C.13	Language of the Bid:	<input checked="" type="checkbox"/> English
5	C.20	Conditions for Submitting Bid for Parts or sub-parts of the Total Requirements	<input checked="" type="checkbox"/> Allowed: <ul style="list-style-type: none"> - Proposers may submit Proposals for one or more Lots. - Proposals must offer all components as described in each Lot; - Proposals for partial Lots will be rejected.
6	C.20	Conditions for Submitting Alternative Bid	<input checked="" type="checkbox"/> Shall be considered. A Bidder may submit an alternative Bid, <u>but only if he/she</u> also submits a Bid that meets the base case (i.e., what is originally required by UNDP in this ITB). UNDP shall only consider the alternative bid offered by the Bidder whose Bid for the base case was determined to be a responsive Bid that offers the lowest price.
7	C.22	A pre-Bid conference will be held on:	Time: 11:00am Somalia Time Date: 7/5/2017 Venue: Various; Nairobi UNON, UNCC Mogadishu, UNCC Garowe, UNCC Hargeisa The UNDP focal point for the arrangement is: Asha Shidane/Dahir Hassan/Sahro Hassan/Mohamed Ismail Address: UNON Gigiri/UNCC Mogadishu/UNCC Garowe/UNCC Hargeisa Telephone: +2540205121339 Facsimile: _____ E-mail: asha.shidane@undp.org; dahir.hassan@undp.org; sahero.hassan@undp.org; mohamed.ismail@undp.org Interested bidders should send an email showing interest to attend the pre-bid conference by 3rd July 2017 5PM.

DS No.	Cross Ref. to Instructions	Data	Specific Instructions/Requirements
8	C.21.1	Period of Bid Validity commencing on the submission date	<input checked="" type="checkbox"/> 120 days
9	B.9.5 C.15.4 b)	Bid Security	<input checked="" type="checkbox"/> Not Required
10	B.9.5	Acceptable forms of Bid Security	<input checked="" type="checkbox"/> Not required
11	B.9.5 C.15.4 a)	Validity of Bid Security	<input checked="" type="checkbox"/> Not required
12		Advanced Payment upon signing of contract	<input checked="" type="checkbox"/> Not allowed
13		Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed on urgent order up to 10% specified on specific Purchase Orders. Contractor will be notified.
14	F.37	Performance Security	<input checked="" type="checkbox"/> Not Required
15	C.17 C.17.2	Preferred Currency of Bid and Method for Currency conversion	<input checked="" type="checkbox"/> United States Dollars (US\$)
16	B.10.1	Deadline for submitting requests for clarifications/ questions	Clarifications will be provided on a rolling basis. Latest date to submit question (check date 5 days before)
17	B.10.1	Contact Details for submitting clarifications/questions ¹	Focal Person in UNDP: Asha Shidane E-mail address dedicated for this purpose: asha.shidane@undp.org, cc; iryna.malykh@undp.org
18	B.11.1	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	<input checked="" type="checkbox"/> Direct communication to prospective Proposers by email and Posting on the website : https://www.ungm.org/Public/Notice or http://procurement-notices.undp.org/
20	D.23.1 b) D.23.2 D.24	Bid submission address	Email: bids.so@undp.org SUBJECT LINE: UNDP/SOM/ITB/2017/002/OPS TO ESTABLISH LONG TERM AGREEMENTS (LTAS) FOR THE SUPPLY OF ICT EQUIPMENT INSIDE SOMALIA (NOT TO BE OPENED BEFORE JULY 12th 2017, 12:00HRS, KENYA TIME)
21	C.21.1 D.24	Deadline of Bid Submission	JULY 12th, 2017, 12:00HRS KENYA TIME
22	D.23.2	Manner of Submitting Bid	<input checked="" type="checkbox"/> Electronic submission of Bid

¹ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received.

DS No.	Cross Ref. to Instructions	Data	Specific Instructions/Requirements
23	D.23.2 D.26	Conditions and Procedures for electronic submission and opening, if allowed	<input checked="" type="checkbox"/> Official Address for e-submission: <i>bids.so@undp.org</i> <input checked="" type="checkbox"/> Format: PDF files only <input checked="" type="checkbox"/> Max. File Size per transmission: <i>5MB</i> <input checked="" type="checkbox"/> Max. No. of transmission: <i>10 emails</i> <input checked="" type="checkbox"/> No. of copies to be transmitted: <i>1</i> <input checked="" type="checkbox"/> Mandatory subject of email: <p style="text-align: center;">UNDP/SOM/ITB/2017/002/OPS TO ESTABLISH LONG TERM AGREEMENTS (LTAS) FOR THE SUPPLY OF ICT EQUIPMENT INSIDE SOMALIA</p> <input checked="" type="checkbox"/> Virus Scanning Software to be Used prior to transmission: <i>ANY</i> <input checked="" type="checkbox"/> Digital Certification/Signature: <i>Signed and stamped copy</i> <input checked="" type="checkbox"/> Time Zone to be Recognized: <i>Nairobi, Kenya</i> <input type="checkbox"/> Other conditions: <i>[pls. specify]</i>
24	D.23.1 c)	Date, time and venue for opening of Bid	<p>Proposals will be opened on the ITB closing date <u>(July 12th 2017) at 14:30 hrs.</u> Public Proposal opening is applicable to this Invitation to Bid (ITB) and any bidders interested in attending the bid opening is advised to write to asha.shidane@undp.org cc: iryna.malykh@undp.org with subject line, as;</p> <p>Request to attend bid opening of UNDP/SOM/ITB/2017 / 002/OPS at least 2 days prior to the deadline of the ITB. The request to attend should include the details of the representative;</p> <p>Full name ID/Passport number Location either; (UNON Gigiri/UNCC Mogadishu/UNCC Garowe/UNCC Hargeisa)</p>
25		Evaluation method to be used in selecting the most responsive Bid	<input checked="" type="checkbox"/> Non-Discretionary “Pass/Fail” Criteria on the Technical Requirements; and <input checked="" type="checkbox"/> Lowest price offer of technically qualified/responsive Bid
26	C.15.1	Required Documents that MUST be Submitted to Establish Qualification of Bidders (In “Certified True Copy” form only).	<input checked="" type="checkbox"/> Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured <input checked="" type="checkbox"/> List of Shareholders and Other Entities Financially Interested in the Firm owning 5% or more of the stocks and other interests, or its equivalent if Bidder is not a corporation

DS No.	Cross Ref. to Instructions	Data	Specific Instructions/Requirements
			<input checked="" type="checkbox"/> Tax Registration & VAT Registration/Payment Certificates issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder <input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation <input checked="" type="checkbox"/> Trade name registration papers, if applicable <input checked="" type="checkbox"/> Legal right to locate and operate inside Somalia (single business permit) especially for either of the 3 locations; Hargeisa, Garowe and/or Mogadishu. <input checked="" type="checkbox"/> Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country <input checked="" type="checkbox"/> Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any <input checked="" type="checkbox"/> Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures <input checked="" type="checkbox"/> Certification or authorization to act as Agent in behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer <input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past <i>two years</i> . <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value for the past <i>3 years</i> <input checked="" type="checkbox"/> List of Bank References (Name of Bank, Location, Contact Person and Contact Details)
27		Other documents that may be Submitted to Establish Eligibility	N/A
28	C.15	Structure of the Technical Bid and List of Documents to be Submitted	<i>Please refer to Section 6: Technical Bid form</i>
29	C.15.2	Latest Expected date for commencement of Contract	<i>September 1, 2017</i>
30	C.15.2	Maximum Expected duration of contract	Long Term Agreement(s) (LTAs) will be issued for an initial period of one year and with possible extension for additional two years based on satisfactory performance.
31		UNDP will award the contract to:	<input checked="" type="checkbox"/> One to two vendors per Lot

DS No.	Cross Ref. to Instructions	Data	Specific Instructions/Requirements
			<p>depending on the following factors: <i>Most responsive bid based on “Lowest Priced, technically compliant bid for each LOT”</i></p> <p>Note: If a Proposer declines or offers major deviations to the General Conditions of Contract (see Section 8), the offer(s) might be declined at any stage (either at the proposals evaluation stage or contract negotiation).</p>
32	F.34	Criteria for the Award and Evaluation of Bid	<p>Note to Bidders - Examples of Bid Rejection</p> <p>Bids have been rejected at the submission stage or found to be technically noncompliant due to errors in presentation and failure to follow bidding instructions. Below are some common examples of why bids are rejected by UNDP. <u>Bidders are urged to read this before submission and to check that their Bid conforms to each of these points and the instructions as noted in the bidding documents.</u></p> <ul style="list-style-type: none"> ➤ The Bid is submitted after the deadline for submission. Note that bids received after the deadline will be rejected ➤ Bids not submitted to correct electronic address. Note that the address for bid submission is different to the address for bid questions. ➤ The bid is not signed as per the instructions of the ITB ➤ Insufficient documents have been provided ➤ Documents provided are not in English ➤ Documents provided do not directly address each point of the mandatory evaluation criteria ➤ Bid is more like a brochure for the firm without specifically addressing the specific criteria of the ITB ➤ Bids that do not offer goods or services which have been specifically requested by UNDP in the specifications. (see section 3a). ➤ Failure to enclose the signed Bid Submission form (see section 4). ➤ Emailed bids sent just before the deadline may arrive after the deadline and be rejected. Therefore, ensure to submit your bids beforehand. ➤ Evaluation criteria not taken into consideration when presenting proposal. ➤ Bid does not offer goods which have been specifically requested by UNDP in the Schedule of requirements ➤ Failure to regularly check UNDPs website for possible changes to the ITB listed there prior to deadline for submission which need to be incorporated in the ITB. ➤ Bid contains viruses and/or corrupted files. Bidders should ensure that submitted bids DO NOT contain viruses and/or corrupted files. Such bids will be rejected.

DS No.	Cross Ref. to Instructions	Data	Specific Instructions/Requirements																																														
			<p>The above examples illustrate some errors which may be made by Proposers. This is a partial list. however, <u>the bid documents contain the full list of instructions relevant to each ITB and must be followed carefully</u></p> <p><u>Award Criteria</u></p> <p><input checked="" type="checkbox"/> Non-discretionary “Pass” or “Fail” rating on the detailed contents of the Schedule of Requirements and Technical Specifications</p> <p><input checked="" type="checkbox"/> Compliance on the following qualification requirements:</p> <p><u>Formal Compliance to preliminary evaluation: Bidders must submit the following</u></p> <table border="1"> <tr> <th rowspan="2">Item</th><th rowspan="2">Basic Criteria</th><th colspan="2">Provided</th></tr> <tr> <th>Y</th><th>N</th></tr> <tr> <td>1</td><td>Timely Bid Submission</td><td></td><td></td></tr> <tr> <td>2</td><td>Bid is properly sealed</td><td></td><td></td></tr> <tr> <td>3</td><td>Language of Bids is as requested (English)</td><td></td><td></td></tr> <tr> <td>4</td><td>Schedule of Requirements & Technical Specifications (Section 3 a)</td><td></td><td></td></tr> <tr> <td>5</td><td>Related Services (Section 3b)</td><td></td><td></td></tr> <tr> <td>6</td><td>Bid Submission Form (Section 4)</td><td></td><td></td></tr> <tr> <td>7</td><td>Bidder Information Form (Section 5) and eligibility documents</td><td></td><td></td></tr> <tr> <td>8</td><td>Technical Bid form (Section 6)</td><td></td><td></td></tr> <tr> <td>9</td><td>Price Schedule form (Section 7)</td><td></td><td></td></tr> <tr> <td colspan="2">Passed for Technical Evaluation (yes/NO)</td><td></td><td></td></tr> </table> <p><u>Bid Evaluation Criteria</u></p> <p>Bidders <u>MUST</u> satisfy <u>ALL</u> Criteria below to be passed for evaluation</p> <p><input checked="" type="checkbox"/> Minimum no. of years of experience in similar contracts within at least the last 3 years</p> <p><input checked="" type="checkbox"/> At least 5 similar projects undertaken over the past 3 years (please use format provided in Section 6)</p> <p><input checked="" type="checkbox"/> Full compliance of Bid to the Technical Requirements;</p> <p><input checked="" type="checkbox"/> After-sales service of at least <i>[warranty period]</i>;</p> <p><input checked="" type="checkbox"/> Proof of after-sales service facility and appropriate service network inside Somalia.</p>	Item	Basic Criteria	Provided		Y	N	1	Timely Bid Submission			2	Bid is properly sealed			3	Language of Bids is as requested (English)			4	Schedule of Requirements & Technical Specifications (Section 3 a)			5	Related Services (Section 3b)			6	Bid Submission Form (Section 4)			7	Bidder Information Form (Section 5) and eligibility documents			8	Technical Bid form (Section 6)			9	Price Schedule form (Section 7)			Passed for Technical Evaluation (yes/NO)			
Item	Basic Criteria	Provided																																															
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DS No.	Cross Ref. to Instructions	Data	Specific Instructions/Requirements
			<input checked="" type="checkbox"/> Warranty on parts and services for a minimum period for each item as specified in Schedule 3a (schedule of requirements and technical specifications) <input checked="" type="checkbox"/> Acceptability of the Delivery Schedule; <input checked="" type="checkbox"/> Qualification of the Team Leader to directly coordinate with UNDP (should demonstrate a minimum of 3 years of experience in expertise relevant to the contract) <input checked="" type="checkbox"/> Compliance with Special and General Conditions specified by these solicitation documents <input checked="" type="checkbox"/> Compliance with pricing conditions set in the ITB (Currency & bid validity)
33	E.29	Post qualification Actions	<input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;
34		Conditions for Determining Contract Effectivity	<input checked="" type="checkbox"/> A countersigned and duly executed contract
35		Other Information Related to the ITB	<i>None.</i>

Section 3a: Schedule of Requirements and Technical Specifications

Item/s to be supplied	Quantity	DESCRIPTION/SPECIFICATIONS OF ITEMS TO BE SUPPLIED	After sales and Technical Support Y/N Please ref. Section 3b	Compliance Y/N	Deviations
LOT A: DESKTOPS AND LAPTOPS AND ACCESSORIES					
1		TOWER Desktop Specifications			
		Operating systems	Genuine Windows 10 Professional		
		Processor type	Intel® Core™ i5-4590 Processor (Quad Core, 6MB, 3.30GHz w/HD4600 Graphics)		
		Chipset	Intel® Q77 Express Chipset		
		Memory Installed	8GB DDR3 SDRAM at 1600MHz		
		Internal Hard drive	500GB 7,200 RPM 3.5" SATA		
		Optical drive	16 * DVD+/- RW ROM Drive		
		NIC	10/100/1000 NIC		
		Audio	Internal integrated audio or incl. of Dell External USB PC speakers		
		Input Devices.	USB Standard UK Keyboard and USB 2-Button Optical Scroll Mouse.		
		Ports	USB 2.0 (x8), VGA, 1 Serial, RJ-11, RJ-45, headphone/speaker out, mic		
		Video Card	Intel® Integrated Graphics		
		Case Type	Mini Tower		
		Monitor Size	23"		
		Warranty	3 years (parts & labour), warranty on site, next business day.		
2		Laptop Specifications (Standard Size - 14" Screen)			
		Operating System	Genuine Windows 10 Professional		
		Processor Type	Intel® Core i7 Processor (2.66GHz, 4Mb Cache) with Turbo Boost Technology		
		Chipset	Mobile Intel® QM87 Express Chipset		
		Graphics	Intel Integrated HD Graphics 4600		
		Display	14" HD Anti-Glare (1366 x 768) LED-backlit		
		Memory	DDR3 SDRAM (1600MHz), 4 GB(1 x 4GB)		
		Battery	62 Whr (4 Cell) Long Life Cycle Lithium Polymer battery with ExpressCharge™ battery		
		Power Supply	90 Watt AC adapter with cord wrapping		
		Primary Storage	512GB SATA Class 20 Solid State Drive		
		Connectivity Options	10/100/1000 Gigabit Ethernet Dell Wireless 1506 (802.11g/n 1x1, no Bluetooth®)		
		Security	Smart Card Reader		

Item/s to be supplied	Quantity	DESCRIPTION/SPECIFICATIONS OF ITEMS TO BE SUPPLIED		After sales and Technical Support Y/N Please ref. Section 3b	Compliance Y/N	Deviations
		Media Bay	8X DVD+/-RW Drive			
		Multimedia	Integrated HD Video Light Sensitive Webcam and Noise Cancelling Digital Array Mic			
		Ports	Network Connector (RJ-45), USB 3.0 (x3), Stereo headphone/speaker combo jack, Docking Connector, mDisplayPort, 1 Full (WWAN) and 2 Half (WLAN, DDPE1) Card Slots			
		Systems Management	Intel vPro™ Technology's advanced management features			
		Input	Dual-pointing, inclusive of Back-lit Keyboard			
		Docking	E-Port			
		Warranty	3 years (parts & labour), warranty on site, next business day.			
		Port replicator	Port replicator/ docking station			
		LED Monitor	23"			
		USB Keyboard	UK English			
		USB Mouse	Standard Optical			
		Laptop Security Cable	Keyless (Combination)			
3		Laptop Specifications (Ultra-Portable Size – 12.5" Screen)				
		Operating System	Genuine Windows 10 Professional			
		Processor Type	Intel® Core i7 – 5600U Processor UMA Graphics, Smart Card, Vpro Capable			
		Chipset	Integrated with the processor (Wildcat Point-LP), 5 th Generation Intel			
		Graphics	Intel Integrated HD Graphics 5500			
		Display	12.5" HD (1366 x 768) Anti-Glare (16:9) WLED			
		Memory	DDR3 SDRAM (1600MHz), 8GB			
		Battery	4-cell battery (52Whr) Lithium Polymer battery with Express Charge			
		Power Supply	65 Watt AC adapter, 3-pin with cord wrapping			
		Primary Storage	256GB Solid State Drive mini card			
		Connectivity Options	10/100/1000 Gigabit Ethernet Dell Wireless 1560 (802.11AC Dual Band High Speed Wi-Fi + BT 4.0LE Wireless Card (2x2)			
		Security	FIPS Certified TPM			
		Media Bay	External 8X DVD+/-RW Drive			
		Multimedia	Integrated HD Video Light Sensitive Webcam and Noise Cancelling Digital Array Mic			
		Ports	Network Connector (RJ-45), USB 3.0 (x3), HDMI, EDocking			

Item/s to be supplied	Quantity	DESCRIPTION/SPECIFICATIONS OF ITEMS TO BE SUPPLIED		After sales and Technical Support Y/N Please ref. Section 3b	Compliance Y/N	Deviations
			Connector, mDisplayPort, 1 Full and 2 Half Mini Card Slots			
		Systems Management	Intel vPro™ Technology's advanced management features			
		Input	Single-pointing Back-lit Keyboard			
		Docking	E-Port			
		Warranty	3 years (parts & labour), warranty on site, next business day.			
		Port replicator	Port replicator/ docking station			
		LED Monitor	23"			
		USB Keyboard	UK English			
		USB Mouse	Standard Optical			
		Laptop Security Cable	Keyless (Combination)			
LOT B: LCD PROJECTORS & ACCESSORIES						
1		LCD Digital Multimedia Projector: Mobile Specifications:				
		Display Technology	0.55" DLP by Texas Instruments with Brilliant Color)			
		Resolution Native	XGA 1024 x 768			
		Resolution Maximum	UXGA 1600 x 1200			
		Light Output (lumens)	3300 normal / Eco = approx. 80% of normal mode			
		Contrast Ratio (up to)	10,000:1 with Dynamic Contrast			
		Lamp Type	218W AC			
		Lamp Life (up to)	3500 hours normal / 6000 hours eco			
		Projection Angle	12.7° tele / 14° wide			
		Lens Zoom	1.0 to 1.1			
		Lens Focus	Manual			
		Scan Rate	Horizontal 15 - 100 kHz / Vertical			
		Supported Video Standards	NTSC 4.43, PAL, PAL-60, PAL-M, PAL-N, SECAM			
		SD/HD Video Signal Compatibility	480p, 576i, 576p, 720p, 1080i			
		PC Signal Compatibility	SVGA, XGA, WXGA, WXGA+, SXGA, SXGA+, UXGA			
		Input / Output Terminals	VGA 15-pin D-sub, component (using ADP-CV1E adapter)			
		...RGB (analog)	HDMI			
		...RGB (digital)	RCA, S-Video			
		...Video	L/R RCA (shared by video sources)			
		...Audio	1/8 in. stereo			
		...Audio Out	Yes (variable)			
		...Monitor Out	VGA 15-pin D-sub			
		External Control	RS-232, IR, Wired LAN			
		Audio	7W speaker			
		Accessories (include in Quotation as separate line items)	- Amplified 30-watt speaker for connection to Projector, microphone or video source - Leather carrying case with			

Item/s to be supplied	Quantity	DESCRIPTION/SPECIFICATIONS OF ITEMS TO BE SUPPLIED		After sales and Technical Support Y/N Please ref. Section 3b	Compliance Y/N	Deviations
			compartments for laptop and Projector - Replacement lamp			
		Warranty	2 years. First year OEM warranty service. Lamp Warranty 1 year or 500 hours.			
2		Integration (Ceiling Mounted) Specifications				
		Display Technology	0.63" LCD with MLA			
		Resolution Native	XGA 1024 x 768			
		Resolution Maximum	UXGA 1600 x 1200			
		Light Output (lumens)	4500 normal / Eco = approx. 67% of normal mode			
		Contrast Ratio (up to)	4000:1			
		Lamp Type	240W AC / 160W eco			
		Lamp Life (up to)	4000 hours normal / 6000 hours eco			
		Projection Angle	0 - 9.8° tele / 0 - 16.5° wide			
		Lens Zoom	1.7			
		Lens Focus	Manual			
		Scan Rate	Horizontal 15 - 100 kHz / Vertical 50 - 120 Hz			
		Supported Video Standards	NTSC, NTSC 4.43, PAL, PAL-60, PAL-M, PAL-N, SECAM			
		SD/HD Video Signal Compatibility	480i, 480p, 576i, 576p, 720p, 1080i, 1080p, Y/Cb/Cr component (with optional ADP-CV1E adapter)			
		PC Signal Compatibility	VGA, SVGA, XGA, SXGA, SXGA+, UXGA			
		Input / Output Terminals				
		...RGB (analog)	VGA 15-pin D-sub			
		...RGB (digital)				
		...Video	HDMI w/HDCP, USB A Type			
		...Audio	RCA, S-Video			
		...Audio Out	L/R RCA (shared by video sources)			
		...Monitor Out	1/8 in. stereo Yes (variable) VGA 15-pin D-sub			
		External Control	RS-232, IR, Wired LAN, DDC/CI, USB, Wireless LAN			
		Audio	16W speaker			
		Accessories (include in Quotation as separate line items)	- Amplified 30-watt speaker for connection to Projector, microphone or video source - Leather carrying case with compartments for laptop and Projector - Replacement lamp - Ceiling Mounting Kit			

Item/s to be supplied	Quantity	DESCRIPTION/SPECIFICATIONS OF ITEMS TO BE SUPPLIED		After sales and Technical Support Y/N Please ref. Section 3b	Compliance Y/N	Deviations
		Warranty	3 years. First year OEM warranty service. Lamp Warranty 1 year or 500 hours.			
		3.1 Screen	Manual drop-down Wall Screens - 96" X 96"			
		3.2 Screen	Manual drop-down Wall Screens - 70" X 70"			
		3.3 Pointer	Logitech Wireless Presenter R400			
3.4		Projector Lamps	Conference Room Projector Lamps			
3.5		Projector Filters	Conference Room Projector Filters			
LOT C: PRINTERS AND SCANNERS						
1		Black and White Laser Printer (Duplex and Network)				
		Print speed, black (normal quality mode)	Up to 35 ppm			
		First page out (black)	As fast as 8.0 sec			
		Print resolution, black	Up to 1200 x 1200 dpi			
		Print technology	Laser			
		Monthly duty cycle	Up to 50,000 pages			
		Recommended monthly print volume	750 to 3000 pages			
		Memory, standard	128 MB			
		Processor speed	600 MHz			
		Hard disk	None			
		Paper tray(s), standard	2			
		Paper handling standard, input	250-sheet input tray; 50-sheet multi-purpose tray			
		Paper handling standard, output	150-sheet output bin			
		Duplex printing (printing on both sides of paper)	Automatic (standard)			
		Media sizes, standard	Tray 1: Letter, legal, statement, executive, index cards, envelopes [No. 10 (Com), No. 7-3/4 (Monarch)]; tray 2: Letter, legal, executive; optional tray 3: Letter, legal, executive			
		Media sizes, custom	Tray 1: 3 x 5 to 8.5 x 14 in; tray 2: 4.1 x 5.8 to 8.5 x 14 in; optional tray 3: 4.1 x 5.8 to 8.5 x 14 in			
		Media types	Paper (bond, light, heavy, plain, recycled, rough), envelopes, labels, cardstock, transparencies, heavy media			
		Document finishing	Automatic duplexing, manual feed, sheetfed, straight-through paper path			
		Connectivity, standard	Fast Ethernet 10/100/1000, Hi-Speed USB 2.0			
		Power consumption, active	570 watts			

Item/s to be supplied	Quantity	DESCRIPTION/SPECIFICATIONS OF ITEMS TO BE SUPPLIED		After sales and Technical Support Y/N Please ref. Section 3b	Compliance Y/N	Deviations
		Power Consumption, Powersave	8 watts			
		Power Consumption, Standby	8 watts			
		Power Consumption, Off	0.4 watts			
		ENERGY STAR® Qualified	Yes			
		Warranty	1-year warranty. Return to OEM or authorized OEM service provider.			
		Include USB Cable	Yes			
		Network ready	Standard			
2		Standalone Black & White Multifunction Printer				
		Functions	Print, copy, scan, fax			
		Multitasking supported	Yes			
		Printing Specifications				
		Print speed black (normal, A4)	Up to 25 ppm			
		First page out black (A4, ready)	As fast as 8.5 sec			
		Duty cycle (monthly, A4)	Up to 8000 pages			
		Recommended monthly page volume	500 to 2000			
		Print technology	Laser			
		Print quality black (best)	Up to 600 x 600 x 2 dpi			
		Number of print cartridges	1 (black)			
		Display	2-line LCD (text) display			
		Paper Handling				
		Paper handling input, optional	None			
		Paper handling output, optional	None			
		Paper handling input, standard	250-sheet input tray, 1-sheet priority tray, 35-sheet Automatic Document Feeder (ADF)			
		Paper handling output, standard	100-sheet output bin			
		Envelope input capacity	Up to 10 envelopes			
		Envelope feeder	No			
		Duplex printing	Automatic (standard)			
		Finished output handling	Sheetfed			
		Media sizes supported	A4; A5; B5 (JIS); C5; DL; 16k; envelopes			
		Media sizes, custom	Priority Tray: 76 x 127 to 216 x 356 mm; 250-sheet Tray 2: 76 x 187 to 216 x 356 mm			
		Media types	Paper (heavy, letterhead, light, plain, preprinted, prepunched, recycled, rough), envelopes, transparencies, labels, postcards			
		Media weight, supported	Tray 1, priority tray, output bin: 60 to 163 g/m²			

Item/s to be supplied	Quantity	DESCRIPTION/SPECIFICATIONS OF ITEMS TO BE SUPPLIED	After sales and Technical Support Y/N Please ref. Section 3b	Compliance Y/N	Deviations
		Additional Specifications			
		Processor speed	500 MHz		
		Memory, standard	128 MB		
		Memory, maximum	128 MB		
		Memory card compatibility	None		
		Hard disk	None		
		Print languages	HP PCL 6, HP PCL 5, HP postscript level 3 emulation		
		Scanner Specifications			
		Scanner type	Flatbed, ADF		
		Scan resolution, optical	Up to 1200 dpi		
		Bit depth	24-bit		
		Scan size (flatbed), maximum	216 x 297 mm		
		Scan size (ADF), maximum	216 x 356 mm		
		Scan speed (normal, A4)	Up to 15 ppm (b&w, color) scan speed from ADF. Actual speeds vary according to the complexity of the document.		
		Duplex ADF scanning	No		
		Automatic document feeder capacity	Standard, 35 sheets		
		Copier Specifications			
		Copy speed (black, normal quality, A4)	Up to 25 cpm		
		Copy resolution (black text)	Up to 600 x 600 dpi		
		Copy reduce / enlarge settings	25 to 400%		
		Copies, maximum	Up to 99 copies		
		Fax Specifications			
		Fax transmission speed	3 sec per page		
		Fax memory	Up to 400 pages		
		Fax resolution	Up to 300 x 300 dpi (halftone enabled)		
		Speed dials, maximum number	Up to 120 numbers (119 group dials)		
		Auto redial	Yes		
		Fax delayed sending	Yes		
		Broadcast locations	119 locations		
		Junk fax barrier	Yes		
		Polling	Yes (poll to receive only)		
		Remote retrieval	No		
		Fax forwarding	Yes		
		Faxing	Yes		
		Connectivity			
		Wireless capability	No		
		Connectivity, standard	1 Hi-Speed USB 2.0 port; 1 10/100 Ethernet network port		
		Connectivity, optional	None		
		Compatible operating systems	Full software installs supported on: Microsoft® Windows® 7 32-bit		

Item/s to be supplied	Quantity	DESCRIPTION/SPECIFICATIONS OF ITEMS TO BE SUPPLIED		After sales and Technical Support Y/N Please ref. Section 3b	Compliance Y/N	Deviations
			and 64-bit, Windows® Vista 32-bit and 64-bit, Windows® XP 32-bit (SP2 or higher); Driver only installs supported on: Microsoft® Windows® Server 2003 32-bit (SP3 or higher), Windows® Server 2008 32-bit and 64-bit; Mac OS X v 10.5.8, v 10.6; Linpus Linux (9.4, 9.5), Red Hat Enterprise Linux 5.0 (supported with a pre-built package); SUSE Linux (10.3, 11.0, 11, 11.1, 11.2), Fedora (9, 9.0, 10, 10.0, 11.0, 11, 12, 12.0), Ubuntu (8.04, 8.04.1, 8.04.2, 8.10, 9.04, 9.10, 10.04), Debian (5.0, 5.0.1, 5.0.2, 5.0.3) (supported by the automatic installer); HP-UX 11 and Solaris 8/9			
		Dimensions and Weight				
		Dimensions (W x D x H)	441 x 343 x 373 mm			
		Weight	11.7 kg			
		Package weight	14.7 kg			
		Power & Operating Requirements				
		Power	Input voltage 110 to 127 VAC (+/- 10%), 50/60 Hz (+/- 2 Hz), 5.4 A; 220 to 240 VAC (+/- 10%), 50/60 Hz (+/- 2 Hz), 2.9 A			
		Power consumption	445 watts (Printing), 325 watts (Copying), 4.7 watts (Ready), 0.2 watts (Off)			
		Recommended operating temperature range	17.5 to 25° C			
		ENERGY STAR® qualified	Yes			
		What's Included				
		What's in the box	MFP, power cord(s), phone cord(s), 250-sheet input tray, output tray, introductory HP LaserJet Black print cartridge, control panel overlay, ADF input support, CDs containing device software and electronic User's Guide, Getting Started Guide, Support flyer, Ferrite with flyer, Warranty Guide (where applicable), USB cable.			
		Cable included	Yes, 1 USB cable.			
		Warranty	1-year limited warranty. Return to OEM or authorized OEM service provider.			
3		Duplex and Network Colour Laser Printer (Low Specifications)				
		Print speed, black / colour (normal quality mode)	Up to 21 ppm		Please ref. Section 3b	

Item/s to be supplied	Quantity	DESCRIPTION/SPECIFICATIONS OF ITEMS TO BE SUPPLIED		After sales and Technical Support Y/N Please ref. Section 3b	Compliance Y/N	Deviations
		First page out (black / color)	As fast as 17 sec			
		Print resolution, black / color	Up to 600 x 600 dpi			
		Print technology	Laser			
		Monthly duty cycle	Up to 40,000 pages			
		Recommended monthly print volume	750 to 2000 pages			
		Processor speed	600 MHz			
		Memory, standard	128 MB (Maximum 384MB)			
		Paper tray(s), standard	2			
		Paper handling standard, input	250-sheet input tray, 50 sheet multi-purpose tray			
		Paper handling optional, input	Optional third 250-sheet paper tray			
		Paper handling standard, output	150-sheet face-down output bin			
		Paper handling optional, output	None			
		Duplex printing (printing on both sides of paper)	Automatic (standard)			
		Media sizes, custom	Tray 1: 3 x 5 to 8.5 x 14 in; tray 2, optional tray 3: 3.94 x 5.83 to 8.5 x 14 in			
		Connectivity, standard	Hi-Speed USB port; built-in Fast Ethernet 10/100Base-TX			
		Power consumption	425 watts (active), 15.2 watts (ready), 4.0 watts (sleep), 0.5 watts (off)			
		Operating temperature	15 to 30° C			
		ENERGY STAR® Qualified	Yes			
		Warranty	One-year limited warranty, return to OEM or authorized OEM service provider			
		Include USB Cable	Yes			
What's in the box	Printer; Four preinstalled LaserJet toner cartridges (yield ~1400 pages); In-box documentation (Hardware installation guide); Software drivers and documentation on CD-ROMs; Power cord; Built-in Automatic duplexer for two-sided printing					
Network ready	Standard (built-in Ethernet)					
4		Duplex and Network colour laser Printer (Medium Specifications)				
		Print speed, black / color (normal quality mode)	Up to 32 ppm			
		First page out (black / color)	As fast as 11 sec			
		Print resolution, black /	Up to 1200 x 1200 dpi			

Item/s to be supplied	Quantity	DESCRIPTION/SPECIFICATIONS OF ITEMS TO BE SUPPLIED		After sales and Technical Support Y/N Please ref. Section 3b	Compliance Y/N	Deviations
		color				
		Print technology	Laser			
		Monthly duty cycle	Up to 75,000 pages			
		Recommended monthly print volume	1500 to 5000 pages			
		Processor speed	800 MHz			
		Memory, standard	1024 MB (Maximum 1024MB)			
		Paper tray(s), standard	2			
		Paper handling standard, input	100-sheet multipurpose tray, 250-sheet input tray			
		Paper handling optional, input	Optional 500-sheet input tray			
		Paper handling standard, output	250-sheet top output bin			
		Paper handling optional, output	Automatic (standard)			
		Duplex printing (printing on both sides of paper)	Automatic (standard)			
		Media sizes, custom	Tray 1: A4, RA4, A5, B5 (JIS), B6 (JIS), 10 x 15 cm, A6, 16K, envelopes (B5, C5 ISO, C6, DL ISO); custom: 76 x 127 to 216 x 356 mm; Tray 2: A4, A5, B5 (JIS), B6 (JIS), 10 x 15 cm, A6, 16K; custom: 102 x 148.5 to 216 x 297 mm			
		Connectivity, standard	2 Hi-Speed USB 2.0 Host ports; 1 Hi-Speed USB 2.0 Device port; 1 Gigabit Ethernet 10/100/1000Base-TX network port; 1 Hardware Integration Pocket; 2 internal USB Host ports			
		Power consumption	605 watts (Printing), 51 watts (Ready), 6.9 watts (Sleep), 1 watt (auto-Off), 0.3 watts (Off)			
		Operating temperature	15 to 27° C			
		ENERGY STAR® Qualified	Yes			
		Warranty	One-year next day on-site limited warranty			
		Include USB Cable	Yes			
		What's in the box	Printer; four LaserJet toner cartridges (yield ~5500 pages black and ~6000 pages color); toner collection unit; in-box documentation (Getting Started Guide); software drivers and documentation on CD-ROM; power cable; HP Jetdirect Gigabit Ethernet embedded print server; 100-sheet multipurpose tray 1; 500-sheet input tray 2; built-in automatic two-sided printing			
		Network ready	Standard			

Item/s to be supplied	Quantity	DESCRIPTION/SPECIFICATIONS OF ITEMS TO BE SUPPLIED	After sales and Technical Support Y/N Please ref. Section 3b	Compliance Y/N	Deviations
5		Duplex and Network A3 size colour laser printer (High Specifications)			
		Print speed, black / color (normal quality mode)	Up to 30 ppm (A4) Up to 15 ppm (A3)		
		First page out (black / color)	As fast as 10 sec		
		Print resolution, black / color	Up to 600 x 600 dpi		
		Print technology	Laser		
		Monthly duty cycle	Up to 120000 pages		
		Recommended monthly print volume	2500 to 10000 pages		
		Processor speed	800 MHz		
		Memory, standard	1024 MB (Maximum 1024MB)		
		Paper tray(s), standard	3		
		Paper handling standard, input	100-sheet multipurpose tray, 500-sheet input trays (Tray 2 and 3), automatic two-sided printing		
		Paper handling optional, input	300-sheet face-down output bin		
		Paper handling standard, output	Sheets: Up to 300 sheets. Envelopes: Up to 40 envelopes. Transparencies: Up to 300 sheets		
		Paper handling optional, output	Automatic (standard)		
		Duplex printing (printing on both sides of paper)	Automatic (standard)		
		Media sizes, custom	Tray 1: 3 x 5 to 12.05 x 18.5 in; automatic two-sided printing, Trays 2, 3, 4, 5: 5.8 x 8.3 to 11.7 x 17 in		
		Connectivity, standard	1 Hi-Speed USB 2.0; 1 Gigabit Ethernet 10/100/1000, IPv6, BiDi; 1 EIO		
		Power consumption	620 watts (active), 62 watts (standby), 19.5 watts (sleep), 0.5 watts (off)		
		Operating temperature	15 to 27° C		
		ENERGY STAR® Qualified	Yes		
		Warranty	One-year, next business day onsite warranty		
		Include USB Cable	Yes		
		What's in the box	Print cartridges (1 each black, cyan, yellow, magenta); HP Color LaserJet 500-sheet Paper Tray 3; CDs containing device software and electronic User's Guide; Documentation (including Getting Started Guides); power cord		
		Network ready	Standard		
6		Network Multifunction Printer – Heavy Duty			
		Basic Specifications			
		Configuration	Black& White Multifunction		

Item/s to be supplied	Quantity	DESCRIPTION/SPECIFICATIONS OF ITEMS TO BE SUPPLIED		After sales and Technical Support Y/N Please ref. Section 3b	Compliance Y/N	Deviations
			System- Print/Scan/Copy/Optional Fax.			
		Pages Per Minute	Letter: 35 ppm / Legal: 21 ppm / Ledger: 17 ppm			
		Warm up Time	23 Seconds or Less			
		First Copy Out Time	Copy: 4.7 Seconds or less; Print: 6.0 Seconds or less			
		Resolution	600 x 600 dpi; 9600 x 600 interpolated			
		Memory/Hard Disk Drive	2 GB RAM Standard / 160 GB HDD			
		Duplex	Standard Stackless Supports Statement to 12" x 18", 16 lb Bond – 140 lb Index (60-256gsm)			
		Electrical Requirements/Weight	120V,60 Hz,12.0A; 220 - 240V, 50Hz, 7.2A			
		Paper Supply				
		Standard Paper Sources	Dual 500 Sheet Universal Drawers, 200 Sheet MPT; Auto Selection/Switching, Add Paper While Running.			
		Optional Paper Sources	Dual 500 Sheets Universal Drawers PF-680			
		Paper Capacity	Standard; 1,200 Sheets; Maximum; 2,200 Sheets			
		Paper Size	5.5"x8.5" – 11"x 17" (Statement to Ledger)			
		Paper Weight	16 – 32 lb Bond; MPT: 12 lb Bond – 110 lb index			
		Input Materials	Bond Paper, Recycled Paper, Transparencies, Cardstock, Envelopes.			
		Printer Specifications				
		Standard Controller	Freescall QorIQ P1022 (Dual Core) / 800MHz			
		PDLs / Emulations	PRESCRIBE, PCL6 (5e,XL), KPDL3 (PS3), XPS; Optional (UG-34); IBM ProPrinter, Line Printer, LQ-850			
		Fonts	136 KPDL3, 93 PCL6, 8 Windows Vista, 1 Bitmap			
		Windows OS Compatibility	Windows XP/2003/Vista/2008/7/8/ Server 2008 R2/ Server 2012			
		Interfaces	Standard: 10/100 BaseTX, Hi-Speed USB 2.0, 4 USB Host Interfaces, 2 Expansion Slots			
		Network Print and Supported Protocols	TCP/IP(IPv4, IPv6, SSL, HTTPs), IPX/SPX, AppleTalk, NetBEUI, FTP, IPsec, WSD Print			
		Drivers	KX Driver, Mini Driver, KX Driver for XPS, XPS Mini Driver, Network Fax Driver, PPD for MAC.			
		Utilities	PDF Direct Print, Kyocera Net			

Item/s to be supplied	Quantity	DESCRIPTION/SPECIFICATIONS OF ITEMS TO BE SUPPLIED		After sales and Technical Support Y/N Please ref. Section 3b	Compliance Y/N	Deviations
			Admin, Kyocera Net Viewer, Command Center RX			
		Scan Specifications				
		Scan Resolutions	600 dpi, 400 dpi, 300 dpi, 200 dpi, 200 x 100 dpi, 200 x 400 dpi			
		File Formats	Black and White: TIFF, XPS, PDF, PDF/A; Color: TIFF, JPEG, XPS, PDF, PDF/A			
		PDF Extension	High Compression PDF, Encrypted PDF, Searchable PDF (OCR) Option			
		Connectivity/Supported Protocols	10/100 BaseTX/ TCP/IP			
		Scanning Functions	Scan to SMB, Scan to E-Mail, Scan to FTP, Scan to USB, WSD Scan, TWAIN Scan.			
		Copy Specifications				
		Image Mode	Text, Photo, Text/Photo, Auto, Manual, Map			
		Continuous Copy	1 -999 / Auto Reset to 1			
		Job Management	1,000 Department Codes, Job Programs, Job Build, Shortcut Keys, Repeat Copy			
		Magnification/Zoom	Full Size, 4 Reduction, 4 Enlargement Preset Ratios, 25 – 400% in 1 step increments			
		Document Processor				
		DP-770(B)	Reversing Automatic Document Processor / 100 Sheets			
		Fax Specifications				
		Fax/Network Fax Option	Fax System(s)B/ Internet Fax Kit(A) (requires Fax System(s)B)			
		Warranty	1 year limited warranty, return to OEM or OEM authorized service provider.			
		<i>Note: Quote for toners for each specific printer separately After sale services – annual</i>				
LOT D		UNINTERRUPTED POWER SUPPLY (UPS)				
1		PC Specification				
		Capacity	750 VA SMART			
		Input	230V			
		Output	230V			
		Runtime PC including monitor	5.5 minutes at full load			
		Connector	DB-9 RS-232			
		User manual	English			
		Software	UPS management and monitoring software compatible with client operating system			
		Battery Type	Maintenance-free sealed Lead-Acid battery with suspended			

Item/s to be supplied	Quantity	DESCRIPTION/SPECIFICATIONS OF ITEMS TO BE SUPPLIED		After sales and Technical Support Y/N Please ref. Section 3b	Compliance Y/N	Deviations
			electrolyte : leak proof			
		Warranty	Two years' warranty, return to OEM or OEM authorized service provider.			
		Case	Free Standing			
2		Server Specification				
		Capacity	3000 VA SMART			
		Input	230V			
		Output	230V			
		Runtime PC including monitor	5.5 minutes at full load			
		Connector	DB-9 RS-232,USB,SmartSlot			
		User manual	UPS management and monitoring software compatible with server operating system.			
		Software	Maintenance-free sealed Lead-Acid battery with suspended electrolyte : leakproof			
		Battery Type	English			
		Warranty	Two years' warranty, return to OEM or OEM authorized service provider.			
		Case	Quote both Tower and rack mountable			
3		2KVA Auto Voltage Regulator (AVR) Enabled SMART UPS				
		Additional Information	Cold Start Capable Automatic Voltage Regulation (AVR) LCD display indicates input voltage, battery capacity			
		Alarm(s)	Audible			
		Automatic Voltage Regulation (AVR)	Yes			
		Form Factor	Tower			
		Global Product Type	Backup Systems			
		Management - Overload Protection	Input circuit breaker			
		Outlet Type	UPS/Surge			
		Power Description - Filtering	EMI/RFI			
		Power Description - Load Capacity	2000VA / 1400W			
		Power Description - Voltage Handling	±5% Battery Regulation			
		Power Description - Waveform Type	Pulse-width Modulated Sine Wave			
		Product Type	Line-interactive UPS			
		React Time	Instantaneous			
		System VA [Nom]	2000 VA			
		Technical Information - Dataline Protection:	RJ-45 Dialup Phone/DSL line/Network Ethernet			
		Technical Information -	Brownout, Over Voltage			

Item/s to be supplied	Quantity	DESCRIPTION/SPECIFICATIONS OF ITEMS TO BE SUPPLIED		After sales and Technical Support Y/N Please ref. Section 3b	Compliance Y/N	Deviations
		Protection Type				
		Technical Information - Receptacles	Battery/Surge-protected			
		Technical Information - Switching Time	4 ms			
		Warranty	2 years' warranty, return to OEM or OEM authorized service provider.			
LOT E		MEMORY & WRITERS				
1		USB Flash Memory Sticks: Low Capacity				
		Flash Memory	Capacity 2 GB			
		Warranty	Minimum five years			
2		USB Flash Memory Sticks: Medium Capacity				
		Flash Memory	Capacity 4 GB			
		Warranty	Minimum five years			
3		USB Flash Memory Sticks: High Capacity				
		Flash Memory	Capacity 8 GB			
		Warranty	Minimum five years			

NOTE:

1. All the IT equipment is that they must be supplied with the 3-pin UK standard power cables and not the 2-pin European or American type cables.
2. Vendors should clearly state the full specifications brand and model of equipment they are quoting for.
3. Vendor should also specify the nearest Warranty Center that any faulty equipment should be sent to for Warranty and non-Warranty related repairs. This should include any authorized partners that have been authorized by the OEM to undertake this kind of service and include the partnership certificate from the OEM. They should also specify the contact details of contact person at each establishment i.e. name, email address and phone contact.

Section 3b: Related Services

Further to the Schedule of Requirements in the preceding Table, Bidders are requested to take note of the following additional requirements, conditions, and related services pertaining to the fulfillment of the requirements: *[check the condition that applies to this ITB, delete the entire row if condition is not applicable to the goods being procured]*

Delivery Term [INCOTERMS 2010] <i>(Pls. link this to price schedule)</i>	<input checked="" type="checkbox"/> DAP
Exact Address of Delivery/Installation Location	UNDP Somalia, Mogadishu, Kismayu, Hargeisa & Garowe Area Office
Delivery Date	Maximum 3-4 weeks after receipt of Purchase Order
Payment Terms	100% within 30 days upon UNDP's acceptance of the goods delivered as specified and receipt of invoice
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with ITB requirements
After-sale services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of As indicated in Section 3a: Schedule of Requirements & Technical Specifications <input checked="" type="checkbox"/> Technical Support <input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English

Section 4: Bid Submission Form²

(This should be written in the Letterhead of the Bidder. Except for indicated fields, no changes may be made in this template.)

Insert: Location

Insert: Date

To:

Dear Sir/Madam:

We, the undersigned, hereby offer to supply the goods and related services required for **Establishment of a Long-term agreement (LTA) for the supply of ICT Equipment inside Somalia** in accordance with your Invitation to Bid dated *Insert: bid date*. We are hereby submitting our Bid, which includes the Technical Bid and Price Schedule.

We hereby declare that :

- a) All the information and statements made in this Bid are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby fully accept the Schedule of Requirements and Technical Specifications describing the duties and responsibilities required of us in this ITB, and the General Terms and Conditions of UNDP's Standard Contract for this ITB.

We agree to abide by this Bid for 120 days.

We undertake, if our Bid is accepted, to initiate the supply of goods and provision of related services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this Bid, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature *[In full and initials]*: _____

Name and Title of Signatory: _____

Name of Firm: _____

Contact Details: _____

[please mark this letter with your corporate seal, if available]

² No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Bid.

Section 5: Documents Establishing the Eligibility and Qualifications of the Bidder

Bidder Information Form³

Date: *[insert date (as day, month and year) of Bid Submission]*

ITB No.: *[insert number of bidding process]*

Page _____ of _____ pages

1. Bidder's Legal Name <i>[insert Bidder's legal name]</i>															
2. In case of Joint Venture (JV), legal name of each party: <i>[insert legal name of each party in JV]</i>															
3. Actual or intended Country/ies of Registration/Operation: <i>[insert actual or intended Country of Registration]</i>															
4. Year of Registration in its Location: <i>[insert Bidder's year of registration]</i>															
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country													
8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Bidder's legal address in country of registration]</i>															
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years															
10. Latest Credit Rating (Score and Source, if any)															
11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.															
<table border="1"><thead><tr><th>Other parties involved</th><th>Description/Nature of dispute</th><th>Status</th><th>Amount involved (indicate currency)</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr></tbody></table>				Other parties involved	Description/Nature of dispute	Status	Amount involved (indicate currency)								
Other parties involved	Description/Nature of dispute	Status	Amount involved (indicate currency)												
12. Bidder's Authorized Representative Information															
Name: <i>[insert Authorized Representative's name]</i>															
Address: <i>[insert Authorized Representative's Address]</i>															
Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i>															
Email Address: <i>[insert Authorized Representative's email address]</i>															
13. Are you in the UNPD List 1267.1989 or UN Ineligibility List ? <input type="checkbox"/> YES or <input type="checkbox"/> NO															

³ The Bidder shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.

14. Attached are copies of original documents of:

- ☐ All eligibility document requirements listed in the Data Sheet
- ☐ If Joint Venture/Consortium – copy of the Memorandum of Understanding/Agreement or Letter of Intent to form a JV/Consortium, or Registration of JV/Consortium, if registered
- ☐ If case of Government corporation or Government-owned/controlled entity, documents establishing legal and financial autonomy and compliance with commercial law.

Joint Venture Partner Information Form (if Registered)⁴

Date: *[insert date (as day, month and year) of Bid Submission]*

ITB No.: *[insert number of bidding process]*

Page _____ of _____ pages

1. Bidder's Legal Name: <i>[insert Bidder's legal name]</i>		
2. JV's Party legal name: <i>[insert JV's Party legal name]</i>		
3. JV's Party Country of Registration: <i>[insert JV's Party country of registration]</i>		
4. Year of Registration: <i>[insert Party's year of registration]</i>		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Party's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (if any) : Click here to enter text.		
1. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved. Click here to enter text.		
13. JV's Party Authorized Representative Information Name: <i>[insert name of JV's Party authorized representative]</i> Address: <i>[insert address of JV's Party authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Party authorized representative]</i> Email Address: <i>[insert email address of JV's Party authorized representative]</i>		
14. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> All eligibility document requirements listed in the Data Sheet <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2. <input type="checkbox"/> In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law.		

⁴ The Bidder shall fill in this Form in accordance with the instructions. Apart from providing additional information, No alterations to its format shall be permitted and no substitutions shall be accepted.

Section 6: Technical Bid Form⁵

UNDP/SOM/ITB/2017/002 - Establishment of LTAs for the Supply of ICT Equipment inside Somalia

Name of Bidding Organization / Firm:	
Country of Registration:	
Name of Contact Person for this Bid:	
Address:	
Phone / Fax:	
Email:	

SECTION 1: EXPERTISE OF FIRM/ ORGANISATION

This section should fully explain the Bidder's resources in terms of personnel and facilities necessary for the performance of this requirement.

1.1 Brief Description of Bidder as an Entity: Provide a brief description of the organization / firm submitting the Bid, its legal mandates/authorized business activities, the year and country of incorporation, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the delivery of goods and/or performance of related services, indicating the status/result of such litigation/arbitration.

1.2. Financial Capacity: Based on the latest Audited Financial Statement (Income Statement and Balance Sheet) describe the financial capacity (liquidity, stand-by credit lines, etc.) of the bidder to engage into the contract. Include any indication of credit rating, industry rating, etc.

1.3. Track Record and Experiences: Provide the following information regarding corporate experience within at least the last five (5) years which are related or relevant to those required for this Contract.

Name of project	Client	Contract Value	Period of activity	Types of activities undertaken	Status or Date Completed	References Contact Details (Name, Phone, Email)

SECTION 2 - SCOPE OF SUPPLY, TECHNICAL SPECIFICATIONS, AND RELATED SERVICES

This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed

⁵ Technical Bids not submitted in this format may be rejected.

description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the specifications.

2.1. Scope of Supply: Please provide a detailed description of the goods to be supplied, indicating clearly how they comply with the technical specifications required by the ITB (see below table); describe how the organisation/firm will supply the goods and any related services, keeping in mind the appropriateness to local conditions and project environment.

Item No.	Description/ Specification of Goods	Source/ Manufacturer	Country of Origin	Qty	Quality Certificate/ Export Licences, etc. (indicate all that applies and if attached)

A supporting document with full details may be annexed to this section

2.2. Technical Quality Assurance Mechanisms: The bid shall also include details of the Bidder's internal technical and quality assurance review mechanisms, all the appropriate quality certificates, export licenses and other documents attesting to the superiority of the quality of the goods and technologies to be supplied.

2.3. Reporting and Monitoring: Please provide a brief description of the mechanisms proposed for this project for reporting to the UNDP and partners, including a reporting schedule.

2.4. Subcontracting: Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.

2.5. Risks / Mitigation Measures: Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.

2.6 Implementation Timelines: The Bidder shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

2.7. Partnerships (Optional): Explain any partnerships with local, international or other organizations that are planned for the implementation of the project. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. Letters of commitment from partners and an indication of whether some or all have successfully worked together on other previous projects is encouraged.

2.8. Anti-Corruption Strategy (Optional): Define the anti-corruption strategy that will be applied in this project to prevent the misuse of funds. Describe the financial controls that will be put in place.

2.9 Statement of Full Disclosure: This is intended to disclose any potential conflict in accordance with the definition of "conflict" under Section 4 of this document, if any.

2.10 Other: Any other comments or information regarding the bid and its implementation.

SECTION 3: PERSONNEL

3.1 Management Structure: Describe the overall management approach toward planning and implementing the contract. Include an organization chart for the management of the contract, if awarded.

3.2 Staff Time Allocation: Provide a spreadsheet will be included to show the activities of each personnel involved in the implementation of the contract. Where the expertise of the personnel is critical to the success of the contract, UNDP will not allow substitution of personnel whose qualifications had been reviewed and accepted during the bid evaluation. (If substitution of such a personnel is unavoidable, substitution or replacement will be subject to the approval of UNDP. No increase in costs will be considered as a result of any substitution).

3.3 Qualifications of Key Personnel. Provide the CVs for key personnel (Team Leader, Managerial and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in area of expertise relevant to the Contract. Please use the format below:

Name:		
Role in Contract Implementation:		
Nationality:		
Contact information:		
Countries of Relevant Work Experience:		
Language Skills:		
Education and other Qualifications:		
Summary of Experience: <i>Highlight experience in the region and on similar projects.</i>		
Relevant Experience (From most recent):		
Period: From – To	Name of activity/ Project/ funding organisation, if applicable:	Job Title and Activities undertaken/Description of actual role performed:
<i>e.g. June 2010-January 2011</i>		
<i>Etc.</i>		
<i>Etc.</i>		
References (minimum of 3):	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	
Declaration: I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of the Nominated Team Leader/Member </div> <div style="width: 35%; text-align: center;"> Date Signed </div> </div>		

Section 7: Price Schedule Form⁶

The Bidder is required to prepare the Price Schedule as indicated in the Instruction to Bidders.

The Price Schedule must provide a detailed cost breakdown of all goods and related services to be provided, from unit price to LOT prices. Separate figures must be provided for each functional grouping or category, if any.

LOT A: DESKTOPS, LAPTOPS AND ACCESSORIES

(i) Breakdown per Deliverable Items*

Lot A.	Description of Items	Expected Delivery Time (DAP Weeks)	Percentage of Total Price	Price (Lump sum, all inclusive) USD
1	Tower Desktop			
2	Laptop Specifications (Standard Size 14" screen) (cost inclusive of keyboard, monitor, port replicator, mouse & security cable)			
3	Laptop (Ultra-Portable size - 12.5" screen) (cost inclusive of keyboard, monitor, port replicator, mouse & security cable)			

* This shall be the basis of payment

(ii) Cost Breakdown by Cost Component

The Bidders are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed for additional set of goods and/or related services.

Lot A.	Description of items	Qty	Unit Price	DAP Mogadishu (USD)	DAP Kismayu (USD)	DAP Garowe (USD)	DAP Hargeisa (USD)
1	Tower Desktop or equivalent	100					
2.0	Laptop Specifications (Standard Size – 14" screen) or equivalent	30					
2.1	Port replicator (14" Laptop): Corresponds to the Laptop model	1					
2.2	LED Monitor 23"	11					
2.3	USB Keyboard: English	4					
2.4	USB Mouse: Standard	18					
2.5	Laptop Security Cable: Keyless (Combination)	3					
3.0	Laptop (Ultra-Portable size - 12.5" screen)	46					
3.1	Port replicator (12" Laptop):	2					

⁶ No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Bid.

Lot A.	Description of items	Qty	Unit Price	DAP Mogadishu (USD)	DAP Kismayu (USD)	DAP Garowe (USD)	DAP Hargeisa (USD)
	Corresponds to the Laptop model						
3.2	LED Monitor 24" (or equivalent)	1					

LOT NO. B. PROJECTORS AND PROJECTOR ACCESSORIES

(i) Cost Breakdown per Deliverable Items*

Lot B	Description of Items	Expected Delivery Time (DAP Weeks)	Percentage of Total Price	Price (Lump sum, all inclusive) USD
1	LCD Digital Multimedia Mobile Projector: Cost inclusive of speaker, carrying case & replacement lamp			
2	LCD Digital Multimedia ceiling mounted Projector: Cost inclusive of speaker, carrying case & replacement lamp			
3.1	Ceiling mounted: Manual drop-down Wall Projector Screens - 96" X 96"			
3.2	Portable: Portable screen for projector on stand 70" X 70"			
3.3	Pointer: Laser pointer			
3.4	Conference Room Projector Lamps			
3.5	Conference Room Projector Filters			

* This shall be the basis of payment

(ii) Cost Breakdown by Cost Component:

The Bidders are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed for additional set of goods and/or related services.

Lot B.	Description of items	Qty	Unit Price	DAP Mogadishu (USD)	DAP Kismayu (USD)	DAP Garowe (USD)	DAP Hargeisa (USD)
1.0	LCD Digital Multimedia Projector: Mobile	16					
1.1	Amplified 30 watt speaker	1					
1.2	Leather carrying case	1					
1.3	Replacement Lamp	1					
2.0	LCD Digital Multimedia Projector: Ceiling Mounted	1					
2.1	Amplified 30 watt speaker	1					
2.2	Leather carrying case	1					
2.3	Replacement Lamp	1					
3.1	Ceiling mounted: Manual drop-down Wall Projector Screens - 96" X 96"	2					

Lot B.	Description of items	Qty	Unit Price	DAP Mogadishu (USD)	DAP Kismayu (USD)	DAP Garowe (USD)	DAP Hargeisa (USD)
3.2	Portable: Portable screen for projector on stand 70" X 70"	18					
3.3	Pointer: Laser pointer	1					
3.4	Conference Room Projector Lamps	1					
3.5	Conference Room Projector Filters	1					

LOT C: PRINTERS AND SCANNERS

(i) Cost Breakdown per Deliverable Items*

Lot C.	Description of Items	Expected Delivery Time (DAP Weeks)	Percentage of Total Price	Price (Lump sum, all inclusive) USD
1	Black and White Later Printer (Duplex and Network)			
2	Standalone Multifunction Printer			
3	Duplex and Network Colour Laser Printer or Equivalent (Low Specifications)			
4	Duplex and Network Colour Laser Printer (Medium specification)			
5	Duplex and Network A3 size Colour Laser Printer: High Specifications			
6	Network Heavy Duty Multifunction Printer			

* This shall be the basis of payment

(ii) Cost Breakdown by Cost Component

The Bidders are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed for additional set of goods and/or related services.

Lot C	Description of items	Qty	Country of Origin	DAP Mogadishu (USD)	DAP Kismayu (USD)	DAP Garowe (USD)	DAP Hargeisa (USD)
1	Black and White Later Printer (Duplex and Network)	58					
1.1	Toner- black	58					
1.2	Annual maintenance cost	58					
2	Standalone Multifunction Printer	12					
2.1	Toner- black	12					
2.1	Toner- cyan	12					
2.3	Toner- magenta	12					
2.4	Toner- yellow	12					
2.5	Annual maintenance cost	12					
3	Duplex and Network Colour Laser Printer or Equivalent (Low Specifications)	2					
3.1	Toner- black	2					
3.2	Toner- cyan	2					
3.3	Toner- magenta	2					
3.4	Toner- yellow	2					

Lot C	Description of items	Qty	Country of Origin	DAP Mogadishu (USD)	DAP Kismayu (USD)	DAP Garowe (USD)	DAP Hargeisa (USD)
3.5	Annual maintenance cost	2					
4	Duplex and Network Colour Laser Printer (Medium specification)	2					
4.1	Toner- black	2					
4.2	Toner- cyan	2					
4.3	Toner- magenta	2					
4.4	Toner- yellow	2					
4.5	Annual maintenance cost	2					
5	Duplex and Network A3 size Colour Laser Printer: High Specifications	1					
5.1	Toner- black	1					
5.2	Toner- cyan	1					
5.3	Toner- magenta	1					
5.4	Toner- yellow	1					
5.5	Annual maintenance cost	1					
6	Network Heavy Duty Multifunction Printer	3					
6.1	Toner- black	3					
6.2	Annual maintenance cost	3					

LOT D: UNINTERRUPTED POWER SUPPLY (UPS)

(i) Cost Breakdown per Deliverable Items*

LOT G.	Description of Items	Expected Delivery Time (DAP Weeks)	Percentage of Total Price	Price (Lump sum, all inclusive) USD
1	Uninterrupted Power Supply (UPS) 750 VA: PC Specification			
2.1	Uninterrupted Power Supply (UPS) Server Specification (Case: Tower Mountable)			
2.2	Uninterrupted Power Supply (UPS) Server Specification (Case: Rack Mountable)			
3	Auto Voltage Regulator (AVR) Enabled SMART (UPS) 2KVA AVR - To Protect Network Printers/MFPs/Digital Senders			
4	Sollatek AVS 30 Automatic voltage switcher			
5	Sollatek AVS 100 Automatic voltage switcher			
6	Sollatek plug in fridge guard			

LOT G.	Description of Items	Qty	Country of Origin	DAP Mogadishu (USD)	DAP Kismayu (USD)	DAP Garowe (USD)	DAP Hargeisa (USD)
1	Uninterrupted Power Supply (UPS) 750 VA: PC Specification	16					
2.1	Uninterrupted Power Supply (UPS) Server Specification (Case: Tower Mountable)	2					
2.2	Uninterrupted Power	2					

LOT G.	Description of Items	Qty	Country of Origin	DAP Mogadishu (USD)	DAP Kismayu (USD)	DAP Garowe (USD)	DAP Hargeisa (USD)
	Supply (UPS) Server Specification (Case: Rack Mountable)						
3	Auto Voltage Regulator (AVR) Enabled SMART (UPS) 2KVA AVR - To Protect Network Printers/MFPs/Digital Senders	2					
4	Sollatek AVS 30 Automatic voltage switcher						
5	Sollatek AVS 100 Automatic voltage switcher						
6	Sollatek plug in fridge guard						

LOT E: MEMORY AND WRITERS

(i) Cost Breakdown per Deliverable Items*

LOT H	Description of Items	Expected Delivery Time (DAP Weeks)	Percentage of Total Price	Price (Lump sum, all inclusive) USD
1	USB Flash memory sticks (Low capacity) 2GB			
2	USB Flash memory sticks (Medium Capacity) 4GB			
3	USB Flash memory sticks (High capacity) 8 GB			

(ii) Cost Breakdown by Cost Component:

The Bidders are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed for additional set of goods and/or related services.

Lot H.	Description of items	Qty	Country of Origin	DAP Mogadishu (USD)	DAP Kismayu (USD)	DAP Garowe (USD)	DAP Hargeisa (USD)
1	USB Flash memory sticks (Low capacity) 2GB	50					
2	USB Flash memory sticks (Medium Capacity) 4GB	1					
3	USB Flash memory sticks (High capacity) 8 GB	1					

Section 8: Terms of Reference

1. Products and Services required

1.1 Lots defined:

The minimum configurations given to each lot are for reference only and may be adjusted quarterly in accordance with typical industry specifications.

1.2 Contractor authorized to provide goods/services

Contractor expressly warrants its status as an authorized seller/reseller/service provider for the products/services it supplies UNDP under this LTA.

1.3 Warranty

- 1.3.1 Contractor will provide a warranty on parts and labour for the lots as specified in the Specifications schedule.
- 1.3.2 Contractor warrants that all equipment, parts and accessories are covered by the original manufacturer's warranty and that the equipment supplied to UNDP are not refurbished goods.
- 1.3.3 Contractor will provide the terms and conditions of its warranty for each lot covered. Contractor will specify when the warranty becomes effective.
- 1.3.4 Contractor will provide the procedure for requesting warranty support and its capabilities to provide such support to UNDP office.

1.4 Deployment Services

- 1.4.1 The contractor shall receive Purchase Orders from UNDP Somalia and ensure delivery is made to the UNDP Somalia office in Garowe, Hargeisa, Kismayu or Mogadishu in Somalia
- 1.4.2 Contractor should specify when applicable, installation and configuration services and whether there are any additional charges related to these services for each lot covered.

1.5 Support Services

- 1.5.1 Contractor must conduct quarterly specification reviews with UNDP and update the UNDP catalogue (listed products in the LTA). In the event that any of specified models are replaced by the manufacturer, the vendor shall advise UNDP Somalia so that UNDP can take advantage of the newer model with higher specifications and newer technology.
- 1.5.2 Supply parts and accessories: Contractor must delineate the parts and accessories available through Contractor for each lot.

1.6 Obsolescence Policy; Equipment Disposal Method

Contractor will provide optional environmentally-friendly disposal services.

2. Pricing; Shipping & Handling

2.1 UNDP and the contractor shall review the models and pricing on a quarterly basis. Adjustments shall be made accordingly to reflect market changes, as mutually agreed by Parties. 2.2 The Incoterms 2010 applied will be DAP: Delivered at Place

3. Transfer of Ownership; Transfer of Warranty

Contractor will provide the process of transferring ownership of equipment between UNDP offices, including effects on the warranty and servicing.

4. Payment

Contractor shall provide a payment address for UNDP Somalia to remit payments to.

5. Duration of LTA

- 5.1 The term of the LTA is three years, renewable annually. Renewal will be subject to an annual performance review of the contractor.

5.2 The contractor(s) will be subject to a performance review of the quality of the products and services provided and the Contractor's compliance with its obligation under the contract. If the contractor has not substantially complied with the contract during the year, UNDP may opt out of the remaining term of the LTA.

Section 9: Templates for Long Term Agreement and Contract for the Provision of Goods for Bidders Reference

Adherence to all Terms & Conditions is Mandatory

TO THE UNITED NATIONS DEVELOPMENT PROGRAMME

This Long Term Agreement is made between the United Nations Development Programme, a subsidiary organ of the United Nations, having its headquarters at 1 UN Plaza, New York, NY 10017 (hereinafter "UNDP") and _____ (hereinafter called "Contractor") with its headquarters at _____.

WHEREAS, UNDP desires to enter into a Long Term Agreement for the provision of services by the Contractor to UNDP, pursuant to which UNDP country offices world-wide can conclude specific contractual arrangements with the Contractor, as provided herein;

WHEREAS pursuant to the Request for Proposal[to complete] the offer of the Contractor was accepted;

NOW, THEREFORE, UNDP and the Contractor (hereinafter jointly the "Parties) hereby agree as follows:

Article 1: SCOPE OF WORK

1. The Contractor shall provide the types of services and deliverables, which are listed in Annex 1 hereto ("Services/Terms of Reference"), as and when negotiated by UNDP headquarters or a UNDP country office and reflected in a contract for professional services, in the form attached hereto as Annex 2.
2. Such Services shall be at the discount prices listed in Annex 3. The prices shall remain in effect for a period of two years from Entry into Force of this Agreement.
3. **UNDP does not warrant that any quantity of Services will be purchased during the term of this Agreement, which shall be for two years.**

Article 2: CHANGES IN CONDITION

4. In the event of any advantageous technical changes and/or downward pricing of the Services during the duration of this Agreement, the Contractor shall notify UNDP immediately. UNDP shall consider the impact of any such event and may request an amendment to the Agreement.

Article 3: CONTRACTOR'S REPORTING

5. The Contractor will report semi-annually to UNDP on the Services provided to UNDP, including its country offices.

Article 4: GENERAL AND SPECIAL TERMS AND CONDITIONS

6. The standard UNDP General Conditions for Professional Services, attached as Annex 4, shall apply to this Agreement, and any subsequent contracts concluded in accordance with paragraph 1 above.

Article 5: ACCEPTANCE

7. This Agreement supersedes all prior oral or written agreements, if any, between the Parties and constitutes the entire agreement between the parties with respect to the provision of the Services

hereunder.

8. This Agreement shall enter into force on the date of the last signature by the representatives of the Parties and shall remain in force for a period of two years, and may be extended for [one additional] year by mutual agreement of the Parties.

IN WITNESS WHEREOF, the duly authorized representative of the PARTIES have signed this agreement.

For and on behalf of:

UNITED NATIONS

DEVELOPMENT PROGRAMME

Date: _____

Date: _____

General Terms and Conditions for Goods

1.ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind UNDP unless agreed to in writing by a duly authorized official of UNDP.

2.PAYMENT

- 2.1.1 UNDP shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.
- 2.1.2 Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.
- 2.1.3 Unless authorized by UNDP, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
- 2.1.4 The prices shown in this Purchase Order may not be increased except by express written agreement of UNDP.

3. TAX EXEMPTION

3.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNDP's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP to determine a mutually acceptable procedure.

3.2 Accordingly, the Supplier authorizes UNDP to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

4.RISK OF LOSS

Risk of loss, damage to or destruction of the goods shall be governed in accordance with DDU Incoterms 2000, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.

5.EXPORT LICENCES

Notwithstanding any INCOTERM 2000 used in this Purchase Order, the Supplier shall obtain any export licences required for the goods.

6.FITNESS OF GOODS/PACKAGING

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by UNDP, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

7.INSPECTION

1. UNDP shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.
2. Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

8.INTELLECTUAL PROPERTY INFRINGEMENT

The Supplier warrants that the use or supply by UNDP of the goods sold under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold UNDP and the United Nations harmless from any actions or claims brought against UNDP or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

9.RIGHTS OF UNDP

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNDP may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- a) Procure all or part of the goods from other sources, in which event UNDP may hold the Supplier responsible for any excess cost occasioned thereby.
- b) Refuse to accept delivery of all or part of the goods.
- c) Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of UNDP.

10.LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with UNDP to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by UNDP.

11.ASSIGNMENT AND INSOLVENCY

- 11.1. The Supplier shall not, except after obtaining the written consent of UNDP, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.
- 11.2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNDP may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

12.USE OF UNDP OR UNITED NATIONS NAME OR EMBLEM

The Supplier shall not use the name, emblem or official seal of UNDP or the United Nations for any purpose.

13.PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to UNDP without specific permission of UNDP in each instance.

14.CHILD LABOUR

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

15.MINES

The Supplier represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

16.SETTLEMENT OF DISPUTES

16.1 Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.

16.2 Arbitration

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17.PRIVILEGES AND IMMUNITIES

Nothing in or related to these General Terms and Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18. SEXUAL EXPLOITATION:

18.1The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

18.2UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

19.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

20. AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possess the authority to agree on behalf of UNDP to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Agreement signed by the Contractor and jointly by the UNDP Authorized Official.

Section 10: Gender Questionnaire

Bidders are required to complete and submit this questionnaire alongside their Bid but, the ratio of men and women working in the Company does not form part of the technical evaluation



Questionnaire for UNDP vendors in Somalia

Gender Equality and Women's Empowerment

Gender equality and women empowerment are at the heart of UNDP's development mandate. We recognize that equal rights of men and women are fundamental to a just society. Our mandate includes advocating for women's and girls' equal rights, combatting discriminatory practices and challenging the roles and stereotypes that effect inequalities and exclusion. In Somalia, the Country Office continues to explore ways to make the integration of Gender a practical reality in our everyday work, including into our procurement processes. Proposers are therefore required to complete this questionnaire and submit it together with their proposals.

1 SECTION A-DEMOGRAPHIC INFORMATION

1.1 Vendor details

1.1.1	Date	
1.1.2	Position of the person completing the questionnaire	
1.1.3	Name of the company	
1.1.4	Physical address	
1.1.5	Postal address	
1.1.6	Telephone	
1.1.7	Fax	
1.1.8	E-mail	
1.1.9	Website	

1.2 Please indicate your core business first and insert other followed by others (if any) by percentage

1.2.1	
1.2.2	
1.2.3	
1.2.4	
1.2.5	

2 SECTION B-GENDER EQUALITY AND WOMEN EMPOWERMENT PRACTICES

2.1 [Introduction](#)

- 2.1.1 The promotion of gender equality and empowerment of women is one of the Millennium Development Goals (MDGs) Do you think progress has been made in Somalia on this front?

2.1.1.1 Yes	
2.1.1.2 No	

- 2.1.1.3 Please elaborate or explain.

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- 2.1.2 Where does gender equality and empowerment of women rate in the list of priorities of your company? Please indicate by inserting an **X** at the appropriate option.

2.1.2.1 It's the top priority	
2.1.2.2 It's one of the top three priorities	
2.1.2.3 It's among our top ten priorities	
2.1.2.4 It's important but not a management priority	

2.2 [Gender related policies and other practices](#)

- 2.2.1 Which of the following gender related **policies** exist in your company? (Please tick)

2.2.1.1 Maternity leave Policy	Yes	No
2.2.1.2 Breastfeeding Policy		
2.2.1.3 Sexual Harassment Policy		
2.2.1.4 Equal Pay Policy		
2.2.1.5 Paternity Policy		
2.2.1.6 HIV/AIDS Work Place Policy		
2.2.1.7 Affirmative Action Policies		
2.2.1.8 Work Life Balance Policy		
2.2.1.9 Wellness Policy		
2.2.1.10 Recruitment and Selection Policy, which encourages qualified women candidates to apply		
2.2.1.11 Other		

- 2.2.2 In line with the above policies, also stated below, please **indicate** the number of employees who have benefitted over the past two years?

2.2.2.1 Maternity leave Policy	
2.2.2.2 Breastfeeding Policy	
2.2.2.3 Paternity Policy	

- 2.2.3 Do you have procedures to prosecute or handle sexual harassment cases?

2.2.3.1	Yes	
2.2.3.2	No	

2.2.4 Please elaborate or explain.

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2.2.5 Please elaborate or explain procedures undertaken to guarantee work-life balance in your company?

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2.2.6 Please elaborate or explain practices or activities undertaken in pursuit of work-life balance arrangements?

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2.2.7 In line with the above policies and procedures, also stated above, please **indicate** the number of employees disaggregated by sex who have benefitted over the past two years?

2.2.7.1	Work-life balance arrangements	
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2.2.8 Please give specific acts of affirmative action and /or actions in favour` of gender parity?

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2.3 [Company shareholding](#)

2.3.1 How many of your company shareholders are men and women? Insert the numbers in the table below:

		Insert the number
2.3.1.1	Men	
2.3.1.2	Women	

2.3.2 Please indicate by marking an X, the number of shares that women hold

2.3.2.1	1-10%	
2.3.2.2	11-20%	
2.3.2.3	21-30%	
2.3.2.4	31-40%	
2.3.2.5	41-50%	
2.3.2.6	51-60%	
2.3.2.7	61-70%	
2.3.2.8	71-80%	
2.3.2.9	81-90%	
2.3.2.10	91-100%	

2.4 Composition of Board of Directors

2.4.1 How many of your board members are men or women? Insert the numbers in the table below:

	Insert the number
2.4.1.1 Men	
2.4.1.2 Women	

2.4.2 Mark by inserting an X the positions that women hold in your Board

2.4.2.1	Chairperson	
2.4.2.2	Vice Chairperson	
2.4.2.3	Treasurer	
2.4.2.4	Vice Treasurer	
2.4.2.5	Secretary	
2.4.2.6	Vice Secretary	
2.4.2.7	Other (please specify)	

2.5 Composition of Employees

2.5.1 How many people are employed full-time at your company?

	Insert the number
2.5.1.1 Men	
2.5.1.2 Women	

2.5.2 How many people are employed part-time at your company?

	Insert the number
2.5.2.1 Men	
2.5.2.2 Women	

2.5.3 How many men and women are employed **full-time** under the following categories in your company?

Management	Male	Female
2.5.3.1 Executive Officers		
2.5.3.2 Finance Managers		

2.5.3.3	Personnel / HR Managers		
2.5.3.4	Industrial Managers		
2.5.3.5	Marketing / Retail Managers		
2.5.3.6	Research & Development Managers		
2.5.3.7	Purchasing Managers		
2.5.3.8	Consultants		
2.5.3.9	Others (please explain)		

2.5.4 How many men and women are employed **part-time** under the following categories in your company?

Management	Male	Female
2.5.4.1 Executive Officers		
2.5.4.2 Finance Managers		
2.5.4.3 Personnel / HR Managers		
2.5.4.4 Industrial Managers		
2.5.4.5 Marketing / Retail Managers		
2.5.4.6 Research & Development Managers		
2.5.4.7 Purchasing Managers		
2.5.4.8 Consultants		
2.5.4.9 Others (please explain)		

2.5.5 [External Projections of the Company](#)

2.5.5.1 Do you think that the language that a company uses may promote or demote the question of gender equality?

2.5.5.2

2.5.5.2.1	Yes	
2.5.5.2.2	No	

2.5.5.3 Do you have a policy that discourages the use of gender-biased terms?

2.5.5.3.1	Yes	
2.5.5.3.2	No	

2.5.5.4 If yes, please elaborate or explain your company's practices or activities undertaken in pursuit thereof?

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[Also note that your reports will be reviewed in order to ascertain the extent to which your company uses gender-biased and bias-free terms]

2.5.6 [Mechanisms for Continuous Improvement, Learning and Evaluation](#)

2.5.6.1 Do you have gender specific trainings or courses for your staff?

2.5.6.1.1	Yes	
2.5.6.1.2	No	

2.5.6.2 Give the number of staff members who benefitted during the last two years?

2.5.6.2.1	Male	
2.5.6.2.2	Female	

2.5.6.3 Do you assess performance of your staff based on how well they promote or practice gender equality?

2.5.6.3.1	Yes	
2.5.6.3.2	No	

3 SECTION C-CONCLUSION

3.1 Are you in agreement with UNDP that gender equality and empowerment of women should be one of the key criterion for the selection of vendors who provide UNDP with goods and services for development?

3.1.1	Yes	
3.1.2	No	

Please elaborate or explain your choice of answer

In order to ensure the effectiveness of this exercise UNDP needs to have your annual **reports for the last three years** and all policies mentioned in the questionnaire

Thank you

Section 11: Document Check List

The following check list can be used to ensure that your bid is complete,

Note: If a Proposer declines or offers major deviations to the General Conditions of Contract (see Section 8), the offer(s) might be declined at any stage (either at the proposals evaluation stage or contract negotiation).

	Documents	Reference
a	<input type="checkbox"/> Schedule of Requirements & Technical Specifications	Section 3a
b	<input type="checkbox"/> Related Services	Section 3b
c	<input type="checkbox"/> Bid Submission Sheet, Including: <input type="checkbox"/> Contact details of Bidder (address, tel/fax, e-mail, banking details and contact person).	Section 4
d	<input type="checkbox"/> Documents establishing the eligibility and qualifications of the proposer	Section 5, DS No. 26
	<input type="checkbox"/> Certification of compliance with mandatory pass/fail criteria	Section 5, DS No. 26
e	<input type="checkbox"/> Technical Bid form	Section 6
f	<input type="checkbox"/> Price Schedule form	Section 7

All submissions must be duly signed.

