



## SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in line items section of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This RFQ document generated by the online system;

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted directly in the system responding to the questions and uploading required documents. by the date and time indicated in the online portal. It is your responsibility to ensure that your quotation is submitted before the deadline. Quotations received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

Quotations must be submitted directly in NextGenERP supplier portal following this link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal.

Follow the instructions in the user guide to search for the tender using Negotiation ID in this document.



In case you have never registered before, follow this link to register a profile:

[https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&\\_adf.ctrl-state=azywmctp\\_1&\\_afLoop=6329722925931702&\\_afWindowMode=0&\\_afWindowId=null&\\_afFS=16&\\_afMT=screen&\\_afMFW=1042&\\_afMFH=575&\\_afMFDW=1280&\\_afMFDH=720&\\_afMFC=8&\\_afMFCl=0&\\_afMFM=0&\\_afMFR=144&\\_afMFG=0&\\_afMFS=0&\\_afMFO=0](https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&_adf.ctrl-state=azywmctp_1&_afLoop=6329722925931702&_afWindowMode=0&_afWindowId=null&_afFS=16&_afMT=screen&_afMFW=1042&_afMFH=575&_afMFDW=1280&_afMFDH=720&_afMFC=8&_afMFCl=0&_afMFM=0&_afMFR=144&_afMFG=0&_afMFS=0&_afMFO=0)

Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Thank you and we look forward to receiving your quotations.



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## 1 Overview

### 1.1 General Information

<b>Title</b>	IT hardware support for SALW registry system
<b>Contact Point</b>	Procurement Serbia
<b>Outcome</b>	
<b>E-Mail</b>	procurement.rs@undp.org
<b>Reference Number</b>	00011
<b>Beneficiary Country</b>	Serbia

#### Introduction

The United Nations Development Programme (UNDP) Country Office in Serbia invites offers from qualified suppliers for the **IT hardware support for SALW registry for Ministry of Interior RS.**

Interested suppliers must submit their offer directly in the system as instructed in the solicitation document, following the instructions in the available user guide. If you have an account, log in in this link: <http://supplier.nextgenerp.partneragencies.org/> using your username and password. Use the forgotten password/username feature if you do not remember them. If you do not have an account already, you can register one following this link: <https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715271>.

Search for the specific tender using search filters and subscribe to the tender in order to get notifications in case of amendments of the tender document. If you need support with the online system, you can contact the contact details of this tender as indicated in the solicitation document.

UNDP SERBIA  
PROCUREMENT UNIT

### 1.2 Tender Timeline

<b>Preview Date</b>	
<b>Open Date</b>	21/06/22 12:19 PM
<b>Close Date</b>	12/07/22 13:00 PM
<b>Time Zone</b>	Coordinated Universal Time

### 1.3 Response Rules



*This negotiation is governed by all the rules displayed below.*

	<b>Rule</b>
<input type="checkbox"/>	Negotiation is restricted to invited suppliers
<input type="checkbox"/>	Suppliers are allowed to respond to selected lines
<input type="checkbox"/>	Suppliers are allowed to provide multiple responses

#### 1.4 Terms

**Negotiation Currency** USD ()

#### 1.5 Attachments

<b>File Name or URL</b>	<b>Type</b>	<b>Description</b>
Section 2- RFQ GENERAL INSTRUC	File	



## 2 Requirements

*\*Response is required*

Dear Supplier,

Please review carefully the requirements and questions in this section. Provide answers as required and upload supporting documents when requested so.

UNDP CO Serbia

Procurement Unit

### 2.1 Section 1. Section 2 RFQ General Instructions and Data sheet

#### 1. Introduction

Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the [UNDP Programme and Operations Policies and Procedures \(POPP\) on Contracts and Procurement](#) and with the provision in the General Instructions to Bidders in the document herewith attached.

Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.

UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or cancellation of the tender in the online portal.

Attachments:

File Name or URL	Type	Description
RFQ General Instructions to Bidders	File	RFQ General Instructions to Bidders

#### 2. Special Conditions of Contract



Liquidated Damages will be imposed under the following conditions:

- Percentage of the total contract price per day of delay: 1%
- Maximum number of days of delay: 10

Next course of action: Contract may be terminated.

### 3. General Conditions of Contract

UNDP Contract Terms and Conditions that will apply:

UNDP General Terms and Conditions for Contracts (Goods and-or Services)

Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy:  
[How we buy | United Nations Development Programme \(undp.org\)](https://www.undp.org/how-we-buy)

### 4. Duties and taxes

*Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in the requirements section.*

All prices must:

be exclusive of VAT and other applicable indirect taxes

### 5. Language of quotation

Quotation must be in English language.

Including documentation including catalogues, instructions and operating manuals.

Registry and tax documentation, catalogues, instructions and operating manuals can be submitted in Serbian language. UNDP reserves the right to request translation to English at any stage of evaluation process.



## 6. **Payment Terms**

100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.

## 7. **Evaluation Method**

The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer

## 8. **Clarifications**

Requests for clarification from bidders will not be accepted any later than the date indicated below. Responses to request for clarification will be communicated directly with messages in the portal.

Requests for clarification from bidders will not be accepted any later than five (5) days before the submission deadline.

## 9. **Conditions for Release of Payment**

- Passing Inspection [Qualitative and Quantitative inspection upon delivery. Deadline for elimination of potential deficiencies is 15 days. The costs of elimination of potential deficiencies will be covered by the Supplier]
- Complete Installation
- Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements

## 10. **Type of Contract to be awarded**

Contract Face Sheet (Goods and-or Services) (this template is also utilized for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)

## 11. **Eligibility**

A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these





organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.

It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.

Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative [amend in case of other eligibility requirements].

## 12. Evaluation Criteria

- Full compliance with all requirements as specified in Annex 1
- Full acceptance of the General Conditions of Contract
- Comprehensiveness of after-sales services

## 13. Expected date for contract award

Expected date for contract award is indicated in the system.

*Target: 2022-07-25T00:00:00.000+00:00*

## 2.2 Section 2. Documents to be submitted

### \*1. Company Profile

Please write a a very brief profile of the company highlighting areas of expertise, capacity, and experience. You can upload attachments for more comprehensive description of your company, in addition to the brief profile written directly in the system.

*Response attachments are optional.*

### \*2. Registration Certificate

Have you provided a copy of your company registration certificates?

*Target: Yes*

### \*3. List of completed projects



Provide the list and value of a minimum of two (2) similar projects performed for the last seven (7) years, plus the client's contact details who may be contacted for further information on those contracts – all required details to be provided in the attached table format (please upload it as a separate attachment into the system using the provided format).

Attachments:

File Name or URL	Type	Description
RFQ 00011 SALW Browser Hardwar	File	

*Response attachments are required.*

**\*4. List of ongoing projects with UNDP and other national/multi-national org.**

Have you provided a list of ongoing projects, and their values, with UNDP and other national or multi-national organizations, including contact details of clients and current completion ratio of each project?

**\*5. Offer validity**

Confirm validity of your offer from deadline of RFQ.

**\*6. Latest Internal Revenue Certificate / Tax Clearance**

Have you submitted latest Internal Revenue Certificate / Tax Clearance, not older than 6 months, confirming that all taxes by the bidder have been paid. Alternatively, bidders may submit signed self-declaration confirming they have requested issuance of the above-mentioned Certificate from the Tax Office and UNDP reserves the right to request submission of this Certificate during the evaluation phase as well as the right to disqualify the offer if such Certificate is not swiftly submitted upon the mentioned request

**\*7. Financial Statements**

Have you submitted Income Statement and Balance Sheet for 2019 and 2020; Required minimum turnover for a bidder is US\$ 300,000 per each of the above-mentioned years.

**I-1. Compliance with requirements in this section**

Internal for evaluation team: Mark score as 1 if offer has complied with all requirements in this section overall. Mark 0 if not. If marked as 0, system will disqualify offer automatically.

**2.3 Section 3. Annex 1: Schedule of Requirements**

**\*1. Compliance with technical requirements**

Please confirm that you fully comply with technical requirements, indicate per each line that you have provided sufficient details in the technical specification to enable evaluation



and that you have uploaded the fully populated document as per provided Annex 1.

Attachments:

File Name or URL	Type	Description
RFQ 00011 SALW Browser Hardwar	File	

**\*2. Catalogue(s) for offered items**

Have you provided catalogue(s) for offered items listed in Annex 1 with a clear reference in the offer on the item number/product code and with reference to the page number in the submitted catalogue(s)?

**\*3. Delivery time**

Confirm that you meet the required delivery time: up to 90 days after the Contract signature.

**\*4. Delivery INCOTERMS**

Please confirm acceptance of the Incoterms: DAP Including loading, transportation and unloading of the equipment to the designated address, all inclusive.

**\*5. Exact address of delivery location**

Accept to deliver to the address: Ministry of Interior RS, Kneza Milosa 107, Belgrade, Serbia

**6. Distribution of shipping documents**

Shipping documents shall be the responsibility of the Supplier/bidder.

**7. Qualitative and quantitative inspection upon delivery**

The deadline for the elimination of potential deficiencies is 15 days. The costs of elimination of potential deficiencies will be covered by the Supplier

**8. Packing requirements**

N/A

**9. Training on operations and maintenance**

N/A

**\*10. Warranty period**

Please confirm compliance with warranty requirements indicated in the technical specification. Bidders are allowed to offer longer warranty period per each item, in which case please indicate the warranty duration.

**\*11. After-sales services and local service support**

Confirm compliance with after-sales services and local service support requirements as follows:



- Full Technical and After-Sales Support During the Warranty Period;
- Service installation - All components for installation of equipment must be included.

**\*12. Transport method**

Please confirm the transport method stated below.

**I-1. Compliance with technical requirements**

Internal for evaluation team: Mark score as 1 if offer has complied with all requirements in this section overall. Mark 0 if not. If marked as 0, system will disqualify offer automatically.

**2.4 Section 4. Annex 2 - Quotation submission form**

**\*1. Legal name of bidder or Lead entity**

Provide the legal name of the bidder, or the Lead Entity in case of JVs

*Response attachments are optional.*

**\*2. Legal Address**

Provide the legal address of the bidder

*Response attachments are optional.*

**\*3. Registration year**

Provide the registration year of the company

**\*4. Legal structure**

Choose the applicable legal structure from the options below.

**\*5. UNGM registration**

Are you a UNGM registered vendor? If yes, provide UNGM number in the comments box

**\*6. ISO 9000 or equivalent**

Do you possess an ISO 9000 certificate or equivalent? If yes, upload a copy.

**\*7. ISO 14001 or 14064**

Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):

**\*8. Company statement on Environmental policy**

Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)



**\*9. Commitment to sustainability**

Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)

**\*10. Member of UN Global Compact**

Is your company member of UN Global Compact?

**\*11. Bank Information**

Please provide the following bank information and upload a bank document as proof:

Bank Name:

Bank Address:

IBAN:

SWIFT/BIC:

Account Currency:

Account number:

*Response attachments are optional.*

**I-1. Compliance with requirements in this section**

Internal for evaluation team: Mark score as 1 if offer has complied with all requirements in this section overall. Mark 0 if not. If marked as 0, system will disqualify offer automatically.

**2.5 Section 5. Bidder Declaration**

**\*1. Requirements and Terms and Conditions**

Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.

**\*2. Capacity and capability**

I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.

**\*3. Ethics**

Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.

**\*4. Code of Conduct**

I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational,



reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and acknowledge that it provides the minimum standards expected of suppliers to the UN.

**\*5. Conflict of Interest**

I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.

**\*6. Prohibitions and Sanctions**

I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.

**\*7. Acceptance of contract**

I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.

**\*8. Bankruptcy**

I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

**\*9. Signatory person**

I/We hereby confirm that this offer in the system is submitted by an authorized person from the company and it warrants and agrees that he/she been authorized by the Organization/s to make this declaration on its/their behalf.

**\*10. Acknowledgement Statement**

I/We understand and agree that UNDP reserves the right to reject any quotation where bidder has selected field "No".

**2.6 Section 6. Annex 3 - Financial offer**

**\*1. Financial offer**

Bidders are requested to complete the attached excel file (Price proposal breakdown) and upload it as a separate excel file it as part of their bid. It is strictly forbidden to change the existing description, quantities,



nor add new items, etc. in the attached excel file. Only unit prices for all items shall be entered.

Please note that any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail, and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

**Attachments:**

File Name or URL	Type	Description
UNDP CO Serbia 00011 - SALW	File	

*Response attachments are required.*

**\*2. Cargo information**

Provide estimated weight, volume and dimensions of the consignment, including number and dimensions of pallets, and/or size and number of containers as applicable.

*Response attachments are optional.*

**I-1. Compliance with financial offer requirements**

Internal for evaluation team: Mark score as 1 if offer has complied with all requirements in this section overall. Mark 0 if not. If marked as 0, system will disqualify offer automatically.



### 3 Lines

Instructions Please insert Total Final and All-inclusive Price (USD)

Prices are all-inclusive, include the purchase, transport and delivery of equipment, their installation, after-sale support and local service support during the warranty period.  
Price must be identical to the Total Final and All-inclusive Price indicated in the respective RFQ Annex Price proposal breakdown.

#### 3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1- SALW Browser Hardware	43222502		Ea	Ea			