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Resilient nations.*

# **INVITATION TO BID**

## **ITB to Develop Multiple Long Term Agreements for Supply of different ICT Equipment and Provision of Leasing Services for ICT Equipment**

ITB No.: ITB/KRT/19/006

Project: Procurement of ICT services

Country: Sudan

Issued on: 27 March 2019

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## SECTION 1. LETTER OF INVITATION

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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 and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet:

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Schedule of Requirements and Technical Specifications
- Section 6: Returnable Bidding Forms
  - Form A: Bid Submission Form
  - Form B: Bidder Information Form
  - Form C: Joint Venture/Consortium/Association Information Form
  - Form D: Qualification Form
  - Form E: Format of Technical Bid
  - Form F: Price Schedule

If you are interested in submitting a Bid in response to this ITB, please prepare your Bid in accordance with the requirements and procedure as set out in this ITB and submit it by the Deadline for Submission of Bids set out in Bid Data Sheet.

Documents may be submitted on or before the deadline indicated by UNDP in the e-tendering system. Documents must be submitted in the online e-tendering system logging into the following link:

<https://etendering.partneragencies.org>

**Event ID: SDN10-0000003556**

Using your username and password. If you have not registered in the system before, you can register now by logging in using:

**Username:** event.guest

**Password:** why2change

.....and follow the registration steps as specified in the system user guide, provided with the tender document. You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the ITB. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Data Sheet as the focal point for queries on this ITB.

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

Note:

Date and time visible on the main screen of the event (on the E-Tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. The correct bid closing time is as indicated in the E-Tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly to the system. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your proposal at the last minute, UNDP may not be able to assist.

Issued by

Approved by:

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Name: Selma Zarroug  
Title: Procurement Officer  
Date: **March 27, 2019**

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Name: Osama Al-toubah  
Title: Head of Procurement Unit  
Date: **March 27, 2019**

## SECTION 2. INSTRUCTION TO BIDDERS

| GENERAL PROVISIONS                           |  |
|--|--|
| 1. Introduction                              | <p>1.1 Bidders shall adhere to all the requirements of this ITB, including any amendments made in writing by UNDP. This ITB is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a></p> <p>1.2 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 ITB.</p> <p>1.3 UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p> <p>1.4 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (<a href="http://www.ungm.org">www.ungm.org</a>). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>  |
| 2. Fraud & Corruption, Gifts and Hospitality | <p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP:</p> <p>(a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;</p> <p>(b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <a href="http://www.un.org/depts/ptd/pdf/conduct_english.pdf">http://www.un.org/depts/ptd/pdf/conduct_english.pdf</a></p> |
| 3. Eligibility                               | <p>3.1 A vendor should 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</p>  |

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|                                 | <p>these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>   |
| <b>4. Conflict of Interests</b> | <p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. 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:</p> <ul style="list-style-type: none"> <li>a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;</li> <li>b) Were involved in the preparation and/or design of the programme/project related to the goods and/or services requested under this ITB; or</li> <li>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</li> </ul> <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their Bid their knowledge of the following:</p> <ul style="list-style-type: none"> <li>a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this ITB; and</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <p>Failure to disclose such an information may result in the rejection of the Bid or Bids affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this ITB, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p> |

**B. PREPARATION OF BIDS**

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| <b>5. General Considerations</b> | <p>5.1 In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify the UNDP accordingly.</p> |
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| <b>6. Cost of Preparation of Bid</b>  | 6.1 The Bidder shall bear all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid is selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.  |
| <b>7. Language</b>  | 7.1 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 BDS.   |
| <b>8. Documents Comprising the Bid</b>  | 8.1 The Bid shall comprise of the following documents and related forms which details are provided in the BDS: <ul style="list-style-type: none"> <li>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</li> <li>b) Technical Bid;</li> <li>c) Price Schedule;</li> <li>d) Bid Security, if required by BDS;</li> <li>e) Any attachments and/or appendices to the Bid.</li> </ul>   |
| <b>9. Documents Establishing the Eligibility and Qualifications of the Bidder</b> | 9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.  |
| <b>10. Technical Bid Format and Content</b>                                       | 10.1 The Bidder is required to submit a Technical Bid using the Standard Forms and templates provided in Section 6 of the ITB.<br>10.2 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by the Purchaser, at no expense to the UNDP. If not destroyed by testing, samples will be returned at Bidder's request and expense, unless otherwise specified.<br>10.3 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.<br>10.4 When applicable and required as per Section 5, the Bidder shall certify the availability of spare parts for a period of at least five (5) years from date of delivery, or as otherwise specified in this ITB. |
| <b>11. Price Schedule</b>   | 11.1 The Price Schedule shall be prepared using the Form provided in Section 6 of the ITB and taking into consideration the requirements in the ITB.<br>11.2 Any requirement described in the Technical Bid but not priced in the Price Schedule, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.  |
| <b>12. Bid Security</b>   | 12.1 A Bid Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Bid Security shall be valid for a minimum of thirty (30) days after the final date of validity of the Bid.<br>12.2 The Bid Security shall be included along with the Bid. If Bid Security is required by the ITB but is not found in the Bid, the offer shall be rejected.  |



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|  | <p>12.3 If the Bid Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Bid.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their bid and the original of the Bid Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Bid Security may be forfeited by UNDP, and the Bid rejected, in the event of any, or combination, of the following conditions:</p> <ul style="list-style-type: none"> <li>a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the BDS, or;</li> <li>b) In the event the successful Bidder fails: <ul style="list-style-type: none"> <li>i. to sign the Contract after UNDP has issued an award; or</li> <li>ii. to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</li> </ul> </li> </ul>   |
| <p><b>13. Currencies</b></p>                               | <p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Bids are quoted in different currencies, for the purposes of comparison of all Bids:</p> <ul style="list-style-type: none"> <li>a) 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 Bids; and</li> <li>b) In the event that UNDP selects a Bid for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</li> </ul>  |
| <p><b>14. Joint Venture, Consortium or Association</b></p> | <p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 15 herein in respect of submitting only one Bid.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the ITB, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience</p> |

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|  | <p>should clearly differentiate between:</p> <ul style="list-style-type: none"> <li>a) Those that were undertaken together by the JV, Consortium or Association; and</li> <li>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ul> <p>14.6 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 JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>  |
| <p><b>15. Only One Bid</b></p>                     | <p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.</p> <p>15.2 Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this ITB; or</li> <li>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;</li> <li>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 some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</li> </ul> |
| <p><b>16. Bid Validity Period</b></p>              | <p>16.1 Bids shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Bids. A Bid valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Bid validity period, the Bidder shall maintain its original Bid without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>   |
| <p><b>17. Extension of Bid Validity Period</b></p> | <p>17.1 In exceptional circumstances, prior to the expiration of the Bid validity period, UNDP may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing, and shall be considered integral to the Bid.</p> <p>17.2 If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Bid, in which case, the Bid shall not be further evaluated.</p>   |

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| <p><b>18. Clarification of Bid (from the Bidders)</b></p> | <p>18.1 Bidders may request clarifications on any of the ITB documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavour to provide 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 Bids, unless UNDP deems that such an extension is justified and necessary.</p> |
| <p><b>19. Amendment of Bids</b></p>                       | <p>19.1 At any time prior to the deadline of Bid submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of Bid to give the Bidders reasonable time to incorporate the amendment into their Bids.</p>  |
| <p><b>20. Alternative Bids</b></p>                        | <p>20.1 Unless otherwise specified in the BDS, alternative Bids shall not be considered. If submission of alternative Bid is allowed by BDS, a Bidder may submit an alternative Bid, but only if it also submits a Bid conforming to the ITB requirements. 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.</p> <p>20.2 If multiple/alternative bids are being submitted, they must be clearly marked as "Main Bid" and "Alternative Bid"</p>   |
| <p><b>21. Pre-Bid Conference</b></p>                      | <p>21.1 When appropriate, a pre-bid conference will be conducted at the date, time and location specified in the BDS. 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 disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the ITB, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to ITB.</p>  |

## C. SUBMISSION AND OPENING OF BIDS

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| <p>22. Submission</p>                                    | <p>22.1 The Bidder shall submit a duly signed and complete Bid comprising the documents and forms in accordance with requirements in the BDS. The Price Schedule shall be submitted together with the Technical Bid. Bid can be delivered either personally, by courier, or by electronic method of transmission as specified in the BDS.</p> <p>22.2 The Bid shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Bid.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>   |
| <p>Hard copy (manual) submission</p>                     | <p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>a) The signed Bid shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>(b) The Technical Bid and Price Schedule must be sealed and submitted together in an envelope, which shall:</p> <ol style="list-style-type: none"> <li>i. Bear the name of the Bidder;</li> <li>ii. Be addressed to UNDP as specified in the BDS; and</li> <li>iii. Bear a warning not to open before the time and date for Bid opening as specified in the BDS.</li> </ol> <p>If the envelope with the Bid is not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Bid.</p> |
| <p>Email and eTendering submissions</p>                  | <p>22.5 Electronic submission through email or eTendering, if allowed as specified in the BDS, shall be governed as follows:</p> <ol style="list-style-type: none"> <li>a) Electronic files that form part of the Bid must be in accordance with the format and requirements indicated in BDS;</li> <li>b) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivered as per the instructions in BDS.</li> </ol> <p>22.6 Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link:<br/> <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</a></p>  |
| <p>23. Deadline for Submission of Bids and Late Bids</p> | <p>23.1 Complete Bids must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognise the actual date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Bid that is received after the deadline for the</p>   |

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|   | submission of Bids.   |
| <b>24. Withdrawal, Substitution, and Modification of Bids</b> | <p>24.1 A Bidder may withdraw, substitute or modify its Bid after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Bid by sending a written notice to UNDP, 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, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of Bids, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Bid by Cancelling, Editing, and re-submitting the Bid directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Bid as needed. Detailed instructions on how to cancel or modify a Bid directly in the system are provided in the Bidder User Guide and Instructional videos.</p> <p>24.4 Bids requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened.</p> |
| <b>25. Bid Opening</b>  | <p>25.1 UNDP will open the Bid in the presence of an ad-hoc committee formed by UNDP of at least two (2) members.</p> <p>25.2 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 submissions, in which case, the Bid shall be returned unopened to the Bidders.</p> <p>25.3 In the case of e-Tendering submission, bidders will receive an automatic notification once the Bid is opened.</p>  |
| <b>D. EVALUATION OF BIDS</b>                                  |   |
| <b>26. Confidentiality</b>                                    | <p>26.1 Information relating to the examination, evaluation, and comparison of Bids, 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.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Bids or contract award decisions may, at UNDP's decision, result in the rejection of its Bid and may subsequently be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>   |
| <b>27. Evaluation of Bids</b>                                 | <p>27.1 UNDP will conduct the evaluation solely on the basis of the Bids received.</p> <p>27.2 Evaluation of Bids shall be undertaken in the following steps:</p> <ol style="list-style-type: none"> <li>a) Preliminary Examination including Eligibility</li> <li>b) Arithmetical check and ranking of bidders who passed preliminary examination by price.</li> <li>c) Qualification assessment (if pre-qualification was not done)</li> </ol>  |

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|  | <ul style="list-style-type: none"> <li>a) Evaluation of Technical Bids</li> <li>b) Evaluation of prices</li> </ul> <p>Detailed evaluation will be focussed on the 3 - 5 lowest priced bids. Further higher priced bids shall be added for evaluation if necessary</p>   |
| <b>28. Preliminary Examination</b>                     | <p>28.1 UNDP shall examine the Bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Bids are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Bid at this stage.</p>  |
| <b>29. Evaluation of Eligibility and Qualification</b> | <p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> <li>a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;</li> <li>b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>c) They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required;</li> <li>d) They are able to comply fully with the UNDP General Terms and Conditions of Contract;</li> <li>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>f) They have a record of timely and satisfactory performance with their clients.</li> </ul> |
| <b>30. Evaluation of Technical Bid and prices</b>      | <p>30.1 The evaluation team shall review and evaluate the Technical 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 BDS and other ITB documents. When necessary, and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical Bids. The conditions for the presentation shall be provided in the bid document where required.</p>  |
| <b>31. Due diligence</b>                               | <p>31.1 UNDP reserves the right to undertake a due diligence exercise, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>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;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous</li> </ul>   |

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|   | <p>works, as deemed necessary;</p> <p>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</p> <p>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p>   |
| <b>32. Clarification of Bids</b>                            | <p>32.1 To assist in the examination, evaluation and comparison of Bids, UNDP may, at its discretion, request any Bidder for a clarification of its Bid.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and 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 Bids, in accordance with the ITB.</p> <p>32.3 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 Bids.</p>   |
| <b>33. Responsiveness of Bid</b>                            | <p>33.1 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, specifications and other requirements of the ITB without material deviation, reservation, or omission.</p> <p>33.2 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.</p>   |
| <b>34. Nonconformities, Repairable Errors and Omissions</b> | <p>34.1 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.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period, 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.</p> <p>34.3 For the bids that have passed the preliminary examination, UNDP shall check and correct arithmetical errors as follows:</p> <p>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;</p> <p>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</p> <p>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.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Bid shall</p> |

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|   | be rejected.  |
| <b>E. AWARD OF CONTRACT</b>                         |   |
| 35. Right to Accept, Reject, Any or All Bids        | 35.1 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. UNDP shall not be obliged to award the contract to the lowest priced offer.  |
| 36. Award Criteria                                  | 36.1 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.  |
| 37. Debriefing                                      | 37.1 In the event that a Bidder is unsuccessful, the Bidder may request for a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future Bids for UNDP procurement opportunities. The content of other Bids and how they compare to the Bidder's submission shall not be discussed.   |
| 38. Right to Vary Requirements at the Time of Award | 38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of goods and/or 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.   |
| 39. Contract Signature                              | 39.1 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 to do so may 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 Second highest rated or call for new Bids.  |
| 40. Contract Type and General Terms and Conditions  | 40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>  |
| 41. Performance Security                            | 41.1 A performance security, if required in the BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a> within a maximum of fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective. |
| 42. Bank Guarantee for Advanced Payment             | 42.1 Except when the interests of UNDP so require, it is UNDP's standard practice to not make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per the BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at  |



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|-------------------------------|---|
|                               | <p><a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default</a></p>  |
| <b>43. Liquidated Damages</b> | <p>43.1 If specified in the BDS, UNDP shall apply Liquidated Damages for the damages and/or risks caused to UNDP resulting from the Contractor's delays or breach of its obligations as per Contract.</p>   |
| <b>44. Payment Provisions</b> | <p>44.1 Payment will be made only upon UNDP's acceptance of the goods and/or services performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of goods and/or services issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of the contract.</p>  |
| <b>45. Vendor Protest</b>     | <p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a 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:<br/> <a href="http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</a></p>   |
| <b>46. Other Provisions</b>   | <p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar goods and/or services, UNDP shall be entitled to the same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15<br/> <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></p> |

## SECTION 3. BID DATA SHEET

The following data for the goods and/or services to be procured shall complement, supplement, or amend the provisions in the Invitation to Bid In the case of a conflict between the Instructions to Bidders, the Bid Data Sheet, and other annexes or references attached to the Bid Data Sheet, the provisions in the Bid Data Sheet shall prevail.

| BDS No. | Ref. to Section.2 | Data  | Specific Instructions / Requirements   |
|---------|-------------------|---|--|
| 1       | 7                 | Language of the Bid   | English  |
| 2       |                   | Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids) | Allowed [per complete lot]   |
| 3       | 20                | Alternative Bids  | Shall be considered.   |
| 4       | 21                | Pre-Bid conference  | <p>Will be Conducted<br/> <b>Time: 10 a.m. Sudan Local Time</b><br/> <b>Date: April 3, 2019 10:00 AM</b><br/> <b>Venue: UNDP Conference Room</b><br/> <b>Gama'a Avenue, Khartoum, Sudan</b></p> <p><u>Bidders may also participate in the pre-bid meeting via skype using the following hyperlink:</u><br/> <a href="#">Join Skype Meeting</a></p> <p>The UNDP focal point for the arrangement is:<br/>           UNDP Procurement Unit<br/>           E-mail : <a href="mailto:inquiry.procurement.sd@undp.org">inquiry.procurement.sd@undp.org</a></p> |
| 5       | 16                | Bid Validity Period   | 120 days   |
| 6       | 13                | Bid Security  | Not Required   |
| 7       | 41                | Advanced Payment upon signing of contract   | Not Allowed  |
| 8       | 42                | Liquidated Damages  | Will be imposed as follows:<br>Percentage of contract price per day of delay: 0.5%.  |

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|    |               |   | Max. number of days of delay: 30 days after which UNDP may terminate the contract.   |
| 9  | 40            | Performance Security  | Not Required   |
| 10 | 12            | Currency of Bid   | <p>United States Dollar and/or Local Currency (SDG)</p> <ul style="list-style-type: none"> <li>• Bank account in US\$ is to be provided, if quoted in US\$</li> <li>• Option of currency selection is left at the discretion of bidder</li> <li>• Bidders are free to choose the currency of bid (USD or SDG). The currency of bid will be the currency of contract/PO. It is up to the bidders to manage the cash withdrawal from their own bank.</li> </ul> <p>Currency Conversion: The UN Rate of exchange applicable on the last day of bid closure shall apply.</p> <p>For national bidders holding national bank accounts, where prices are requested to be submitted in a foreign currency i.e. US\$ or Euro, the bidder shall submit its offer using the prevailing market currency exchange rate. The submitted prices shall accommodate the expected currency fluctuation within the project/activity implementation period. The determining exchange rate shall be the UN Exchange Rate at the time of bid opening.</p> |
| 11 | 31            | Deadline for submitting requests for clarifications/ questions                                      | One (1) before the submission deadline   |
| 12 | 31            | Contact Details for submitting clarifications/questions   | E-mail address: <a href="mailto:inquiry.procurement.sd@undp.org">inquiry.procurement.sd@undp.org</a>   |
| 13 | 18, 19 and 21 | Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries | Direct communication to prospective Proposers by email and Posting on the eTendering Website   |
| 14 | 23            | Deadline for Submission   | <p>As indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p> <p><u>Note:</u><br/>Date and time visible on the main screen of the event (on the E-Tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. The correct bid closing time is as indicated in the E-Tendering portal and system will not accept any bid after that time. It is the</p>   |

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|    |        |   | <p>responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly to the system.</p> <p>Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your proposal at the last minute, UNDP may not be able to assist.</p>  |
| 14 | 22     | Allowable Manner of Submitting Bids             | <input checked="" type="checkbox"/> e-Tendering  |
| 15 | 22     | Bid Submission Address                          | <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a><br><b>SDN10- Event ID number 000003556</b>   |
| 16 | 22     | Electronic submission (eTendering) requirements | <ul style="list-style-type: none"> <li>▪ Format: PDF files (Preferred)</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> </ul> <p>If you are uploading a large number of files (ex. 15 or more), please zip the files into a ZIP folder and upload the folder instead of each file individually. You can upload several ZIP folders, but if you do this, please note that the total size of each ZIP folder uploaded cannot exceed 50MB.</p> |
| 17 | 25     | Date, time and venue for the opening of bid     | Bidders will receive an automatic notification once their Bids are opened.   |
| 18 | 27, 36 | Evaluation Method for the Award of Contract     | Technically responsive, eligible and qualified bid.  |
| 19 |        | Expected date for commencement of Contract      | <i>April 30, 2019</i>  |
| 20 |        | Maximum expected duration of contract           | The initial LTA will be issued for one year and with the option for renewal up to a maximum period of three years depending on supplier's satisfactory performance or UNDP's requirement at the discretion of UNDP.  |
| 21 | 35     | UNDP will award the contract to:                | <p>One or more Proposers, depending on technically qualified bidder for each lot</p> <p>It is expected that more than one bidder will be recommended for award of contract per Lot and the modality applicable for final contract award will be secondary bidding among LTA holders.</p>   |
| 22 | 39     | Type of Contract                                | Long Terms Agreement   |

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|    |    |  | <p><a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p> <p>It is expected that more than one bidder will be recommended for award of contract per Lot and the modality applicable for final contract award will be secondary bidding among LTA holders.</p>   |
| 23 | 39 | UNDP Contract Terms and Conditions that will apply | <p>UNDP General Terms and Conditions for Contracts</p> <p><a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>  |
| 24 |    | Other Information Related to the ITB               | <p>If JV is opted, in accordance with Section 6 of this ITB, legally registered certificate must be submitted at the time of bid submission or indicate that the certificate will be submitted before LTA/PO is signed. LTA/PO will be signed only upon availability of such certificate.</p>  |
|    |    | <b><u>Important Note</u></b>                       | <p>It is expected that more than one bidder will be recommended for award of contract per Lot and the modality applicable for final contract award will be secondary bidding among LTA holders.</p> <p>During the secondary bidding process, some of the specifications sizing/requirements of the equipment may differ from those indicated in this tender document (due to new technology /nature of the requirements, etc). It is UNDP's intention that variations of the specifications within the specific item of each Lot will be tendered to bidders awarded for those lots. i.e. Bidders awarded for Lot 1 will be invited for secondary bidding for all requirements of the computers (laptops and desktops). Bidders awarded for Lot 2 will be invited for secondary bidding for the printers. The prices provided by bidders for each item specified in the tender will be used as ceiling prices and benchmark pricing for similar requirements during the secondary stage.</p> |

## Annex 1: Use of UNDP LTAs

1. UNDP wishes to establish a Long-Term agreement(s) ("LTA") for the purchase of the Goods or Services listed, according to the needs during the aforementioned LTA. One of the provisions of this Agreement states that UNDP will not have the obligation of any purchase, any minimum quantity, of its Goods or Services. UNDP will not be responsible for any expense in the eventual case of not doing a purchase within the framework of the LTA(s) established.
2. The Services or Goods purchases shall be done by means of agreement(s) issued by UNDP, in accordance with the Terms and Conditions of the LTA(s) established;
3. The Vendor shall neither seek nor accept instructions from any entity other than UNDP (or entities authorized by UNDP to give instructions to the Vendor) in connection with the provision of the Goods or Services or development and delivery of the Deliverables;
4. The Vendor will not, without the prior written consent of UNDP, assign, transfer, pledge or make other disposition of the Contract, or of any part of the Contract, or of any of the Vendor's rights or obligations under the Contract;
5. The Vendor will not advertise or otherwise make public for purposes of commercial advantage or goodwill that it has a contractual relationship with UNDP or the United Nations; except as regards references to the name of UNDP for the purposes of annual reports or communication between the Parties and between the Vendor and its Personnel and sub-contractors;
6. the Vendor shall not, in any manner whatsoever use the name, emblem or official seal of UNDP or the United Nations, or any abbreviation of the name of the United Nations, in connection with its business or otherwise without the prior written permission of UNDP;
7. The Vendor acknowledges and agrees that, in the interests of transparency and efficiency among organizations of the United Nations system, UNDP may make available a copy of this LTA-S to such organizations. In case UNDP opts to share the LTA, the following shall apply:
  - 7.1 The prices of the products/goods in the price list shall be exclusive to UNDP and fixed for six (6) months. In the event of any advantageous technical changes and/or downward pricing of goods, the new prices will be negotiable and shall be reflected on the updated price list;
  - 7.2 The Vendor shall inform UNDP of any agency, fund or programme intent to use UNDP LTA, providing estimated volume and recurrence of item(s) it intends to use;
  - 7.3 Upon review of the additional requirements, UNDP will determine if the Vendor's capacity\* can fulfill the additional requirements without affecting UNDP's requirements and Purchase Orders;
  - 7.4 If approved by UNDP, the Vendor shall apply the discounted rates based on the proposed rates in the ITB/RFP, which will be attached to the LTA (see **Table A: Discount Offers** in Form F: Price Schedule Form); and

7.5 Any Purchase Order of other Agencies Funds or Programmes shall only be placed through UNDP in line with applicable Programme and Operations Policies and Procedures provisions.

\*) Capacity Assessment shall be applied based on the following:

1. Financial Audited Report to assess the Turnover for the past Three (3) years;
2. List and value of ongoing projects along with completion rates with UNDP and other national/international organizations;
3. Litigation History, if any;
4. Completion rate and meeting the delivery time for the previous orders (complete works on time);
5. Quality of delivered goods/services; and
6. Performance Evaluation Reports from UNDP and/or other agencies.

## SECTION 4. EVALUATION CRITERIA

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### Preliminary Examination Criteria

Bids will be examined to determine whether they are complete and submitted in accordance with ITB requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum Bid documents provided
- Bid Validity
- Bid Security (if required) submitted as per ITB requirements with compliant validity period

### Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on a Pass/Fail basis.

If the Bid is submitted as a Joint Venture/Consortium/Association, each member should meet the minimum criteria, unless otherwise specified.

| Subject  | Criteria  | Document Submission requirement |
|--|---|---------------------------------|
| <b>ELIGIBILITY</b>                                     |   |                                 |
| <b>Legal Status</b>                                    | Vendor is a legally registered entity.  | Form B: Bidder Information Form |
| <b>Eligibility</b>                                     | Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.                   | Form A: Bid Submission Form     |
| <b>Conflict of Interest</b>                            | No conflicts of interest in accordance with ITB clause 4.   | Form A: Bid Submission Form     |
| <b>Bankruptcy</b>                                      | Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future. | Form A: Bid Submission Form     |
| <b>Certificates and Licenses</b>                       | <ul style="list-style-type: none"> <li>▪ Certificate of Registration of the business;</li> </ul>  | Form B: Bidder Information Form |
| <b>QUALIFICATION</b>                                   |   |                                 |
| <b>History of Non-Performing Contracts<sup>1</sup></b> | Non-performance of a contract did not occur as a result of contractor default for the last 3 years.   | Form D: Qualification Form      |

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<sup>1</sup> Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the



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| <b>Litigation History</b>  | No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.  | Form D: Qualification Form |
| <b>Previous Experience</b> | <p><b><u>For Lot1:</u></b><br/>Minimum 5 years of relevant experience in the field of provision of ICT renting services or renting office equipment, preferably in Sudan.</p> <p><b><u>For Lot2:</u></b><br/>Minimum 3 years of relevant experience in the field of Supply of ICT Equipment and Toners, preferably in Sudan.</p> <p><b><u>For Lot3:</u></b><br/>Minimum 3 years of relevant experience in the field of supply of Professional Cameras and/or office/professional electronic appliances preferably in Sudan.</p>   | Form D: Qualification Form |
|                            | <p><b><u>For Lot1:</u></b><br/>Minimum 2 contracts of similar nature project (Provision of ICT equipment renting services/supply of ICT Equipment) implemented over the last 7 years. (Contract(s) with UN is desirable)</p> <p><b><u>For Lot2:</u></b><br/>Minimum 2 contracts of similar nature project (Supply of ICT Equipment and Toners) implemented over the last 7 years. (Contract(s) with UN is desirable)</p> <p><b><u>For Lot3:</u></b><br/>Minimum 2 contracts of similar nature project (Supply of Professional Cameras/ or office/professional electronic appliances) implemented over the last 7 years. (Contract(s) with UN is desirable)</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p> | Form D: Qualification Form |
| <b>Financial Standing</b>  | <p>Minimum annual turnover of <u>US\$50,000</u> in any single year for the last 3 years (2015, 2016, 2017). Bidders who have completed the certified audited financial statement for 2018 can also submit the report, which will be considered for evaluation.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>   | Form D: Qualification Form |

dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

|  |  |                            |
|--|--|----------------------------|
|  | <p>Note:<br/>UNDP shall verify the financial capacity of the bidder and has the authority to seek references from concerned parties &amp; banks on the bidder's financial standing.</p> <p>UNDP had the right to reject any bid if submitted by a contractor whom investigation leads to a result that he is not Financially capable and/ or had serious financial problems.</p> |                            |
|  | <p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>  | Form D: Qualification Form |

### Detailed Technical and Financial Evaluation

| <b>TECHNICAL EVALUATION</b> |  |                             |
|-----------------------------|--|-----------------------------|
| <b>Technical Evaluation</b> | The technical bids shall be evaluated on a pass/fail basis for compliance or non-compliance with the technical specifications identified in the bid document.  | Form E: Technical Bid Form  |
| <b>FINANCIAL EVALUATION</b> |  |                             |
| <b>Financial Evaluation</b> | <p>Detailed analysis of the price schedule based on requirements listed in Section 5 and quoted for by the bidders in Form F.</p> <p>Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable)</p> <p>Comparison with budget/internal estimates.</p>   | Form F: Price Schedule Form |
|                             | <p>It is expected that more than one bidder will be recommended for award of contract per Lot and the modality applicable for final contract award will be secondary bidding among LTA holders.</p> <p>During the secondary bidding process, some of the specifications sizing/requirements of the equipment may differ from those indicated in this tender document (due to new technology /nature of the requirements, etc). It is UNDP's intention that variations of the specifications within the specific item of each Lot will be tendered to bidders awarded for those lots. i.e. Bidders awarded for Lot 1 will be invited for secondary bidding for all requirements of the computers (laptops and desktops). Bidders awarded for Lot 2 will be invited for secondary bidding for the printers. The prices provided by bidders for each item specified in the tender will be used as ceiling prices and benchmark pricing for similar requirements during the secondary stage.</p> |                             |

## **SECTION 5A: SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS/BILL OF QUANTITIES**

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### **Lot1: PROVISION OF LEASING SERVICES LAPTOPS AND PRINTING, SCANNING AND PHOTOCOPYING SERVICES**

#### **SPECIFIC TASKS:**

- Installation of the Equipment: Provide brand new printing, scanning and photocopying Equipment (Multi-functional Devices). Multi-functional Devices should be able to print, copy (black & White) and scan in color, have Auto Duplex and automatic document feeder, and have secure and mobile printing functionality.
- Supply toners, cartridges, drum units, fixing units, maintenance kits, and all spares for all installed equipment whenever required. Paper reams are excluded; however, the Service Provider shall advise UNDP on the quality and standard of paper reams to be purchased and used in the equipment.
- Maintain the installed equipment in excellent working condition. The client expects that all machines will remain fully functional during their life of service.
- Provide stand-by equipment of medium or equal capacity in the case of non-restoration of a technical failure of an existing equipment within 24 hours from its reported time. The equipment shall be available in case of prolonged service outage.
- **Provider shall provide the associated (value added; software) solutions to improve the productivity of UNDP and create significant savings through this managed printing services. The software should be able to provide reports on daily, weekly and monthly usage of printing, scanning and photocopying per user.**
- The software should allow the use of codes, finger prints and proximity or magnetic cards.
- The client shall be invoiced for the services provided on monthly basis.
- The supplier shall define an Escalation Matrix for service order login and scheduling system.
- At a minimum of once a month service engineers to be at site to perform all schedule/preventive maintenance services with minimum interruptions to UNDP's operations.
- The supplier shall define emergency service order procedures and details of their proactive service delivery tools for toner run-outs and service outages.
- The supplier shall provide quick response within two hours whenever there is a fault or breakdown.
- The supplier shall provide adequate details of five similar projects (preferably UN Organizations) handled in the past three years and organize customer visits to them, if required.
- Any other additional information which may deem suitable to this proposal.
- A detailed quarterly analysis of costs per department/branch.
- Avail Voltage stabilizers for MFPs to protect against Power and Surge Protections

#### **Management software should include the following features:**

- Ability to be synchronized with Active Directory and pick all the users automatically while installation
- Should be able to read the counters from all the machines through the network
- Fully automated report generation – Every unit/department/agency should receive the monthly reports via Email that gives the clear break-up of every user of that unit/department/agency
- Document Output Tracking – Devices, Users connected to devices, Departments
- Photocopy Tracking – Secure Photocopying using unique PIN codes, finger prints and proximity/magnetic tapes
- User-wise PIN codes, finger prints and proximity/magnetic tapes Administration

- Online and accurate counting of printed/copied pages
- Remote Account Management
- Personal Account Statement
- Summary detailed and total activity reports by user, departments
- Personalized and standard templates for reports
- Budget allocation and Quota allocation to each user or each department

### **Archiving and workflow software with the following features:**

#### **Scan and organize**

- Includes scan and optical character recognition (OCR) support for all types of scanners with built-in features to ensure the accuracy of scanned documents.

#### **Workflow**

- Includes workflow for every process type which the agency can define/customize.
- Automates workflow by showing the status of a document or binder which informs the next-in-line a task was completed.
- Dashboard interface to provide seamless integration with other features of the software e.g. monitor due dates, route or reroute work, and oversee staff workload to identify issues before they occur.

#### **Other features of Workflow**

- All documents should be stored centrally on a server.
- The system should have no limit to number of images / documents stored and indexed
- The system should have no limit to image / document size.
- Retention policies should be implemented as per UN requirements in the system and the administrator is to be made aware of the documents which are ready for destruction when retentions periods have been reached.
- Document security should be implemented down to per person, per document. Rights are to be allocated to each individual, which will either allow for or restrict access to:
  - Viewing, Editing
  - Check Out / Check In
  - Archive, Delete, Approve
  - Email
  - Add Reminders & Tasks
  - Update, and Process and Workflows
- The system should be capable to add documents be attached to process flows or workflows to ensure that all documents are routed on-line through the correct channels, attended to timeously and traceable to see exactly where the document is at any given time during the process.
- Users should be notified immediately of tasks that need attending to and emails should be automatically sent to notify other users of any modifications.
- Users should have an option to “Approve”, “Decline” or “Ask for more information” electronically, on-line. To ensures that the correct procedures are followed for documents.
- Electronic “approval” should replace signatures wherever identified by us.
- System should support 50 Concurrent users

#### **NOTE:**

- Secure printing and Follow-me printing options – Users should be able to collect their print outs from whichever equipment they want on entering the codes or swiping the card without necessary specifying the printer location.
- Proposed equipment should be A3 to A4 Capability, Capable of duplex (Back to Back copying), with Automatic document feeder and pedestal. Printers provided shall be with duplex (Back to Back printing), Network printing capability, this equipment should be equipped with one-time Licensed ID code management and Accounting software to get complete information on every user department wise for better control.
- Fully automated report generation – Every unit should receive the monthly reports via Email that gives the clear break-up of every user of that unit.

### **Deliverables**

- Brand new equipment for Photocopying, Printing service (Black & white) and scanning(color).
- Print/Photocopy Management with Accounting/Management software for controlling/monitoring the printing and photocopying
- Provide stand-alone color laser printers/scanner with duplex

**MINIMUM HARDWARE AND SOFTWARE SPECIFICATIONS**

| <b>Laptop</b>             |   |
|---------------------------|---|
| Dell Latitude 7490        | Dell Latitude 7490, Touch screen or equivalent  |
| Processor                 | 8th Gen Intel® Core™ i7-8650U Processor (Quad Core, 8M Cache, 1.9GHz,15W, vPro)   |
| Operating System          | Windows 10 Pro 64bit English  |
| Processor Information     | Intel® UHD Graphics 620 with Displayport over USB Type-C with Core i7 vPro  |
| Systems Management        | Intel vPro™ Technology’s Advanced Management Features   |
| Memory:                   | 16GB, 2x8GB, 2400MHz DDR4 Memory  |
| Hard Drive                | M.2 512GB SATA Class 20 Solid State Drive   |
| LCD                       | 14.0" FHD (1920 x 1080) Anti-Glare, HD CAM/Mic, WWAN/WLAN, Mag Alloy back, Touch  |
| Internal Keyboard         | Internal English/Arabic Keyboard, Backlit   |
| Driver                    | Intel® Dual-Band Wireless-AC 8265 Wi-Fi + BT 4.2 Wireless Driver (2x2)  |
| Wireless                  | Intel® Dual-Band Wireless-AC 8265 Wi-Fi + BT 4.2 Wireless Card (2x2)  |
| Primary Battery           | 60 Whr Express Charge Capable (4-cell)  |
| AC Adapter                | 65W AC Adapter, 3-pin   |
| Power                     | 220V/50Hz   |
| FGA Module                | 7490_1HFY19_054/US/BTS  |
| Carrying Cases            | Dell Gaming Backpack 15   |
| Docks & Port Replicators  | Dell Business Dock - WD15 with 130W adapter   |
| E-Star                    | Energy Star 6.1   |
| Processor Branding        | 8th Gen Intel Core i7 vPro Label  |
| UPC Label                 | POD Label   |
| Hardware Support Services | 3 Years ProSupport with Next Business Day Onsite Service  |
| External monitor          | Dell 23 Monitor – P2317H  |
| Ports & Slots             | 1. Audio Combo Jack   2. uSD   3. uSIM   4. USB 3.1 Gen 1   5. RJ45   6. Noble Wedge Lock Slot   7. AC Power   8. USB Type-C Port   9. HDMI   10. USB 3.1 Gen 1  11. USB 3.1 Gen 1  12. Smart Card reader |

| <b>Personal printer</b>      |  |
|------------------------------|--|
| Product information          | HP LaserJet Pro M402dw Printer   |
| Functions                    | Print  |
| Print Technology             | Laser  |
| Processor speed              | 1200 MHz   |
| Print languages              | HP PCL 5, HP PCL 6, HP postscript level 3 emulation, direct PDF (v 1.7) printing, URF, PCLM, PWG   |
| Paper trays                  | 2  |
| Printer speed                | 25ppm  |
| Mobile Printing Capability   | HP ePrint; Apple AirPrint™; Mopria™-certified; Wireless Direct Printing; Google Cloud Print 2.0; Mobile Apps   |
| Connectivity                 | 1 Hi-Speed USB 2.0; 1 Host USB; 1 Gigabit Ethernet 10/100/1000T network; 1 Wireless 802.11b/g/n  |
| Ports                        | 1 Hi-Speed USB 2.0; 1 Host USB; 1 Gigabit Ethernet 10/100/1000T network; 1 Wireless 802.11b/g/n  |
| Security management          | Embedded Web Server: password-protection, secure browsing via SSL/TLS; Network: enable/disable network ports and features, SNMPv1 & SNMPv2 community password change; HP ePrint: HTTPS with certificate validation, HTTP Basic Access Authentication, SASL authentication; Firewall and ACL; SNMPv3, 802.1X, Secure Boot, authentication via WEP, WPA/WPA2 Personal, WPA2 Enterprise; Encryption via AES or TKIP   |
| Compatible operating systems | Windows OS compatible with In-Box Driver: Windows XP SP3 all 32-bit editions (XP Home, XP Pro, etc), Windows Vista all 32-bit editions (Home Basic, Premium, Professional, etc.), Windows 7 all 32 & 64-bit editions, Windows 8/8.1 all 32 & 64-bit editions (excluding RT OS for Tablets), Windows 10 all 32 & 64-bit editions (excluding RT OS for Tablets); Windows OS compatible with Universal Print Driver (From HP.com): Windows XP SP3 32 & 64-bit editions (XP Home, XP Pro, etc.), Windows Vista all 32 & 64-bit editions (Home Basic, Premium, Professional, etc), Windows 7 all 32 & 64-bit editions, Windows 8/8.1 all 32 & 64-bit editions (excluding RT OS for Tablets), Windows 10 all 32 & 64-bit editions (excluding RT OS for Tablets); Mac OS (HP Print Drivers available from HP.com and Apple Store): OS X 10.8 Mountain Lion, OS X 10.9 Mavericks, OS X 10.10 Yosemite; Mobile OS (In-OS drivers): iOS, Android, Windows 8/8.1/10 RT; Linux OS (In-OS HPLIP); Auto install: BOSS(3.0, 5.0), DEBIAN(6.0, 6.0.1, 6.0.2, 6.0.3, 6.0.4, 6.0.5, 6.0.6, 6.0.7, 6.0.8, 6.0.9, 6.0.10, 7.0, 7.1, 7.2, 7.3, 7.4, 7.5, 7.6), FEDORA (17, 18, 19, 20), LINUX MINT (13, 14, 15, 16, 17), SUSE LINUX |

|                             |  |
|-----------------------------|--|
|                             | (12.2, 12.3, 13.1), UBUNTU (10.04, 11.10, 12.04,12.10, 13.04, 13.10, 14.04, 14.10); Manual install: MANDRIVA LINUX (2010.0, 2011.0), MEPIS (6.0, 6.5, 7.0, 8.0), PCLINUXOS (2006.0, 2006, 2007.0, 2007, 2008.0, 2008, 2009.0, 2009), RED HAT (8.0, 9.0), RED HAT ENTERPRISE LINUX (5.0, 6.0, 7.0), SLACKWARE LINUX (9.0, 9.1, 10.0, 10.1, 10.2, 11, 12, 12.1), GOS (8.04.1), IGOS (1.0), LIMPUS LINUX(9.4, 9.5), LINUX FROM SCRATCH (6); Other OS: UNIX [9]  |
| Memory                      | 128MB DRAM   |
| Supported network protocols | TCP/IP, IPv4, IPv6; Print: TCP-IP port 9100 Direct Mode, LPD (raw queue support only), Web Services Printing, HP ePrint, Apple AirPrint™, Google Cloud Print 2.0, Mopria, FTP Print, IPP Print; Discovery: SLP, Bonjour, Web Services Discovery; IP Config: IPv4 (BootP, DHCP, AutoIP, Manual), IPv6 (Stateless Link-Local and via Router, Statefull via DHCPv6), SSL Security and Certificate management; Management: SNMPv1, SNMPv2, SNMPv3, HTTP/HTTPS, Syslog, FTP FW Download   |
| Paper handling input        | 100-sheet multipurpose Tray 1, 250-sheet input Tray 2  |
| Paper handling output       | 150-sheet output bin   |
| Duplex printing             | Automatic  |
| Media sizes supported       | Tray 1: Letter, Legal, Executive, Oficio (8.5 x 13 in), A4, A5, A6, B5 (JIS), Oficio (216 x 340 mm), 16K (195 x 270 mm), 16K (184 x 260 mm), 16K (197 x 273 mm), Japanese Postcard, Double Japan Postcard Rotated, Envelope #10; Envelope Monarch, Envelope B5, Envelope C5, Envelope DL, Custom Size, A5-R, 4 x 6 in, 5 x 8 in, B6 (JIS), 10 x 15 in, statement; Tray 2 & Tray 3: Letter, Legal, Executive, Oficio (8.5 x 13 in), A4, A5, A6, B5 (JIS), Oficio (216 x 340 mm), 16K (195 x 270 mm), 16K (184 x 260 mm), 16K (197 x 273 mm), Custom Size, A5-R, 5 x 8 in, B6 (JIS), statement |
| Media sizes                 | Tray 1: 3 x 5 to 8.5 x 14 in; Tray 2, 3: 4.13 x 5.85 to 8.5 x 14 in  |
| Power                       | Voltage: 220 to 240 VAC (+/- 10%), 50/60 Hz (+/- 2 Hz)   |



| <b>Network black and white printer</b> |   |
|--|---|
| Product information                    | HP LaserJet Enterprise M506 Series Printer  |
| Functions                              | Laser   |
| Processor speed                        | 1.2 GHz   |
| Print speed                            | 45ppm   |
| Print languages                        | HP PCL 6, HP PCL 5 (HP PCL 5 driver available from the Web only), HP postscript level 3 emulation, native PDF printing (v 1.7)  |
| Paper trays                            | 2   |
| Mobile Printing Capability             | Hi-Speed USB 2.0 port; built-in Fast Ethernet 10Base-T/100Base-Tx, Gigabit Ethernet 1000Base-T HP ePrint; Apple AirPrint™; Mopria™-certified  |
| Connectivity                           | HP Jetdirect 3000w NFC/Wireless Accessory J8030A, HP Jetdirect 2900nw Print Server J8031A   |
| Ports                                  | 1 Hi-Speed USB 2.0 device port; 2 Hi-Speed USB 2.0 host ports ; built-in Fast Ethernet 10Base-T/100Base-Tx, Gigabit ethernet 1000Base-T   |
| Security management                    | Management security: SNMPv3, SSL/TLS, WPA2-Enterprise, 802.1X authentication (EAP- PEAP, EAP-TLS), IPP over TLS, IPsec/Firewall with Certificate, Pre-Shared Key Authentication, and Kerberos Authentication; Support for WJA-10 IPsec Configuration using IPsec Plug-in  |
| Compatible operating systems           | Windows OS compatible with In-Box Driver: Windows XP SP3 all 32-bit editions (XP Home, XP Pro, etc), Windows Vista all 32-bit editions (Home Basic, Premium, Professional, etc), Windows 7 all 32- & 64-bit editions, Windows 8/8.1 all 32- & 64-bit editions (excluding RT OS for Tablets), Windows 10 all 32- & 64-bit editions (excluding RT OS for Tablets); Windows OS compatible with Universal Print Driver (From HP.com): Windows XP SP3 32- & 64-bit editions (XP Home, XP Pro, etc), Windows Vista all 32- & 64-bit editions (Home Basic, Premium, Professional, etc), Windows 7 all 32- & 64-bit editions, Windows 8/8.1 all 32- & 64-bit editions (excluding RT OS for Tablets), Windows 10 all 32- & 64-bit editions (excluding RT OS for Tablets); Mac OS (HP Print Drivers available from <a href="http://www.hp.com">http://www.hp.com</a> and Apple Store): OS X 10.8 Mountain Lion, OS X 10.9 Mavericks, OS X 10.10 Yosemite; Mobile OS (In-OS drivers): iOS, Android, Windows 8/8.1/10 RT; Linux OS (In-OS HPLIP): SUSE Linux (12.2, 12.3, 13.1), Fedora (17, 18, 19, 20), Linux Mint (13, 14, 15, 16, 17), Boss (3.0, 5.0), Ubuntu (10.04, 11.10, 12.04, 12.10, 13.04, 13.10, 14.04, 14.10), Debian (6.0.x, 7.x); Other OS: UNIX [11] |
| Memory                                 | 1.5 GB  |
| Printer management                     | Printer Management; Printer Administrator Resource Kit (Driver Configuration Utility, Driver Deployment Utility, Managed Printing Administrator); HP Web JetAdmin Software; HP Proxy Agent Software; HP JetAdvantage Security Manager.  |
| Supported network protocols            | IPv4/IPv6: Apple Bonjour Compatible (Mac OS 10.2.4 or higher), SNMPv1/v2c/v3, HTTP, HTTPS, FTP, TFTP, Port 9100, LPD, WS Discovery, IPP, Secure-IPP, IPsec/Firewall; IPv6: DHCPv6, MLDv1, ICMPv6; IPv4: Auto-IP, SLP, Telnet, IGMPv2, BOOTP/DHCP, WINS, IP Direct Mode, WS Print; Other: NetWare NDS,   |

|                               |   |
|-------------------------------|---|
|                               | Bindery, NDPS, ePrint; Google Cloud Print 2.0   |
| Hard disk                     | 500 GB encrypted hard disk drive  |
| Paper handling input          | 100-sheet multipurpose Tray 1, 550-sheet input tray 2   |
| Paper handling output         | 250-sheet output bin  |
| Duplex printing               | Automatic   |
| Media sizes supported         | Tray 1: A4, A5, A6, B5, 16k, 10 x 15 cm, post cards (JIS single and double), envelopes (DL, C5, C6, B5); Tray 2: A4, A5, B5, 16k, double postcard; Optional trays 3+: A4, B5, 16k, double postcard; Optional Automatic Duplexer: A4 |
| Media sizes, custom           | Tray 1: 3 x 5 to 8.5 x 14 in; 550-sheet input Tray 2: 4.1 x 5.8 to 8.5 x 14 in; optional 550-sheet input Tray 3+: 4.1 x 5.8 to 8.5 x 14 in  |
| Media types                   | Paper (bond, color, letterhead, plain, preprinted, prepunched, recycled, rough); envelopes; labels; cardstock; transparencies; user-defined   |
| Power                         | 220 to 240 VAC, 50 Hz   |
| <b>Network colour printer</b> |   |
| Product information           | Color LaserJet CP5225 printer series  |
| Functions                     | Print   |
| Resolution technology         | HP ImageREt 3600  |
| Print Technology              | Laser   |
| Processor speed               | 540 MHz or higher   |
| Print languages               | HP PCL 6, HP PCL 5, HP postscript level 3 emulation   |
| Paper trays                   | 2   |
| Mobile Printing Capability    | Mobile Print Capability not supported   |
| Connectivity                  | 1 Hi-Speed USB 2.0; 1 Fast Ethernet 10/100 Base-T : HP Jetdirect ew2500 802.11b/g Wireless Print Server J8021A  |
| Security management           | Password-protected network embedded Web server; enable/disable Network ports; SNMPv1 community password change  |

|                              |  |
|------------------------------|--|
| Compatible operating systems | Windows 8 through the HP Universal Print Driver (for more information go to <a href="http://h20000.www2.hp.com/bizsupport/TechSupport/Document.jsp?objectID=c03365145">h20000.www2.hp.com/bizsupport/TechSupport/Document.jsp?objectID=c03365145</a> ), Windows 7 through the HP Universal Print Driver (for more information go to <a href="http://h20000.www2.hp.com/bizsupport/TechSupport/Document.jsp?objectID=c03737332">h20000.www2.hp.com/bizsupport/TechSupport/Document.jsp?objectID=c03737332</a> ), Windows Vista, Windows XP Home, Windows XP Professional, Windows XP Professional x64, Windows XP Media Center, Windows Server 2003, Windows 2000; Mac OS X v 10.3, v 10.4, v 10.5, v 10.6; Linux (see <a href="http://hplip.net">hplip.net</a> ) |
| Memory                       | 448 MB   |
| Printer management           | SNP (default install); Toolbox FX (additional software install)  |
| Supported network protocols  | Via built-in networking solution: TCP/IP, IPv4, IPv6; print: TCP-IP port 9100 Direct Mode, LPD (raw queue support only), Web Services Printing; discovery: SLP, Bonjour, Web Services Discovery; IP Config: IPv4 (BootP, DHCP, AutoIP, Manual), IPv6 (Stateless Link-Local and via Router, Statefull via DHCPv6); management: SNMPv1, HTTP   |
| Paper handling input         | 100 sheet multi-purpose tray, 250-sheet input tray 2, automatic two-sided printing   |
| Duplex printing              | Automatic  |
| Finished output handling     | Sheetfed   |
| Media sizes supported        | Tray 1: A3, A4, A5, A6, RA3, SRA3, B4, B5, 8k, 16k, 10x15 cm, post cards (JIS single and double); envelopes (DL, C5, B5); custom: 76 x 127 to 320 x 457 mm; Tray 2: A3, A4, A5, B4, B5, 8k, 16k, double postcard; custom: 148 x 182 to 297 x 432 mm; Optional tray 3: A3, A4, B4, B5, 8k, 16k, double postcard; custom: 148 x 210 to 297 x 432 mm  |
| Power                        | Input voltage 220 to 240 VAC, 50 Hz  |
| Print speed                  | Up to 20 ppm   |
| Print speed                  | Up to 20 ppm   |

| <b>Digital Senders HP Digital Sender Flow 8500 fn2 Document Capture Workstation</b> |  |
|---|--|
| Scanner type  | Flatbed, ADF   |
| Digital sending standard features   | Scan to e-mail; Save-to-Network Folder; Save-to-USB drive; Send to FTP; Send to LAN Fax; Send to Internet Fax; Local Address Book: SMTP over SSL |
| Scan resolution   | optical Up to 600 ppi  |
| Bit depth   | 24-bits external, 48-bits internal   |
| Levels of grayscale   | 256  |
| Scan size, maximum  | 216 x 356 mm   |
| Media types   | ADF: Paper (Plain, Inkjet, Inkjet Brochure/Glossy), Photo  |

|                                    |   |
|------------------------------------|---|
|                                    | Paper; Flatbed: All ADF Media, Envelopes, Labels, Cards, Books  |
| Media weights                      | Supported ADF 45 to 199 g/m <sup>2</sup>  |
| Scan file format                   | PDF, JPEG, TIFF, MTIFF, XPS, PDF/A, TEXT (OCR), Unicode TEXT (OCR), RTF (OCR), Searchable PDF (OCR), Searchable PDF/A (OCR), HTML (OCR), CSV (OCR); Scan to easy access USB: PDF, JPEG, TIFF, MTIFF, XPS, PDF/A, TEXT (OCR), Unicode TEXT (OCR), RTF (OCR), Searchable PDF (OCR), Searchable PDF/A (OCR), HTML (OCR), CSV (OCR); For HP Scan: PDF, JPEG, PNG, BMP, TIF, Text (.txt), Rich text (.rtf), Searchable PDF (.pdf), PDF/A (.pdf); For HP Easy Scan: TIFF, PNG, JPEG, JPEG-2000, PDF, PDF-Searchable, RTF, TXT; For Linux: JPEG, PDF, PNG, PNM, PostScript, TEXT, TIFF |
| Scan input modes                   | Front panel applications: E-mail; Save to Network Folder; Save to USB; Save to Device Memory; Open Extensibility Platform (OXF) applications; Software scan using HP Scan Software; User application via TWAIN, ISIS, WIA or Kofax VirtualRescan (VRS) Professional drivers   |
| Scanner advanced features          | Optimise text/picture; Image adjustments; Job build; Output quality setting; Selectable scan resolution 75 to 600 dpi; Auto detect colour; Edge erase; Job notification; Blank page suppression; HP Quick Sets; HP EveryPage; Auto orientation; Embedded Optical Character Recognition (OCR), Auto crop to page; Auto-tone  |
| Internal Storage                   | Standard, 500 GB, HP High Performance Secure Hard Disk  |
| Control panel                      | <ul style="list-style-type: none"> <li>- XGA 1024 x 768 mm LCD display</li> <li>- Light touch technology that supports gesture based interactions</li> <li>- Screen brightness-adjustment control</li> <li>- Home icon for quick return to the UI Home Screen</li> <li>- Virtual keyboard and a physical keyboard</li> </ul>  |
| Automatic document feeder capacity | Standard, 150 sheets at 75 g/m <sup>2</sup>   |
| Automatic document feeder speed    | Up to 100 ppm/200 ipm (black and white) Up to 100 ppm/200 ipm (colour)  |
| Media size supported               | A4, A5, A6, B5 (JIS)  |

|                              |   |
|------------------------------|---|
| Compatible operating systems | Linux Debian (7.0, 7.1, 7.2, 7.3, 7.4, 7.5, 7.6, 7.7, 7.8, 7.9, 8.0, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6), Linux Fedora (22, 23, 24), Linux Mint (17, 17.1, 17.2, 17.3, 18), Linux Red Hat Enterprise (6.0, 7.0), Linux SUSE (13.2, 42.1), Linux Ubuntu (12.04, 14.04, 15.10, 16.04, 16.10), OS Mac OS 10.12 Sierra, OS X 10.11 El Capitan, OS X 10.10 Yosemite, UNIX, Windows 10 all 32/64-bit editions (excluding RT OS for Tablets), Windows 7 all 32/64-bit editions, Windows 8/8.1 all 32/64-bit editions (excluding RT OS for Tablets) |
| Connectivity                 | <ul style="list-style-type: none"> <li>• 10/100/1000 Ethernet</li> <li>• 1 Hi-Speed USB Host (rear)</li> <li>• 1 Hi-Speed USB Host (walk-up)</li> <li>• 1 Hardware Integration Pocket (HIP) Hi-Speed USB</li> <li>• 1 USB-Device Port (Rear)</li> </ul>   |
| Connectivity                 | HP Jetdirect 2900nw Print Server J8031A   |
| Voltage                      | Input voltage: 220 to 240 VAC, 50 Hz  |

| <b>Personal all in one HP LaserJet Pro MFP M227sdn</b> |  |
|--|--|
| Functions  | Print, copy, scan  |
| Multitasking supported                                 | Yes  |
| Printing specifications                                |  |
| Print speed black                                      | 28 ppm   |
| Print technology                                       | Laser  |
| Print languages  | PCL5c; PCL6; PS; PCLmS; PDF; URF; PWG  |
| Processor speed  | 800 MHz or higher  |
| Connectivity   | <ul style="list-style-type: none"> <li>- HP ePrint capability</li> <li>- Mobile printing capability</li> <li>- HP ePrint</li> <li>- AirPrint 1.5 with media presence sensor</li> <li>- 1 Hi-Speed USB 2.0</li> <li>- 1 Ethernet 10/100Base-TX</li> </ul> |
| Compatible operating systems                           | Windows: 10, 8.1, 8, 7: 32-bit/64-bit, 2 GB available hard disk space, CD-ROM/DVD drive or Internet connection, USB port, Internet Explorer  |

|   |  |
|---|--|
|   | Windows Vista: 32-bit only, 2 GB available hard disk space, CD-ROM/DVD drive or Internet connection, USB port, Internet Explorer 8<br>Apple OS X El Capitan (v10.11), OS X Yosemite (v10.10), OS X Mavericks (v10.9), 1 GB available hard disk space, Internet required, USB |
| Memory  | 256 MB   |
| Paper handling  | Paper handling input:<br>- 250-sheet input tray<br>- 10-sheet priority tray<br>Paper handling output:<br>- 150-sheet output tray   |
| Duplex printing   | Automatic  |
| Media sizes supported   | <ul style="list-style-type: none"> <li>• A4</li> <li>• A5</li> <li>• A6</li> <li>• B5 (JIS)</li> </ul>   |
| Media sizes, custom   | <ul style="list-style-type: none"> <li>• 76 x 127 to 216 x 356 mm</li> </ul>   |
| Media types   | Paper (laser, plain, photo, rough, vellum), envelopes, labels, cardstock, postcards<br>Media weight, 60 to 163 g/m <sup>2</sup><br>Media weights, 70 to 90 g/m <sup>2</sup>  |
| <b>Scanner specifications</b>   |  |
| ADF, Flatbed<br>Scan file format JPG, RAW (BMP), PNG, TIFF, PDF<br>Scan resolution, optical Up to 300 dpi (colour and monochrome, ADF); Up to 600 dpi (colour, flatbed); Up to 1200 dpi (monochrome, flatbed)<br>Scan size, maximum 215.9 x 297 mm<br>Scan size (ADF), maximum 215.9 x 355.6 mm<br>Scan size (ADF), minimum 148.5 x 210 mm<br>Scan speed (normal, A4) Up to 15 ppm 6<br>Automatic document feeder capacity: 35 sheets<br>Scan input modes: Scanning via HP LaserJet Software Scan or TWAIN-compliant or WIA-compliant software<br>Scan to email |  |
| <b>Copier specifications</b>  |  |
| Copy speed: Black: Up to 28 cpm<br>Copy resolution (black text) : 600 x 600 dpi<br>Copy reduce / enlarge settings: 25 to 400%<br>Copies, maximum: Up to 99 copies   |  |
| Power and operating requirements  | Power: Input voltage: 220 to 240 VAC (+/- 10%), 50/60 Hz, 3.3 A  |
| <b>Multi-functions printer MP 5055 Plus</b>   |  |

| <b>Engine/General Specifications</b>    |   |
|---|---|
| Configuration                           | Console   |
| Scanning Element                        | One-Dimensional Solid Scanning Through CCD  |
| Printing Process                        | Single Laser Beam Scanning & Electrophotographic Printing   |
| Toner Type                              | Dry, Dual Component   |
| Control Panel                           | 10.1" Smart Operation Panel   |
| Color / Black & White                   | Black & White   |
| Output Speed Copy/Print                 | 50 ppm  |
| First Page Out Time                     | 2.9 Seconds   |
| Duplexer:                               | Auto  |
| Resolution                              | 600 x 600 dpi   |
| System Memory                           | 2 GB RAM + 320 GB HDD (Shared)  |
| Maximum Copy Quantity                   | Up to 999   |
| Document Feeder Type                    | Standard Single Pass Document Feeder (SPDF)   |
| Document Feeder Original Size           | 5.5" x 8.5" - 11" x 17" (A5 - A3)   |
| Document Feeder Paper Weight            | Simplex: 11 - 34 lb. Bond (40 - 128 g/m <sup>2</sup> )<br>Duplex: 14 - 34 lb. Bond (52 - 128 g/m <sup>2</sup> )   |
| Document Feeder Capacity                | 220 sheets  |
| Preset Reduction and Enlargement Ratios | Ratios 25%, 50%, 65%, 73%, 78%, 85%, 93%, 100%, 121%, 129%, 155%, 200%, 400%  |
| Zoom Range                              | 25% to 400% in 1% increments  |
| Original Type                           | Book/Sheet/Object   |
| Maximum Original Size                   | Up to 11" x 17"   |
| Supported Paper Sizes                   | Tray 1 & 2: 5.5" x 8.5" - 11" x 17" (A6 - A3)<br>Bypass Tray: 5.5" x 8.5" - 12" x 18" (A6 - A3)   |
| Supported Paper Weights                 | Tray 1 & 2: 16 - 80 lb. Bond (60 - 300 g/m <sup>2</sup> )<br>Bypass: 14 - 80 lb. Bond (52 - 300 g/m <sup>2</sup> )<br>Duplex: 14 - 68 lb. Bond (52 - 256 g/m <sup>2</sup> )   |
| Supported Paper Types                   | Plain, Recycled, Colored, Special, Letterhead, Preprinted, Pre-punched, Bond, Cardstock, Envelope, OHP*, Label*   |
| Standard Paper Capacity                 | 2,300 sheets (w/1,100-sheet Paper Feed Unit)  |
| Standard Output Capacity                | 1,250 sheets (Bridge Unit + 1,000-sheet Finisher)   |
| Maximum Monthly Volume                  | 50000   |
| Power Source                            | 220V/50Hz   |
| Energy Star                             | Certified   |
| Standard Features                       | Auto Paper Select, Auto Tray Switch, Auto Image Density, Auto Text & Photo Separation, Auto Start, Auto Off Timer, Booklet/Magazine Copy, Shift/Erase/Margin Adjustment, Combine (Layout), Cover/Chapter/Slip Sheets Insertion, Image Rotation, Document Server (3,000 File Capacity) with Folder Management and Password Protection, Web Browser, Duplex, Electronic/Rotate Sorting, 8 Job Presets, 25 Job Programs, Negative/Positive, Sample Copy, Series Copy, Simplified Display, 1,000 User Codes, Stamps/Numbering, Interrupt Copy, Login/Logout Button, |

|                               |  |
|-------------------------------|--|
|                               | System Reset Timer, Import/Export of Preference Settings, Eco-Friendly Indicator, Centralized Address Book Management  |
| <b>Printer Specifications</b> |  |
| Processor Speed               | Intel® Atom Processor BayTrail-I 1.46 GHz  |
| Hard Disk Drive               | 320 GB HDD   |
| Interfaces                    | Standard on Device: 10Base-T/100Base-TX/1000Base-T Ethernet, USB Host Type A I/F (2 ports on back of device)<br>Standard on Operation Panel: USB Host Type A: 1 Port/Supports USB Flash Memory, USB Host Type A: 1 Port/Supports Optional Keyboard, etc., USB Host Type Mini B and SD Card Slot  |
| Network Protocol              | TCP/IP (IPv4, IPv6)  |
| Supported Operating Systems   | Windows Vista/7/8/8.1/10, Server 2008/2008R2/2012/2012R2; Unix Filters for Sun Solaris 9/10, HP-UX 11.x/11i v2/11i v3, SCO OpenServer 5.0.7/6.0, Red Hat Linux Enterprise V4/V5/V6, IBM AIX 5L/V5.3/V6.1/V7.1, Mac OS X 10.7 or later, SAP R/3, IBM iSeries AS/400® using OS/400 Host Print Transform, Citrix Xen App 6.5 or later   |
| Device Management Utilities   | Web Image Monitor Embedded @Remote, @Remote Office Appliance, @Remote Connector NX, @Remote Enterprise Pro, Device Manager NX Lite and Accounting, Device Manager NX Pro and Enterprise, Printer Driver Packager NX  |
| Printer Languages             | Standard: Postscript emulation, PCL5e/PCL6   |
| Print Resolution              | Up to 1200 x 1200 dpi  |
| Printer Features              | Sample/Locked/Hold/Scheduled/Stored/Store and Print, PDF Direct Print, Mail to Print, Classification Code, Bonjour Support, Windows Active Directory Support, DDNS Support, PCL Resident Font Adoption, Tray Parameter Change from Web Image Monitor, 1200 dpi Support, Universal Driver, XPS Support, WS Printer, Media Direct Print (Print from USB/SD), Banner Page Print, Auto Job Promotion, Poster Print, WPS Support, Send to Document Server, Layout (N-up), Watermark, Slip Sheet, Rotate, Do Not Print Blank Pages, Dithering, Toner Saving, Black Over Print, User ID/Code/Authentication, Edge to Edge Print |
| Security Features             | DataOverwriteSecurity System (DOSS), Windows/LDAP/Basic/User Code/802.1.x Wired Authentication, Address Book/Authentication Password/SSL Communication/S/MIME/IPsec Communication/HDD/SMTP over SSL/TLS/Wireless LAN   |



|                               |   |
|-------------------------------|---|
|                               | Encryption, Network Protocol On/Off, IP Filtering, Unauthorized Copy/Print Prevention, Quota Setting/Account Limit, Compulsory Security Stamp, HDD Encryption   |
| <b>Scanner Specifications</b> |   |
| Scan Speed BW Full Color      | Simplex - 110 ipm/Duplex - 180 ipm (A4)   |
| Scanning Resolution           | Color & B/W: Up to 600 dpi<br>TWAIN: Up to 1200 dpi   |
| Scan Area                     | Up to 11" x 17"   |
| Protocols:                    | TCP/IP, SMB, SMTP, POP, LDAP, FTP, IMAP4  |
| File Formats                  | Single and Multi-Page TIFF/PDF, High Compression PDF, PDF/A and Single-Page JPEG  |
| Scanning Features             | Embedded Scan-to Email/Folder/SMB/FTP/URL/PDF/A/Digitally Signed PDF, TWAIN and Color Scanning, Auto Size Detection, Auto Density Selection, Image Rotation, SADF/Batch Mode, Mixed Size Mode, Reduce and Enlarge, Split Scan from Booklet Type Original, WS Scanner, LDAP Support, Preview Before Transmission, PDF Encryption, Drop Out Color Send, Distributed Scan Management   |
| <b>Additional Features</b>    |   |
| Paper Feed                    | PB3220 Paper Feed Unit<br>Paper Capacity: 1,100 sheets (550 sheets x 2 trays)<br>Supported Paper Sizes: 5.5" x 8.5" to 11" x 17" (A5 – A3)<br>Supported Paper Weight: 16 – 80 lb. Bond/166 lb. Index (60 – 300 g/m <sup>2</sup> )<br>Dimensions (W x D x H): 23.1" x 27" x 9.7" (587 x 685 x 247 mm)  |
| Stapling                      | 1,000-Sheet Hybrid Staple + Stapleless Finisher SR3210<br>Paper Size: Proof Tray: 5.5" x 8.5" to 12" x 18" (A6 – A3); Shift Tray: 5.5" x 8.5" to 12" x 18" (A6 – A3)<br>Paper Weight: Proof Tray: 14 – 45 lb. Bond/93 lb. Index (52 – 169 g/m <sup>2</sup> ); Shift Tray: 14 – 80 lb. Bond/166 lb. Index (52 – 300 g/m <sup>2</sup> )<br>Stack Capacity: Proof Tray: 250 sheets (8.5" x 11") (A4); 50 sheets (8.5" x 14" or larger) (A3); Shift Tray: 1,000 sheets (8.5" x 11") (A4); 500 sheets (8.5" x 14" or larger) (A3)<br>Stapleless Capacity: 2 – 5 sheets/set<br>Staple Capacity: 50 sheets (8.5" x 11") (A4); 30 sheets (8.5" x 14" or larger) (B4)<br>Staple Paper Size: 8.5" x 11" – 11" x 17" (A4 – A3)<br>Staple Paper Weight: 14 – 28 lb. Bond (52 – 105 g/m <sup>2</sup> )<br>Staple Positions: Top, Bottom 2 Staples<br>Dimensions (WxDxH): 22.2" x 24.4" x 37.8" (563 x 620 x 960mm) |
| Hole Punch                    | 2-/3-Hole Punch Unit (PU 3050NA)<br>Punch Paper Sizes: 5.5" x 8.5" to 11" x 17" (A5 – A3)   |

|  |   |
|--|---|
|  | Punch Paper Weight: 14 – 68 lb. Bond/142 lb. Index (52 – 256 g/m2)<br>(Installs inside SR3210 Finisher) |
|--|---|

**Management Software Features : Qty 01 pc for unlimited number of machines**

- One Time Licensed Software
- Online accounting of Direct print, delayed prints etc.
- User Import and Data Replication through LDAP/Active Directory.
- Secured Prints on all MFPs
- Job Release only through RFID/Magnetic Swipe card/PIN code
- Job Accounting and Budgeting with Cost.
- Software shall be able to manage, control, monitor, track, count, audit, restrict, log and report user printing.
- Should be able to read the counters from standalone printers (Desktop printers connected via USB port).
- Software shall support **all Std known brands** (like HP, Xerox, Canon, Oki, Ricoh, Kyocera, Konica etc)
- Software shall be able to alert (SMS & Email) about Printer toner low, out of paper and Printer errors.
- Easy users / User Group / Printer Groups / Print Quotas /Print rules Management.
- Software should provide users with web interface to monitor their Print Usages.
- Should allow the administrator to change restrictions, add/delete users and carry out administrative tasks regarding printers connected to the network.
- Reduce wasted printing by 20 -50% by eliminating accidental, unnecessary or abusive printing.
- Software should be able to remotely be monitored and easily configured when errors arise
- Creating and Auto Emailing of Reports.
- Support of Printing from Various OS like Windows/Unix/Linux/SAP...
- RFID Card / Magnetic Card readers for all MFPS
- Secure printing and Follow-me printing options – Users should be able to collect their print outs from whichever equipment they want on entering the codes or swiping the card without necessary specifying the printer location

**Archiving and workflow Software Features: - : Qty 01pc**

- Follow me printing feature – through use of PIN code or RFID card
- Includes scan and optical character recognition (OCR) support for all types of scanners with built-in features to ensure the accuracy of scanned documents.
- Includes the option of storing fully-indexed, bookmarked PDF files, independent of the originating software.
- Easily send a copy of any document from the system to any user using the integrated email with a complete control of data with the option to easily migrate data if we change vendors or if a user/partner leaves the organization.

- Includes workflow for every process type which the agency can define/customize.
- Automates workflow by showing the status of a document or binder which informs the next-in-line a task was completed.
- Dashboard interface to provide seamless integration with other features of the software e.g. monitor due dates, route or reroute work, and oversee staff workload to identify issues before they occur.
- All documents should be stored centrally on a server.
- The system should have no limit to number of images / documents stored and indexed
- The system should have no limit to image / document size.
- Retention policies should be implemented as per UN requirements in the system and the administrator is to be made aware of the documents which are ready for destruction when retentions periods have been reached.
- Document security should be implemented down to per person, per document. Rights are to be allocated to each individual, which will either allow for or restrict access to:
  - Viewing, Editing
  - Check Out / Check In
  - Archive, Delete, Approve
  - Email
  - Add Reminders & Tasks
  - Update, and Process and Workflows
- The system should be capable to add documents be attached to process flows or workflows to ensure that all documents are routed on-line through the correct channels, attended to timeously and traceable to see exactly where the document is at any given time during the process.
- Users should be notified immediately of tasks that need attending to and emails should be automatically sent to notify other users of any modifications.
- Users should have an option to “Approve”, “Decline” or “Ask for more information” electronically, on-line. To ensures that the correct procedures are followed for documents.
- Electronic “approval” should replace signatures wherever identified by us.
- System should support 50 Concurrent users

## **Lot2: SUPPLY OF ICT EQUIPMENT (LAPTOPS, PRINTERS, SCANNERS, PHOTOCOPIERS) AND TONERS**

### **MINIMUM HARDWARE AND SOFTWARE SPECIFICATIONS**

| <b>Laptop</b>             |   |
|---------------------------|---|
| Dell Latitude 7490        | Dell Latitude 7490, Touch screen or equivalent  |
| Processor                 | 8th Gen Intel® Core™ i7-8650U Processor (Quad Core, 8M Cache, 1.9GHz,15W, vPro)   |
| Operating System          | Windows 10 Pro 64bit English  |
| Processor Information     | Intel® UHD Graphics 620 with Displayport over USB Type-C with Core i7 vPro  |
| Systems Management        | Intel vPro™ Technology's Advanced Management Features   |
| Memory:                   | 16GB, 2x8GB, 2400MHz DDR4 Memory  |
| Hard Drive                | M.2 512GB SATA Class 20 Solid State Drive   |
| LCD                       | 14.0" FHD (1920 x 1080) Anti-Glare, HD CAM/Mic, WWAN/WLAN, Mag Alloy back, Touch  |
| Internal Keyboard         | Internal English/Arabic Keyboard, Backlit   |
| Driver                    | Intel® Dual-Band Wireless-AC 8265 Wi-Fi + BT 4.2 Wireless Driver (2x2)  |
| Wireless                  | Intel® Dual-Band Wireless-AC 8265 Wi-Fi + BT 4.2 Wireless Card (2x2)  |
| Primary Battery           | 60 Whr Express Charge Capable (4-cell)  |
| AC Adapter                | 65W AC Adapter, 3-pin   |
| Power                     | 220V/50Hz   |
| FGA Module                | 7490_1HFY19_054/US/BTS  |
| Carrying Cases            | Dell Gaming Backpack 15   |
| Docks & Port Replicators  | Dell Business Dock - WD15 with 130W adapter   |
| E-Star                    | Energy Star 6.1   |
| Processor Branding        | 8th Gen Intel Core i7 vPro Label  |
| UPC Label                 | POD Label   |
| Hardware Support Services | 3 Years ProSupport with Next Business Day Onsite Service  |
| External monitor          | Dell 23 Monitor – P2317H  |
| Ports & Slots             | 1. Audio Combo Jack   2. uSD   3. uSIM   4. USB 3.1 Gen 1   5. RJ45   6. Noble Wedge Lock Slot   7. AC Power   8. USB Type-C Port   9. HDMI   10. USB 3.1 Gen 1   11. USB 3.1 Gen 1   12. Smart Card reader |

| <b>Personal printer</b> |  |
|-------------------------|--|
| Product information     | HP LaserJet Pro M402dw Printer   |
| Functions               | Print  |
| Print Technology        | Laser  |
| Processor speed         | 1200 MHz   |
| Print languages         | HP PCL 5, HP PCL 6, HP postscript level 3 emulation, direct PDF (v 1.7) printing, URF, PCLM, PWG |

|                              |  |
|------------------------------|--|
| Paper trays                  | 2  |
| Printer speed                | 25ppm  |
| Mobile Printing Capability   | HP ePrint; Apple AirPrint™; Mopria™-certified; Wireless Direct Printing; Google Cloud Print 2.0; Mobile Apps   |
| Connectivity                 | 1 Hi-Speed USB 2.0; 1 Host USB; 1 Gigabit Ethernet 10/100/1000T network; 1 Wireless 802.11b/g/n  |
| Ports                        | 1 Hi-Speed USB 2.0; 1 Host USB; 1 Gigabit Ethernet 10/100/1000T network; 1 Wireless 802.11b/g/n  |
| Security management          | Embedded Web Server: password-protection, secure browsing via SSL/TLS; Network: enable/disable network ports and features, SNMPv1 & SNMPv2 community password change; HP ePrint: HTTPS with certificate validation, HTTP Basic Access Authentication, SASL authentication; Firewall and ACL; SNMPv3, 802.1X, Secure Boot, authentication via WEP, WPA/WPA2 Personal, WPA2 Enterprise; Encryption via AES or TKIP   |
| Compatible operating systems | Windows OS compatible with In-Box Driver: Windows XP SP3 all 32-bit editions (XP Home, XP Pro, etc), Windows Vista all 32-bit editions (Home Basic, Premium, Professional, etc.), Windows 7 all 32 & 64-bit editions, Windows 8/8.1 all 32 & 64-bit editions (excluding RT OS for Tablets), Windows 10 all 32 & 64-bit editions (excluding RT OS for Tablets); Windows OS compatible with Universal Print Driver (From HP.com): Windows XP SP3 32 & 64-bit editions (XP Home, XP Pro, etc.), Windows Vista all 32 & 64-bit editions (Home Basic, Premium, Professional, etc), Windows 7 all 32 & 64-bit editions, Windows 8/8.1 all 32 & 64-bit editions (excluding RT OS for Tablets), Windows 10 all 32 & 64-bit editions (excluding RT OS for Tablets); Mac OS (HP Print Drivers available from HP.com and Apple Store): OS X 10.8 Mountain Lion, OS X 10.9 Mavericks, OS X 10.10 Yosemite; Mobile OS (In-OS drivers): iOS, Android, Windows 8/8.1/10 RT; Linux OS (In-OS HPLIP); Auto install: BOSS(3.0, 5.0), DEBIAN(6.0, 6.0.1, 6.0.2, 6.0.3, 6.0.4, 6.0.5, 6.0.6, 6.0.7, 6.0.8, 6.0.9, 6.0.10, 7.0, 7.1, 7.2, 7.3, 7.4, 7.5, 7.6), FEDORA (17, 18, 19, 20), LINUX MINT (13, 14, 15, 16, 17), SUSE LINUX (12.2, 12.3, 13.1), UBUNTU (10.04, 11.10, 12.04,12.10, 13.04, 13.10, 14.04, 14.10); Manual install: MANDRIVA LINUX (2010.0, 2011.0), MEPIS (6.0, 6.5, 7.0, 8.0), PCLINUXOS (2006.0, 2006, 2007.0, 2007, 2008.0, 2008, 2009.0, 2009), RED HAT (8.0, 9.0), RED HAT ENTERPRISE LINUX (5.0, 6.0, 7.0), SLACKWARE LINUX (9.0, 9.1, 10.0, 10.1, 10.2, 11, 12, 12.1), GOS (8.04.1), IGOS (1.0), LIMPUS LINUX(9.4, 9.5), LINUX FROM SCRATCH (6); Other OS: UNIX [9] |
| Memory                       | 128MB DRAM   |
| Supported network protocols  | TCP/IP, IPv4, IPv6; Print: TCP-IP port 9100 Direct Mode, LPD (raw queue support only), Web Services Printing, HP ePrint, Apple AirPrint™, Google Cloud Print 2.0, Mopria, FTP Print, IPP Print; Discovery: SLP, Bonjour, Web Services Discovery; IP Config: IPv4 (BootP, DHCP, AutoIP, Manual), IPv6 (Stateless Link-Local and via Router, Statefull via DHCPv6), SSL Security and Certificate management; Management: SNMPv1, SNMPv2, SNMPv3, HTTP/HTTPS, Syslog, FTP FW Download   |
| Paper handling input         | 100-sheet multipurpose Tray 1, 250-sheet input Tray 2  |
| Paper handling output        | 150-sheet output bin   |

|                       |  |
|-----------------------|--|
| Duplex printing       | Automatic  |
| Media sizes supported | Tray 1: Letter, Legal, Executive, Oficio (8.5 x 13 in), A4, A5, A6, B5 (JIS), Oficio (216 x 340 mm), 16K (195 x 270 mm), 16K (184 x 260 mm), 16K (197 x 273 mm), Japanese Postcard, Double Japan Postcard Rotated, Envelope #10; Envelope Monarch, Envelope B5, Envelope C5, Envelope DL, Custom Size, A5-R, 4 x 6 in, 5 x 8 in, B6 (JIS), 10 x 15 in, statement; Tray 2 & Tray 3: Letter, Legal, Executive, Oficio (8.5 x 13 in), A4, A5, A6, B5 (JIS), Oficio (216 x 340 mm), 16K (195 x 270 mm), 16K (184 x 260 mm), 16K (197 x 273 mm), Custom Size, A5-R, 5 x 8 in, B6 (JIS), statement |
| Media sizes           | Tray 1: 3 x 5 to 8.5 x 14 in; Tray 2, 3: 4.13 x 5.85 to 8.5 x 14 in  |
| Power                 | Voltage: 220 to 240 VAC (+/- 10%), 50/60 Hz (+/- 2 Hz)   |

| <b>Network black and white printer</b> |  |
|--|--|
| Product information                    | HP LaserJet Enterprise M506 Series Printer   |
| Functions                              | Laser  |
| Processor speed                        | 1.2 GHz  |
| Print speed                            | 45ppm  |
| Print languages                        | HP PCL 6, HP PCL 5 (HP PCL 5 driver available from the Web only), HP postscript level 3 emulation, native PDF printing (v 1.7)   |
| Paper trays                            | 2  |
| Mobile Printing Capability             | Hi-Speed USB 2.0 port; built-in Fast Ethernet 10Base-T/100Base-Tx, Gigabit Ethernet 1000Base-T HP ePrint; Apple AirPrint™; Mopria™-certified   |
| Connectivity                           | HP Jetdirect 3000w NFC/Wireless Accessory J8030A, HP Jetdirect 2900nw Print Server J8031A  |
| Ports                                  | 1 Hi-Speed USB 2.0 device port; 2 Hi-Speed USB 2.0 host ports ; built-in Fast Ethernet 10Base-T/100Base-Tx, Gigabit ethernet 1000Base-T  |
| Security management                    | Management security: SNMPv3, SSL/TLS, WPA2-Enterprise, 802.1X authentication (EAP- PEAP, EAP-TLS), IPP over TLS, IPsec/Firewall with Certificate, Pre-Shared Key Authentication, and Kerberos Authentication; Support for WJA-10 IPsec Configuration using IPsec Plug-in   |
| Compatible operating systems           | Windows OS compatible with In-Box Driver: Windows XP SP3 all 32-bit editions (XP Home, XP Pro, etc), Windows Vista all 32-bit editions (Home Basic, Premium, Professional, etc), Windows 7 all 32- & 64-bit editions, Windows 8/8.1 all 32- & 64-bit editions (excluding RT OS for Tablets), Windows 10 all 32- & 64-bit editions (excluding RT OS for Tablets); Windows OS compatible with Universal Print Driver (From HP.com): Windows XP SP3 32- & 64-bit editions (XP Home, XP Pro, etc), Windows Vista all 32- & 64-bit editions (Home Basic, Premium, Professional, etc), Windows 7 all 32- & 64-bit editions, Windows 8/8.1 all 32- & 64-bit editions (excluding RT OS for Tablets), Windows 10 all 32- & 64-bit editions (excluding RT OS for Tablets); Mac OS (HP Print Drivers available from <a href="http://www.hp.com">http://www.hp.com</a> and Apple Store): OS X 10.8 Mountain Lion, OS X 10.9 Mavericks, OS X 10.10 Yosemite; Mobile OS (In-OS drivers): iOS, Android, Windows 8/8.1/10 RT; Linux OS |

|                               |   |
|-------------------------------|---|
|                               | (In-OS HPLIP): SUSE Linux (12.2, 12.3, 13.1), Fedora (17, 18, 19, 20), Linux Mint (13, 14, 15, 16, 17), Boss (3.0, 5.0), Ubuntu (10.04, 11.10, 12.04, 12.10, 13.04, 13.10, 14.04, 14.10), Debian (6.0.x, 7.x); Other OS: UNIX [11]  |
| Memory                        | 1.5 GB  |
| Printer management            | Printer Management; Printer Administrator Resource Kit (Driver Configuration Utility, Driver Deployment Utility, Managed Printing Administrator); HP Web JetAdmin Software; HP Proxy Agent Software; HP JetAdvantage Security Manager.  |
| Supported network protocols   | IPv4/IPv6: Apple Bonjour Compatible (Mac OS 10.2.4 or higher), SNMPv1/v2c/v3, HTTP, HTTPS, FTP, TFTP, Port 9100, LPD, WS Discovery, IPP, Secure-IPP, IPsec/Firewall; IPv6: DHCPv6, MLDv1, ICMPv6; IPv4: Auto-IP, SLP, Telnet, IGMPv2, BOOTP/DHCP, WINS, IP Direct Mode, WS Print; Other: NetWare NDS, Bindery, NDPS, ePrint; Google Cloud Print 2.0 |
| Hard disk                     | 500 GB encrypted hard disk drive  |
| Paper handling input          | 100-sheet multipurpose Tray 1, 550-sheet input tray 2   |
| Paper handling output         | 250-sheet output bin  |
| Duplex printing               | Automatic   |
| Media sizes supported         | Tray 1: A4, A5, A6, B5, 16k, 10 x 15 cm, post cards (JIS single and double), envelopes (DL, C5, C6, B5); Tray 2: A4, A5, B5, 16k, double postcard; Optional trays 3+: A4, B5, 16k, double postcard; Optional Automatic Duplexer: A4   |
| Media sizes, custom           | Tray 1: 3 x 5 to 8.5 x 14 in; 550-sheet input Tray 2: 4.1 x 5.8 to 8.5 x 14 in; optional 550-sheet input Tray 3+: 4.1 x 5.8 to 8.5 x 14 in  |
| Media types                   | Paper (bond, color, letterhead, plain, preprinted, prepunched, recycled, rough); envelopes; labels; cardstock; transparencies; user-defined   |
| Power                         | 220 to 240 VAC, 50 Hz   |
| <b>Network colour printer</b> |   |
| Product information           | Color LaserJet CP5225 printer series  |
| Functions                     | Print   |
| Resolution technology         | HP ImageREt 3600  |
| Print Technology              | Laser   |
| Processor speed               | 540 MHz or higher   |
| Print languages               | HP PCL 6, HP PCL 5, HP postscript level 3 emulation   |
| Paper trays                   | 2   |
| Mobile Printing Capability    | Mobile Print Capability not supported   |
| Connectivity                  | 1 Hi-Speed USB 2.0; 1 Fast Ethernet 10/100 Base-T : HP Jetdirect ew2500 802.11b/g Wireless Print Server J8021A  |
| Security management           | Password-protected network embedded Web server; enable/disable Network ports; SNMPv1 community password change  |

|                              |  |
|------------------------------|--|
| Compatible operating systems | Windows 8 through the HP Universal Print Driver (for more information go to <a href="http://h20000.www2.hp.com/bizsupport/TechSupport/Document.jsp?objectID=c03365145">h20000.www2.hp.com/bizsupport/TechSupport/Document.jsp?objectID=c03365145</a> ), Windows 7 through the HP Universal Print Driver (for more information go to <a href="http://h20000.www2.hp.com/bizsupport/TechSupport/Document.jsp?objectID=c03737332">h20000.www2.hp.com/bizsupport/TechSupport/Document.jsp?objectID=c03737332</a> ), Windows Vista, Windows XP Home, Windows XP Professional, Windows XP Professional x64, Windows XP Media Center, Windows Server 2003, Windows 2000; Mac OS X v 10.3, v 10.4, v 10.5, v 10.6; Linux (see <a href="http://hplip.net">hplip.net</a> ) |
| Memory                       | 448 MB   |
| Printer management           | SNP (default install); Toolbox FX (additional software install)  |
| Supported network protocols  | Via built-in networking solution: TCP/IP, IPv4, IPv6; print: TCP-IP port 9100 Direct Mode, LPD (raw queue support only), Web Services Printing; discovery: SLP, Bonjour, Web Services Discovery; IP Config: IPv4 (BootP, DHCP, AutoIP, Manual), IPv6 (Stateless Link-Local and via Router, Statefull via DHCPv6); management: SNMPv1, HTTP   |
| Paper handling input         | 100 sheet multi-purpose tray, 250-sheet input tray 2, automatic two-sided printing   |
| Duplex printing              | Automatic  |
| Finished output handling     | Sheetfed   |
| Media sizes supported        | Tray 1: A3, A4, A5, A6, RA3, SRA3, B4, B5, 8k, 16k, 10x15 cm, post cards (JIS single and double); envelopes (DL, C5, B5); custom: 76 x 127 to 320 x 457 mm; Tray 2: A3, A4, A5, B4, B5, 8k, 16k, double postcard; custom: 148 x 182 to 297 x 432 mm; Optional tray 3: A3, A4, B4, B5, 8k, 16k, double postcard; custom: 148 x 210 to 297 x 432 mm  |
| Power                        | Input voltage 220 to 240 VAC, 50 Hz  |
| Print speed                  | Up to 20 ppm   |
| Print speed                  | Up to 20 ppm   |

| <b>Digital Senders HP Digital Sender Flow 8500 fn2 Document Capture Workstation</b> |  |
|---|--|
| Scanner type  | Flatbed, ADF   |
| Digital sending standard features   | Scan to e-mail; Save-to-Network Folder; Save-to-USB drive; Send to FTP; Send to LAN Fax; Send to Internet Fax; Local Address Book: SMTP over SSL |
| Scan resolution   | optical Up to 600 ppi  |
| Bit depth   | 24-bits external, 48-bits internal   |
| Levels of grayscale   | 256  |
| Scan size, maximum  | 216 x 356 mm   |
| Media types   | ADF: Paper (Plain, Inkjet, Inkjet Brochure/Glossy), Photo Paper; Flatbed: All ADF Media, Envelopes, Labels, Cards,                               |



|                                    |   |
|------------------------------------|---|
|                                    | Books   |
| Media weights                      | Supported ADF 45 to 199 g/m <sup>2</sup>  |
| Scan file format                   | PDF, JPEG, TIFF, MTIFF, XPS, PDF/A, TEXT (OCR), Unicode TEXT (OCR), RTF (OCR), Searchable PDF (OCR), Searchable PDF/A (OCR), HTML (OCR), CSV (OCR); Scan to easy access USB: PDF, JPEG, TIFF, MTIFF, XPS, PDF/A, TEXT (OCR), Unicode TEXT (OCR), RTF (OCR), Searchable PDF (OCR), Searchable PDF/A (OCR), HTML (OCR), CSV (OCR); For HP Scan: PDF, JPEG, PNG, BMP, TIF, Text (.txt), Rich text (.rtf), Searchable PDF (.pdf), PDF/A (.pdf); For HP Easy Scan: TIFF, PNG, JPEG, JPEG-2000, PDF, PDF-Searchable, RTF, TXT; For Linux: JPEG, PDF, PNG, PNM, PostScript, TEXT, TIFF |
| Scan input modes                   | Front panel applications: E-mail; Save to Network Folder; Save to USB; Save to Device Memory; Open Extensibility Platform (OXP) applications; Software scan using HP Scan Software; User application via TWAIN, ISIS, WIA or Kofax VirtualRescan (VRS) Professional drivers   |
| Scanner advanced features          | Optimise text/picture; Image adjustments; Job build; Output quality setting; Selectable scan resolution 75 to 600 dpi; Auto detect colour; Edge erase; Job notification; Blank page suppression; HP Quick Sets; HP EveryPage; Auto orientation; Embedded Optical Character Recognition (OCR), Auto crop to page; Auto-tone  |
| Internal Storage                   | Standard, 500 GB, HP High Performance Secure Hard Disk  |
| Control panel                      | <ul style="list-style-type: none"> <li>- XGA 1024 x 768 mm LCD display</li> <li>- Light touch technology that supports gesture based interactions</li> <li>- Screen brightness-adjustment control</li> <li>- Home icon for quick return to the UI Home Screen</li> <li>- Virtual keyboard and a physical keyboard</li> </ul>  |
| Automatic document feeder capacity | Standard, 150 sheets at 75 g/m <sup>2</sup>   |
| Automatic document feeder speed    | Up to 100 ppm/200 ipm (black and white) Up to 100 ppm/200 ipm (colour)  |
| Media size supported               | A4, A5, A6, B5 (JIS)  |

|                              |   |
|------------------------------|---|
| Compatible operating systems | Linux Debian (7.0, 7.1, 7.2, 7.3, 7.4, 7.5, 7.6, 7.7, 7.8, 7.9, 8.0, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6), Linux Fedora (22, 23, 24), Linux Mint (17, 17.1, 17.2, 17.3, 18), Linux Red Hat Enterprise (6.0, 7.0), Linux SUSE (13.2, 42.1), Linux Ubuntu (12.04, 14.04, 15.10, 16.04, 16.10), OS Mac OS 10.12 Sierra, OS X 10.11 El Capitan, OS X 10.10 Yosemite, UNIX, Windows 10 all 32/64-bit editions (excluding RT OS for Tablets), Windows 7 all 32/64-bit editions, Windows 8/8.1 all 32/64-bit editions (excluding RT OS for Tablets) |
| Connectivity                 | <ul style="list-style-type: none"> <li>• 10/100/1000 Ethernet</li> <li>• 1 Hi-Speed USB Host (rear)</li> <li>• 1 Hi-Speed USB Host (walk-up)</li> <li>• 1 Hardware Integration Pocket (HIP) Hi-Speed USB</li> <li>• 1 USB-Device Port (Rear)</li> </ul>   |
| Connectivity                 | HP Jetdirect 2900nw Print Server J8031A   |
| Voltage                      | Input voltage: 220 to 240 VAC, 50 Hz  |

| <b>Personal all in one HP LaserJet Pro MFP M227sdn</b> |  |
|--|--|
| Functions  | Print, copy, scan  |
| Multitasking supported                                 | Yes  |
| <b>Printing specifications</b>                         |  |
| Print speed black                                      | 28 ppm   |
| Print technology                                       | Laser  |
| Print languages  | PCL5c; PCL6; PS; PCLmS; PDF; URF; PWG  |
| Processor speed  | 800 MHz or higher  |
| Connectivity   | <ul style="list-style-type: none"> <li>- HP ePrint capability</li> <li>- Mobile printing capability</li> <li>- HP ePrint</li> <li>- AirPrint 1.5 with media presence sensor</li> <li>- 1 Hi-Speed USB 2.0</li> <li>- 1 Ethernet 10/100Base-TX</li> </ul> |
| Compatible operating systems                           | Windows: 10, 8.1, 8, 7: 32-bit/64-bit, 2 GB available hard disk space, CD-ROM/DVD drive or Internet connection, USB port, Internet Explorer<br>Windows Vista: 32-bit only, 2 GB available hard disk space, CD-   |

|   |   |
|---|---|
|   | ROM/DVD drive or Internet connection, USB port, Internet Explorer 8<br>Apple OS X El Capitan (v10.11), OS X Yosemite (v10.10), OS X<br>Mavericks (v10.9), 1 GB available hard disk space, Internet required,<br>USB                     |
| Memory  | 256 MB  |
| Paper handling  | Paper handling input:<br><ul style="list-style-type: none"> <li>- 250-sheet input tray</li> <li>- 10-sheet priority tray</li> </ul> Paper handling output:<br><ul style="list-style-type: none"> <li>- 150-sheet output tray</li> </ul> |
| Duplex printing   | Automatic   |
| Media sizes supported   | <ul style="list-style-type: none"> <li>• A4</li> <li>• A5</li> <li>• A6</li> <li>• B5 (JIS)</li> </ul>  |
| Media sizes, custom   | <ul style="list-style-type: none"> <li>• 76 x 127 to 216 x 356 mm</li> </ul>  |
| Media types   | Paper (laser, plain, photo, rough, vellum), envelopes, labels, cardstock,<br>postcards<br>Media weight, 60 to 163 g/m <sup>2</sup><br>Media weights, 70 to 90 g/m <sup>2</sup>  |
| <b>Scanner specifications</b>   |   |
| ADF, Flatbed<br>Scan file format JPG, RAW (BMP), PNG, TIFF, PDF<br>Scan resolution, optical Up to 300 dpi (colour and monochrome, ADF); Up to 600 dpi (colour,<br>flatbed); Up to 1200 dpi (monochrome, flatbed)<br>Scan size, maximum 215.9 x 297 mm<br>Scan size (ADF), maximum 215.9 x 355.6 mm<br>Scan size (ADF), minimum 148.5 x 210 mm<br>Scan speed (normal, A4) Up to 15 ppm 6<br>Automatic document feeder capacity: 35 sheets<br>Scan input modes: Scanning via HP LaserJet Software Scan or TWAIN-compliant or WIA-compliant<br>software<br>Scan to email |   |
| <b>Copier specifications</b>  |   |
| Copy speed: Black: Up to 28 cpm<br>Copy resolution (black text) : 600 x 600 dpi<br>Copy reduce / enlarge settings: 25 to 400%<br>Copies, maximum: Up to 99 copies   |   |
| Power and operating requirements  | Power: Input voltage: 220 to 240 VAC (+/- 10%), 50/60 Hz, 3.3 A   |
| <b>Multi-functions printer MP 5055 Plus</b>   |   |
| <b>Engine/General Specifications</b>  |   |
| Configuration   | Console   |

|   |   |
|---|---|
| Scanning Element                        | One-Dimensional Solid Scanning Through CCD  |
| Printing Process                        | Single Laser Beam Scanning & Electrophotographic Printing   |
| Toner Type                              | Dry, Dual Component   |
| Control Panel                           | 10.1" Smart Operation Panel   |
| Color / Black & White                   | Black & White   |
| Output Speed Copy/Print                 | 50 ppm  |
| First Page Out Time                     | 2.9 Seconds   |
| Duplexer:                               | Auto  |
| Resolution                              | 600 x 600 dpi   |
| System Memory                           | 2 GB RAM + 320 GB HDD (Shared)  |
| Maximum Copy Quantity                   | Up to 999   |
| Document Feeder Type                    | Standard Single Pass Document Feeder (SPDF)   |
| Document Feeder Original Size           | 5.5" x 8.5" - 11" x 17" (A5 - A3)   |
| Document Feeder Paper Weight            | Simplex: 11 - 34 lb. Bond (40 - 128 g/m <sup>2</sup> )<br>Duplex: 14 - 34 lb. Bond (52 - 128 g/m <sup>2</sup> )   |
| Document Feeder Capacity                | 220 sheets  |
| Preset Reduction and Enlargement Ratios | Ratios 25%, 50%, 65%, 73%, 78%, 85%, 93%, 100%, 121%, 129%, 155%, 200%, 400%  |
| Zoom Range                              | 25% to 400% in 1% increments  |
| Original Type                           | Book/Sheet/Object   |
| Maximum Original Size                   | Up to 11" x 17"   |
| Supported Paper Sizes                   | Tray 1 & 2: 5.5" x 8.5" - 11" x 17" (A6 - A3)<br>Bypass Tray: 5.5" x 8.5" - 12" x 18" (A6 - A3)   |
| Supported Paper Weights                 | Tray 1 & 2: 16 - 80 lb. Bond (60 - 300 g/m <sup>2</sup> )<br>Bypass: 14 - 80 lb. Bond (52 - 300 g/m <sup>2</sup> )<br>Duplex: 14 - 68 lb. Bond (52 - 256 g/m <sup>2</sup> )   |
| Supported Paper Types                   | Plain, Recycled, Colored, Special, Letterhead, Preprinted, Pre-punched, Bond, Cardstock, Envelope, OHP*, Label*   |
| Standard Paper Capacity                 | 2,300 sheets (w/1,100-sheet Paper Feed Unit)  |
| Standard Output Capacity                | 1,250 sheets (Bridge Unit + 1,000-sheet Finisher)   |
| Maximum Monthly Volume                  | 50000   |
| Power Source                            | 220V/50Hz   |
| Energy Star                             | Certified   |
| Standard Features                       | Auto Paper Select, Auto Tray Switch, Auto Image Density, Auto Text & Photo Separation, Auto Start, Auto Off Timer, Booklet/Magazine Copy, Shift/Erase/Margin Adjustment, Combine (Layout), Cover/Chapter/Slip Sheets Insertion, Image Rotation, Document Server (3,000 File Capacity) with Folder Management and Password Protection, Web Browser, Duplex, Electronic/Rotate Sorting, 8 Job Presets, 25 Job Programs, Negative/Positive, Sample Copy, Series Copy, Simplified Display, 1,000 User Codes, Stamps/Numbering, Interrupt Copy, Login/Logout Button, System Reset Timer, Import/Export of Preference Settings, Eco-Friendly Indicator, Centralized Address Book Management |

## Printer Specifications

|                               |  |
|-------------------------------|--|
| Processor Speed               | Intel® Atom Processor BayTrail-I 1.46 GHz  |
| Hard Disk Drive               | 320 GB HDD   |
| Interfaces                    | Standard on Device: 10Base-T/100Base-TX/1000Base-T Ethernet, USB Host Type A I/F (2 ports on back of device)<br>Standard on Operation Panel: USB Host Type A: 1 Port/Supports USB Flash Memory, USB Host Type A: 1 Port/Supports Optional Keyboard, etc., USB Host Type Mini B and SD Card Slot  |
| Network Protocol              | TCP/IP (IPv4, IPv6)  |
| Supported Operating Systems   | Windows Vista/7/8/8.1/10, Server 2008/2008R2/2012/2012R2; Unix Filters for Sun Solaris 9/10, HP-UX 11.x/11i v2/11i v3, SCO OpenServer 5.0.7/6.0, Red Hat Linux Enterprise V4/V5/V6, IBM AIX 5L/V5.3/V6.1/V7.1, Mac OS X 10.7 or later, SAP R/3, IBM iSeries AS/400® using OS/400 Host Print Transform, Citrix Xen App 6.5 or later   |
| Device Management Utilities   | Web Image Monitor Embedded @Remote, @Remote Office Appliance, @Remote Connector NX, @Remote Enterprise Pro, Device Manager NX Lite and Accounting, Device Manager NX Pro and Enterprise, Printer Driver Packager NX  |
| Printer Languages             | Standard: Postscript emulation, PCL5e/PCL6   |
| Print Resolution              | Up to 1200 x 1200 dpi  |
| Printer Features              | Sample/Locked/Hold/Scheduled/Stored/Store and Print, PDF Direct Print, Mail to Print, Classification Code, Bonjour Support, Windows Active Directory Support, DDNS Support, PCL Resident Font Adoption, Tray Parameter Change from Web Image Monitor, 1200 dpi Support, Universal Driver, XPS Support, WS Printer, Media Direct Print (Print from USB/SD), Banner Page Print, Auto Job Promotion, Poster Print, WPS Support, Send to Document Server, Layout (N-up), Watermark, Slip Sheet, Rotate, Do Not Print Blank Pages, Dithering, Toner Saving, Black Over Print, User ID/Code/Authentication, Edge to Edge Print |
| Security Features             | DataOverwriteSecurity System (DOSS), Windows/LDAP/Basic/User Code/802.1.x Wired Authentication, Address Book/Authentication Password/SSL Communication/S/MIME/IPsec Communication/HDD/SMTP over SSL/TLS/Wireless LAN Encryption, Network Protocol On/Off, IP Filtering, Unauthorized Copy/Print Prevention, Quota Setting/Account Limit, Compulsory Security Stamp, HDD Encryption   |
| <b>Scanner Specifications</b> |  |
| Scan Speed BW Full Color      | Simplex - 110 ipm/Duplex - 180 ipm (A4)  |
| Scanning Resolution           | Color & B/W: Up to 600 dpi<br>TWAIN: Up to 1200 dpi  |
| Scan Area                     | Up to 11" x 17"  |
| Protocols:                    | TCP/IP, SMB, SMTP, POP, LDAP, FTP, IMAP4   |

|                            |   |
|----------------------------|---|
| File Formats               | Single and Multi-Page TIFF/PDF, High Compression PDF, PDF/A and Single-Page JPEG  |
| Scanning Features          | Embedded Scan-to Email/Folder/SMB/FTP/URL/PDF/A/Digitally Signed PDF, TWAIN and Color Scanning, Auto Size Detection, Auto Density Selection, Image Rotation, SADF/Batch Mode, Mixed Size Mode, Reduce and Enlarge, Split Scan from Booklet Type Original, WS Scanner, LDAP Support, Preview Before Transmission, PDF Encryption, Drop Out Color Send, Distributed Scan Management   |
| <b>Additional Features</b> |   |
| Paper Feed                 | PB3220 Paper Feed Unit<br>Paper Capacity: 1,100 sheets (550 sheets x 2 trays)<br>Supported Paper Sizes: 5.5" x 8.5" to 11" x 17" (A5 – A3)<br>Supported Paper Weight: 16 – 80 lb. Bond/166 lb. Index (60 – 300 g/m <sup>2</sup> )<br>Dimensions (W x D x H): 23.1" x 27" x 9.7" (587 x 685 x 247 mm)  |
| Stapling                   | 1,000-Sheet Hybrid Staple + Stapleless Finisher SR3210<br>Paper Size: Proof Tray: 5.5" x 8.5" to 12" x 18" (A6 – A3); Shift Tray: 5.5" x 8.5" to 12" x 18" (A6 – A3)<br>Paper Weight: Proof Tray: 14 – 45 lb. Bond/93 lb. Index (52 – 169 g/m <sup>2</sup> ); Shift Tray: 14 – 80 lb. Bond/166 lb. Index (52 – 300 g/m <sup>2</sup> )<br>Stack Capacity: Proof Tray: 250 sheets (8.5" x 11") (A4); 50 sheets (8.5" x 14" or larger) (A3); Shift Tray: 1,000 sheets (8.5" x 11") (A4); 500 sheets (8.5" x 14" or larger) (A3)<br>Stapleless Capacity: 2 – 5 sheets/set<br>Staple Capacity: 50 sheets (8.5" x 11") (A4); 30 sheets (8.5" x 14" or larger) (B4)<br>Staple Paper Size: 8.5" x 11" – 11" x 17" (A4 – A3)<br>Staple Paper Weight: 14 – 28 lb. Bond (52 – 105 g/m <sup>2</sup> )<br>Staple Positions: Top, Bottom 2 Staples<br>Dimensions (WxDxH): 22.2" x 24.4" x 37.8" (563 x 620 x 960mm) |
| Hole Punch                 | 2-/3-Hole Punch Unit (PU 3050NA)<br>Punch Paper Sizes: 5.5" x 8.5" to 11" x 17" (A5 – A3)<br>Punch Paper Weight: 14 – 68 lb. Bond/142 lb. Index (52 – 256 g/m <sup>2</sup> )<br>(Installs inside SR3210 Finisher)   |

## **Lot3: SUPPLY OF PROFESSIONAL CAMERAS**

### **MINIMUM SPECIFICATIONS**

|  |  |
|--|--|
| <b>Canon EOS 5D Mark IV <u>OR</u> Equivalent</b> | <ul style="list-style-type: none"><li>• 30.4 Megapixel Full-Frame CMOS Sensor</li><li>• 7 fps continuous shooting and silent shutter mode</li><li>• 4k 30fps video with 8.8 mp still frame grab, Full 1080p HD 60 fps, HD 720p mode at 120 fps</li><li>• Dual Pixel CMOS AF for responsive and smooth AF during video or Live View shooting</li><li>• Built-in WiFi, NFC (Near-Field Communication)</li><li>• 61-point High-Density Reticular AF II system</li><li>• EV -3 AF sensitivity, EV -4 when in Live View mode</li><li>• 150,000-pixel RGB+IR, 252 zone metering sensor for improved AE and AF precision</li><li>• ISO 100-32000 with expansion up to 102400, down to 50</li><li>• EOS Integrated Cleaning System (EICS)</li><li>• Mirror Vibration Control System to reduce mirror vibration-caused blur</li></ul> |
|--|--|

## SECTION 5B: OTHER RELATED REQUIREMENTS

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]<br><i>(Pls. link this to price schedule)</i> | DDP   |
| Exact Address of Delivery/Installation Location                             | UNDP Office<br>Khartoum<br>Gama'a Avenue  |
| Mode of Transport Preferred   | Any mode of transport, the services provider must ensure the equipment is delivered and installed in the above location                           |
| UNDP Preferred Freight Forwarder, if any <sup>2</sup>                       | N/A   |
| Distribution of shipping documents<br><i>(if using freight forwarder)</i>   | N/A   |
| Customs, if required, clearing shall be done by:                            | Supplier  |
| Ex-factory / Pre-shipment inspection  | N/A   |
| Inspection upon delivery  | As per Section 5a: Schedule of Requirements and Technical Specifications  |
| Installation Requirements   | The equipment should be installed in UNDP Office, as per Section 5a: Schedule of Requirements and Technical Specifications                        |
| Testing Requirements  | As per Section 5a: Schedule of Requirements and Technical Specifications  |
| Scope of Training on Operation and Maintenance                              | As per Section 5a: Schedule of Requirements and Technical Specifications  |
| Commissioning   | As per Section 5a: Schedule of Requirements and Technical Specifications  |
| Warranty Period   | As per Section 5a: Schedule of Requirements and Technical Specifications  |
| Local Service Support   | The service provider must have a local representative agent   |
| Technical Support Requirements  | As per the Schedule of Requirements and Technical Specifications/Bill of Quantities   |
| After-sale services Requirements  | <input checked="" type="checkbox"/> Technical Support<br>Please refer to Schedule of Requirements and Technical Specifications/Bill of Quantities |

<sup>2</sup>A factor of the Incoterms stipulated in the ITB. The use of a UNDP preferred freight forwarder may be considered for purposes of ensuring forwarder's familiarity with procedures and processing of documentary requirements applicable to UNDP when clearing with customs authority of the country of destination.



|  |  |
|--|--|
| <p>Payment Terms<br/> <i>(max. advanced payment is 20% as per UNDP policy)</i></p>                             | <p>Monthly payment after receiving the invoice and 100% within 30 days upon UNDP's acceptance of the services rendered as specified and receipt of invoice</p> |
| <p>Conditions for Release of Payment</p>   | <p><input checked="" type="checkbox"/> Written Acceptance of services/invoice based on full compliance with ITB requirements</p>                               |
| <p>All documentations, including catalogues, instructions and operating manuals, shall be in this language</p> | <p>English and/or<br/> Arabic</p>  |

## SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

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This form serves as a checklist for preparation of your Bid. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Bid submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Bid, please ensure compliance with the Bid Submission instructions of the BDS 22.

### Technical Bid:

|  |                          |
|--|--------------------------|
| <b>Have you duly completed all the Returnable Bidding Forms?</b>   |                          |
| ▪ Form A: Bid Submission Form  | <input type="checkbox"/> |
| ▪ Form B: Bidder Information Form  | <input type="checkbox"/> |
| ▪ Form C: Joint Venture/Consortium/ Association Information Form   | <input type="checkbox"/> |
| ▪ Form D: Qualification Form   | <input type="checkbox"/> |
| ▪ Form E: Format of Technical Bid/Bill of Quantities   | <input type="checkbox"/> |
| <b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b> | <input type="checkbox"/> |

## Form A: Bid Submission Form

|                 |  |       |             |
|-----------------|--|-------|-------------|
| Name of Bidder: | [Insert Name of Bidder]  | Date: | Select date |
| ITB reference:  | <b>ITB/KRT/19/006 - ITB to Develop Multiple Long Term Agreements for Supply of different ICT Equipment and Provision of Leasing Services for ICT Equipment</b> |       |             |

We, the undersigned, offer to supply the goods and related services required for **ITB to Develop Multiple Long Term Agreements for Supply of different ICT Equipment and Provision of Leasing Services for ICT Equipment** in accordance with your Invitation to Bid No. **ITB/KRT/19/006** and our Bid. We hereby submit our Technical Bid.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) 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;
- b) 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;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) 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;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, 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 embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/or sanctioning by the UNDP.

We offer to supply the goods and related services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Schedule of Requirements and Technical Specifications.

Our Bid shall be valid and remain binding upon us for the period specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Bid you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Bid and bind it should UNDP accept this Bid.

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

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

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

Signature: \_\_\_\_\_ *[Stamp with official stamp of the Bidder]*

## Form B: Bidder Information Form

|   |  |
|---|--|
| <b>Legal name of Bidder</b>   | [Complete]   |
| <b>Legal address</b>  | [Complete]   |
| <b>Year of registration</b>   | [Complete]   |
| <b>Bidder's Authorized Representative Information</b>   | Name and Title: [Complete]<br>Telephone numbers: [Complete]<br>Email: [Complete]             |
| <b>Are you a UNGM registered vendor?</b>  | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number] |
| <b>Are you a UNDP vendor?</b>   | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number] |
| <b>Countries of operation</b>   | [Complete]   |
| <b>No. of full-time employees</b>   | [Complete]   |
| <b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>   | [Complete]   |
| <b>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):</b>   | [Complete]   |
| <b>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</b>   | [Complete]   |
| <b>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</b> | [Complete]   |
| <b>Is your company a member of the UN Global Compact</b>  | [Complete]   |
| <b>Contact person that UNDP may contact for requests for</b>  | Name and Title: [Complete]<br>Telephone numbers: [Complete]                                  |

|   |  |
|---|--|
| <b>clarifications during Bid evaluation</b>   | Email: [Complete]  |
| <b>Please attach the following documents:</b> | <ul style="list-style-type: none"> <li>▪ Company Profile, including printed brochures and product catalogues relevant to the goods and/or services being procured</li> <li>▪ Certificate of Incorporation/ Business Registration</li> <li>▪ Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney if applicable.</li> <li>▪ Previous Experience: Documentary evidence of a minimum of 2 contracts of similar nature projects (provision of ICT Equipment renting services/supply of ICT Equipment) implemented over the last 7 years. (Contract(s) with UN is desirable)</li> <li>▪ At least 2 Reference letters / signed completion certificate/ Goods Received Note (GRN) from previous projects in the last 7 years confirming that similar services have been rendered</li> <li>▪ Data sheets, Catalogues of the Equipment</li> <li>▪ Financial Audit Report with minimum annual turnover of US\$50,000 in any single year for the last 3 years (2015, 2016, 2017). Bidders who have completed certified audited financial statement for 2018 can also submit the report, which will be considered for evaluation.</li> <li>▪ Form A: Bid Submission Form</li> <li>▪ Form B: Bidder Information Form</li> <li>▪ Form C: Joint Venture/ Consortium/ Association Information Form, if Applicable</li> <li>▪ Form D: Eligibility and Qualification Form</li> <li>▪ Form E: Format of Technical Bid</li> <li>▪ Form F: Price Schedule Form</li> </ul> |

## Form C: Joint Venture/Consortium/Association Information Form

|                 |  |       |             |
|-----------------|--|-------|-------------|
| Name of Bidder: | [Insert Name of Bidder]  | Date: | Select date |
| ITB reference:  | <b>ITB/KRT/19/006 - ITB to Develop Multiple Long Term Agreements for Supply of different ICT Equipment and Provision of Leasing Services for ICT Equipment</b> |       |             |

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

| No | Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i> | Proposed proportion of responsibilities (in %) and type of goods and/or services to be performed |
|----|--|--|
| 1  | [Complete]   | [Complete]   |
| 2  | [Complete]   | [Complete]   |
| 3  | [Complete]   | [Complete]   |

|  |            |
|--|------------|
| <b>Name of leading partner</b><br>(with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution) | [Complete] |
|--|------------|

We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture      **OR**       JV/Consortium/Association agreement

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

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

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

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

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

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

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

## Form D: Eligibility and Qualification Form

|                 |  |       |             |
|-----------------|--|-------|-------------|
| Name of Bidder: | [Insert Name of Bidder]  | Date: | Select date |
| ITB reference:  | <b>ITB/KRT/19/006 - ITB to Develop Multiple Long Term Agreements for Supply of different ICT Equipment and Provision of Leasing Services for ICT Equipment</b> |       |             |

If JV/Consortium/Association, to be completed by each partner.

### History of Non- Performing Contracts

| <input type="checkbox"/> Non-performing contracts did not occur during the last 3 years |                                    |   |   |
|---|------------------------------------|---|---|
| <input type="checkbox"/> Contract(s) not performed in the last 3 years                  |                                    |   |   |
| Year  | Non- performed portion of contract | Contract Identification   | Total Contract Amount (current value in US\$) |
|   |                                    | Name of Client:<br>Address of Client:<br>Reason(s) for non-performance: |   |

### Litigation History (including pending litigation)

| <input type="checkbox"/> No litigation history for the last 3 years |                             |   |   |
|---|-----------------------------|---|---|
| <input type="checkbox"/> Litigation History as indicated below      |                             |   |   |
| Year of dispute   | Amount in dispute (in US\$) | Contract Identification   | Total Contract Amount (current value in US\$) |
|   |                             | Name of Client:<br>Address of Client:<br>Matter in dispute:<br>Party who initiated the dispute:<br>Status of dispute:<br>Party awarded if resolved: |   |

### Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of

the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

| Project name & Country of Assignment | Client & Reference Contact Details | Contract Value | Period of activity and status | Types of activities undertaken |
|--------------------------------------|------------------------------------|----------------|-------------------------------|--------------------------------|
|                                      |                                    |                |                               |                                |
|                                      |                                    |                |                               |                                |
|                                      |                                    |                |                               |                                |
|                                      |                                    |                |                               |                                |
|                                      |                                    |                |                               |                                |
|                                      |                                    |                |                               |                                |
|                                      |                                    |                |                               |                                |
|                                      |                                    |                |                               |                                |
|                                      |                                    |                |                               |                                |
|                                      |                                    |                |                               |                                |

Bidders may also attach their own Project Data Sheets with more details for assignments above.

Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

## Financial Standing

|   |      |     |
|---|------|-----|
| <b>Annual Turnover for the last 3 years</b>               | Year | USD |
|   | Year | USD |
|   | Year | USD |
| <b>Latest Credit Rating (if any), indicate the source</b> |      |     |

| Financial information<br>(in US\$ equivalent) | Historic information for the last 3 years |        |        |
|---|---|--------|--------|
|   | Year 1                                    | Year 2 | Year 3 |
|   | <i>Information from Balance Sheet</i>     |        |        |
| Total Assets (TA)                             |   |        |        |
| Total Liabilities (TL)                        |   |        |        |
| Current Assets (CA)                           |   |        |        |
| Current Liabilities (CL)                      |   |        |        |
|   | <i>Information from Income Statement</i>  |        |        |
| Total / Gross Revenue (TR)                    |   |        |        |
| Profits Before Taxes (PBT)                    |   |        |        |
| Net Profit                                    |   |        |        |
| Current Ratio                                 |   |        |        |

Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;



- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

## Form E: Format of Technical Bid

|                 |  |       |             |
|-----------------|--|-------|-------------|
| Name of Bidder: | [Insert Name of Bidder]  | Date: | Select date |
| ITB reference:  | <b>ITB/KRT/19/006 - ITB to Develop Multiple Long Term Agreements for Supply of different ICT Equipment and Provision of Leasing Services for ICT Equipment</b> |       |             |

The Bidder’s Bid should be organized to follow this format of the Technical Bid. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

### SECTION 1: Bidder’s qualification, capacity and expertise

#### 1.1 Top (three or more) Projects implemented during the last 7 years:

| Project Description | Client | Amount | Year of Completion |
|---------------------|--------|--------|--------------------|
|                     |        |        |                    |
|                     |        |        |                    |
|                     |        |        |                    |
|                     |        |        |                    |
|                     |        |        |                    |

#### 1.2 List of on-going Contracts

| Project Description | Client Name | Amount |
|---------------------|-------------|--------|
|                     |             |        |
|                     |             |        |
|                     |             |        |
|                     |             |        |

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

requirements/specifications. All important aspects should be addressed in sufficient detail.

- 2.1 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.2 Explain whether any work would be subcontracted, to whom, how much percentage of the requirements, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.

| <b>Description</b>   | <b>Yes/No</b> | <b>If Yes, please provide details</b> |
|--|---------------|---------------------------------------|
| <b>Confirm if any part of the service will be sub-contracted</b> |               |                                       |

## FORM F: Price Schedule Form

|                 |  |       |             |
|-----------------|--|-------|-------------|
| Name of Bidder: | [Insert Name of Bidder]  | Date: | Select date |
| ITB reference:  | <b>ITB/KRT/19/006 - ITB to Develop Multiple Long Term Agreements for Supply of different ICT Equipment and Provision of Leasing Services for ICT Equipment</b> |       |             |

The Bidder is required to prepare the Price Schedule following the below format. The Price Schedule must include a detailed cost breakdown of all goods and related services to be provided. Separate figures must be provided for each functional grouping or category, if any.

### LOT1: PROVISION OF LEASING SERVICES: LAPTOPS AND PRINTING, SCANNING AND PHOTOCOPYING SERVICES

| #  | Equipment   | QTY | Monthly Rent | Yearly Rent |
|--|---|-----|--------------|-------------|
| 1  | Laptop: Dell Latitude 7490 OR Equivalent  | 20  |              |             |
| 2  | Photocopier   | 2   |              |             |
| 3  | Personal printer: HP LaserJet Pro M402dw Printer  | 5   |              |             |
| 4  | Network black and white printer: HP LaserJet Enterprise M506 Series Printer   | 9   |              |             |
| 5  | Network colour printer: Color LaserJet CP5225 printer series  | 2   |              |             |
| 6  | Digital Senders HP Digital Sender Flow 8500 fn2 Document Capture Workstation  | 5   |              |             |
| 7  | Personal all in one HP LaserJet Pro MFP M227sdn   | 5   |              |             |
| 8  | Multi fonction printer MP 5055 Plus   | 8   |              |             |
| 9  | Management Software Features: Qty 01 pc for unlimited number of machines.<br>Archiving and workflow Software Features: Qty 01pc | 01  |              |             |
| <b>Bid Grand Total</b><br><i>The total price shall include all related costs (supply, delivery, installation, preventive maintenance and one-time Management Software)</i> |   |     |              |             |

- Fixed monthly rentals per device (Monthly Rentals should include Equipment, Insurance, Maintenance, Servicing and support). (This includes all the consumables except Papers).
- The consumables (toner, cartridges, drum units, maintenance kits, etc.) will be provided by the service provider.
- The bidder will cover the cost for One-Time software in their offer, which will exclude any additional charges to be paid by UNDP.

**LOT2: SUPPLY OF ICT EQUIPMENT (LAPTOPS, PRINTERS, SCANNERS, PHOTOCOPIERS) AND TONERS**

| #  | Equipment  | QTY | Price (Currency) |
|--|--|-----|------------------|
| 1  | Laptop: Dell Latitude 7490 OR Equivalent                                     | 1   |                  |
| 1  | Photocopier as per the specification indicated in technical requirements.    | 1   |                  |
| 2  | Personal printer: HP LaserJet Pro M402dw Printer                             | 1   |                  |
| 3  | Network black and white printer: HP LaserJet Enterprise M506 Series Printer  | 1   |                  |
| 4  | Network colour printer: Color LaserJet CP5225 printer series                 | 1   |                  |
| 5  | Digital Senders HP Digital Sender Flow 8500 fn2 Document Capture Workstation | 1   |                  |
| 6  | Personal all in one HP LaserJet Pro MFP M227sdn                              | 1   |                  |
| 7  | Multi fonction printer MP 5055 Plus  | 1   |                  |
| <b>Bid Grand Total</b><br><i>The total price shall include all related costs (supply, delivery, installation, preventive maintenance and one-time Management Software)</i> |  |     |                  |

**LOT3: SUPPLY OF PROFESSIONAL CAMERAS**

| #  | Equipment  | QTY | Price (Currency) |
|--|--|-----|------------------|
| 1  | Professional Camera:<br>Canon EOS 5D Mark IV OR Equivalent | 1   |                  |
| <b>Bid Grand Total</b><br><i>The total price shall include all related costs</i> |  |     |                  |

**Table A: Discount Offers**

Please refer to "Annex 1: Use of UNDP LTAs"

| Not to exceed <b>100%</b> greater than the Ceiling Amount | Discount (%) to be proposed by the Vendor |
|---|---|
| Ceiling Amount USD XXXXX                                  |   |
| 10% greater than ceiling amount                           |   |
| 20% greater than ceiling amount                           |   |
| 30% greater than ceiling amount                           |   |
| 40% greater than ceiling amount                           |   |

|                                  |  |
|----------------------------------|--|
| 50% greater than ceiling amount  |  |
| 60% greater than ceiling amount  |  |
| 70% greater than ceiling amount  |  |
| 80% greater than ceiling amount  |  |
| 90% greater than ceiling amount  |  |
| 100% greater than ceiling amount |  |

Name of Bidder: \_\_\_\_\_

Authorised signature: \_\_\_\_\_

Name of authorised signatory: \_\_\_\_\_

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

Stamp: