**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION[[1]](#footnote-1)**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery[[2]](#footnote-2))***

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. 230\_433-2019-UNDP-UKR-RFQ-RPP:

**TABLE 1: BRIEF COMPANY PROFILE**

|  |  |
| --- | --- |
| **BRIEF COMPANY PROFILE**  The Supplier must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following: | |
| Full registration name |  |
| Year of foundation |  |
| Legal status | If Consortium, please provide written confirmation from each member |
| Legal address |  |
| Actual address |  |
| Bank information |  |
| VAT payer status |  |
| Contact person name |  |
| Contact person email |  |
| Contact person phone |  |
| Company’s core activities |  |
| Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations (If any); | Please indicate here |
| Business Licenses – Registration Papers, Tax Payment Certification, etc |  |
| Certificates and Accreditation | Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. |
| Please provide contact details of at least 3 previous partners for reference | Please attach the signed reference letters (if any). |
| Company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List. | Please confirm (Answers: Yes, we are in the list/No, we are not in the list) |

**TABLE 2: Conformity to the specification**

**LOT 1**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Item** | | **Technical characteristics** | | **The number of units, pcs.** | **Conformity**  (Yes/No) | **Offered Brand, Model and Part number** | **Alternative proposal** |
| 1 | **Desktop computer** (assembled with pre-installed software) | System unit | Not less than:  **CPU-** Intel Core ; Number of Cores: 2 cores; Number of Threads: 4; Clock Speed, GHz: 3.5 GHz; Process technology: 14 nm; Code for: Kaby Lake-S; The frequency of system bus: 8 GT/s DMI / **Motherboard-** Towards: for home/office; Processor compatibility: Intel Core 7th Generation /i7, i5, i3, Pentium, Celeron; Northbridge (chipset) : Intel H110 ; RAM DDR4: 2 slots;Slots PCI-E 1x 2 pcs PCIe 2.0; Slots PCI-E 16x 1 pcs PCIe 3.0/2.0 (x16 mode); D-Sub (VGA) Output, DVI Output, HDMI Output; 3.5 mm jack (mini-Jack): 3 pcs; SATA3 (6 Gb / s): 4 ports; LAN (RJ-45): 10/100/1000 Mbps; USB 2.0: 4 pcs; USB connector on the motherboard 2 pcs ( 1 x USB 3.0 / 1 x USB 2.0 ); PS/2: 2 pcs; USB 3.0: 2 pcs / **RAM-** Function: for PC;The amount of memory set: 8 GB; Memory type: DDR4; Clock frequency: 2400 MHz; Throughput: 19200 MB/s / **HDD-** Type: internal; Function: for PC; Capacity: 1000 GB; Volume clipboard: 64 MB; Form factor: 3.5"; Spindle speed: 7200 rpm; Interfaces: SATA 3 / **ODD-** Type: internal; Media types: DVD±RW; Connection: SATA; Disc loading type: via tray / **PC case-** Enclosure type: Mini Tower; Form factor: micro-ATX; Power supply: exists; Case color: black; Power complete PSU: 400 W; Connectors on the front panel: USB 3.0 connectors, Audio (microphone / headphone ) | | 12 |  |  |  |
| Monitor | Device type: monitor / Screen diagonal: 21.5 " / Screen Surface: anti-glare / Support for parties: 16:9 / Type of matrix: IPS / Recommended resolution: 1920x1080 (Full HD) / Reaction time: 5 ms / Contrast (static) : 1000:1 / Contrast ratio (dynamic) : 5000000:1 / Bright: 250 cd / m2 / The pixel size: 0.247 mm / Frequency (vert.) : 60 Hz / Frequency (mountains). : 80 Hz / Update frequency: 60 Hz / Color depth: 16.7 mln colors / Inputs: VGA, HDMI / | |  |  |  |
| Keyboard and mouse | Connection: wired / Connection interface: USB / Format: Classic / Equipment: keyboard and mouse | |  |  |  |
| Microsoft Windows 10 (software) | Windows 10 Professional / Сapacity: 64-bit / Language of the application: Ukrainian / License Type: OEM version (for assemblers) / Assignment: For home and business / Can be installed on: 1 PC | |  |  |  |
| Microsoft Office 2019  (software) | Microsoft Office 2019 [Ukrainian Medialess] / Сapacity: 64-bit / Office version: Office for Home and Business / Interface language: Ukrainian / Program package: Word, Exсel, PowerPoint, OneNote, Outlook / License Type: Constant / Can be installed on: 1 PC | |  |  |  |
| Power Extender with overload protection | Number of outlets: 6 / Maximum load current: 16 / A Long-term load: 3500 V / Cord length, m: 1.5 / Maximum peak voltage: 240 V | |  |  |  |
| 2 | Notebook computer (assembled with pre-installed software) |  | No less than :  *7th Generation Intel*® *Core*™ Processor (2.6 - 3.9 GHz). Number of cores: 2. Number of threads: 4. Cache: 4MB. Memory types: 8GB DDR4-2133. Processor Graphics: Intel HD Graphics 620. Chipset Memory: Intel SoC (System on Chip) platform, 32GB max / 2400MHz DDR4, dual-channel capable, two DDR4 SO-DIMM sockets Display: 14.0" (355mm) FHD (1920x1080), anti-glare, LED backlight, IPS, 250 nits, 16:9 aspect ratio, 700:1 contrast ratio, 170° viewing angle. Storage: SSD /, Active Protection System. Optical: none. Ethernet: Intel Ethernet Connection I219-LM. WLAN: Intel Dual Band Wireless-AC 8260, Wi-Fi 2x2 802.11ac + BT4.1, M.2 card. Bluetooth: Bluetooth 4.1 wireless, integrated in Wi-Fi + Bluetooth combo adapter. Case color: Black. Media reader: 4-in-1 reader (MMC, SD, SDHC, SDXC). Ports: Three USB 3.1 Gen 1 (USB 3.0, one Always On), VGA, HDMI or Mini DisplayPort, Ethernet (RJ-45), Dock connector. Camera: HD720p resolution, fixed focus. Audio support: HD Audio, Realtek ALC3268 codec / stereo speakers, 1W x 2 / dual array microphone, combo audio/microphone jack. Keyboard UltraNav: 6-row, spill-resistant, multimedia Fn keys. Security: Power-on password, hard disk password, supervisor password, security keyhole. Security chip: Discrete TPM 2.0, TCG Certified. Fingerprint reader: Swipe style fingerprint reader on the keyboard bezel. Battery: Li-ion 3-cell (24Wh) or 6-cell (48Wh or 72Wh). AC adapter: 45W or 65W slim tip AC adapter. Environment: ENERGY STAR 6.1; RoHS-compliant. | | 6 |  |  |  |
|  | Microsoft Windows 10 (software) | Windows 10 Professional / Сapacity: 64-bit / Language of the application: Ukrainian / License Type: OEM version (for assemblers) / Assignment: For home and business. | |  |  |  |
|  | Microsoft Office 2019  (software) | Microsoft Office 2019 [Ukrainian Medialess] / Сapacity: 64-bit / Office version: Office for Home and Business / Interface language: Ukrainian / Program package: Word, Exсel, PowerPoint, OneNote, Outlook / License Type: Constant. | |  |  |  |
| 3 | Uninterruptible power supply (UPS) | | Device Type: line-interactive / Switching time on battery: 2 ms / Operating time at full load: 1 min / Operation time at half load: 5 min / Input voltage: 230 V / Maximum output power is: 850 Va / Effective output power: 480 V / Rosettes reserve: 4 pcs / Cold start: exists | | 12 |  |  |  |
| 4 | Multi-functional unit (MFU) | | Format device: A4 / Printing Technology: laser / Сhromaticity: monochrome / Speed black and white printing: 18 ppm / Max. Resolution, dpi: 1200х600 / First Print Out Time: 8 s / Min. paper density: 60 g/cm / Max. paper density: 163 g/cm / Black-and- white copying: 18 ppm  Scaling factor: 25 – 400% /in increments of 1% / Scanner Type: tablet / The Scanner Resolution: 600х1200 dpi / Color depth: 24 / Number of cartridges: 1 pc / Resource b / w cartridge: 1600 p / Cartridge Configuration: cartridge 725 / Tray issuance: 100 p / Paper Feed: 150 p / Wired interfaces: USB /2.0 Hi-speed / The recommended monthly duty cycle: 8 thsd p. / +1 additional cartridge | | 6 |  |  |  |
| 5 | Lenovo IdeaPad D330 10.1" 4/64GB LTE Mineral Grey (81H3002BRA) (or analogue) | | 10.1" IPS screen (1920x1200) MultiTouch / Intel Pentium Silver N5000 (1.1 - 2.7 GHz) / 4 GB RAM / 64 GB internal memory + microSD / 3G / 3G / 4G / Wi-Fi / Bluetooth 4.1 / main camera 5MP, front camera 2MP / GPS / / 610G / gray / keyboard | | 12 |  |  |  |
| Microsoft Windows 10 (software) | Windows 10 Professional / Сapacity: 64-bit / Language of the application: Ukrainian / License Type: OEM version (for assemblers) / Assignment: For home and business / Can be installed on: 1 PC |  |  |  |
| Microsoft Office 2019  (software) | Microsoft Office 2019 [Ukrainian Medialess] / Сapacity: 64-bit / Office version: Office for Home and Business / Interface language: Ukrainian / Program package: Word, Exсel, PowerPoint, OneNote, Outlook / License Type: Constant / Can be installed on: 1 PC |  |  |  |
| 6 | 43" Monitor | | Display diagonal: 43"  Maximum display resolution: 3840x2160  Matrix Type: IPSIPS  Matrix reaction time: 5 ms (gray to gray)  Interfaces: VGA, USB, HDMI x 2, DisplayPort x 2  Display brightness: 300 cd/m2  Display contrast: 1200:1 (SmartContrast: 50000000:1)  Features: MHL support, MHL support, USB hub, Ultra HD 4K - resolution | | 6 |  |  |  |
| 7 | Wi-Fi Router | | Wi-Fi frequency: 2.4 GHz, 5 GHz Wi-Fi speed:> 300 Mbps  WAN port: Ethernet  Interfaces: 1 x 10/100 / 1000M Auto MDI / MDIX RJ45 WAN   4 x 10/100 / 1000M Auto MDI / MDIX RJ45 LAN | | 6 |  |  |  |
| 8 | HDMI to HDMI cable, 5 m, v2.0 UltraHD 4K-3D | | HDMI to HDMI, 5 m, v2.0 UltraHD 4K-3D | | 6 |  |  |  |

**LOT 2**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Requirements for the Mobile Cases.**  **The characteristics should not be lower than those listed in the assignment** | **Number in one Mobile case** | **Total number** | | | **Conformity**  (Yes/No) | | | **Offered Brand, Model and Part number** | | | **Alternative proposal** | | |
| 1 | **Printer** Epson WorkForce WF-100W, or equivalent  Equipment format: A4  Printing Method: Inkjet printing  Paper Formats:9х13 cm/10 x 15 cm/20х25 cm/ 13 x 18 cm/13x20 cm.  Color printer.  Color display.  Push button control panel  Printing Speed: 14 pages/min MonochromeColour  Printing Speed: 11 pages/min  Printing Resolution:5,760 x 1,440 DPI  Ink Technologies:Pigment ink.  Cartridges (1 black, 1 three-colour cartridge), 4 Colours.  Black cartridge resource – 250 pages.  Colour cartridge resourse – 200 pages.  Compatible Paper Weight:min. 64 g/ m², max 300 g/m²  Multifunction:20 Sheets Standard,  Interface: USB/Hi-Speed 2.0, Wi-Fi (Air Print)  Compatible Operating Systems:Mac OS/ Windows  What's in the box: 2x Maintenance box, AC Adaptor, Ink, Main unit, Micro-USB cable, cartridges (1 black, 1 three-colour cartridge).  Power Supply: 220V, 240V  Product dimensions:309‎ x 154 x 61 mm (Width x Depth x Height)  Battery type:integrated  Battery - no.of pages:100 pages monochrome, 50 pages colour  Product weight:1.6 kg | 1 | 10 | | |  | | |  | | |  | | |
| 2 | Set: **2 additional cartridges (set) Epson** WF-100W(Epson 266 Black+Epson 267 Colour) or equivalent, cartridges should work with the proposed printer. | 1 set | 10 sets |  | | |  | | |  | | |
| 3 | **Notebook** Dell or equivalent with minimum parameters:  + Microsoft Office Home and Business 2019 Ukrainian Medialess (T5D-03278)  Type - laptop. Screen 15.6 ". 1920x1080 display resolution. The screen cover is matt.  Intel processor manufacturer, Core i3 processor series, 7020U processor model,2.3 GHz.  Number of CPU cores 2  DDR 4 / 2666MHz RAM type  RAM 8GB / 1x4GB  Video card type integrated / with shared graphics memory  Intel HD Graphics graphics card series  Model of video card 620  SSD /M.2 PCIe NVMe drive type  128GB SSD capacity  Wi-Fi 802.11ac \ Bluetooth communications  Without optical drive  HDMI I / O connectors and ports /1.4b \ Headphone output \ RJ-45 \ USB 3.1 -2pcs Gen 1 \ USB 2.0 1 pc  Multimedia Card Reader / (SD, SDHC, SDXC)  webcam / HD (720p)  Keyboard Island Type /: Internal Ukrainian Keyboard  Touchpad manipulator  Battery  Number of battery cells 3  Battery Power 42Wh  Security: Security slot  Windows 10 Pro / 64bit Ukranian 1 pk DVD pre-installed  The color is black  Dimensions (WxHxD) 19.9 x 380 x 258 mm  Weight 2.03 kg | 1 | 10 |  | | |  | | |  | | |
| 4 | **Wireless mouse** Logitech 170 Black USB or equivalent.  Black 3-button wireless mouse, scroll wheel and Nano receiver interface via universal USB. Optical sensor with a resolution of 1000 dpi. | 1 | 10 | |  | | |  | | |  | | |
| 5 | **Novatel Mobile 4G / 3G + Wi-Fi Router** or equivalent.Wireless MiFi 4620LE with prepaid Internet connection for 2 months (Kyivstar or Vodafone)  Type: Modem 4G / 3G + Wi-Fi router  Interface: USB 2.0, Wi-Fi  Data Transfer: LTE, CDMA 2000 (1x EV-DO rev.A), UMTS / WCDMA (HSDPA; HSUPA; HSPA; HSPA +), GPRS / EDGE  Maximum download speed, Mbps: 12  Antenna: built-in (there is an external antenna connector)  Wi-Fi router: 802.11 b / g / n  Operator support: PeopleNet, Intertelecom, Kyivstar, Vodafone, lifecell  Built-in battery, mAh: 3000  Optional: Battery capacity 3000 mAh / up to 12 hours battery life | 1 | 10 | |  | | |  | | |  | | |
| 6 | **Card reader non-contact KR-382 for passport ID** | 1 | 10 | |  | | |  | | |  | | |
| 7 | **iScan Portable Scanner (**or equivalent) document scanner  Resolution: 1050 dpi / 600 dpi / 300 dpi;  Image Sensor: Touch Image Sensor;  Scanning Sizes: A4;  Scan width: 225 mm;  File format: JPG / PDF;  LCD: 480 \* 320 HD TFT lcd;  Automatic shutdown: 3 minutes;  USB Ports and connectors: USB 2.0 High Speed;  Power source: rechargeable built-in 900 mAh lithium polymer;  Memory Card: TF Card (MicroSD) | 1 | 10 | |  | | |  | | |  | | |
| 8 | **MicroSD 16Gb memory card** | 1 | 10 | | |  | | |  | | |  | | |
| 9 | **USB 3.0 HUB, 4 ports hub**  Type external, USB 3.0 connection, USB hub 4 slots, black color, USB powered | 1 | 10 | | |  | | |  | | |  | | |
| 10 | **Webcam LOGITECH HD Pro Webcam C920 (960-001055)** or equivalent.  Video resolution, 1920 x 1080 pixels  Frame rate is 30 fps  Focusing method - automatic  Maximum photo quality - 15 Mp  Equipment: motion sensor; microphone;  Features of face tracking.  Placement on a tripod; on the laptop; on the monitor; on the table  USB 2.0 interface | 1 | 10 | | |  | | |  | | |  | | |
| 11 | **Case for equipment**  Material - plastic. Knitted interior. The case should have special places for each equipment.  Additionally. Rubber legs.  Internal dimensions: 451 x 438 x 165 mm (17 "x 18").   External dimensions: 495 x 495 x 203 mm  Weight 5 kg. The color is black.  Or equivalent - the case should contain all the necessary equipment. | 1 | 10 | | |  | | |  | | |  | | |

**TABLE 3: Price offer**

Financial proposal for the supply of goods in accordance with the technical specification and requirements

**LOT 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description/Specification of Goods** | **Quantity** | **Unit Price,**  ***Currency* (excl. VAT)** | **Total Price per Item, *Currency* (excl. VAT)** | |
| 1 | **Desktop computer** (assembled with pre-installed software) | 12 |  |  | |
| 2 | **Notebook computer** (assembled with pre-installed software) **(please indicate brand and model)** | 6 |  |  | |
| 3 | **Uninterruptible power supply (UPS)** | 12 |  |  | |
| 4 | **Multi-functional unit (MFU) (please indicate brand and model)** | 6 |  |  | |
| 5 | **Lenovo IdeaPad D330 10.1" 4/64GB LTE Mineral Grey (81H3002BRA) (or analogue) (please indicate brand and model)** | 12 |  |  | |
| 6 | **43" Monitor (please indicate brand and model)** | 6 |  |  | |
| 7 | **Wi-Fi Router (please indicate brand and model)** | 6 |  |  | |
| 8 | **HDMI to HDMI cable, 5 m, v2.0 UltraHD 4K-3D** | 6 |  |  | |
|  | **Total Prices of Goods excl. VAT** | | | |  | |
|  | **Cost of transportation** | | | |  | |
|  | **Total Final and All-Inclusive Price Quotation (indicate currency) excl. VAT** | | | |  | |

**LOT 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description/Specification of Goods** | **Quantity** | **Unit Price,**  ***Currency* (excl. VAT)** | **Total Price per Item, *Currency* (excl. VAT)** | |
| 1 | **Printer (please indicate brand and model)** | 10 |  |  | |
| 2 | **2 additional cartridges (please indicate brand and model)** | 10 |  |  | |
| 3 | **Notebook** (assembled with pre-installed software) **(please indicate brand and model)** | 10 |  |  | |
| 4 | **Wireless mouse (please indicate brand and model)** | 10 |  |  | |
| 5 | **Mobile 4G / 3G + Wi-Fi Router (please indicate brand and model)** | 10 |  |  | |
| 6 | **Card reader non-contact KR-382 for passport ID** | 10 |  |  | |
| 7 | **Portable Scanner (please indicate brand and model)** | 10 |  |  | |
| 8 | **MicroSD 16Gb memory card (please indicate brand and model)** | 10 |  |  | |
| 9 | **USB 3.0 HUB, 4 ports hub** | 10 |  |  | |
| 10 | **Webcam (please indicate brand and model)** | 10 |  |  | |
| 11 | **Case for equipment** | 10 |  |  | |
|  | **Total Prices of Goods excl. VAT** | | | |  | |
|  | **Cost of transportation** | | | |  | |
|  | **Total Final and All-Inclusive Price Quotation (indicate currency) excl. VAT** | | | |  | |

**TABLE 4: Offer to Comply with Other Conditions and Related Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Other Information pertaining to our Quotation are as follows:** | **Your Responses** | | |
| ***Yes, we will comply*** | ***No, we cannot comply*** | ***If you cannot comply, pls. indicate counter proposal*** |
| Delivery time (Delivery of equipment must be carried out within 45 days from PO/Contact signature date) |  |  |  |
| LOT 1 |  |  |  |
| LOT 2 |  |  |  |
| Compliance with technical requirements |  |  |  |
| LOT 1 |  |  |  |
| LOT 2 |  |  |  |
| Delivery terms:  The supplier is obliged to ensure the supply of equipment in the required quantities to the addresses specified in Annex 1 of Term of Reference |  |  |  |
| LOT 1 |  |  |  |
| LOT 2 |  |  |  |
| Products meet the required quality standards. |  |  |  |
| LOT 1 |  |  |  |
| LOT 2 |  |  |  |
| Warranty and After-Sales Requirements: Not less than 1 year of full official manufacturer warranty |  |  |  |
| LOT 1 |  |  |  |
| LOT 2 |  |  |  |
| Availability of warranty service in Ukraine |  |  |  |
| LOT 1 |  |  |  |
| LOT 2 |  |  |  |
| Validity of Quotation (min. 60 days) |  |  |  |
| LOT 1 |  |  |  |
| LOT 2 |  |  |  |
| All Provisions of the UNDP General Terms and Conditions. <https://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |  |  |  |

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

*[Name and Signature of the Supplier’s Authorized Person]*

*[Designation]*

*[Date]*

1. *This serves as a guide to the Supplier in preparing the quotation and price schedule.*  [↑](#footnote-ref-1)
2. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-2)