REQUEST FOR QUOTATION FOR LOW-VALUE GOODS

DATE: 08.06.2020

SUBJECT: Request for Quotation supply of Interactive Information Kiosks for UNDP project

REF: RFQ/045/20 Supply of Interactive Information Kiosks for UNDP project

DEADLINE: by 18:00 (GMT +5) on Monday, June 22, 2020

Dear Sirs,

We kindly request that you provide a quotation for the goods described below.

<table>
<thead>
<tr>
<th>Item no.</th>
<th>Technical Description</th>
<th>Unit Q-ty</th>
<th>Currency of bid</th>
<th>Unit price</th>
<th>Total Price</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Information Kiosk</strong></td>
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<td>1. multi-touch display:</td>
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<td></td>
<td>- 24 inches</td>
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<td>- At least 5 simultaneous touches;</td>
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<td>- Anti-glare panel;</td>
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<td>- Brightness: minimum 300 cd / m2;</td>
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<td>- Contrast: minimum 5000: 1;</td>
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<td>- Latency: less than 15 ms;</td>
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<td>- Screen resolution: minimum 1920x1080 (Full HD);</td>
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<td>- Full support for Windows touch function.</td>
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<td>2. Computer:</td>
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<td>- Processor: minimum 4 cores, 2.30 GHz, 6 MB cache, 8 threads;</td>
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<td>- Integrated HD Graphics;</td>
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<td>- Memory: at least 8 GB of RAM DDR4 2400 GHz;</td>
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<td>- Disk: minimum 256 GB SSD;</td>
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<td>- Network: 1GbE Lan port;</td>
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<td>- Wireless network: WLAN 802.11 a / b / g / n;</td>
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<td>- 2D scanner of bar codes and QR codes;</td>
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<td>- Operating system: Windows 7 (32/64 Bits), Windows 8 (32/64 Bits), Windows 10 (32/64 Bits), Ubuntu Linux</td>
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<td>2.</td>
<td>3. Ability to print A6 size receipts;</td>
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<td>4. Speakers: Stereo speakers;</td>
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<td>5. Webcam;</td>
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<td>6. Access-IS: reader of ID cards and passports;</td>
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<td>7. Contactless Identity Support - NFS</td>
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</tbody>
</table>
### Pedestal
- Material - stainless steel;
- Ability to mount an acrylic panel with the logo of the customer (engraved or painted on the acrylic panel);
- Height: 1000-1200 mm.

| 2. | USB phone | Ea. | 10 |
| 3. | Warranty period of at least 2 years | | |

<table>
<thead>
<tr>
<th>Total price of equipment</th>
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</thead>
<tbody>
<tr>
<td>Transportation cost</td>
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<tr>
<td>Add: other charges (pls. Specify)</td>
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<tr>
<td>VAT must be inclusive for only local companies in Uzbekistan if registered as VAT payer</td>
</tr>
<tr>
<td>Total Final and all-Inclusive Price Quotation</td>
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</tbody>
</table>

### GENERAL CONDITION TO THE TECHNICAL SPECIFICATION

These terms of reference provide the basic characteristics for an interactive information kiosk, as well as the conditions for a potential supplier.

All proposed equipment specifications must meet or exceed the minimum technical specifications specified in these terms of reference.

**1. EQUIPMENT REQUIREMENTS**

1.1. The interactive information kiosk (hereinafter referred to as the Information Kiosk) must be new and in manufacturer’s undamaged packaging, provided with the appropriate attributes confirming their authenticity, be of
appropriate quality, in accordance with the technical documentation attached to the equipment by the manufacturer and in the quantity specified in the specification, which is an integral part of this technical requirement.

1.2. The Information Kiosk should not have defects associated with design, materials or works, or appearing as a result of the action or omission of the Manufacturer and / or Supplier, subject to adherence by the Customer of the rules and guidelines for operational use of the kiosks.

1.4. It is not allowed to supply an Information Kiosk that has been repaired/refurbished, that has obvious or hidden damage, or that was previously in use.

1.5. The supplied equipment must include all cables necessary for its connection and operation.

2. QUALITY AND WARRANTY

2.1. The supplier guarantees that the quality of the supplied information kiosk complies with the technical requirements specified in Appendix No. 1 to these terms of reference. He must also present all the documents confirming product quality in accordance with the current standards approved for this type of information kiosk at delivery.

2.2 The warranty period is 24 months after signing the certificate of completion. During the warranty period, the supplier must repair and replace failed hardware and must provide technical support for the operability of the equipment.

3. CERTIFICATION REQUIREMENTS

3.1. The supplied information kiosk must comply with current standards and norms of fire, sanitary and electrical safety (for human life and health) and the requirements of electromagnetic compatibility issued for relevant equipment.

3.2. At the same time, the information kiosk must have a certificate of conformity and marking.

4. MAINTENANCE REQUIREMENT

4.1. The warranty period for the supplied kiosk is 2 years from the date of commissioning of the kiosk.

4.2. Warranty support and service are provided by the Supplier.

Notes:
1. The bidders must quote genuine, branded products. UNDP may conduct post-delivery inspection at its sole discretion.
2. Site survey of Bidder’s office will be arranged on request (as applicable)
3. Brochures and Technical details of the model offered MUST be submitted with the bid offer
4. Partially bid under the current tender is NOT applicable.

The UNDP General Terms and Conditions are an integral part of this RFQ and should be reviewed by all bidders.

In submitting a quotation, bidders expressly accept to be bound by these General Terms and Conditions.

Any Purchase Order resulting from this process shall incorporate them in full.

Please submit your quotation by completing the right column of the form below:

<table>
<thead>
<tr>
<th>UNDP Requirements [to be filled out by Buyer]</th>
<th>Bidder’s Response</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Validity of Offer:</strong></td>
<td>☒ Yes</td>
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<tr>
<td>☒ 90 days</td>
<td>☐ No</td>
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<tr>
<td>In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially</td>
<td>☐ Please explain in case of “No”: __________________________</td>
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</tbody>
</table>
The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.

**Warranty Period Offered (as applicable):**
Not less than 24 months

- **Yes**
- **No**
- Please explain in case of “No”:

**Description of Warranty Coverage (as applicable):**
The required devices exhibited defects attributable to the manufacturer, discovered during the warranty period for goods, must be replaced and eliminated for free of charge.

- **Yes**
- **No**
- Please explain in case of “No”:

**Required documents:**
- Quality Certificates (ISO, functionality in accordance with the current standards, main technical characteristics of the supplied equipment and available certificates and etc.);
- Certificate on sanitary and electrical safety (for human life and health) and the requirements of electromagnetic compatibility issued for relevant equipment.

- **Yes**
- **No**
- Please explain in case of “No”:

**Description of After Sales Service (as applicable):**
☒ Warranty on devices not less than 24 months
☐ Technical Support
☐ Provision of Service Unit when pulled out for maintenance/repair
☒ Others: Replacement for a new city vehicle if the defect is detected/fault is detected at the time of delivery by supplier.

- **Yes**
- **No**
- Please explain in case of “No”:

**Delivery Terms (linked to INCOTERMS 2010):**
☒ FCA
☐ CPT
☐ CIP
The cargo shall come to the name of UNDP CO Uzbekistan followed with invoice (2 originals) and packing list (2 originals), with other quality confirmation documents if required.
☒ DAP Address indicated below
☒ Other: Tashkent, st. Amir Timur, 16 A.
Customs clearance\(^1\), if needed, shall be done by United Nations Development Programme for imported goods.

- **Yes**
- **No**
- Please explain in case of “No”:

**Payment Terms:**
☒ United States Dollars, for Foreign Suppliers will be paid in US Dollars by bank transfer 100% of the total invoice amount upon delivery and acceptance of goods

- **Yes**
- **No**
- Please explain in case of “No”:

☒ Local Currency: Uzbek Soums (UZS), for Local Suppliers will be paid in Uzbek Soums by bank transfer 100% of the total invoice amount upon delivery and acceptance of goods

\(^1\) Must be linked to INCO Terms chosen.
VAT terms:
☒ Must be exclusive of VAT for foreign companies registered outside of Uzbekistan
☒ Must be inclusive of VAT for local companies registered in Uzbekistan (if registered as VAT payer);
☐ Yes
☐ No
☐ Please explain in case of “No”:

Delivery terms:
Not more than 90 calendar days from the signing of contract for goods by both parties
Attention: If the offered delivery term exceeds the delivery time specified above, the respective proposed offer may be rejected.
☐ Yes
☐ No
☐ Please explain in case of “No”:

Exact address/ address of delivery:
Tashkent, st. Amir Timur, 16 A.
☐ Yes
☐ No
☐ Please explain in case of “No”:

All documentations, including catalogs, instructions and operating manuals, shall be in:
☒ English or Russian
☐ French
☐ Spanish
☐ Others
☐ Yes
☐ No
☐ Please explain in case of “No”:

Liquidated Damages:
☐ Will not be imposed
☒ Will be imposed under the following conditions:
0,5% of total contract amount for every day of delay, up to a maximum 10% of the contract amount. The contract may be terminated thereafter or after one month of delay, whichever occurs earlier.
☐ Accept
☐ Does not accept
☐ Please explain in case of “Does not accept”:

Please confirm that your company is not included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;
☐ Not listed
☐ Listed
☐ Please explain in case of “Listed”:

Please confirm that you accept the UN Supplier Code of Conduct, available at https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct
☐ Accept
☐ Does not accept
☐ Please explain in case of “Does not accept”:

We request your duly signed and sealed price quotation in a company letterhead and additional details as outlined, latest by 18:00 (GMT +5) on Thursday, June 22, 2020.

Bid must be submitted electronically in .pdf format to bids.uz@undp.org. Quotation submitted by e-mail must be limited to a maximum size of 10 MB, virus-free and consist of no more than 3 email transmissions. Otherwise, such quotations will be rejected.

Your bid should contain the following reference either on the envelope or email subject:
RFQ/045/20 supply of Interactive Information Kiosks for UNDP project.

2 Quotations submitted to other e-mail addresses will not be accepted and will be rejected.
3 Quotations that do not contain the specified subject or reference to the tender number in the subject line of e-mail message or on the envelope will not be opened and will be rejected.
Please follow these instructions and be mindful of deadlines. Bids submitted through other means or to other addresses will not be accepted.

UNDP will consider an award to the quotation which complies with all requirements in full and offers the lowest price. UNDP reserves the right to conduct post qualification exercise by requesting additional documents/clarifications/information if deemed necessary.

Any offer that does not meet requirements shall be rejected. UNDP is under no obligation to accept any bid.

Any request for additional information or queries must be sent/addressed to Procurement Unit three business days prior to the deadline in writing to pu.uz@undp.org.

Yours Sincerely,

Procurement Unit