



REQUEST FOR QUOTATION (RFQ)

UNDP-RFQ-2020-211

Video Conferencing Equipment for UNODC

NAME & ADDRESS OF FIRM	DATE: 30 th June 2020
	REFERENCE: UNDP-RFQ-2020-211

Dear Sir / Madam:

We kindly request you to submit your quotation for **“Supply, Installation and Commissioning of Video Conferencing Equipment”** as per specification given at Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Your offer, comprising of a Technical Bid and Price Schedule, should be submitted in accordance with Annex 2, through e-Tendering online system <https://etendering.partneragencies.org> on or before **Thursday, 16th July 2020 by 12:30 pm PST or 03:30 AM EDT.**

You are kindly requested to indicate whether your company intends to submit a quotation by clicking on “Accept Invitation” button no later than **Wednesday, 15th July 2020 [12:30 PM Pakistan Standard Time or 03:30 AM EDT]**. If that is not the case, UNDP would appreciate your indicating the reason, for our records

Any requests for clarification about the contents of RFQ shall be sent via fax (+51-2600254 & 55) or to the email address at pakistan.procurement.info@undp.org . Answers to questions/inquiries will be forwarded to all the prospective bidders.

Important notes on submission

1. Submissions must be in the form of PDF files and should be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned goods:

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	☒ DAP Peshawar, Khyber Pakhtunkhwa – Pakistan
Exact Address/es of Delivery Location/s (identify all, if multiple)	Delivery Address: Khyber Pakhtunkhwa Supply, Installation and Commission will be done at 8 different Sites in KP. 1. Peshawar (2) 2. Mardan (1) 3. Saidu Sharif (1) 4. Kohat (1) 5. Abottabad (1) 6. Dera Ismail Khan (1) 7. Bannu (1) Partial/split deliveries are not accepted.
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	☒ 15 th August 2020
Delivery Schedule	☒ Not Required
Mode of Transport	☒ LAND
Preferred Currency of Quotation	☒ Local Currency (Pak Rupee)
Value Added Tax on Price Quotation	☒ Must be inclusive of VAT and other applicable indirect taxes (the quotation submitted should indicate the price and tax portion separately). The United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with UNDP to determine a mutually acceptable procedure.
After-sales services required	☒ Required Vendor will be responsible for providing the Standard Warranty locally including replacement of faulty equipment.

Deadline for the Submission of Quotation	Thursday, 16th July 2020 by 12:30 pm PST or 03:30 AM EDT. To be submitted in e-Tendering system: https://etendering.partneragencies.org Note: Detailed instructions on how to register, submit, modify or cancel a bid in the eTendering system are provided in the e-Tendering System Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. All files must be free of viruses and not corrupted.
All documentations, including catalogs, instructions and operating manuals, shall be in this language	☒ English
Documents must be submitted with the quotation	☒ Properly filled-in Annex-II and III with company stamp and signature; ☒ Statement on letterhead that bidder is not listed in the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council ☒ Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured; ☒ Tax Registration (NTN & STRN)/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder; ☒ Satisfactory Performance Certificates from the Top 3 – Clients the past three (3) years. ☒ Provide Copy of 3 PO/Contracts for supply of Similar Equipment to any Government Department in past three (3) years. ☒ Bidder must provide Pictures, Technical Data Sheet, or Brochure of all the quoted items. ☒ Authorization as seller/reseller/service provider for the products/services offered. Bidder should provide the authorization letter from manufacturers of quoted brand in the name of UNODC.
Period of Validity of Quotes starting the Submission Date	☒ 90 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Bid Security	☒ Not Required

Acceptable forms of Bid Security	☒ N/A
Partial Quotes	☒ Not Allowed
Payment Terms	100% within 15 days upon delivery of equipment/installation at all sites and UNODC acceptance of equipment as mentioned in the Purchase Order.
Liquidated Damages	☒ Will be imposed under the following conditions: 0.33% of contract for every day of delay, up to a maximum duration of 1 calendar month. Thereafter, the contract may be terminated".
Evaluation method to be used in selecting the most responsive Bid	☒ Non-Discretionary "Pass/Fail" Criteria on the Technical Requirements; and ☒ Lowest price offer of technically qualified and responsive Bid.
Evaluation Criteria	☒ Technical responsiveness/Full compliance to the Specifications/requirements [Must meet the requirements (Y/N)]. ☒ Written confirmation to deliver all the quoted items within the delivery period of 30 days from the date of issuance of Purchase Order. [Must meet the requirements (Y/N)]. ☒ Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	☒ Only One Bidder Award would be made to the "Lowest priced technically responsive, eligible and qualified" bidder.
Type of Contract to be Signed	☒ Purchase Order
Performance Security	☒ Not Required
Special conditions of Contract	☒ Cancellation of PO if delivery is delayed by one month.
Conditions for Release of Payment	☒ Written Acceptance of Goods
Annexes to this RFQ	☒ Schedule of Requirement & Technical Specifications (Annex 1) ☒ Price Schedule (Annex 2) ☒ Bid Submission form (Annex 3) ☒ UNDP General Terms & Conditions (Annex 4) Non-acceptance of the terms of the General Conditions of Contract (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only)	Mr. Haroon Gul Procurement Assistant Pakistan.procurement.info@undp.org Any delay in UNDP's response shall not be used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

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

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, 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.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 4.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your quotation.

Sincerely yours,



(For) Ignacio Artaza

Resident Representative
United Nations Development Programme

Annex 1

**Schedule of Requirements – Requested Items Specification and Bidders statement
regarding deviations – **This form must be filled, signed and submitted with Bid****

RFQ Reference Number UNDP-RFQ-2020-211					
Item No.	Short Description	Requested Items' Specifications	Qty	Offered Brand, Model and Part number	Description/ specification of equipment offered and Suppliers statement on deviations
Video Conferencing Equipment					
1	Video Conferencing Equipment	1. Multi Party Calling Unit (VM) - Hardware Server (base specifications) Intel Xeon dual core processor. 64gb DDR4 RRAM 16TB Enterprise HDD usable Dual power supply VM ware exi 6.5 or higher. Windows server 2019 pro Keyboard mouse and 21inch display Rack Mount - System: The MCU shall be VM based with full features like a dedicated hardware MCU offers. System Capacity: The MCU should support initially 40 users with perpetual Licensing at Full HD1080p (transmit and receive) on IP/SIP in continuous presence (CP) mode with at least 60 fps. - Video Standards and Resolutions - The MCU should support H.323, SIP standards for communications. - The MCU should support H.261, H.263, H.264 AVC/ SVC, H.264 High Profile. - The MCU should support 1080p 60 fps, 1080p 30 fps, 720p 60 fps and 720p 30fps - Content Standards and Resolutions - The MCU should support content sharing using standard based H.239 over SIP with HD720 and HD1080 30fps resolution.	01		

		· The MCU should support H.239 and encryption in SIP & H.323 modes • Audio Standards and Features · It should support G.711, G.729A, G.722, G.722.1, AAC-LD or better · It should support at least 16kHz frequency with crystal clear audio and stereo sound. · Automatic Gain Control and Automatic Noise Suppression • MCU Features · The MCU shall support aspect ratio of 16:9 and 4:3. · The MCU shall support a mix of resolutions in both Voice Activated mode and Continuous Presence. Each endpoint shall receive at the maximum of its capacity without reducing the capacity of another. · The MCU shall support user management by implementing strong password, aging rules for passwords, displaying login records/logs, implementing maximum no of concurrent user sessions and user session timeout. · Dynamic CP layout adjustment (MCU will choose the best video layout according to the number of participants in the conference). · Must support embedded site naming, Active speaker with border highlight and active speaker indication for active video participant. · The MCU must also support the ability to view at least 25 sites simultaneously on the screen, The MCU should support distributed architecture with intelligent and automatic call routing. · The MCU must support integration with other VoIP endpoints like Zoom, Blue Jeans, GoToMeeting, etc. • Conference Feature - The MCU shall support conferences that permanently exist but use no resources if no participants are in the conference. - The MCU shall support an embedded			
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		reservation plug-in for scheduling calls without need for external scheduler. - Lecture and presentation mode - The MCU shall allow users to create conferences on the fly from their endpoints without the need of an operator and PC. - The MCU should support User and managed mute control, DTMF support, Echo cancellation and noise suppression. - The MCU shall allow participants to change the layout they see using their endpoint's remote control. This shall not affect the layout that anyone else sees. - The MCU must support minimum 30 conference layouts. - The MCU must support scheduled, on demand calls and hybrid calls in any combination across Port capacity and it should be possible to schedule/support multiple multiparty conferences on the MCU from day one. • Virtual Meeting Room - The MCU should support unlimited concurrent Virtual Meeting Room. • High Availability - For Local Redundancy the server should have ability to have an active system and a hot standby system. • Network and Security Features - The MCU shall support AES encryption using H.235 V3 for every participant without affecting any other feature, functionality or port count. - The MCU must support separation of management and media networks. - The MCU must support TLS for SIP - The MCU must provide QoS standards			
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		based on method of compensating and correcting for packet loss of media streams. - The MCU shall interoperate with multiple vendors' endpoints, especially the legacy systems. The supported mediums should be IPv4 and IPv6. 2. SIP Registrar/Gateway/Gate Keeper (VM) • System The System should be based on VMware • System Capacity - The system should support registration of at least 50 H.323 and SIP devices. • Gatekeeper - H.323 administrative zone establishment - Call establishment within a zone and between zones with admission control - Bandwidth and session management within a zone and between zones - Address lookup and resolution, and translation between E.164 and IP addresses - The gatekeeper should support Active Directory integration and enable each user with a personal meeting room created with the AD fields. • SIP Features - Support for H.323 and SIP Interworking - The Server should have ability to create multiple SIP trunks to other SIP based call control platforms. Supported configurations include Zoom, Blue Jeans, Skype, GoToMeeting etc. and other standards based UC platforms. - The server should supports full SIP proxy functionality as an extension of SIP trunking to connect to SIP Platforms for Unified Communications (UC) integration • High Availability			
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		- For Local Redundancy the server should have ability to have an active system and co-located hot standby system. - The Gatekeeper should have ability to work in supernodes for Geographical Redundancy • Bridge (MCU) Virtualization - The propose systems should be able to register multiple MCU, and can be configured in such a way that it could support FAIL OVER of any one MCU on other. - The server can actively monitor the MCUs and know their usage level, availability and status. - The propose systems If any of the component goes down then the the sysrtems should be able to route the call to the next available - The system acts much like a virtual MCU, greatly simplifying VC resource management and improving efficiency. 3. Device /Resource Management (VM) • System - The central management should VMware, compatible with other infrastructure to schedule meeting quickly and easily manage VC infrastructure and provision of end-point device configuration. - It should allow Multi-vendor infrastructure support across the VC network • System Capacity - The Central management server must support 50 devices capacity from day one and must be scalable to support minimum 1000 devices in future through software license. • Provisioning - The system should be capable of automatic and scheduled provisioning in which an administrator can configure one or more endpoints with the set of information (based on administratively configured user policies) the registering devices need to operate within the network. This eliminates the need to configure each endpoint			
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		individually. - It should be possible for the endpoint to automatically pull the device and site provisioning information from the system while start up. • Software Update - It should be capable of automatic and scheduled mechanism to upgrade the software on one or more endpoints with a standard software package thereby eliminating the need to upgrade each endpoint individually. - It should be possible for the endpoint to automatically pull the soft update profile and package from the device or inventory management. • Management - The system should Automate and simplify the management of VC meetings and VC infrastructure. • Scheduling - The system support schedule VC meetings with simple scheduler tools. - Outlook Plugin Schedule meeting through outlook One button to schedule, Schedule the specific VMR, Send the meeting details to the your contact • Directory Services - Active Directory integration simplifies making and scheduling calls by providing users access to global corporate directories. - The system should store video dialing information in H.350 format. • Other Features - It should provide open H.323 standard support for 3rd port IP endpoints, gateways, MCUs, and gatekeepers. - Call details records on screen or number of incoming and outgoing calls and bandwidth usage. The necessary usage details like no of calls, bandwidth used etc. should be available in a graphical form for the ease of the administrator.			
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		4. High Definition Web Soft Client for VC (VM) • Softclients - Full set of security and privacy should be maintained by the application during log on. The application must support user ID/password during log on. - The softclient should be compatible with Laptop/Desktop, Tablets and smartphones. - The appliance should support at least 50 desktop clients from the day one so that video, voice, content and chatting features can be availed by the users in the network. - It must be possible to have an integrated presence-awareness feature that allows users to verify contact availability and status, and seamless enterprise directory integration, which simplifies management and ensures contact list accuracy. - The users must be able to use any standard based web camera and head set for the use of the desktop client feature. - The desktop client either must also be able to share content at any time during a call with another client or with hardware based endpoint. - The desktop clients should be able to control the far end camera in case when connected to hardware-based endpoint. - Provision of watching the self-view should also be there to facilitate the user to feel his presence during a call. - The desktop users should support making calls to endpoints within user network even when on public network. - The point-to-point call between desktop/mobile/room endpoints should not require MCU ports. 5. Video Firewall Traversal (VM) • Features - The system should be in VMware, must combine remote and B2B calling scenarios with SIP and H.323 capabilities for a seamless video collaboration experience within and beyond the firewall. - VC endpoints deployed at other enterprise must be able to take part in VC, dial into the MCU and dial out from the endpoint and MCU. The endpoints can be of various makes such as Polycom, Panasonic, Huawei			
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		or Cisco using open standards. Interoperability with all must be possible using the Internet. The calls should be H.323 and SIP and must be able to support HD resolutions. - The solution should support ability to call to public IP addresses. Should support firewall traversal solution using the H.460 and SIP protocol. - Should support the ability for devices on the internet to reach using a H.323 ID or E.164 alias and SIP URI. - Should support all Concurrent calls in 1080p resolution from day one and must have the scalability to upgrade to any configuration with easy Pay as you grow model / or / Single port licensing. - The solution should have the ability to call to public IP addresses. - The solution should have all the H.323 and SIP functionalities such as: H.239, BFCP, AES encryption, FECC, H.235 - The solution should be able to create authentication credentials for a remote VC device, desktop clients and mobile VC clients to be registered and make calls. - Web-based real-time for network administration. - Call logging and diagnostics. 6. Browser Based/WebRTC Video Conference Enability • Features - Proposed solution should support WebRTC and Browser Based VC from any Browser. Native WebRTC, without plug-in installation. - It could manage/Schedule Video Meetings with integration of IBM Lotus Notes from user web browser. 7. Recording and Streaming Solution (VM) • Application Features: - Records single point and multipoint conferences with full H.239 and BFCP content capture. - High definition (HD) support with 720p30			
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		- and 1080p30 H.264 video. - Playback of recorded video from endpoints and web browsers. - H.323 standards-based for use with third party conferencing systems. • Audio/Video Support - Live Video Resolutions: C(S)IF, 4CIF, SD, HD and HD1080p30/60. - Audio support: G.711, G.722, G.722.1, Annex C, AAC-LD or better. - Records in Window Media (WMV) and H.264 MP4 video formats • Recording - Should support 5 concurrent video conferencing recording sessions at HD 1080p30 with full video, audio and content. - Records audio/video at varying bit rates – 128 kbps to 4 Mbps. - Up to 1080p HD record and playback, record stereo calls in single point and multipoint calls. It should also be able to record point-to-point calls without requiring MCU. - Configurable recording templates to specify multiple bit rates for streaming/recording. - IVR support to provide users verbal indicators of status (recording, pause, etc.). - Multiple methods for recording – direct from a video endpoint, MCU/bridge or from the admin user interface • Playback & Streaming: - Archived playback to H.323 endpoint. - Media download option for video editing or distribution. - High Definition 1080p 1 live stream, otherwise flexible enough to display 2 concurrent HD live streams. • Security - AES media encryption. - TLS/SSL and HTTPS Support.			
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Video Conferencing Endpoint Specifications

- The proposed system must support PAL with PTZ camera.
- The codec must be based on ITU standards
The VC End Point should be a codec based hardware.
- No software based solution is accepted.
- All components of the VC system like Codec, Camera and Microphone should be from the same OEM.
- Package
 - Full HD 1080p 60fps 1 x HD PTZ 4x Optical zoom camera, codec, 1 x HD Microphone Array, cables, and remote control System should support Optional 4 Sites Multiparty.
- Video Standards and Resolutions
 - It should support H.323, SIP standards for communications.
 - It should support H.263 or higher.
 - It should support 1080p 60/30 fps, 720p 60 fps and 720p 30fps
- Content Standards and Resolutions
 - It should support content sharing using standard based H.239 and BFCP over SIP. It should also support audio from PC used for content sharing.
 - It should transmit both people and content both simultaneously to the far end location at 1080p/720p 30fps and upgradable upto 1080p 60fps using the software license if required.
- Audio Standards and Features
 - It should support G.711, G.728, G.722,

		- G.722.1, AAC-LD or better. - It should support 16 kHz or better bandwidth with crystal clear audio and stereo sound. - Automatic Gain Control and Automatic Noise Suppression. - Automatic noise reduction and instant adaptation echo cancellation • Video and Audio Inputs - At least 3 x HDMI inputs - At least 1 x Microphone Input - Atleast 2 x Inputs for Audio • Video and Audio Outputs - 2 x HDMI output for connecting main monitor & second monitor, - 2 x line-out for Audio • Other Interfaces - 1 x 10/100/1000 LAN port - 1 x USB 2.0 - The system should support at least 2x Audio output • Camera - It should support 1080p 60fps with 4x PTZ optical zoom or higher. • Network Features - H.323 and SIP bandwidth up to 8 Mbps - Auto/Manual Gatekeeper Discovery - H.323 based Packet Lost Recovery • Security - Media Encryption (H.323, SIP): AES-128 or higher - Authenticated access to admin menus, web interface and telnet API • Other Standards - H.245, H.239 or higher • Additional Features (Mandatory) - The proposed Video Conferencing Solution must be integrating with other VC networks including but not limited to Cisco, Huawei, Polycom etc and webbased systems i.e. Microsoft SFB, Office 365, Team,			
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		ZOOM, Bluejeans, Skype. • Recording - Built-in USB Base Recording • UHD LED - 4K-Ultra-HD 3840×2160, 50" LED - Built-in Google-Play-Store - 2.4GHz Wi-Fi 802.11 b/g/n 2T2R - Ethernet Network (RJ45) - HDMI : 3			
2	Installation & Commissioning	The video conferencing equipment will be installed and commissioned at 08 different Sites in KP.	08		
3	Training	Technical training to be provided to 5-7 government staff in Peshawar	01		

Annex - 2**Price Schedule Form**

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery)

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. **UNDP-RFQ-2020-211**:

Table 1:

Video Conferencing Equipment Delivery, Installation and Commissioning							
Sr. No	Item Description	Specifications	Qty	Unit Price (without Tax)	Tax %age	Unit Price (including Tax)	Total Price (Including Tax)
1	Video Conferencing Equipment	As per Annex-1	1				
2	Installation & Commissioning	As per Annex-1	8				
3	Training	As per Annex-1	1				
Transportation & Insurance (If Any)							
Grand Total (DAP Peshawar-Pakistan)							

IMPORTANT NOTE:

The bid must be inclusive of all applicable tax(s). UNDP will not provide any tax exemption to local vendors.

Table 2:

Other Information pertaining to our Quotation are as follows :	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time (30 Days)			
Validity of Quotation (90 Days)			
Confirmation of Standard Manufacturer Warranty of Offered Item(s) where applicable.			
Acceptance of All Provisions of the UNDP General Terms and Conditions			

Authorized Signature [*In full and initials*]: _____
Name and Title of Signatory: _____
Name of Firm: _____
Contact Details: _____

Annex 3**Bid Submission Form**

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

Insert: Location

Insert: Date

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to supply the goods and related services required for [insert: title of goods and services required as per RFQ] in accordance with your Request for Quotation dated Insert: bid date. We are hereby submitting our Bid for _____ which includes the Technical Bid and Price Schedule.

We hereby declare that:

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

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

We agree to abide by this Bid for [insert: period of validity as indicated in Data Sheet].

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

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

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Contact Details: _____

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