



REQUEST FOR QUOTATION (RFQ)

UNDP-RFQ-2020-317

Supply of IT Equipment and Software

NAME & ADDRESS OF FIRM	DATE: 24 th September 2020
	REFERENCE: UNDP-RFQ-2020-317

Dear Sir / Madam:

We kindly request you to submit your quotation for Supply of Video Recording Equipment, IT Equipment, Audio System and Accessories and Studio Equipment & Accessories 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 **Friday, 09th October 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, 07th October 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 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:

Haseen Gul

A handwritten signature in blue ink, appearing to be 'Haseen Gul'.

Ali Saad

Delivery Terms [INCOTERMS 2010] <i>(Pls. link this to price schedule)</i>	<input checked="" type="checkbox"/> DAP Islamabad – Pakistan
Exact Address/es of Delivery Location/s (identify all, if multiple)	Federal SDGs Support Unit Ministry of Planning Development & Special Initiatives Pak Secretariat, Islamabad. Contact Person: Mr. Khalid Mushtaq
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> 15 th November 2020
Delivery Schedule	<input checked="" type="checkbox"/> Not Required
Mode of Transport	<input checked="" type="checkbox"/> LAND
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Local Currency (Pak Rupee)
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> Required Vendor will be responsible for providing the Standard Warranty locally including replacement of faulty equipment.

Haseen Gul



Ali Saad

Deadline for the Submission of Quotation	<p>Friday 09th October 2020 (12:30 pm Pakistan Standard Time) or 03:30 AM EDT</p> <p>To be submitted in e-Tendering system: https://etendering.partneragencies.org</p> <p>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/</p> <p>File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</p> <p>All files must be free of viruses and not corrupted.</p>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents must be submitted with the quotation	<p><input checked="" type="checkbox"/> Properly filled-in Annex-II and III with company stamp and signature;</p> <p><input checked="" type="checkbox"/> 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</p> <p><input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured;</p> <p><input checked="" type="checkbox"/> 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;</p> <p><input checked="" type="checkbox"/> Satisfactory Performance Certificates from the Top 3 – Clients the past three (3) years.</p> <p><input checked="" type="checkbox"/> Provide Copy of 3 PO/Contracts for supply of Similar Equipment in past three (3) years.</p> <p><input checked="" type="checkbox"/> Bidder must provide Pictures, Technical Data Sheet, or Brochure of all the quoted items.</p> <p><input checked="" type="checkbox"/> Authorization as seller/reseller/service provider for the products/services offered. Bidder should provide the authorization letter from manufacturer's (Where applicable).</p>
Period of Validity of Quotes starting the Submission Date	<p><input checked="" type="checkbox"/> 90 days</p> <p>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.</p>

Haseen Gul



Ali Saad

Bid Security	<input checked="" type="checkbox"/> Not Required
Acceptable forms of Bid Security	<input checked="" type="checkbox"/> N/A
Partial Quotes	<input checked="" type="checkbox"/> Not Allowed
Payment Terms	100% within 15 days upon delivery of equipment and UNDP's acceptance of equipment as mentioned in the Purchase Order.
Liquidated Damages	<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> Non-Discretionary "Pass/Fail" Criteria on the Technical Requirements; and <input checked="" type="checkbox"/> Lowest price offer of technically qualified and responsive Bid.
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to the Specifications/requirements [Must meet the requirements (Y/N)]. <input checked="" type="checkbox"/> Written confirmation to deliver all the quoted items within the delivery period of 40 days from the date of issuance of Purchase Order. [Must meet the requirements (Y/N)]. <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One Bidder
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Performance Security	<input checked="" type="checkbox"/> Not Required
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO if delivery is delayed by one month.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods
Annexes to this RFQ	<input checked="" type="checkbox"/> Schedule of Requirement & Technical Specifications (Annex 1) <input checked="" type="checkbox"/> Price Schedule (Annex 2) <input checked="" type="checkbox"/> Bid Submission form (Annex 3) <input checked="" type="checkbox"/> 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.

Haroon Gul



Ali Saeed

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,



24-Sep-2020

(For) Aliona Niculita

Resident Representative (a.i)
United Nations Development Programme

Haseen Gul

Ali Saad

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-2020-317					
Item No.	Short Description	Requested Items' Specifications	Qty	Offered Brand, Model and Part number	Description/ specification of equipment offered and Suppliers statement on deviations
Supply of IT Equipment & Software					
1	Video Conferencing System	<p>Video Conferencing System for Auditorium with 2 additional Mic system with all necessary cables.</p> <p>Specification:</p> <ul style="list-style-type: none"> DIMENSIONS Camera: <ul style="list-style-type: none"> O Height x Width x Depth: 5.12 in (130 mm) x 7.0 in (170 mm) x 5.40 in (138 mm) Weight: 1.31lb (585 g) Speakerphone: <ul style="list-style-type: none"> O Height x Width x Depth: 9.5 in (240 mm) x 2.5 in (65 mm) x 9.5 in (240 mm) Weight: 2.68 lb (1223 g) Hub: <ul style="list-style-type: none"> O Height x Width x Depth: 3.75 in (94 mm) x 1.3 in (34 mm) x 2.9 in (74 mm) Weight: 3.0 oz (83 g) Remote: <ul style="list-style-type: none"> O Height x Width x Depth: 2.0 in (50 mm) x 5.0 in (120 mm) x 0.5 in (12 mm) Weight: 2.0 oz (51 g) Wall/Table Mount: <ul style="list-style-type: none"> O Height x Width x Depth: 8.27 in (210 mm) x 4.72 in (120 mm) x 3.9 in (99 mm) Weight: 8.99 oz (255 g) Expansion Mics (Optional): <ul style="list-style-type: none"> O Height x Width x Depth: 3.30 in (83 mm) x 3.30 in (83 mm) x 0.83 in (21 mm) Weight: 8.0 oz (230 g) <p>SYSTEM REQUIREMENTS</p> <p>Windows® 7, 8.1 or 10 macOS 10.10 or higher</p> <ul style="list-style-type: none"> TECHNICAL SPECIFICATIONS CAMERA O Smooth motorized pan, tilt and zoom controlled from remote or console Pan +/- 90° Tilt +35° / -45 10x lossless HD zoom Field of View: <ul style="list-style-type: none"> Diagonal: 90° Horizontal: 82.1° Vertical: 52.2 	01		

		<p>Full HD 1080p 30fps H.264 UVC 1.5 with Scalable Video Coding (SVC) Autofocus 5 camera presets Far-end control (PTZ) of Conference Cam product (with supported services) Kensington security slot Video mute/unmute LED indicator Standard tripod thread REMOTE CONTROL</p> <ul style="list-style-type: none"> o Camera, speakerphone, and call control <p>5 camera presets Docks on speakerphone IR 8.5 m/28-foot range CR2032 battery (included) SPEAKERPHONE</p> <ul style="list-style-type: none"> o Full-duplex performance <p>Acoustic echo cancellation Noise reduction technology Ultra-wideband audio Pairs with mobile devices via Bluetooth and NFC LCD for caller ID, call duration and other functional response LEDs for speakerphone streaming, mute, hold, and Bluetooth Tactile buttons for call answer/end, volume and mute, Bluetooth, and camera controls 5 camera presets for pan, tilt, and zoom settings Kensington security slot MICROPHONES</p> <ul style="list-style-type: none"> o Pickup range: 6m / 20 ft <p>Pickup range with expansion mics: 8.5 m / 28 ft Four omnidirectional, beamforming microphones Frequency response: 100Hz – 11KHz Sensitivity: -28dB +/-3dB Distortion: <5% from 200Hz HUB / CABLES / POWER</p> <ul style="list-style-type: none"> o Central Hub connects and powers all components <p>Under-table mounting adhesive included One cable to camera: 5 m / 16 ft One cable to speakerphone: 5 m / 16 ft Extended cables available (10 m and 15 m) One USB cable for connection to PC/Mac (2 m / 6.6 ft) AC Power adapter with regional plugs Power cable (3 m / 9.8 ft) MOUNT</p> <ul style="list-style-type: none"> o Dual-purpose bracket works for both wall mounting and tabletop elevation <p>COMPATIBILITY AND CERTIFICATIONS</p> <ul style="list-style-type: none"> o Plug-and-play USB connectivity <p>Certified for Skype for Business and ready for Teams Zoom Certified Fuze Certified Compatible with Google Meet Microsoft Cortana® Cisco Jabber®</p>			
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		<p>Compatible with BlueJeans, BroadSoft, GoToMeeting, Vidy, and other video conferencing, recording, and broadcasting applications that support USB cameras</p> <ul style="list-style-type: none"> • PACKAGE CONTENTS ○ Camera ○ Speakerphone ○ Remote control ○ Two 5m / 16.4 ft cables for connection between speakerphone and hub and camera and hub ○ One 2m / 6.6 ft meter cable between hub and PC ○ Velcro for cable management ○ Velcro for hub to table securing ○ Powered hub ○ Power adapter with regional plugs and 3m / 9.8 ft cable ○ Mount ○ Documentation ○ Warranty card <p>WARRANTY INFORMATION</p> <p>2-Year Limited Hardware Warranty</p>			
2	Antivirus Software	<p>Multi-Device delivers our ultimate security for computers & mobiles... protecting your privacy, finances, identity, photos, files and children – on your PC, Mac and Android devices latest available version for total security.</p> <ul style="list-style-type: none"> • Defends you against today's Internet threats • Delivers our ultimate multi-device protection • Safeguards your privacy • Adds security for online banking & shopping • Secures your identity, photos, files & more • Keeps your kids safe online • Simplifies security management • Combines protection and performance <p>Antivirus for 100 users for 2 years</p>	100		
3	Software	Zoom Pro License for 1 years (with Addon H.323/SIP Room Connector)	01		
4	Headphone	<ul style="list-style-type: none"> • HEADPHONE TYPE: Closed, Dynamic • DRIVER UNIT: 1.57", Dome • MAGNET: Neodymium • IMPEDANCE (OHM): 22 ohm (when connecting via the headphone cable with the unit turned on), 48 ohm (at 1 kHz) (when connecting via the headphone cable with the unit turned off) • FREQUENCY RESPONSE (ACTIVE OPERATION): 7 Hz–20,000 Hz • FREQUENCY RESPONSE (BLUETOOTH® COMMUNICATION): 20 Hz–20,000 Hz (44.1 kHz Sampling) • SENSITIVITIES (DB/MW): 97 dB/mW (at 1 kHz) (when connecting via the headphone cable with the unit turned on), 98 dB/mW (at 1 kHz) (when connecting via the headphone cable with the unit turned off) • VOLUME CONTROL: Yes • CORD TYPE: Detachable Single-sided type • CORD LENGTH: Approx. 3.94 ft (supplied headphone cable) • PLUG: L-shaped stereo mini plug (supplied headphone cable) • INPUT(S): USB (Micro) , Stereo Mini Jack • WEARING STYLE: Circumaural 	26		

		<ul style="list-style-type: none"> • NFC: Yes • DSEE: Yes • S-MASTER HX: No • PASSIVE OPERATION: Yes <p>Battery</p> <ul style="list-style-type: none"> • BATTERY CHARGE TIME: Approx. 7 hrs3 • BATTERY CHARGE METHOD: USB • BATTERY LIFE (CONTINUOUS MUSIC PLAYBACK TIME): Max 35 hrs (BT NC) • BATTERY LIFE (WAITING TIME): Max. 200 hrs (BT: ON/Noise Canceling: OFF) <p>Bluetooth Specification</p> <ul style="list-style-type: none"> • BLUETOOTH VERSION: Version 4.1 • EFFECTIVE RANGE: Line of sight approx. 30 ft (10 m) • FREQUENCY RANGE: 2.4 GHz band • PROFILE: A2DP, AVRCP, HFP, HSP • SUPPORTED AUDIO FORMAT(S): SBC, AAC, aptX, aptX HD • SUPPORTED CONTENT PROTECTION: SCMS-T <p>Noise Canceling</p> <ul style="list-style-type: none"> • NOISE CANCELING ON/OFF SWITCH: Yes • AUTOMATIC AI NOISE CANCELING: Yes • PERSONAL NC OPTIMIZER: No • ATMOSPHERIC PRESSURE OPTIMIZING: No • AMBIENT SOUND MODE: No • QUICK ATTENTION: No <p>What's In The Box</p> <ul style="list-style-type: none"> • USB Cable • Headphone cable 			
5	Microsoft Office 2020	Office 2020 for 10 Users, 3 Years subscription.	10		
6	Laptop- Mac book Pro	<p>Professional Laptop for video editing/recording</p> <p>Mac book Pro – 16 inches</p> <p>Processor – Core i9</p> <p>RAM: 64GB</p> <p>SSD: 1 TB</p> <p>Graphic Card: AMD Radeon Pro 5500M with 8GB of GDDR6 memory</p>	01		
7	Laptop	<p>Processor: Up to 8th Gen Intel® Core™</p> <p>Operating System: Windows 10 Pro 64-bit</p> <p>Graphics: Integrated Intel® UHD Graphics 620</p> <p>Memory: 8 GB LPDDR3 2133 MHz</p> <p>Storage 512 GB SSD OPAL2 PCIe TLC</p> <p>Camera HD 720p</p> <p>Battery more than 8 hours</p> <p>Integrated Li-ion 57 Whr with Rapid Charge technology</p> <p>Display 14" FHD IPS Touch (1920 x 1080)</p> <p>Audio Dolby Atmos®</p> <p>Noise-cancelling dual-array microphones</p> <p>Security Kensington® lock slot</p> <p>I/O (Input/Output) Ports 2 Intel® Thunderbolt™ 3</p> <p>2 USB 3.0</p> <p>HDMI</p> <p>Headphone / microphone combo jack</p> <p>4-in-1 MicroSD card reader (SD, MMC, SDHC, SDXC) (Optional)</p> <p>Native Ethernet dongle</p>	03		

		<p>Connectivity (WAN) Intel® Dual-Band Wireless-AC 2 x 2, AC + Bluetooth® 4.2</p> <p>Dimensions (W x D x H) 323.5 mm x 217.1 mm x 15.95 mm / 12.73" x 8.54" x 0.62"</p> <p>Weight 1.10 kg – 1.30 kg</p> <p>Charger 45W / 65W Type-C Power Adapter</p> <p>Warranty 3 Years</p> <p>Carrying Bag</p>			
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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-2020-317**:

Table 1:

Supply of IT Equipment and Software							
Sr. No	Item Description	Specifications	Qty	Unit Price (without Tax)	Tax %age	Unit Price (including Tax)	Total Price (Including Tax)
1	Video Conferencing System	As per Annex-1	1				
2	Installation & Commissioning of VC	As per Annex-1	1				
3	Antivirus Software	As per Annex-1	100				
4	Zoom Software	As per Annex-1	01				
5	Headphone	As per Annex-1	26				
6	Microsoft Office 2020	As per Annex-1	10				
7	Laptop- Mac book Pro	As per Annex-1	1				
8	Laptop	As per Annex-1	03				
Transportation & Insurance (If Any)							
Grand Total (DAP Islamabad-Pakistan)							

IMPORTANT NOTE:

For price comparison of each item(s) offered by the bidders, Unit Cost must be:

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

The bidder must offer only one model and refrain from alternative offer.

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 (40 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]
