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# **REQUEST FOR QUOTATION (RFQ)**

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| RFQ Reference No.: **RFQ 683**  RFQ Title: **Provision of the following ISP services for the UN House in Belgrade, Re-Advertised:**  **Lot 1: Main Internet Provider**  **Lot 2: Back-up Internet Provider** | Date: **08 February 2021** |

# **SECTION 1: REQUEST FOR QUOTATION (RFQ)**

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

## **SECTION 2: RFQ INSTRUCTIONS AND DATA**

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| **Introduction** | Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the [UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement](https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d&Menu=BusinessUnit)  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 RFQ.  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. |
| **Deadline for the Submission of Quotation** | **22 February 2021 at 12:00h Noon Belgrade Time**  If any doubt exists as to the time zone in which the quotation should be submitted, refer to <http://www.timeanddate.com/worldclock/>.  For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone. |
| **Method of Submission** | Quotations must be submitted as follows:  E-tendering  **Dedicated Email Address**  Courier / Hand delivery  Other Click or tap here to enter text.  Bid submission address: **procurement.rs@undp.org**   * File Format: **.doc and/or .pdf format** * **File names must be maximum 60 characters long** and **must not contain any letter or special character other than from English Latin alphabet/keyboard**. * All **files must be free of viruses and not corrupted***.* * Max. File Size per transmission: **maximum of 30MB per email, no more than one (1) email transmissions** * Mandatory subject of email: **Indicate “REFERENCE” RFQ number from above in the Subject of all correspondence** * **In case multiple emails are submitted, emails must be clearly identified** by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y. If tender is divided into Lots, the Lot which is subject of the offer must also be clearly indicated in the subject of email. * It is recommended that the entire Quotation be consolidated into as few attachments as possible. * In case eTendering submission method is selected above, please be informed of the tender’s eTendering details:   Insert BU Code and Event ID number [For eTendering method, click the link <https://etendering.partneragencies.org> and insert Event ID information]  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: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/> |
| **Cost of preparation of quotation** | UNDP shall not 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. |
| **Supplier Code of Conduct, Fraud, Corruption,** | All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes **principles on labour, human rights, environment and ethical conduct** may be found at: <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>  Moreover, 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 to observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at <http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti> |
| **Gifts and Hospitality** | 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, dinners or similar. In pursuance of this policy, UNDP: (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; (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. |
| **Conflict of Interest** | **UNDP requires every prospective Supplier 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. Bidders shall 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.  Bidders must disclose in their Bid their knowledge of the following: 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 RFQ.  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 RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid. |
| **General Conditions of Contract** | Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract  Select the applicable GTC:  ☐ [General Terms and Conditions / Special Conditions for Contract.](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Considerations%20of%20Contracting_UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf&action=default)  X [General Terms and Conditions for de minimis contracts (services only, less than $50,000)](http://www.undp.org/content/dam/undp/library/corporate/Procurement/english/4.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20(Services%20only)%20-%20Sept%202017.pdf)  ☐ [General Terms and Conditions for Works](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Award%20and%20Management%20of%20Contract_UNDP%20General%20Terms%20and%20Conditions%20for%20Civil%20Works.docx&action=default)  Applicable Terms and Conditions and other provisions are available at [UNDP/How-we-buy](http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html) |
| **Special Conditions of Contract** | ☐ Cancellation of PO/Contract if the completion is delayed by\_\_\_(indicate the number of days)  ☐ Others [pls. specify] |
| **Eligibility** | A vendor who will be engaged by UNDP may 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 these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.  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.  Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative |
| **Currency of Quotation** | Quotations shall be quoted in:  **RSD – Serbian Dinar**  USD – US Dollar |
| **Joint Venture, Consortium or Association** | 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, Consortium or Association.  Refer to Clauses 19 – 24 under [Solicitation policy](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation%20Process_Solicitation.docx.docx&action=default) for details on the applicable provisions on Joint Ventures, Consortium or Association.  In case of bid by **joint venture/ consortia, all members of the joint venture/ consortia, to include the lead company, must submit all required documents/ information requested in this solicitation document**.  The majority of percentage of the total assignment must be the Lead Partner’s responsibility. The joint venture/ consortia partners must cumulatively fulfil the minimum requirements indicated in the RFQ unless clearly stated otherwise under certain relevant requirements. |
| **Only one Bid** | **The Bidder** (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) **shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.**  Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:  a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or  b) they have the same legal representative for purposes of this RFQ; or  c) 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 RFQ process;  d) 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  e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid. |
| **Duties and taxes** | Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:  All prices must:  be inclusive of VAT and other applicable indirect taxes  **be exclusive of VAT and other applicable indirect taxes** |
| **Language of quotation** | English  Registry and tax documentation, catalogues, instructions and operating manuals can be submitted in Serbian language. UNDP reserves the right to request translation to English at any stage of evaluation process. |
| **Documents to be submitted** | Bidders shall include the following documents in their quotation:  **Annex 1: Schedule of Requirements and Offered Specifications duly completed and signed**  **Annex 2: Quotation Submission Form duly completed and signed**  **Annex 3: Technical and Financial Offer duly completed and signed and in**  **accordance with the Schedule of Requirements in Annex 1**  **☒ Company Profile** which includes a short description of the company and other relevant information concerning the RFQ requirements. It should not exceed two (2) pages;  **☒** **Registration certificate** (a copy of Registration with APR for Serbian bidders). Minimum registration of a Bidder in the required line of business is **three (3) years**;  **☒ List and value of minimum two (2)** **previous** **projects performed within the last five (5)** **years – all required details to be provided in the table in the format provided under the Annex 2: Quotation Submission Form, Previous relevant experience**;  **☒ Income Statement and Balance Sheet for 2018 and 2019;** Required minimum turnover for a bidder is **US$ 50,000 per each of the above-mentioned years;**  **☒ Latest Internal Revenue Certificate / Tax Clearance**, not older than 6 months, confirming that all taxes by the bidder have been paid. Alternatively, bidders may submit signed self-declaration confirming they have requested issuance of the above-mentioned Certificate from the Tax Office and UNDP reserves the right to request submission of this Certificate during the evaluation phase as well as the right to disqualify the offer if such Certificate is not swiftly submitted upon the mentioned request;  **☒ Quality Certificates** in possession of a bidder, if any(ISO, etc. – please provide a copy of the Certificate/s as required under Annex 2, Company profile);  **☒ Catalogue(s) for offered items** listed in Annex 1 with a clear reference in the offer on the item number/product code and with reference to the page number in the submitted catalogue(s);  **☒ Valid Licence issued by the Serbian State Agency for Electronic Communications** (Republička agencija za elektronske komunikacije Republike Srbije) |
| **Quotation validity period** | Quotations shall remain valid for 120 days from the deadline for the Submission of Quotation. |
| **Price variation** | No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received. |
| **Partial Quotes** | Not permitted  Permitted as follows:  **LOT 1 Main internet service LOT 2 Back-up internet service The Bidders may provide quotations for one or both LOTs / connections indicated above but can be awarded a contract for only one of the two LOTs. Different bidders will be awarded contracts/ LTAs for Main Internet connection and for Back-Up Internet connection services.  LOT/s for which quotation is submitted must be clearly indicated in all documentation, as well as in the subject of the email submission.** |
| **Alternative Quotes** | Not permitted  Permitted  If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. 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 quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote” |
| **Payment Terms** | 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation the latest. Payments will be effected on a monthly basis.  Other Click or tap here to enter text. |
| **Conditions for Release of**  **Payment** | Passing Inspection [specify method, if possible] Complete Installation  ☒ Passing all Testing [specify standard, if possible]  ☐ Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible  ☒ Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements  ☐ Others [pls. specify] |
| **Contact Person for correspondence, notifications and clarifications** | E-mail address: procurement.rs@undp.org  Any delay in UNDP’s response shall be not 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. |
| **Clarifications** | Requests for clarification from bidders will not be accepted any later than five (5) days before the quotation submission deadline. Responses to request for clarification will be communicated through UNDP Serbia Procurement website http://www.rs.undp.org/content/serbia/en/home/procurement.html  Bidders are advised to check for tender clarifications and updates daily. In case eTendering is the selected mode for submission, clarification/s will be communicated through eTendering event – all bidders who Accept Invitation in the eTendering Event will automatically receive clarifications on the e-mail address bidder has registered in the eTendering Module. |
| **Evaluation method** | The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer  Other Click or tap here to enter text. |
| **Evaluation criteria** | Full compliance with all requirements as specified in Annex 1  Full acceptance of the General Conditions of Contract  Comprehensiveness of after-sales services  Earliest Delivery /shortest lead time  Others Click or tap here to enter text. |
| **Right not to accept any quotation** | UNDP is not bound to accept any quotation, nor award a contract or Purchase Order |
| **Right to vary requirement at time of award** | 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. |
| **Type of Contract to be awarded** | ☐ Purchase Order  ☒ [Contract Face Sheet](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_General%20Considerations%20of%20Contracting_Contract%20Face%20Sheet%20(Goods%20and-or%20Services)%20UNDP%20-%20Sept%202017.doc&action=default) (Goods and-or Services) (Long-Term Agreement will be signed for a period of three (3) years starting on the 7 March 2021  ☐ [Contract for Works](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Award%20and%20Management%20of%20Contract_Model%20Contract%20for%20Civil%20Works.docx&action=default)  ☐ Other Type/s of Contract [pls. specify] |
| **Expected date for contract award.** | 02 March 2021 |
| **Publication of Contract Award** | UNDP will publish the contract awards valued at USD 100,000 and more on the website: [Procurement | UNDP in Serbia](https://www.rs.undp.org/content/serbia/en/home/procurement.html) |
| **Policies and procedures** | This RFQ is conducted in accordance with [UNDP Programme and Operations Policies and Procedures](https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d&Menu=BusinessUnit) |
| **UNGM registration** | Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at [www.ungm.org](http://www.ungm.org).  The Bidder may still submit a quotation 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. |

**ANNEX 1: SCHEDULE OF REQUIREMENTS AND OFFERED SPECIFICATIONS**

*Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form and Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

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| Name of Bidder: | Click or tap here to enter text. | |
| RFQ reference: | Click or tap here to enter text. | Date: Click or tap to enter a date. |

**LOT 1 Main Internet provider**

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| **1** | **MAIN INTERNET**  **Fiber optic for the UN House, located at Bulevar Zorana Djindjica 64, Novi Beograd, Serbia** | |
| Required minimum specification | **Offered specification (the bidder to insert all sufficient details):** |
| 1.1 | 200/200 Mbps guaranteed bandwidth |  |
| 1.2 | IP Address  32 fixed public IPv4 addresses in subnet |  |
| 1.3 | Domain Name Registration, Maintenance and Transfer if required (current domains undp.org.rs, un.org.rs) |  |
| 1.4 | Backup Service in case of main connection problems (DSL, Wireless…), automatic failover/failback |  |
| 1.5 | Access Point interfaces  Supply of router equal or similar to CISCO for the access at UN House premise.  Installation, maintenance and remote controlled by Service Provider  4-hour time-to-repair 24/7/365 |  |
| 1.6 | Bandwidth Network Monitoring 24/7/365:  Monitoring and controlling 24 hours 7 days a week in order to face in a short time any network malfunction or trouble  A web interface facility for UNDP to retrieve real time and historical information on network performance, utilization and usage analysis. Samples of the web statistics to be provided in the Offered specification row of this table. |  |
| 1.7 | Helpdesk 24/7/365  Priority Service Availability 24/7  Response time under 1 hour  The provider is responsible for contacting designated UNDP network specialist(s) for both scheduled and un-scheduled downtime. Detailed description of the helpdesk support to be provided in the Offered specification row of this table. |  |

**LOT 2 Back-up internet provider**

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| **2** | **BACKUP INTERNET**  **Fiber optic for the UN House, located at Bulevar Zorana Djindjica 64, Novi Beograd, Serbia** | |
| Required minimum specification | **Offered specification (the bidder to insert all sufficient details):** |
| 2.1 | 150/150Mbps guaranteed bandwidth |  |
| 2.2 | IP Addresses  8 fixed public IPv4 addresses in subnet |  |
| 2.3 | Access Point interfaces:  Supply of router equal or similar to CISCO for the access at UN House premise.  Installation, maintenance and remote controlled by Service Provider  4-hour time-to-repair 24/7/365 |  |
| 2.4 | Bandwidth Network Monitoring 24/7/365:  Monitoring and controlling 24 hours 7 days a week in order to face in a short time any network malfunction or trouble  The selected provider must provide a web interface facility for UNDP to retrieve real time and historical information on network performance, utilization and usage analysis. Samples of the web statistics to be provided in the Offered specification row of this table. |  |
| 2.5 | Helpdesk 24/7/365:  Service Availability 24/7  Response time under 1 hour  The provider is responsible for contacting designated UNDP network specialist(s) for both scheduled and un-scheduled downtime. Detailed description of the helpdesk support to be provided in Offered specification row of this table. |  |

**GENERAL REQUIREMENTS FOR BOTH LOTS**

1. **Implementation plan**
   1. **Infrastructure**
      * Describe the proposed Infrastructure to implement the mandatory technical specifications including a graphical representation. If optimizations of equipment or services are foreseen the reasons to be explained.
      * Describe the alternate routing or fallback arrangements for continuity of service put in place (if any), in case the primary link(s) to the Internet backbone become non-operational.
2. **Internet Services**
   1. **Network Topography to be described (distinguish between owned and partnered). If available, a map to be included.**
   2. **Describe Uptime Guarantee:** 
      * Define the meaning of uptime
      * Present the level of uptime in % (e.g. 99,9%)

**Additional details**

* + Router shall be installed in the server room of the UN House in Belgrade.
  + Solid experience in provision of services in nature, scale and complexity commensurate with the present terms of reference, with already provided services possessing features required by the above requirements.
  + All installation works should be accomplished, and connection launched within 7 days after the signing of the Contract.

**Important note: One provider/company will be selected only for one of the services (main or backup). The same company cannot be selected for both main and backup connections.**

**Delivery Requirements**

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| **Delivery Requirements** | |
| **Delivery date and time** | Contractors for both LOTs will start with the LTA services delivery on the 7 March 2021 for a period of three (3) years. |
| **Delivery Terms (INCOTERMS 2020)** | DAP including unloading charges, if any, all inclusive |
| **Customs clearance**  **(must be linked to INCOTERM** | Not applicable  Shall be done by:  Name of organisation (where applicable)  Supplier/bidder (UNDP will provide necessary documentation related to customs duties and/or VAT payment exemption. Invoice/s for Customs clearance must be issued to UNDP’s name)  Freight Forwarder |
| **Exact Address(es) of Delivery Location(s)** | UN House, Bulevar Zorana Djindjica 64, Belgrade, Serbia |
| **Distribution of shipping documents (if using freight forwarder)** | Supplier/bidder |
| **Packing Requirements** | N/A |
| **Training on Operations and Maintenance** | N/A |
| **Warranty Period** | Minimum two (2) years, if any equipment is required for rendering of the internet service. |
| **After-sales service and local service support requirements** | - Service Unit to be Provided when the Purchased Units is /are Under Repair - Brand new replacement if Purchased Unit/s is/are beyond repair - Technical and After-Sales Support - Helpdesk 24/7/365 |
| **Preferred Mode of Transport** | N/A |

Signature:

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

**ANNEX 2: QUOTATION SUBMISSION FORM**

*Bidders are requested to complete this form, including the Company Profile and Bidder’s Declaration, sign it and return it as part of their quotation along with Annex 1: Schedule of Requirements and Offered Specification and Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

|  |  |  |
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| Name of Bidder: | Click or tap here to enter text. | |
| RFQ reference: | Click or tap here to enter text. | Date: Click or tap to enter a date. |

**Company Profile**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item Description** | | **Detail** | | | |
| Legal name of bidder or Lead entity for JVs | | Click or tap here to enter text. | | | |
| Legal Address, City, Country | | Click or tap here to enter text. | | | |
| Website | | Click or tap here to enter text. | | | |
| Year of Registration | | Click or tap here to enter text. | | | |
| Legal structure | | Choose an item. | | | |
| Are you a UNGM registered vendor? | | Yes  No If yes, insert UNGM Vendor Number | | | |
| Quality Assurance Certification (e.g. ISO 9000 or Equivalent) *(If yes, provide a Copy of the valid Certificate):* | | Yes  No | | | |
| 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):* | | Yes  No | | | |
| Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)* | | Yes  No | | | |
| 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 *(If yes, provide a Copy)* | | Yes  No | | | |
| Is your company a member of the UN Global Compact | | Yes  No | | | |
| Bank Information | | Bank Name: Click or tap here to enter text.  Bank Address: Click or tap here to enter text.  IBAN: Click or tap here to enter text.  SWIFT/BIC: Click or tap here to enter text.  Account Currency: Click or tap here to enter text.  Bank Account Number: Click or tap here to enter text. | | | |
| **Previous relevant experience**  **Minimum requirements are indicated under Section 2. RFQ Instruction and Data, Documents to be submitted** | | | | | |
| **Name of previous contracts** | **Previous Client’s Name, Position & Reference Contact Details including e-mail** | | **Contract Value in USD** | **Period of activity (from-to, Month-Year** | **Types of activities undertaken & Country** |
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**Bidder’s Declaration**

| **Yes** | **No** |  |
| --- | --- | --- |
|  |  | **Requirements and Terms and Conditions:** I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them. |
|  |  | I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period. |
|  |  | **Ethics**: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer. |
|  |  | I/We confirm to undertake not to engage in proscribed practices, 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 wehave read the United Nations Supplier Code of Conduct :<https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and acknowledge that it provides the minimum standards expected of suppliers to the UN. |
|  |  | **Conflict of interest:** I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation’s Point of Contact. |
|  |  | **Prohibitions, Sanctions:** l/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract 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 and 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. |
|  |  | **Bankruptcy**: l/We 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. |
|  |  | **Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity. |
|  |  | I/We understand and recognize that you are not bound to accept any Quotation you receive, and wecertify that the goods offered in our Quotation are new and unused. |
|  |  | By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf. |

**Remark**: **UNDP reserves the right to reject any quotation where bidder has ticked field “No” or left both fields above unticked.**

Signature:

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

## **ANNEX 3: TECHNICAL AND FINANCIAL OFFER – GOODS/SIMPLE SERVICES**

*Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 1: Schedule of Requirements and Offered Specification and Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

**LOT 1 Main Internet Services**

|  |  |  |
| --- | --- | --- |
| Name of Bidder: | Click or tap here to enter text. | |
| RFQ reference: | Click or tap here to enter text. | Date: Click or tap to enter a date. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Currency of the Quotation: RSD**  **INCOTERMS:** DAP including unloading charges, if any, all inclusive | | | | | |
| **Item No** | **Description** | **UOM** | **Qty** | **Unit price** | **Total price** |
| 1. | Monthly Fee | Month | 36 | RSD | RSD |
| 2. | Installation, configuration, initialization of the link, one-time, delivery costs | | | | RSD |
| **Total Final and All-inclusive Price** | | | | | RSD |

**Compliance with Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **You Responses** | | |
| **Yes, we will comply** | **No, we cannot comply** | **If you cannot comply, pls. indicate counter - offer** |
| Minimum Technical Specifications |  |  | Click or tap here to enter text. |
| Delivery Term (INCOTERMS) |  |  | Click or tap here to enter text. |
| Delivery Lead Time |  |  | Click or tap here to enter text. |
| Warranty and After-Sales Requirements |  |  | Click or tap here to enter text. |
| Validity of Quotation |  |  | Click or tap here to enter text. |
| Payment terms |  |  | Click or tap here to enter text. |
| Other requirements *[pls. specify]* |  |  | Click or tap here to enter text. |

**Remark: If any of the fields is marked as “No, we cannot comply” UNDP reserves the right to reject the offer.**

**Other Information:**

|  |  |
| --- | --- |
| Estimated weight/volume/dimension of the Consignment: | Click or tap here to enter text. |
| Country/ies of Origin:  (*if export licence required this must be submitted if awarded the contract*) | Click or tap here to enter text. |

|  |  |
| --- | --- |
| I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted. | |
| *Exact name and address of company*  Company NameClick or tap here to enter text.  Address: Click or tap here to enter text.  Click or tap here to enter text.  Phone No.: Click or tap here to enter text.  Email Address: Click or tap here to enter text. | Authorized Signature:  Date: Click or tap here to enter text.  Name: Click or tap here to enter text.  Functional Title of Authorised  Signatory: Click or tap here to enter text.  Email Address: Click or tap here to enter text. |

**LOT 2 Backup Internet Services**

|  |  |  |
| --- | --- | --- |
| Name of Bidder: | Click or tap here to enter text. | |
| RFQ reference: | Click or tap here to enter text. | Date: Click or tap to enter a date. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Currency of the Quotation: RSD**  **INCOTERMS:** DAP including unloading charges, if any, all inclusive | | | | | |
| **Item No** | **Description** | **UOM** | **Qty** | **Unit price** | **Total price** |
| 1. | Monthly Fee | Month | 36 | RSD | RSD |
| 2. | Installation, configuration, initialization of the link, one-time, delivery costs | | | | RSD |
| **Total Final and All-inclusive Price** | | | | | RSD |

**Compliance with Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **You Responses** | | |
| **Yes, we will comply** | **No, we cannot comply** | **If you cannot comply, pls. indicate counter - offer** |
| Minimum Technical Specifications |  |  | Click or tap here to enter text. |
| Delivery Term (INCOTERMS) |  |  | Click or tap here to enter text. |
| Delivery Lead Time |  |  | Click or tap here to enter text. |
| Warranty and After-Sales Requirements |  |  | Click or tap here to enter text. |
| Validity of Quotation |  |  | Click or tap here to enter text. |
| Payment terms |  |  | Click or tap here to enter text. |
| Other requirements *[pls. specify]* |  |  | Click or tap here to enter text. |

**Remark: If any of the fields is marked as “No, we cannot comply” UNDP reserves the right to reject the offer.**

**Other Information:**

|  |  |
| --- | --- |
| Estimated weight/volume/dimension of the Consignment: | Click or tap here to enter text. |
| Country/ies of Origin:  (*if export licence required this must be submitted if awarded the contract*) | Click or tap here to enter text. |

|  |  |
| --- | --- |
| I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted. | |
| *Exact name and address of company*  Company NameClick or tap here to enter text.  Address: Click or tap here to enter text.  Click or tap here to enter text.  Phone No.: Click or tap here to enter text.  Email Address: Click or tap here to enter text. | Authorized Signature:  Date: Click or tap here to enter text.  Name: Click or tap here to enter text.  Functional Title of Authorised  Signatory: Click or tap here to enter text.  Email Address: Click or tap here to enter text. |