



## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: UNDP Project Horizons Abkhazia (00100478)	Date: 03 March 2021
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### SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of IT equipment for beneficiaries in various districts of Abkhazia 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.

Issued by:

Signature: 

Name: Ivana Laginja

Title: Consultant to support programme implementation Project Manager a.i.

Date: 03 March 2021

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Introduction</b>	<p>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 <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></p> <p>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.</p> <p>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.</p>
<b>Deadline for the Submission of Quotation</b>	<p>10 March 2021, 15:00, GMT+3</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Courier / Hand delivery</p> <p>To the address below</p> <p><b>United Nations Development Programme</b>  <b>21, Aiaaira str., Sukhum</b>  <b>Contact person: Ms. Irina Khvartsia/ Mr. Inal Atumava</b>  <b>+7 940 772 2446; irina.khvartsia@undp.org; +7 940 967 34 33; inal.atumava@undp.org</b></p> <p>It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.</p>
<b>Cost of preparation of quotation</b>	<p>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.</p>
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>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 <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>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 <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</a></p>
<b>Gifts and Hospitality</b>	<p>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.</p>
<b>Conflict of Interest</b>	<p>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.</p>

	<p>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.</p> <p>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.</p>
<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days</p>
<b>Eligibility</b>	<p>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.</p> <p>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.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
<b>Currency of Quotation</b>	<p>Quotations shall be quoted in USD</p>
<b>Joint Venture, Consortium or Association</b>	<p>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.</p> <p>Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
<b>Only one Bid</b>	<p>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.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>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</li> <li>b) they have the same legal representative for purposes of this RFQ; or</li> <li>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;</li> <li>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</li> <li>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.</li> </ul>

<b>Duties and taxes</b>	<p>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:</p> <p>All prices must:</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
<b>Language of quotation</b>	<p>English or Russian</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p><input checked="" type="checkbox"/> Company Profile</p> <p><input checked="" type="checkbox"/> Registration certificate;</p> <p><input checked="" type="checkbox"/> List and value of projects performed for the last 2 years plus client's contact details who may be contacted for further information on those contracts;</p> <p><input checked="" type="checkbox"/> List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project;</p> <p><input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 2 clients in terms of Contract value in similar field;</p> <p><input checked="" type="checkbox"/> Details on warranty/guarantee conditions. Bidders must provide warranties on items requested as indicated in the attached technical specifications Annex 1 at least for 1 year.</p> <p><input checked="" type="checkbox"/> Tax Clearance – certifying the company do not have any debts towards the budget;</p> <p><input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;</p> <p><input checked="" type="checkbox"/> Quality certificates for the items as specified in Annex 1</p>
<b>Quotation validity period</b>	<p>Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.</p>
<b>Price variation</b>	<p>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.</p>
<b>Partial Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p>
<b>Alternative Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p>
<b>Payment Terms</b>	<p><input checked="" type="checkbox"/> 100% within 30 days after receipt of goods and submission of payment documentation.</p> <p><input checked="" type="checkbox"/> Full compliance with technical specifications required by RFQ</p>
<b>Conditions for Release of Payment</b>	<p><input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements</p>
<b>Contact Person for correspondence, notifications and clarifications</b>	<p>E-mail address: inal.atumava@undp.org/ irina.khvartsia@undp.org</p> <p><b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.</b></p> <p><b>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.</b></p>

<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 2 days before the submission deadline. Responses to request for clarification will be communicated via email by 08 March 2021
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
<b>Evaluation criteria</b>	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Delivery 60 days from the issuance of the Contract <input checked="" type="checkbox"/> Warranty of the equipment for minimum 1 year for those items indicated in the list of equipment as per Annex 1
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	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.
<b>Type of Contract to be awarded</b>	<input checked="" type="checkbox"/> <a href="#">Contract Face Sheet</a> (Goods and-or Services)
<b>Expected date for contract award.</b>	17 March 2021
<b>Publication of Contract Award</b>	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	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 <a href="http://www.ungm.org">www.ungm.org</a> . 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

### Technical Specifications for Goods:

Item No	Minimum technical requirements	Unit	Quantity
1	<b>CPU</b> Socket LGA 1200, 10-core 20-thread, 3700 MHz, Turbo 5300 MHz; DDR4-2933 MHz, 20 MB L3 Cache, Intel HD Graphics 630 1200 MHz, 14 ++ nm, TDP 125W, Unlocked Multiplier <b>(Minimum 1-year warranty and quality certificate)</b>	Pcs	1
2	<b>Motherboard</b> Form factor: ATX Socket LGA1200 4 DDR4 DIMM slots, 2133-5000 MHz 3 M.2 PCI-E / SATA 3.0 slots 1 PCI-E x16 slot Wi-Fi 802.11ax, Bluetooth 2-Way SLI support Rear panel connectors: HDMI, 1 x USB Type-C Sound scheme 7.1 <b>(Minimum 1-year warranty and quality certificate)</b>	Pcs	1
3	<b>Random-access memory unit (RAM)</b> Memory type: DDR4 Memory capacity: 32 GB Number of modules in a set: 2 Memory standards: PC4-25600 Memory frequency: 3200 MHz Timings: CL16 Voltage: 1.35 V Memory Form Factor: 288-pin DIMM <b>(Minimum 1-year warranty and quality certificate)</b>	Pcs	2
4	<b>Video card</b> Core / memory frequency: 1500 MHz / 14000 MHz Video memory: 8192 MB GDDR6 Process technology: 8 nm Connectors: Display Portx3, HDMI 2.1 Connection interface: PCI-E 16x TDP: 220W Ray tracing support: yes Additional power supply: 8 pin + 8 pin API support: DirectX 12 Ultimate, OpenGL 4.6, Vulkan Maximum resolution: 7680x4320 Number of monitors supported: 4 <b>(Minimum 1-year warranty and quality certificate)</b>	Pcs	1
5	<b>Power Supply for PC</b> Form factor: ATX Power: 850 Wt Cooling system: 1 fan Overvoltage protection Overload protection Short circuit protection	Pcs	1

	<b>(Minimum 1-year warranty and quality certificate)</b>		
6	<b>Solid-state Drive (SSD)</b> Capacity: 500 GB Form factor: 2280 Read / Write Speed: 3500MB / s / 3200MB / s Connection interface: M.2, PCI-E 3.0 x4 Buffer size: 512 MB Flash memory type: 3D V-NAND <b>(Minimum 1-year warranty and quality certificate)</b>	Pcs	1
7	<b>Hard Disk Drive (HDD)</b> Form factor: 3.5 " Capacity: 4000 GB Rotation speed: 5400 rpm Interface: SATA 6Gb / s Buffer size: 256 MB <b>(Minimum 1-year warranty and quality certificate)</b>	Pcs	1
8	<b>Computer Case (system unit)</b> Compatible with lines # 1-7 <b>(Minimum 1-year warranty)</b>	Pcs	1
9	<b>Computer case Fan</b> Compatible with line# 1-8 <b>(Minimum 1-year warranty)</b>	Pcs	1
10	<b>CPU water cooling system</b> Compatible with AM2, AM4, AM3, AM3 +, AM2 +, LGA 1151, FM2, LGA 1150, FM1, LGA 1155, LGA 1156, LGA 1356, FM2 +, LGA 1151-v2, LGA 2066, LGA 1366, sTR4, SP3, LGA 2011- 3 (Square ILM), LGA 2011 (Square ILM), LGA 1200 Fan: 3pcs, 120 mm Speed 500-2000 rpm, speed controller Aluminium radiator Connector type: 4-pin PWM Noise level 21-36 dB <b>(Minimum 1-year warranty and quality certificate)</b>	Pcs	1
11	<b>Laptop</b> screen: 15.6 "(1920x1080) matrix: IPS, 144 Hz <b>CPU:</b> Number of CPU cores: 8 Number of threads: 16 Number of GPU cores: 7 Base frequency: 2.9GHz Max. frequency: Up to 4.2GHz L2 Cache Size: 4MB L3 cache size: 8MB <b>RAM:</b> 16 GB DDR4 3200 MHz Storage: SSD 512 GB Discrete video card: Architecture: Turing Core Speed: 960 - 1200 (Boost) MHz Memory Speed: 14000 MHz Memory Type: GDDR6	Pcs	5

	Max. Amount of Memory: 6144 MB DirectX/DirectX: 12.1 <b>Connectors:</b> USB 2.0 Type A, USB 3.2 Gen1 Type A x 2, USB 3.2 Gen2 Type-C, HDMI output, microphone / headphone Combo Wireless connectivity: Wi-Fi 802.11ac, Bluetooth 5.0 Battery capacity: at least 5000 mAh Operating system: No OS <b>(Minimum 1-year warranty and quality certificate)</b>		
12	<b>Laptop</b> Screen: 15.6 "(1920x1080) Matrix: IPS, 144 Hz <b>CPU:</b> Number of CPU cores: 2 Number of GPU cores: 3 Base Clock: 2.6GHz Max boost clock: up to 3.1GHz Total L2 cache: 1MB PCI EXPRESS version: PCIe® 3.0 Video card: Memory capacity: 4096 MB; Video memory type: DDR3; GPU frequency: 780 MHz. <b>RAM:</b> 4 GB Maximum RAM: 16 GB Number of memory slots: 1 Memory frequency: 1866 MHz RAM type DDR4 SSD 256 GB Diagonal / resolution 15.6 " / 1920x1080 pixels. TFT screen technology Matte screen Wi-Fi a / c support Bluetooth (version) 4.1 <b>(Minimum 1-year warranty and quality certificate)</b>	Pcs	3
13	<b>Multi-function printer</b> printer, scanner, copier printing: black and white laser speed: 22 ppm (b / w A4) Max. print size: A4 (210 × 297 mm) Max. print size: 216 × 356 mm LCD panel: yes interfaces: USB <b>(Minimum 1-year warranty and quality certificate)</b>	Pcs	1
14	<b>Laptop</b> Screen diagonal: 13.3 inches Screen resolution: 2560x1600 Display type: Retina Touch bar GPU: M1 (7 cores) Interfaces: USB 3.1, USB-C, HDMI, DisplayPort, Thunderbolt, Thunderbolt 2, Thunderbolt 3, DVI, VGA	Pcs	1



	Wireless network: Wi-Fi 6 (802.11ax), Bluetooth 5.0 SSD: 256 Gb RAM: 16 Gb <b>(Minimum 1-year warranty and quality certificate)</b>		
15	<b>System unit</b> Nettop case form factor <b>CPU:</b> Processor: M1 Number of CPU cores: 8 ARM architecture Max Clock Speed: 3.2GHz RAM: 16 GB SSD: 256 GB <b>Video card</b> Type of video card: built-in Video memory type: SMA Internet / data transmission Internet access type Wi-Fi, Ethernet Network adapter speed 1000 Mbps Two Thunderbolt / USB 4 ports with support HDMI 2.0 port Gigabit Ethernet port 3.5mm headphone jack <b>(Minimum 1-year warranty and quality certificate)</b>	Pcs	2
16	<b>Monitor</b> LCD monitor, widescreen Size: 23.8 " Resolution: 2560x1440 (16: 9) Screen Matrix Type: IPS LED backlight Flicker-Free Backlight Max. refresh rate: 76 Hz Maximum number of colors: 16.7 million. SRGB color gamut 100% available Screen coating anti-reflective HDMI 1.4, DisplayPort 1.2 inputs Functionality color calibration, light sensor, presence sensor Built-in power supply Wall mount <b>(Minimum 1-year warranty and quality certificate)</b>	Pcs	6
17	<b>Keyboard</b> Bluetooth connection interface Color: white Membrane type Total number of keys 80 No additional keys Numeric block: no Silent keys Case material: plastic Connects up to 3 devices simultaneously <b>(Minimum 1-year warranty and quality certificate )</b>	Pcs	3

18	<b>Mouse</b> Bluetooth connection interface Color: white Total number of buttons 6 Optical LED Optical sensor resolution: 12000 dpi Sensor operating modes: 200-12000 dpi <b>(Minimum 1-year warranty and quality certificate)</b>	Pcs	3
19	<b>USB-C to DisplayPort Cable</b> Cable connectors: USB Type-C (male) - DisplayPort (male) Length of cable: 1.5 m <b>(Minimum 1-year warranty and quality certificate)</b>	Pcs	6
20	<b>System Unit</b> CPU: Number of cores: 6; Base frequency: 2900 MHz; Maternal board: Socket -LGA 1151-v2, Number of memory slots - 4, Supported memory form factor: DIMM, Type of supported memory: DDR4; <b>Video card:</b> Video memory capacity: 4GB, Memory type: GDDR5, Video Connectors: DVI-D, DisplayPort, HDMI, Maximum Resolution: 4096x2160, <b>RAM:</b> 16GB, Clock frequency: 3000 MHz; Hard drive: SSD 240 GB; <b>(Minimum 1-year warranty and quality certificate)</b>	Pcs	6
21	<b>Monitor</b> 21.5 inches IPS matrix Resolution: 1920x1080 or more. <b>(Minimum 1-year warranty and quality certificate)</b>	Pcs	5
22	<b>Laptop</b> <b>CPU:</b> Number CPU cores: 4 Number of threads: 8 Number of GPU cores: 8 Base frequency: 2.1GHz Max. frequency: Up to 3.7GHz L1 Cache Size: 384KB L2 Cache Size: 2MB L3 cache size: 4MB RAM type: DDR4 RAM: 8 GB Memory frequency: 2400 MHz SSD 512 GB <b>Screen:</b>	Pcs	2

	<p>Diagonal / resolution 14 " / 1920x1080 pixels.  Screen diagonal: 14 "(35.5 cm)  IPS screen technology  NFC  Wi-Fi a / c support  Bluetooth (version) 5.0  <b>Interfaces</b>  HDMI input 1 pc  USB 2.0 port type A 1 pc  USB 3.0 port type A 1 pc  Headphone jack 3.5 mm 1 pc  Fingerprint Sensor  <b>(Minimum 1-year warranty and quality certificate)</b></p>		
23	<p><b>Laptop</b>  Screen diagonal: 14 "  Screen resolution: 1920x1080  LED screen backlight  Matrix type: IPS  <b>CPU:</b>  CPU frequency: 1.6GHz (4.2GHz, Turbo)  Number of CPU cores: 4  8192 MB, LPDDR3, 2133 MHz  GPU type  integrated  SSD: 256Gb  Wi-Fi technology support: 802.11 a / b / g / n / ac / ax  Bluetooth technology support: v5.0  NFC support  USB 3.0: 2 ports  HDMI connector  Thunderbolt 3 connectors: 2 pcs  Webcam  Built-in microphone  <b>(Minimum 1-year warranty and quality certificate)</b></p>	Pcs	2
24	<p><b>Monitor</b>  Screen: 23.8 " / 1920x1080 pixels  Screen format: 16: 9  Matrix type: IPS  Dynamic Contrast Ratio: 100,000,000: 1  Brightness 250 cd / m2  Contrast: 1000:1  D-Sub PC communication interface:DVI; HDMI  D-Sub video input: 1 pc  DVI-D video input: 1 pc  HDMI input  Built-in speaker system  <b>(Minimum 1-year warranty and quality certificate)</b></p>	Pcs	4
25	<p><b>Dock station</b>  Laptop interface:  USB 3.1 gen1 Type-C  Interfaces and slots:</p>	Pcs	4

	HDMI, USB 3.1 gen1 Type-C, USB 2.0 Type A, USB 3.1 gen1 Type A x 2, microSD, SD <b>(Minimum 1-year warranty and quality certificate)</b>		
26	<b>Multi-function printer</b> printer, scanner, copier Colour printing Printing technology: laser Maximum format: A4 Maximum print size: 216 × 356 mm Number of colors: 4 Maximum resolution for printing 1200x1200 dpi <b>(Minimum 1-year warranty and quality certificate)</b>	Pcs	1
27	<b>Printer</b> Black and white printing Printing technology: laser Maximum format: A4 Maximum print size: 216 × 297 mm Maximum resolution for b / w printing: 600x600 dpi <b>(Minimum 1-year warranty and quality certificate)</b>	Pcs	1

#### Delivery Requirements

Delivery Requirements	
<b>Delivery date and time</b>	Bidder shall deliver the goods 60 days after Contract signature.
<b>Delivery Terms (INCOTERMS 2020)</b>	DAP
<b>Customs clearance (must be linked to INCOTERM)</b>	<input checked="" type="checkbox"/> Not applicable
<b>Exact Address(es) of Delivery Location(s)</b>	21, Prospekt Aiaaira, Sukhum, UNDP Project Office
<b>Distribution of shipping documents (if using freight forwarder)</b>	N/A
<b>Packing Requirements</b>	N/A
<b>Training on Operations and Maintenance</b>	N/A
<b>Warranty Period</b>	One year for all equipment
<b>After-sales service and local service support requirements</b>	N/A
<b>Preferred Mode of Transport</b>	Land

## 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 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.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	UNDP Project Horizons Abkhazia (00100478)	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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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):	<input type="checkbox"/> Yes <input type="checkbox"/> 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):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> 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	<input type="checkbox"/> Yes <input type="checkbox"/> No

institutions promoting such issues (If yes, provide a Copy)				
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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.			
<b>Previous relevant experience (at least for last 2 years): 3 contracts</b>				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

#### Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	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 we have read the United Nations Supplier Code of Conduct : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> I/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.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> I/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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	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.

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

Bidders are requested to complete this form, sign it and return it as part of their bid along with 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.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	UNDP Project Horizons Abkhazia (00100478)	Date: Click or tap to enter a date.

Currency of the Quotation: USD					
INCOTERMS: DAP					
Item No	Description: Please indicate Brand name and provide detailed specifications of the offered Brand	UOM	Qty	Unit price	Total price
1.	Click or tap here to enter text.				
2.	Click or tap here to enter text.				
3.	Click or tap here to enter text.				
4.	Click or tap here to enter text.				
5.	Click or tap here to enter text.				
6.					
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21.					



22.					
23.					
24.					
25.					
26.					
27.					
Total Price					
Transportation Price					
Total Final and All-inclusive Price					

#### Compliance with Requirements

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

#### Other Information:

Country/ies of Origin: <i>(if export licence required this must be submitted if awarded the contract)</i>	Click or tap here to enter text.
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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.	
<b>Exact name and address of company</b> Company Name: Click 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.	<b>Authorized Signature:</b> Date: Click or tap here to enter text. Name: Click or tap here to enter text. <b>Functional Title of Authorised Signatory:</b> Click or tap here to enter text. Email Address: Click or tap here to enter text.