



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: UNDP-TUR-RFQ(MC1)-2021/006	Date: 12 March 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the procurement of “**Electric-Electronic Laboratory Supplies**” 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

Annex 4: General Terms and Conditions

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: Sukhrob Khojimatov

Title: Deputy Resident Representative

Date: 12 March 2021

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<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 UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</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>
Deadline for the Submission of Quotation	<p>25 March 2021, 17:00 hrs. (GMT+3, Local time-Turkey)</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p>Bid submission address: tr.procurement@undp.org</p> <ul style="list-style-type: none"> ▪ File Format: PDF ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 35 MB and no more than five email ▪ Mandatory subject of email: UNDP-TUR-RFQ(MC1)-2021/006 – Electric-Electronic Laboratory Supplies ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.
Cost of preparation of quotation	<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>
Supplier Code of Conduct, Fraud, Corruption,	<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 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</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 http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</p>
Gifts and Hospitality	<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</p>

	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	<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>
General Conditions of Contract	<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"/> General Terms and Conditions / Special Conditions for Contract.</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 20 calendar days</p> <p><input checked="" type="checkbox"/> UNDP shall deduct 0.5% of the total Contract Amount from the payments to be released to the Contractor for each day of delay beyond latest delivery date stipulated in Annex 1.</p>
Eligibility	<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>
Currency of Quotation	Quotations shall be quoted in Turkish Liras (TRY).
Joint Venture, Consortium	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

or Association	<p>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 Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<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"> 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	<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> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes <p>It is the Proposer's responsibility to learn from relevant authorities (Ministry of Treasury and Finance) and/or to review/confirm published procedures and to consult with a certified financial consultant as needed to confirm the scope and procedures of VAT exemption application as per VAT Law, Ministry of Treasury and Finance's General Communiqués. The Contractor to be selected shall not be entitled to receive any amount over its proposal price in relation to VAT. Overall contract amount to be paid to the contractor shall not exceed the offered Total Financial Proposal Price.</p> <p>UNDP will provide the contractor a VAT exemption certificate covering the subject procurement.</p>
Language of quotation	<p>English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <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

	<input checked="" type="checkbox"/> Trade Registry Gazette showing the establishment and shareholder structure of the company; <input checked="" type="checkbox"/> Valid Chamber of Commerce Registration Certificate (Original documents may be requested by UNDP and shall be presented when requested) <input checked="" type="checkbox"/> Copy of Signature Circular/Power of Attorney (Original documents may be requested by UNDP and shall be presented when requested) <input checked="" type="checkbox"/> Brochure/catalog of the offered products or link to web sites where these documents can be seen to demonstrate compliance with technical specifications <input checked="" type="checkbox"/> Signed and Stamped copy of ANNEX 4- General Terms and Conditions for Contracts
Quotation validity period	Quotations shall remain valid for 90 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	<input checked="" type="checkbox"/> Not permitted
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of all goods and submission of payment documentation. The Contractor shall not be entitled to receive any price difference and/or additional amount from UNDP for whatsoever reason, including but not limited to increase in the costs of the Contractor or any missing goods/services in its Price Schedule to be submitted in response to this RFQ. Alternative terms of payment shall not be negotiated with the successful Offeror.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection and testing <input checked="" type="checkbox"/> Written Acceptance of Goods, based on full compliance with RFQ requirements
Contact Person for correspondence, notifications and clarifications	E-mail address: tr.procurement@undp.org Att: Mr. Tunç Gürdal, Procurement Officer 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 4 days before the submission deadline.
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
Evaluation criteria	<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
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 Turkey CO 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	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services)
Expected date for contract award.	08 April 2021
Publication of Contract Award	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.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	<p>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.</p> <p>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.</p>

ANNEX 1: SCHEDULE OF REQUIREMENTS

Please be informed that that Turkish version of the specifications is given for reference purpose only. In case of an inconsistency between Turkish and English versions, English version shall prevail.

Technical Specifications for Goods // Ürünler için Teknik Şartname

#	Description/Specifications of the items to be supplied <i>Teknik Özellikler</i>	Specifications <i>Özellikler</i>	Qty <i>Miktar</i>	Latest Delivery Date <i>Teslimat Süresi</i>
1	Electronic Equipment List <i>Elektronik Ekipman Listesi</i>			Latest 60 calendar days after signature of the contract by UNDP and Contractor
1.1	Soldering paste <i>Lehim Pastası</i>	It can be used on brazed metals such as brass and nickel. It has no electrical conductivity. <i>Pirinç ve nikel gibi zor lehimlenen metallerde kullanılabilir. Elektriksel iletkenliği yoktur.</i>	Adana: 20 Mersin: 20	<i>En geç sözleşme imzalanmasını müteakiben 60. gün</i>
1.2	Flux <i>Flux</i>	Colorless. Provides fast soldering <i>Renksizdir. Hızlı lehimlemeyi sağlar.</i>	Adana: 20 Mersin: 20	
1.3	Female-Male, Male-Male, Female-Female Jumper Cable (40 Pins Detachable) <i>Dişi-Erkek, Dişi-Dişi, Erkek-Erkek Jumper Kablo (40 Pin Ayrılabilir)</i>	These cables are designed according to 2.54 mm standard pins. <i>Bu kablolar 2,54 mm'lik standart pinlere göre dizayn edilmiştir.</i>	Adana: 20 Mersin: 20	
1.4	Antistatic Precision Tweezer Set (At Least 5 Different Pieces) <i>Antistatik Hassas Cımbız Seti (En az 5 farklı parça)</i>	Multi-function twisting set, Antistatic design, High quality stainless steel <i>Çok fonksiyonlu cımbız seti, Antistatik tasarım, Yüksek kalite paslanmaz çelik</i>	Adana: 20 Mersin: 20	

1.5	<p>Cable Stripping Pliers</p> <p><i>Kablo Soyma Pensesi</i></p>	<p>It is used for stripping and cutting of single and multi-core cables. The cable end and the width of the cable can be adjusted.</p> <p><i>Tek ve çok damarlı kabloların dışlarını soyma ve kesme işlemlerinde kullanılır. Kablo ucu ve kablonun genişliği ayarlanabilir.</i></p>	<p>Adana: 10</p> <p>Mersin: 10</p>	
1.6	<p>Terminal Crimping Pliers</p> <p><i>Terminal Sıkıştırma Pensesi</i></p>	<p>Used to tighten uninsulated terminals. Hardened Carbon Steel body. Has Lock Mechanism to Release.</p> <p><i>Yalıtımsız terminalleri sıkıkmak için kullanılır. Sertleştirilmiş Karbon Çeliği gövdeye sahiptir. Serbest Bırakmak İçin Kilit mekanizması vardır</i></p>	<p>Adana: 10</p> <p>Mersin: 10</p>	
1.7	<p>Heat Shrink Tube Cable Set with different colors and diameters</p> <p><i>Farklı Renklerde ve Çaplarda Isı ile Daralan Makaron Kablo Seti</i></p>	<p>Minimum 1.5 mm diameter, 45 mm length (at least 80 shrink tube for each different size)</p> <p><i>Minimum 1.5 mm çap, 45 mm uzunluk (Her farklı ölçü için en az 80 daralan makaron)</i></p>	<p>Adana: 2000</p> <p>Mersin: 2000</p>	
1.8	<p>Potentiometer</p> <p><i>Potansiyometre</i></p>	<p>Changeable Resistance. Minimum 1k ohm (at least 10 potentiometer for each different value)</p> <p><i>Değiştirilebilir Direnç. Minimum 1 kohm. (Her farklı değer için en az 10 daralan makaron)</i></p>	<p>Adana: 100</p> <p>Mersin: 100</p>	
1.9	<p>Side chisel for electronics</p> <p><i>Elektronikçiler için Yan Keski</i></p>	<p>Designed for use in copper cable cutting and sensitive areas.</p>	<p>Adana: 20</p>	

			<i>Bakır kablo kesiminde ve hassas alanlarda kullanılmak için tasarlanmıştır</i>	Mersin: 20	
1.10	Widely Used Crystal Set with Different Values <i>Yaygın Kullanılan Farklı Değerlerde Kristal Seti</i>	Minimum 4 MHz (at least 50 crystal for each different value) <i>Minimum 4 MHz (Her farklı değer için en az 50 tane)</i>	Adana: 300 Mersin: 300		
1.11	Multimeter <i>Multimetre</i>	DC voltage measurement, AC voltage measurement, resistance measurement, frequency measurement, capacitance measurement, temperature measurement and short circuit control can be done from electronic measurements. <i>Elektronik ölçümlerden DC gerilim ölçümü, AC voltaj ölçümü, direnç ölçümü, frekans ölçümü, kapasitance ölçümü, sıcaklık ölçümü ve kısa devre kontrolü yapılabilir</i>	Adana: 4 Mersin: 4		
1.12	Insulated Cable End Set with different colors and diameters <i>Farklı Renklerde ve Çaplarda İzoleli Kablo Ucu Seti</i>	Minimum 0.5 mm diameter (at least 50 cable end for each different size) <i>Minimum 0.5 mm çap (Her farklı ölçü için en az 50 kablo ucu)</i>	Adana: 2000 Mersin: 2000		
1.13	Insulated Round Type Cable End with different colors and diameters	Minimum 3 mm diameter (at least 50 cable end for each different size)	Adana: 1000		

		<i>Farklı Renklerde ve Çaplarda İzoleli Yuvarlak Tip Kablo Ucu</i>	<i>Minimum 3 mm çap (Her farklı ölçü için en az 50 kablo ucu)</i>	Mersin: 1000	
1.14	Widely Used Fuse Set with Different Values <i>Yaygın Kullanılan Farklı Değerlerde Sigorta Seti</i>	Minimum 0.2A (at least 20 fuse for each different value) <i>Minimum 0.2A (Her farklı değer için en az 20 tane)</i>	Adana: 200 Mersin: 200		
1.15	220 V Power Cable <i>220 V Güç Kablosu</i>	Minimum 1.5 meter , 0.5 mm diameter <i>Minimum 1.5 metre , 0.5 mm diameter</i>	Adana: 20 Mersin: 20		
1.16	Power Socket <i>Güç Soketi</i>	220 VAC, Minimum 15A, Male Chassis Type, Switched, Insured <i>220 VAC, Minimum 15A, Erkek Şase Tipi, Anahtarlı, Sigortalı</i>	Adana: 20 Mersin: 20		
1.17	Voltage Regulator Modules <i>Voltaj Regülatör Modülleri</i>	7805, 7812, lm2596, ams1117-5v regulators (at least 10 pieces for each regulators) <i>7805, 7812, lm2596, ams1117-5v regulator (Her regulator için en az 10 adet)</i>	Adana: 50 Mersin: 50		
1.18	Stepper Motor <i>Step Motor</i>	Bipolar, 1.8 ° Step angle, Operating current Minimum 0.6A <i>Bipolar, 1.8 ° Step Açısı, Çalışma Akımı Minimum 0.6A</i>	Adana: 10 Mersin: 10		
1.19	Stepper Motor Driver Types	Minimum 1/32 micro step resolution.	Adana: 50		

		<i>Step Motor Sürücü Çeşitleri</i>	Maximum 45 V Motor Voltage (at least 10 driver for each different values) <i>Minimum 1/32 mikro step çözünürlük. Maximum 45 V Motor Voltaj (Her Farklı Değer için En az 10 sürücü)</i>	Mersin: 50	
	1.20	DC Motor Types <i>DC Motor Types</i>	Minimum 3 V (at least 5 motor for different values) <i>Minimum 3 V (Her Farklı Değer için En az 5 Motor)</i>	Adana: 20 Mersin: 20	
	1.21	Servo Motor Types <i>Servo Motor Types</i>	Minimum 5 V working voltage (at least 5 motor for different values) <i>Minimum 5 V Çalışma Voltajı (Her Farklı Değer için En az 5 Motor)</i>	Adana: 20 Mersin: 20	
	1.22	Crocodile Cable with Different Colors <i>Farklı Renklerde Krokodil Kablo</i>	Minimum 45 cm <i>Minimum 45 cm</i>	Adana: 100 Mersin: 100	
	1.23	Banana Jack with Different Colors <i>Farklı Renklerde Banana Jak</i>	4 mm diameter <i>4 mm çap</i>	Adana: 100 Mersin: 100	
	1.24	Li-Po Connector Set <i>Li-Po Konnektör Seti</i>	Minimum 50 A. Male and Female <i>Minimum 50 A. Erkek ve Dişi</i>	Adana: 50 Mersin: 50	
	1.25	Mike Connector Types <i>Mike Konnektör Çeşitleri</i>	2,3,4,5,6 pins. Minimum 1A. Male and Female (At least 20 male and female connector for each different pins)	Adana: 100 Mersin: 100	

			<i>2,3,4 pinli. Minimum 1A. Dişi ve Erkek. (Her farklı pin için 20 dişi ve erkek konnektör)</i>		
1.26	Isopropyl Alcohol (1 liter) <i>İzopropil Alkol (1 litre)</i>	Used in electronic PCB circuit cleaning <i>Elektronik PCB devre temizliğinde kullanılır.</i>	Adana: 5 Mersin: 5		
1.27	Pic Microprocessor (16F877A) <i>Pic Mikroişlemci (16F877A)</i>	Widely used programmable microcontroller <i>Çok kullanılan programlanabilir mikrokontrolcü</i>	Adana: 10 Mersin: 10		
1.28	Pic Microprocessor Programmer (Pickit3) <i>Pic Mikroişlemci Programlayıcı (Pickit3)</i>	Used by programming pic microcontroller <i>Pic mikrokontrolcüsü programlamak için kullanılır</i>	Adana: 10 Mersin: 10		
1.29	Terminal Block Types <i>Klemens Çeşitleri</i>	2,3,4 pins. (At least 20 terminal blocks connector for each different pins) <i>2,3,4 pinli. (Her farklı pin için 20 terminal blok)</i>	Adana: 300 Mersin: 300		
1.30	Stage Transformer <i>Kademeli Trafo</i>	Minimum 40 W. 0-48V output voltages options <i>Minimum 40 W. 0-48V çıkış voltaj seçenekleri</i>	Adana: 10 Mersin: 10		
1.31	LCD Display <i>LCD Ekran</i>	2x16 and 4x20 Character LCD, 128x64 Graphic LCD (At Least 10 for each one) <i>2 x16 ve 4x20 Karakter LCD, 128x64 Grafik LCD (Herbirinden en az 10 tane)</i>	Adana: 30 Mersin: 30		

1.32	Touchable LCD Display <i>Dokunmatik LCD Ekran</i>	2.5 inch and 3.5 inch Nextion HMI Touchable LCD Display <i>2.5 inch ve 3.5 inch Nextion HMI dokunmatik LCD ekran</i>	Adana: 5 Mersin: 5
1.33	Copper Plaque for PCB (20x20) <i>PCB için Bakır Plaket (20x20)</i>	FR2 Copper Plate. One surface is covered with copper. <i>FR2 Bakır Plaket. Bir yüzeyi bakır ile kaplanmıştır.</i>	Adana: 20 Mersin: 20
1.34	Perforated Pertinax for Electronic Circuits (20x30) <i>Elektronik Devreler için Delikli Pertinaks (20x30)</i>	Easy to solder <i>Kolay Lehimlenebilir</i>	Adana: 20 Mersin: 20
1.35	Mini Hand Drill <i>Mini El Matkabı</i>	High Speed: 10000 rpm Tip Diameter: 1-1.5 - 2mm <i>Yüksek Hız: 10000 d/d Uç Çapı: 1-1.5 - 2mm</i>	Adana: 10 Mersin: 10
1.36	Mini Hand Drill Tips <i>Mini El Matkabı Uçları</i>	1, 1.5, 2 mm (At least 20 tips for each size) <i>1, 1.5, 2 mm (Her farklı uç için en az 20 tane)</i>	Adana: 60 Mersin: 60
1.37	Widely Used Modul Types <i>Yaygın Kullanılan Modül Çeşitleri</i>	Wifi, Bluetooth, RTC, Xbee, RF, Joystick, GSM Moduls (At Least 5 pieces for each modul types) <i>Wifi, Bluetooth, RTC, Xbee, RF, Joystick, GSM Modülleri (Her farklı modül çeşidi için en az 5 adet)</i>	Adana: 50 Mersin: 50
1.38	Widely Used Sensor Types <i>Yaygın Kullanılan Sensör Çeşitleri</i>	Finger Print , Temperature, Altitude, Humidity, Current,	Adana: 100

			RFID, Gas, Movement, LDR, Distance Sensors (At Least 10 pieces for each sensor types) <i>Parmak İzi, Sıcaklık, Basınc, Nem, Akım, RFID, Gaz, Hareket, LDR, Mesafe Sensörleri (Her farklı sensor çeşidi için en az 10 adet)</i>	Mersin: 100	
1.39	Switch Mode Power Supply Types <i>Anahtarlama Güç Kaynak Çeşitleri</i>	5V, 12V and 24V . Minimum 5 A (At Least 3 power supply for each voltage values) <i>5V, 12V ve 24V. Minimum 5A (Her farklı voltaj değeri için en az 3 güç kaynağı)</i>	Adana: 10 Mersin: 10		
1.40	Fan <i>Fan</i>	12V, 24V, 220V Fan Types with different sizes (At Least 5 fan for each voltage values and each different sizes) <i>12V, 24V, 220V Farklı ölçülerde fan çeşitleri(Her bir voltaj ve ölçü için en az 5 fan)</i>	Adana: 40 Mersin: 40		
1.41	Fan Wire <i>Fan Teli</i>	12V, 24V, 220V Fan Wires Types with different sizes (At Least 5 fan wires for each voltage values and each different sizes) <i>12V, 24V, 220V Farklı ölçülerde fan teli çeşitleri(Her bir voltaj ve ölçü için en az 5 fan teli)</i>	Adana: 10 Mersin: 10		
1.42	USB Cable Types <i>USB Kablo Çeşitleri</i>	USB A to USB B, Mini USB, Micro USB Cable Types. Minimum 1.5m	Adana: 30 Mersin: 30		

			(At Least 5 cables for each types) <i>USB A to USB B, Mini USB, Micro USB Kablo Çeşitleri. Minimum 1.5m (Her bir çeşit için en az 5 kablo)</i>		
1.43	Third Hand for PCB <i>Led Işıklı Büyüteçli - Mercekli Havya Sehpası</i>	Led Light, Magnifying Glass <i>Led Işıklı, Büyüteçli</i>	Adana: 10 Mersin: 10		
1.44	Peltier <i>Peltier</i>	Minimum 12V , Minimum 40W with different sizes(at least 5 peltier for each different sizes and voltages) <i>Farklı ölçülerde Minimum 12V, Minimum 40 W (her farklı voltaj ve boyut için en az 5 tane peltier)</i>	Adana: 20 Mersin: 20		
1.45	Widely Used Heat Sink Types <i>Yaygın Kullanılan Soğutucu Çeşitleri</i>	Aluminum Cooler Types for electronic components (at least 10 heatsink for each different size) <i>Elektronik komponentler için aliminyum soğutucu çeşitleri (Her boyut için en az 10 tane soğutucu)</i>	Adana: 100 Mersin: 100		
1.46	Silicone Gun <i>Silikon Tabancası</i>	Minimum 20W power. Minimum heating 150 degree. <i>Minimum 20W güç. Minimum ısıtma 150 derece.</i>	Adana: 5 Mersin: 5		
1.47	Candle Tube Silicone Stick (12x300 mm) <i>Mum Tüp Silikon Çubuğu (12x300 mm)</i>	White and Black Types. Used for fixing and repairing	Adana: 50		

			<i>Beyaz ve siyah çeşitleri. Onarım ve sabitleme için kullanılır.</i>	Mersin: 50	
1.48	Triple Plug <i>Üçlü Priz</i>		Minimum 3 meters. Grounded. <i>Minimum 3 metre. Topraklı.</i>	Adana: 20 Mersin: 20	
1.49	Tunic Connector <i>Tunik Konnektör</i>		2,3,4,5,6 pins. Male and Female (At least 20 male and female connector for each different pins) <i>2,3,4,5,6 pinli. Minimum 1A. Dişi ve Erkek. (Her farklı pin için 20 dişi ve erkek konnektör)</i>	Adana: 100 Mersin: 100	
1.50	Electric Screwdriver Set <i>Elektrikli Tornavida Seti</i>		Battery capacity: Minimum 800mAH Battery type: Lithium Size of the inserts: 4 mm x 28mm Speed: Minimum 350 rpm / min <i>Pil kapasitesi: Minimum 800mAH</i> <i>Pil tipi: Lityum</i> <i>Uçların boyutu : 4 mm x 28mm</i> <i>Devir : Minimum 350 rpm/ dk</i>	Adana: 5 Mersin: 5	
1.51	Distance with different sizes <i>Farklı Boyutlarda Aralayıcı</i>		Plastic and metals. 3 mm diameter. (At least 20 distances for each different types) <i>Plastik ve metal. 3mm çap. (Her farklı çeşit için en az 20 tane aralayıcı)</i>	Adana: 200 Mersin: 200	

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods within 60 days following the signature of the contract(s).
Delivery Terms (INCOTERMS 2020)	DDP
Exact Address(es) of Delivery Location(s)	<p>For Items to be delivered to Adana: Çukurova Teknoloji Geliştirme Bölgesi, Balcalı Mah. Güney Kampüs Bulv. Teknokent Sitesi D Blok No: 1 Sarıçam/ADANA, TURKEY</p> <p>For Items to be delivered to Mersin: Mersin Tarsus Organize Sanayi Bölgesi Yetkinlik ve Dijital Dönüşüm Merkezi Nacarlı Köyü Mevkii P.K. : 1 MERSİN, TURKEY</p> <p>Transportation related costs of items for delivery to above mentioned site will be included in the price offer. The Contractor will not be entitled to any additional payments for transportation related costs.</p>
Guarantee Period	Minimum 2 years manufacturer guarantee. Guarantee will be included in the offer price, and the Contractor will not be entitled to any payment for guarantee.
Covid 19 related requirements	<p>The Contractors shall review all local regulations, as well as that of UN and UNDP concerning the measures they must take during performance of the contract in the context of COVID-19, before they submit their bids and factor relevant costs, if any, to their bids. The Contractor shall take all measures against COVID-19 imposed by local regulations as well as by UN and UNDP during performance of the contract to protect health and social rights of its own personnel, as well as UNDP personnel, Project Stakeholders and third parties. Pursuant to “Clause 12- Indemnification” of UNDP General Terms and Conditions for Contracts* , the Contractor shall indemnify, defend, and hold and save harmless, UNDP, and its officials, agents and employees, from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any third party against UNDP, including, but not limited to, all litigation costs and expenses, attorney’s fees, settlement payments and damages, based on, arising from, or relating to COVID-19 measures that must be taken by the Contractor in the context of the contract. UNDP shall not be held accountable for any Covid-19 related health risks or events that are caused by negligence of the Contractor and/or any other third party.</p>

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-TUR-RFQ(MC1)-2021/006	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 checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input checked="" 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 institutions promoting such issues (If yes, provide a Copy)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input checked="" type="checkbox"/> Yes <input 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.			
Previous relevant experience: 3 contracts				
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

- ☐ ☐ **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 we have 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:** 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"/>	Bankruptcy: 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"/>	Offer Validity Period: 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-TUR-RFQ(MC1)-2021/006	Date: Click or tap to enter a date.

Currency of the Quotation: Turkish Liras (TRY)						
INCOTERMS: DDP						
Item No / Ürün No	Description / Açıklama	UOM / Birim	Qty / Adet	Offered Model/Brand / Teklif Edilen Model/Marka	Unit price (TRY) / Birim Fiyat	Total price (TRY) / Toplam Fiyat
1.	Soldering paste <i>Lehim Pastası</i>	40	EA <i>Adet</i>			
2.	Flux <i>Flux</i>	40	EA <i>Adet</i>			
3.	Female-Male, Male-Male, Female-Female Jumper Cable (40 Pins Detachable) <i>Dişi-Erkek, Dişi-Dişi, Erkek-Erkek Jumper Kablo (40 Pin Ayrılabilir)</i>	40	EA <i>Adet</i>			
4.	Antistatic Precision Tweezer Set (At Least 5 Different Pieces) <i>Antistatik Hassas Cımbız Seti (En az 5 farklı parça)</i>	40	EA <i>Adet</i>			
5.	Cable Stripping Pliers <i>Kablo Soyma Pensesi</i>	20	EA <i>Adet</i>			
6.	Terminal Crimping Pliers <i>Terminal Sıkıştırma Pensesi</i>	20	EA <i>Adet</i>			

7.	Heat Shrink Tube Cable Set with different colors and diameters <i>Farklı Renklerde ve Çaplarda Isı ile Daralan Makaron Kablo Seti</i>	8	500 EA <i>500 Adet</i>			
8.	Potentiometer <i>Potansiyometre</i>	200	EA <i>Adet</i>			
9.	Side chisel for electronics <i>Elektronikçiler için Yan Keski</i>	40	EA <i>Adet</i>			
10.	Widely Used Crystal Set with Different Values <i>Yaygın Kullanılan Farklı Değerlerde Kristal Seti</i>	12	50 EA <i>50 Adet</i>			
11.	Multimeter <i>Multimetre</i>	8	EA <i>Adet</i>			
12.	Insulated Cable End Set with different colors and diameters <i>Farklı Renklerde ve Çaplarda İzoleli Kablo Ucu Seti</i>	4	1.000 EA <i>1.000 Adet</i>			
13.	Insulated Round Type Cable End with different colors and diameters <i>Farklı Renklerde ve Çaplarda İzoleli Yuvarlak Tip Kablo Ucu</i>	2	1.000 EA <i>1.000 Adet</i>			
14.	Widely Used Fuse Set with Different Values <i>Yaygın Kullanılan Farklı Değerlerde Sigorta Seti</i>	4	100 EA <i>100 Adet</i>			
15.	220 V Power Cable <i>220 V Güç Kablosu</i>	40	EA <i>Adet</i>			
16.	Power Socket <i>Güç Soketi</i>	40	EA <i>Adet</i>			

17.	Voltage Regulator Modules <i>Voltaj Regülatör Modülleri</i>	100	EA <i>Adet</i>			
18.	Stepper Motor <i>Step Motor</i>	20	EA <i>Adet</i>			
19.	Stepper Motor Driver Types <i>Step Motor Sürücü Çeşitleri</i>	100	EA <i>Adet</i>			
20.	DC Motor Types <i>DC Motor Types</i>	40	EA <i>Adet</i>			
21.	Servo Motor Types <i>Servo Motor Types</i>	40	EA <i>Adet</i>			
22.	Crocodile Cable with Different Colors <i>Farklı Renklerde Krokodil Kablo</i>	20	10 EA <i>10 Adet</i>			
23.	Banana Jack with Different Colors <i>Farklı Renklerde Banana Jak</i>	2	100 EA <i>100 Adet</i>			
24.	Li-Po Connector Set <i>Li-Po Konnektör Seti</i>	100	EA <i>Adet</i>			
25.	Mike Connector Types <i>Mike Konnektör Çeşitleri</i>	200	EA <i>Adet</i>			
26.	Isopropyl Alcohol (1 liter) <i>İzopropil Alkol (1 litre)</i>	10	Lt. <i>Lt.</i>			
27.	Pic Microprocessor (16F877A) <i>Pic Mikroişlemci (16F877A)</i>	20	EA <i>Adet</i>			

28.	Pic Microprocessor Programmer (Pickit3) <i>Pic Mikroişlemci Programlayıcı (Pickit3)</i>	20	EA <i>Adet</i>			
29.	Terminal Block Types <i>Klemens Çeşitleri</i>	6	100 EA <i>100 Adet</i>			
30.	Stage Transformer <i>Kademeli Trafo</i>	20	EA <i>Adet</i>			
31.	LCD Display <i>LCD Ekran</i>	60	EA <i>Adet</i>			
32.	Touchable LCD Display <i>Dokunmatik LCD Ekran</i>	10	EA <i>Adet</i>			
33.	Copper Plaque for PCB (20x20) <i>PCB için Bakır Plaket (20x20)</i>	40	EA <i>Adet</i>			
34.	Perforated Pertinax for Electronic Circuits (20x30) <i>Elektronik Devreler için Delikli Pertinaks (20x30)</i>	40	EA <i>Adet</i>			
35.	Mini Hand Drill <i>Mini El Matkabı</i>	20	EA <i>Adet</i>			
36.	Mini Hand Drill Tips <i>Mini El Matkabı Uçları</i>	120	EA <i>Adet</i>			
37.	Widely Used Modul Types <i>Yaygın Kullanılan Modül Çeşitleri</i>	100	EA <i>Adet</i>			
38.	Widely Used Sensor Types <i>Yaygın Kullanılan Sensör Çeşitleri</i>	200	EA <i>Adet</i>			

39.	Switch Mode Power Supply Types <i>Anahtarlamalı Güç Kaynak Çeşitleri</i>	20	EA <i>Adet</i>			
40.	Fan <i>Fan</i>	80	EA <i>Adet</i>			
41.	Fan Wire <i>Fan Teli</i>	2	10 EA <i>10 Adet</i>			
42.	USB Cable Types <i>USB Kablo Çeşitleri</i>	60	EA <i>Adet</i>			
43.	Third Hand for PCB <i>Led Işıklı Büyüteçli - Mercekli Havya Sehpası</i>	20	EA <i>Adet</i>			
44.	Peltier <i>Peltier</i>	40	EA <i>Adet</i>			
45.	Widely Used Heat Sink Types <i>Yaygın Kullanılan Soğutucu Çeşitleri</i>	200	EA <i>Adet</i>			
46.	Silicone Gun <i>Silikon Tabancası</i>	10	EA <i>Adet</i>			
47.	Candle Tube Silicone Stick (12x300 mm) <i>Mum Tüp Silikon Çubuğu (12x300 mm)</i>	10	10 EA <i>10 Adet</i>			
48.	Triple Plug <i>Üçlü Priz</i>	40	EA <i>Adet</i>			
49.	Tunic Connector <i>Tunik Konnektör</i>	200	EA <i>Adet</i>			
50.	Electric Screwdriver Set <i>Elektrikli Tornavida Seti</i>	10	EA <i>Adet</i>			

51.	Distance with different sizes <i>Farklı Boyutlarda Aralayıcı</i>	4	100 EA <i>100 Adet</i>			
Total Final and All-Inclusive Price Quotation (TRY) <i>Herşey dahil toplam fiyat (TRY)</i>						

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.
Guarantee 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.

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 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.

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.