



REQUEST FOR QUOTATION FOR LOW-VALUE GOODS

DATE: 05/05/2021

SUBJECT: Request for Quotation for Supply of specialized devices including Bar code (QR) scanner and ID documents scanner

REF: RFQ/033/21

DEADLINE: 19/05/2021

PAGES: 6

Dear Sirs,

We kindly request that you provide a quotation for the goods described below.

ITEM #	ITEM DESCRIPTION		UNIT OF MEASURE	Q-TY	PRICE IN [CURRENCY] (EXCLUSIVE OF VAT)	
	Details of required items	Proposed item			Unit Price	Total Price
LOT1						
1	Bar code (QR) scanner: Type – manual Connection type – USB + Bluetooth Type of reading element - imager Type of decoded codes - 1D, 2D Maximum reading range - not less than 30 cm Wireless range - at least 50 cm Battery capacity - not less than 2000 mAh Dust and moisture protection class - IP 54 Barcode contrast - at least 20%		Pcs.	16		
LOT 2						
2	Processing of machine-readable area of documents according to ICAO 9303 standard: available;		Pcs.	17		

	<p>Reading of machine-readable zone: available</p> <ul style="list-style-type: none"> - automatic detection of the type of document and its characteristics; - without movement of the ID document itself; <p>Reading a contactless smart card (ID-1), passport (ID-3), in accordance with ISO 14443 standard;</p> <p>Reading a contact smart card (ID-1) according to ISO 7816 standard;</p> <p>Reading a contact smart card with a security module (ID-000) according to ISO 7816 standard;</p> <p>Support of standards: ICAO, IAS, ISO-7816, ISO-14443, PS/SC and FIPS;</p> <p>Built-in software for data output in JSON/XML format</p> <p>Compatible with Windows 10 operating system</p> <p>Compatible with web browsers Internet Explorer 11 or higher and Google Chrome 68 or higher</p>					
	Total Prices of Goods					
	Transportation costs					
	Packing, Insurance and other costs					

	Training	
	Installation	
	VAT (if applicable for Local Vendor)	
	Total All-Inclusive Bid Price	

Notes:

1. The bidders must quote genuine, branded products. UNDP may conduct post-delivery inspection at its sole discretions.
2. Sample of all items to be submitted with the bid response (as applicable).
3. Price to include delivery, installation/ testing/ commissioning (as applicable)
4. Site survey will be arranged on request (as applicable)
5. Brochures and Technical details of the model offered MUST be submitted with the bid offer (as applicable)

The UNDP General Terms and Conditions are an integral part of this RFQ and should be reviewed by all bidders.

<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

In submitting a quotation, bidders expressly accept to be bound by these General Terms and Conditions.

Any Purchase Order resulting from this process shall incorporate them in full.

Please submit your quotation by completing the right column of the form below:

UNDP Requirements [to be filled out by Buyer]	Bidder's Response
Validity of Offer: <input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Please explain in case of "No": _____
Warranty Period Offered (as applicable): Not less than 1 year	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Please explain in case of "No": _____
Description of Warranty Coverage (as applicable): <ul style="list-style-type: none"> • Defects in manufacturing and materials during 1 year; • Cracks and other damage that occurred with the product before it was delivered to the customer, discovered when the customer opened the container and photographed to confirm the fact. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Please explain in case of "No": _____
Description of After Sales Service (as applicable): <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 1 year <input checked="" type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Please explain in case of "No": _____
Delivery Terms (linked to INCOTERMS 2010): <ul style="list-style-type: none"> <input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP <input type="checkbox"/> DAP <input type="checkbox"/> Other [specify] 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Please explain in case of "No": _____

<p>Customs clearance¹, if needed, shall be done by UNDP. For International suppliers, the cargo shall arrive in Tashkent city for the name of UNDP CO in Uzbekistan. Delivery to the final point of destination shall be arranged by the Offeror (at Offeror's expense) the moment the goods are cleared from custom duties to be undertaken by UNDP Uzbekistan. If goods are supposed to be exported to the end-user it shall be followed with the invoice (2 originals) and a packing list (2 originals), with other quality confirmation documents if required. In addition, all documents under INCOTERMS 2020.</p>	
<p>Payment Terms: To Local Supplier (Company registered in Uzbekistan): <input checked="" type="checkbox"/> In Uzbek Soums - 100% payment will be made by bank transfer to the Supplier's account after delivery, acceptance of goods and conducting of commissioning test by UNDP and beneficiary;</p> <p>To Foreign Suppliers (Company registered outside Uzbekistan): <input checked="" type="checkbox"/> In USD - 100% payment will be made by bank transfer to the Supplier's account after delivery, acceptance of goods and conducting of commissioning test by UNDP and beneficiary.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Please explain in case of "No": _____
<p>Value Added Tax on Price Quotation: <input checked="" type="checkbox"/> Must be inclusive of VAT for local companies registered in Uzbekistan (if registered as VAT payer); <input checked="" type="checkbox"/> Must be exclusive of VAT for foreign companies registered outside of Uzbekistan</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Please explain in case of "No": _____
<p>Delivery terms: CIP Tashkent – INCOTERMS 2020, during 60 calendar days from the date of contract signature by both parties</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Please explain in case of "No": _____
<p>All documentations, including catalogs, instructions and operating manuals, shall be in: <input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others/ in Russian as well, if possible</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Please explain in case of "No": _____
<p>Liquidated Damages: <input type="checkbox"/> Will not be imposed <input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay: 0,1% but up to maximum of 10% of total contract value. Max. no. of days of delay: 30 After which UNDP may terminate the contract.</p>	<input type="checkbox"/> Accept <input type="checkbox"/> Does not accept <input type="checkbox"/> Please explain in case of "Does not accept": _____
<p>Please confirm that your company is not included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;</p>	<input type="checkbox"/> Not listed <input type="checkbox"/> Listed <input type="checkbox"/> Please explain in case of "Listed": _____

¹ Must be linked to INCOTERMS chosen.

Please confirm that you accept the UN Supplier Code of Conduct, available at https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct	<input type="checkbox"/> Accept <input type="checkbox"/> Does not accept <input type="checkbox"/> Please explain in case of "Does not accept":
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Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	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.
<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"/>	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.
<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 : 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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<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.

We request your duly signed and sealed price quotation in a company letterhead and additional details as outlined, latest by **[18:00] [GMT+5, Tashkent time]** on or before **19 May 2021**.

You may deliver physically in a sealed envelope to the United Nations Building, 4, Taras Shevchenko street, Tashkent 100029, Uzbekistan.

Alternatively, you may submit it electronically in **.pdf** format to bids.uz@undp.org². Quotation submitted by e-mail must be limited to a maximum size of 5 MB, virus-free and consist of no more than 3 email transmissions. Otherwise, such quotations will be rejected.

Your bid should contain the following reference either on the envelope or email subject:

RFQ/033/21 Request for Quotation for Supply of specialized devices including Bar code (QR) reader scanner and ID documents scanner³

Please follow these instructions and be mindful of deadlines. Bids submitted through other means or to other addresses will not be accepted.

UNDP will consider an award to the quotation which complies with all requirements in full and offers the lowest price. UNDP reserves the right to conduct post qualification exercise by requesting additional documents/clarifications/information if deemed necessary.

Any offer that does not meet requirements shall be rejected. UNDP is under no obligation to accept any bid.

Any request for additional information or queries must be sent/addressed to Procurement Unit three business days prior to the deadline in writing to pu.uz@undp.org.

Yours Sincerely,

Procurement Unit

² Quotations submitted to other e-mail addresses will not be accepted and will be rejected.

³ Quotations that do not contain the specified subject or reference to the tender number in the subject line of e-mail message or on the envelope will not be opened and will be rejected.