



## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQ-2021-025 Providing mobile communication and mobile data service for the UNDP Country Office in Kazakhstan	Date: 07 May 2021
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### SECTION 1: REQUEST FOR QUOTATION (RFQ)

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

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

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

Thank you and we look forward to receiving your quotations.

Issued by:

Signature: Yerzhan Murzatayev

Name: Yerzhan Murzatayev

Title: Operations manager OIC

Date: 07.05.2021

**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><b>20 May 2021 till 18-00 Nur-Sultan city time</b></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> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p> <p>Bid submission address: <a href="mailto:procurement.kz@undp.org">procurement.kz@undp.org</a></p> <ul style="list-style-type: none"> <li>▪ File Format: <b>PDF</b></li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: <b>25 mb</b></li> <li>▪ Mandatory subject of email: <b>RFQ-2021-025 Providing mobile communication and mobile data service for the UNDP Country Office in Kazakhstan</b></li> <li>▪ 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”.</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The bidder should receive an email acknowledging email receipt.</li> </ul> <p><b>(Not Applicable) Only for RFQ announced through UNDP E-Tendering System:</b></p> <p>[For eTendering method, click the link <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> and insert Event ID information]</p> <ul style="list-style-type: none"> <li>• Insert BU Code and Event ID number</li> </ul> <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</a></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,</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>

<b>Fraud, Corruption,</b>	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_and_investigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</a>
<b>Gifts and Hospitality</b>	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.
<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 type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p><input checked="" type="checkbox"/> <a href="#">General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for Works</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 (thirty) calendar days.</p> <p><input type="checkbox"/> Others [pls. specify]</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>	Quotations shall be quoted in KZT

<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> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</li> <li><input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</li> </ul>
<b>Language of quotation</b>	<p><b>Russian or English</b></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> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</li> <li><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</li> <li><input checked="" type="checkbox"/> Business Registration certificate/re-registration;</li> <li><input checked="" type="checkbox"/> Confirmation if Bidder is a VAT payer or not (provide VAT certificate);</li> <li><input checked="" type="checkbox"/> Certificate of absence of debt in the tax authorities;</li> <li><input checked="" type="checkbox"/> Reputation - table / list of clients for similar services required by UNDP, preferably with international/intergovernmental organizations, description of the contract, duration, contact details;</li> <li><input checked="" type="checkbox"/> Free-form Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List;</li> <li><input checked="" type="checkbox"/> 3 recommendation letters from previous clients for similar services over the past 3 years;</li> </ul>
<b>Quotation validity period</b>	<p>Quotations shall remain valid for <b>90 (ninety) calendar days</b> 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>	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes
<b>Alternative Quotes</b>	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, <a href="#">Click or tap here to enter text.</a> reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote”
<b>Payment Terms</b>	<input checked="" type="checkbox"/> On monthly basis, not later than 30 (calendar) days of the next month. <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<b>Conditions for Release of Payment</b>	<input type="checkbox"/> Passing Inspection, Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
<b>Contact Person for correspondence, notifications and clarifications</b>	E-mail address: <a href="mailto:Nurlan.tleubayev@undp.org">Nurlan.tleubayev@undp.org</a> <b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.</b> <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>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated via email by 18 May 2021
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<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 type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others <a href="#">Click or tap here to enter text.</a>
<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 type="checkbox"/> Purchase Order or <a href="#">Contract Face Sheet</a> (Goods and-or Services) <input type="checkbox"/> <a href="#">Contract for Works</a> <input checked="" type="checkbox"/> Other Type/s of Contract [Long Term Agreement] UNDP will sign a Long Term Agreement initially for the period of 1 Year which may be extended for additional 2 years, based on satisfactory performance of service provider. There will be no price revision throughout the duration of LTA.
<b>Expected date for contract award.</b>	

<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

### TERMS OF REFERENCE

Providing mobile communication and mobile data service for the UNDP Country Office in Kazakhstan

#### Aims

The aim of these Terms of Reference is to provide mobile communication and mobile data services for the UNDP Country Office in Kazakhstan, on its own behalf and on behalf of UN agencies located in the Republic of Kazakhstan. Services shall be provided at a fixed rate in monthly payment. The expected connection should be very stable and reliable. A successful provider is required to have a 7x24x365 technical support and/or technical assistance service. The Long Term Agreement for providing mobile communication and mobile data services for the UNDP Country Office in Kazakhstan and UN agencies located in Kazakhstan will be signed initially for 1 year with an option to extend the contract for 2 years based on a positive evaluation of the services provided.

Any other UN agency operating in Kazakhstan may adopt this Long Term Agreement signed as a result of this solicitation process.

#### Source data

Mobile communication and mobile data services are required for uninterrupted connection of phone calls from users' smartphones, SMS messaging, uninterrupted access to the Internet using 4G technology.

#### Technical specifications

##### Data transmission services:

- Support for 4G/3G data transmission technologies. Preferably 4G in major cities of Kazakhstan
- Support for SMS services

##### Mobile communication services:

- Voice calls in throughout the Republic of Kazakhstan
- Voice calls in roaming throughout the EU, USA, Central Asia and Turkey
- Unlimited free voice calls in the network of the mobile operator
- No restrictions on the transfer of traffic on the ports used.
- The equipment and communication services to be provided must be reliable. The total uptime rate should be at least 98 % per month;
- Communications Service Provider shall guarantee the confidentiality of data transmitted through communication channels, and shall not scan or intercept the transmitted traffic (allowed to scan traffic only in cases of problems in the network with the prior consent of UNDP);
- Stable coverage throughout the Republic of Kazakhstan;
- Separate Corporate Manager assign to UNDP for handling complaints and support;
- Ability to provide free monthly details in MS Excel format, web format for a group of numbers or individually for each number;
- No security deposit against any connection or service shall be paid even in case of international roaming.
- All voice connections shall be provided in a series.
- All service activation (sim active, block, activation of services, etc.) should take no longer than 2-4 hours
- Reissuance of Sims to be possible from any customer support center of the service provider in the country.

#### Notes

- A provider is required to have a 7x24x365 technical support and/or technical assistance service. Under normal circumstances, all issues should be resolved within a maximum of 24 hours after notification from UNDP. The Provider shall also notify UNDP staff of scheduled and unscheduled downtime.

- The Service Provider shall provide a web interface (personal account) for the UNDP contact person to restore operational and historical information regarding the operation of corporate numbers, use and usage analysis, blocking and unblocking corporate numbers, SIM card replacement.

#### Requirements for tariff plans

##### A. Recommended monthly pricing plan for Senior Managers:

###### No of Connections - 13:

- Unlimited calls in the network of the mobile operator
- 700 minutes for other operators' networks and landline phone numbers
- 45 Minutes for international directions from Kazakhstan
- 100 outgoing SMS messages
- 35 GB 4G Internet traffic on the territory of Kazakhstan

##### B. Recommended Monthly pricing plan for UNDP/UN Staff:

###### No Of Connections - 110:

- Unlimited calls in the network of the mobile operator
- 400 minutes for other operators' networks and landline phone numbers
- 100 outgoing SMS messages
- 20 GB 4G Internet traffic on the territory of Kazakhstan

##### C. Recommended pricing plan International Roaming:

Daily package with 50 minutes included for calls and 500 MB of Internet traffic

No of Days - 928:

#### Price Schedule:

A. Recommended monthly pricing plan for Senior Managers:  Description	No of Connections	Monthly Price of Package (KZT)	Total Price (36 Months)
<ul style="list-style-type: none"> <li>• Unlimited calls in the network of the mobile operator</li> <li>• 700 minutes for other operators' networks and landline phone numbers</li> <li>• 45 Minutes for international directions from Kazakhstan</li> <li>• 100 outgoing SMS messages</li> <li>• 35 GB 4G Internet traffic on the territory of Kazakhstan</li> </ul>	13		
<b>B. Recommended Monthly pricing plan for UNDP/UN Staff:</b> <ul style="list-style-type: none"> <li>• Unlimited calls in the network of the mobile operator</li> <li>• 400 minutes for other operators' networks and landline phone numbers</li> </ul>	110		



<ul style="list-style-type: none"> <li>•100 outgoing SMS messages</li> <li>•20 GB 4G Internet traffic on the territory of Kazakhstan</li> </ul>			
<b>C. Recommended pricing plan International Roaming:</b>	<b>No of Days</b>	<b>Price Per Day</b>	<b>Total Price</b>
Daily package with 50 minutes included for calls and 500 MB of Internet traffic	928		
<b>GRAND TOTAL (A + B + C)</b>			

### Requirements and qualifications

UNDP requires the following qualifications from a potential provider:

- At least 5 years of experience in providing services of its nature, scope and complexity commensurate with these Terms of Reference;

#### Selection criteria:

Service providers will be evaluated based on the lowest bid method. The opportunity to provide services will be provided to the service provider whose offer has been evaluated and determined as:

- 1) Meets the requirements of the ToR
- 2) Offering the lowest cost of service

## 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:	Click or tap here to enter text.	Date: Click or tap to enter a date.

### Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<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 institutions promoting such issues (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input 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	
<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.
<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.

Yes	No	
<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 - SERVICES**

*Bidders are requested to complete this form, sign it and return it as part of their quotation 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:	Click or tap here to enter text.	Date: Click or tap to enter a date.

**Technical Offer**

*Provide the following:*

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.

**Financial Offer**

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer.

**Currency of Quotation: KZT**

A. Recommended monthly pricing plan for Senior Managers: Description	No of Connections	Monthly Price of Package (KZT)	Total Price (36 Months)
<ul style="list-style-type: none"> <li>•Unlimited calls in the network of the mobile operator</li> <li>•700 minutes for other operators' networks and landline phone numbers</li> <li>•45 Minutes for international directions from Kazakhstan</li> <li>•100 outgoing SMS messages</li> <li>•35 GB 4G Internet traffic on the territory of Kazakhstan</li> </ul>	13		
<b>B. Recommended Monthly pricing plan for UNDP/UN Staff:</b> <ul style="list-style-type: none"> <li>•Unlimited calls in the network of the mobile operator</li> <li>•400 minutes for other operators' networks and landline phone numbers</li> <li>•100 outgoing SMS messages</li> <li>•20 GB 4G Internet traffic on the territory of Kazakhstan</li> </ul>	110		
C. Recommended pricing plan International Roaming:	No of Days	Price Per Day	Total Price
Daily package with 50 minutes included for calls and 500 MB of Internet traffic	928		
<b>GRAND TOTAL (A + B + C) including VAT</b>			

**Note:** UNDP will sign a Long Term Agreement initially for the period of 1 Year which may be extended for additional 2 years, based on satisfactory performance of service provider. There will be no price revision throughout the duration of LTA.

**Compliance with Requirements**

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Full compliance to provide Services as mentioned in Terms of Reference	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation (mentioned in Section 2)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms (mentioned in Section 2)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Acceptance of UNDP GTC (mentioned in Section 2)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Acceptance of Special Conditions of Contract (mentioned in Section 2)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
At least 5 years of experience in providing services of its nature, scope and complexity commensurate with these Terms of Reference	<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.	
<i>Exact name and address of company</i> <b>Company Name</b> Click or tap here to enter text. <b>Address:</b> Click or tap here to enter text. Click or tap here to enter text. <b>Phone No.:</b> Click or tap here to enter text. <b>Email Address:</b> Click or tap here to enter text.	<b>Authorized Signature:</b> <b>Date:</b> Click or tap here to enter text. <b>Name:</b> Click or tap here to enter text. <b>Functional Title of Authorised Signatory:</b> Click or tap here to enter text. <b>Email Address:</b> Click or tap here to enter text.