



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: 110-2021-RFQ-UNDP-BMP "Supply and installation of Publishing equipment for the Tajik Border Force" «Поставка и установка полиграфического оборудования для Пограничных Войск РТ»	Date: 27 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: _____

Name: Mr. Firuz Khamidov

Title: Operations Manager, UNDP Tajikistan

Date: 27 May 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>12:00 pm, 10 June 2021</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> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Dedicated Email Address (elbids.tj@undp.org)</p> <p><input checked="" type="checkbox"/> Courier / Hand delivery: UNDP Country Office, 39 Ayni Street, Dushanbe, Tajikistan 735140</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: elbids.tj@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: 25MB Mandatory subject of email: Ref: 110-2021-RFQ-UNDP-BMP 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. The bidder should receive an email acknowledging email receipt. <p>[For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information]</p> <ul style="list-style-type: none"> Insert BU Code and Event ID number <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: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
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</p>

	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
Gifts and Hospitality	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Conflict of Interest	<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><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</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 10 days</p> <p><input type="checkbox"/> Others [pls. specify]</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 USD or TJS
Joint Venture, Consortium or Association	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall

	be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association. Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.
Only one Bid	The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Duties and taxes	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below: All prices must: <input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Language of quotation	English or Russian Including documentation including catalogues, instructions and operating manuals.
Documents to be submitted	Bidders shall include the following documents in their quotation: <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"/> Submitted bid should have detailed specifications for the proposed equipment, including brand name, model, pictures and manufacturer's details; <input checked="" type="checkbox"/> Company Profile. <input checked="" type="checkbox"/> Company Registration certificate; <input checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied if available; <input checked="" type="checkbox"/> Certificate of quality for the proposed product (ISO, etc.) upon delivery of goods; <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 3 clients; <input checked="" type="checkbox"/> List and value of projects performed for the last 3 years plus client's contact details who may be contacted for further information on those contracts; <input checked="" type="checkbox"/> List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project; <input checked="" type="checkbox"/> Minimum of 2 contracts/purchase orders awarded and served within the past 3 years proving relevant experience in provision of similar kind of goods indicated in this RFQ. At least 1 (one) contract/purchase order shall be of similar value, nature and complexity. <input checked="" type="checkbox"/> Reference from Bank certifying availability of organizations bank account (details should be provided on bank letterhead with the seal); <input checked="" type="checkbox"/> A training program containing a) operation of proposed equipment, and b) maintenance of the equipment

	<input checked="" type="checkbox"/> A guarantee statement regarding maintenance and provision of direct assistance in setting up of the equipment, and fixing failures at the request of the end-user at the customer's site during the warranty period of 24 months for all proposed items. The personal presence of company's technical specialists at the customer's site is mandatory at the customer's request <input checked="" type="checkbox"/> Manual/brochure on use and maintenance of the equipment (English or Russian) (upon delivery of goods);
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 <input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes
Alternative Quotes	<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, Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation <input checked="" type="checkbox"/> Passing all Testing [specify standard, if possible] <input checked="" type="checkbox"/> Completion of Training on Operation and Maintenance of the equipment for up to 10 Tajik Border Force officers in Dushanbe at the final recipient's location <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input checked="" type="checkbox"/> Certification of training services completed by respective project staff.
Contact Person for correspondence, notifications and clarifications	E-mail address: procurement.tj@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. 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 3 days before the submission deadline. Responses to request for clarification will be communicated through corporate e-mail: procurement.tj@undp.org by 09 June 2021
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
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 <input checked="" type="checkbox"/> Availability of required documents/certificates; <input checked="" type="checkbox"/> Minimum 3 years of experience in provision of similar goods; minimum 2 (two) contracts for provision of goods with similar nature in last three years, where copy of 1 (one) contract should be similar in terms of value and nature. <input checked="" type="checkbox"/> Availability of certificate of quality for the proposed product, upon delivery of goods; <input checked="" type="checkbox"/> Warranty statement for offered equipment;

	<input checked="" type="checkbox"/> Availability of a service centre to provide after sales service and maintenance during warranty period; <input checked="" type="checkbox"/> Availability of professional staff to conduct training on usage and maintenance of the proposed equipment (CVs of the professional staff should be submitted); <input checked="" type="checkbox"/> Proof of satisfactory Performance (Certificates) from the top 3 clients in terms of Contract value in similar field; <input type="checkbox"/> Others Click or tap here to enter text.
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	05 July 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	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 . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

ANNEX 1: SCHEDULE OF REQUIREMENTS

Technical Specifications for Goods:

No	Item Name	Specifications	Q-ty	Delivery Period
1	Multifunctional Desktop Risograph Duplicator Многофункциональный настольный ризограф дубликатор	Multifunctional Desktop Duplicator Printing Method: High-speed digital master-making / fully automatic printing. Type: Sheet. Size (min / max): 90 x 140 mm - 310 x 435 mm. Image processing mode: Text, Photo, Combined, Pencil. Scan Resolution: 300 x 600 dpi. Resolution of the printed image: 300 x 600 dpi (600 x 600 dpi: perforation density on the wizard). Master-making time: Approx. 35 seconds or less (for A4 originals/short edge feed/100% reproduction ratio) Printing Area (Max.): Type mm - 210 x 290 mm. Print Scaling Factor: 100% scaling factor. Standard scaling factors (increase): 141%, 122%, 116%. Standard scaling factors (decrease): 94%, 87%, 82%, 71%. Printing speed: 60–130 pages per minute. Paint supply: Automatic Submission / removal of the master: Fully automatic (235 sheets per roll). User Interface: LCD panel. PC connection: USB-PC interface. Power supply: 220–240 V, 50Hz. Additional devices: Color Drum (Cylinder), Job Separator Functions: Image Processing Mode (Line/Photo/Duo), Pencil, Enlargement/Reduction, Scanning Level, 2up, Auto Process, Proof, Print Position, Speed, Program (A/B), Confidential, Custom Setting Mode, Direct Printing, USB Flash-via-Printing, Consumables Information, Energy Saving Mode (Auto Sleep/Auto Power-OFF). Safety Standards: Conforms to the IEC-60950 standard, for work indoors, with a pollution degree of 2 * 4, at a height of up to 2000 m above sealevel.	1	90 days
2	Electric stapler Электрический степлер	Electric stapler Type: electric. Number of sheets: 50 (80 gsm). Adjustable stapling depth: 100 mm. Staples used: 66 / 6-8, 66 / 6R. 220V, standard EU plug	1	90 days
3	Electric stapler (two staplers in one) Электрический степлер (два степлера в одном)	Electric stapler (two staplers in one) Type: electric. Number of sheets: 50 (80 gsm). Adjustable stapling depth: 100 mm. Staples used: 66 / 6-8, 66 / 6R. 220V, standard EU plug	1	90 days

4	Bookbinder for plastic spring (booklet maker) Переплетчик на пластиковую пружину (брошюровщик)	Bookbinder for plastic spring (booklet maker) Unlimited punch length: no. Type of binding: on a plastic spring. Binding thickness: 300 sheets. Perforation: 20 sheets. Type of perforation: Vertical. Type of perforation: Mechanical drive. Hole shape: rectangular. Disabling punch knives: none. Perforation depth adjustment: no. Perforation Length: up to 297 mm. Spring diameter: up to 38 mm.	1	90 days
5	Bookbinder for metallic spring (booklet maker) Переплетчик на металлическую пружину (брошюровщик)	Bookbinder for metallic spring (booklet maker) Type of binding: on a metal spring. Type of perforation: Mechanical drive. Perforation length: 330 mm. Type of perforation: Horizontal. Binding thickness: 120 sheets. Perforation: 20 sheets. Hole shape: square. Perforation depth adjustment: yes. Unlimited punch length: yes. Disable punch knives: yes. Case: Metal	1	90 days
6	Folder Фальцовщик (Фолдер)	Folder Maximum format size: B4. Type of folding: friction. Folding Speed: 7200 sheets / hour. Min paper weight: 60 g / m2. Max. paper weight: 120 g / m2. Capacity of the input tray: 250 sheets.	1	90 days
7	Folder Фальцовщик (Фолдер)	Folder Maximum format: A4. Type of folding: friction. Folding programs: 3. Number of cassettes: 2. Folding Speed: 10,200 sheets / hour. Cross rebate option: none. Min paper weight: 70 g / m2. Max. paper weight: 120 g / m2. Circulation Counter: None. Type of fold: single, standard letter, zigzag. Setting the type of folding: manual. Maximum paper size: 210x297 mm. Minimum paper size: 105x148.5 mm. Capacity of the input tray: 200 sheets. Perforation: no. Possibility of scoring: no. Power supply: 220/50 V / Hz.	1	90 days

8	Paper cutter (manual paper cutting machine) Резак для бумаги (ручной станок для резки бумаги)	Paper cutter (manual paper cutting machine) Cutting length: 2000 mm. Foot height (70g / m2): 5 sheets. Type of clip: Automatic. Knife drive: Manual. Punch Function: None. Scoring Function: None. Wavy Cut Function: None. Case: Metal + plastic.	1	90 days
9	Electric paper cutting machine Электрический резак для бумаги	Electric paper cutting machine Cutter Type: Guillotine. Cutting length: 450 mm. Foot height (70g / m2): 400 sheets. Type of clip: Automatic. Knife Drive: Electric. Back gauge drive: Manual. Cutline highlight: Yes. Case: Metal	1	90 days
10	Thermo gluing machine Термо-клеевая машина	Thermo gluing machine Productivity (books / hour): 200. Maximum cover size (mm): 400 × 620. Maximum block thickness (mm): 40. Maximum block format (mm): 420 × 440. Minimum block format (mm): 80 × 60. Glue temperature (° C): from 0 to 200. Power (W): 1500. Power Supply (V / Hz): 220/50.	1	90 days
11	Sewing machine (machine for flashing documents) Ниткошвейная машина (станок для прошивки документов)	Sewing machine (machine for sewing documents) Indent from the edge: 5-55 mm. Maximum binding thickness: 100 mm. Maximum width: 310 mm. Needle diameter: 4 mm. Drive: electric. Power: 0.18 kW. Voltage: 220 V.	1	90 days

12	Batch Laminator Пакетный ламинатор	Batch Laminator Film thickness: 60-250 microns. Format: A2. Number of shafts: 4 pcs. Heating system: Internal heating and heating plates. Reverse: yes. Lamination thickness: 1.5 mm. Cold lamination: yes. Cooling function: yes. Foil function: yes. Lamination width: 450 mm. Speed adjustment: yes. Temperature adjustment: yes. Heating temperature: 150 ° C. Minimum lamination speed: 400 mm / min. Maximum lamination speed: 1800 mm / min. Case: Metal. Power: min 1,100W.	1	90 days
13	Souvenir UV printer for printing on any surface of A3 format Сувенирный УФ принтер для печати на любой поверхности формата А3	Souvenir UV printer for printing on any surface of A3 format Print Resolution: up to 1440x1440dpi. Working area: up to 310x600mm. Printing area: 300x550mm. Color scheme: CMYK + 4White. Ink supply: from 250ml cans. Raising and lowering the table: automatically. Printing in white and color in one pass: yes. Printing three layers in one pass for printing on transparent materials: yes. 3D printing with a print height of up to 0.5 mm in one pass: yes. Printing: UV Ink. Impression: resistant to mechanical stress. Type of ink used: UV curable. Maximum height of the printed material: up to 7cm. Height adjustment from material to printhead: automatic. Printing via Wi-Fi: yes. Lamp: 50W dimmable LED lamp with water cooling. Lamp life up to 30,000 hours.	1	90 days
14	Printer Принтер	Printer Printing technology: ink color Format: A4. Printing photos: yes. Number of colors: 6. Borderless printing: yes. Printing resolution b/w/color: 5760x1440 dpi. Print speed: up to 37 ppm (b / w A4). Paper feed: 120 sheet. (standard). Paper weight: 64-300 g / m2. Printing on: cards, transparencies, labels, photo paper, CD / DVD, glossy paper, envelopes, matte paper. Resource cartridges: 1800 pages (color/bw)	2	90 days

		<p>Cartridge Type: Black, Cyan, Magenta, Yellow, Light Cyan, Light Magenta.</p> <p>Continuous ink supply system: yes. (tank)</p> <p>Interfaces: Wi-Fi, USB.</p> <p>OS Support: Windows, Mac OS.</p>		
15	<p>Printer</p> <p>Принтер</p>	<p>Printer</p> <p>Printing technology: ink color.</p> <p>Format: A3.</p> <p>Printing photos: yes.</p> <p>Number of colors: 6.</p> <p>Borderless printing: yes.</p> <p>Printing resolution b/w/color: 5760x1440 dpi.</p> <p>Print speed: 15 ppm (b / w A4), 15 ppm (color A4).</p> <p>Paper feed: 100 sheet. (standard).</p> <p>Paper weight: 64-300 g / m2.</p> <p>Printing on: cards, photo paper, glossy paper, envelopes, matte paper.</p> <p>Resource cartridges: 1800 pages (color/bw)</p> <p>Number of cartridges: 6.</p> <p>Cartridge Type: Black, Cyan, Light Cyan, Yellow, Magenta, Light Magenta.</p> <p>Continuous ink supply system: yes (tank).</p> <p>Interfaces: USB.</p> <p>OS Support: Windows.</p>	2	90 days
16	<p>Computer (desktop)</p> <p>Компьютер (настольный)</p>	<p>Computer (Desktop PC)</p> <p>CPU: Intel® Core™ 3.5 GHz Intel Core i9-11900K 8-Core (11th Gen)</p> <p>Memory: 32GB DDR4.</p> <p>Motherboard's type: ATX.</p> <p>Discrete Video card: 8GB.</p> <p>Hard Drive: 2TB (256GB SSD + 2 TB HDD).</p> <p>Power Supply: 750W or more.</p> <p>Monitor: 27" IPS matrix, resolution 2560x1440 (16: 9) or more, refresh rate 144 Hz, contrast 1000: 1.</p> <p>OS: Windows 10 Pro (Rus).</p> <p>Accessories: sound speakers and a set of combo wireless keyboard (En-Ru) and mouse.</p>	1	90 days
17	<p>Computer (laptop)</p> <p>Компьютер (ноутбук)</p>	<p>Notebook (laptop)</p> <p>CPU: Core i9-9900.</p> <p>Memory: 32GB DDR4.</p> <p>Discrete Video card: 8GB.</p> <p>Disk capacity: 1TB (256 GB SSD + 1TB HDD).</p> <p>Display: 17" FHD (1920 x 1080).</p> <p>OS: Activated Windows 10 Pro (Rus).</p> <p>Internal keyboard: En-Ru.</p> <p>Accessories: bag and wireless mouse</p>	3	90 days

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:	110-2021-RFQ-UNDP-BMP "Supply and installation of Publishing equipment for the Tajik Border Force"	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	<input type="checkbox"/> Yes <input type="checkbox"/> No

energies or membership of trade institutions promoting such issues (If yes, provide a Copy)				
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: 2 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"/>	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.

Yes	No	
<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.

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:	110-2021-RFQ-UNDP-BMP "Supply and installation of Publishing equipment for the Tajik Border Force"	Date: Click or tap to enter a date.

Currency of Quotation: Click or tap here to enter text.

Currency of the Quotation: Click or tap here to enter text.				
INCOTERMS: Click or tap here to enter text.				
Item No	Description	Qty	Unit price	Total price
1.	Multifunctional Desktop Risograph / Многофункциональный настольный ризограф	1		
2.	Electric stapler / Электрический степлер	1		
3.	Electric stapler (two in one) / Электрический степлер (два в одном)	1		
4.	Bookbinder for plastic spring (booklet maker) / Переплетчик на пластиковую пружину (брошюровщик)	1		
5.	Bookbinder for metallic spring (booklet maker) / Переплетчик на металлическую пружину (брошюровщик)	1		
6.	Folder / Фальцовщик (Фолдер)	1		
7.	Folder / Фальцовщик (Фолдер)	1		
8.	Paper cutter (manual paper cutting machine / Резак для бумаги (ручной станок для резки бумаги)	1		
9.	Electric paper cutting machine / Электрический резак для бумаги	1		
10.	Thermo gluing machine / Термо-клеевая машина	1		
11.	Sewing machine (machine for flashing documents) / Ниткошвейная машина (станок для прошивки документов)	1		
12.	Batch Laminator/ Пакетный ламинатор	1		

13.	Souvenir UV printer for printing on any surface of A3 format / Сувенирный УФ принтер для печати на любой поверхности формата А3	1		
14.	Printer/ Принтер	2		
15.	Printer/ Принтер	2		
16.	Computer (desktop) / Компьютер (настольный)	1		
17.	Computer (laptop) / Компьютер (ноутбук)	3		
Total Price				
Transportation Price*				
Insurance Price*				
Installation Price*				
Training Price (Usage of equipment – not less than 5 days) *				
Training Price (Maintenance of equipment – not less than 5 days) *				
24 months technical after sales service Price *				
Other Charges (specify)				
Total Final and All-inclusive Price				

* All lines must be filled. If you don't envisage any associated cost, please put zero (0)

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<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> 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.