



## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: **RFQ-2021-022 "Purchase and delivery of Laptops, Monitors and Microsoft Office 2019 (boxes), Plotter and Large-Format Scanner, 2 types of SLR Cameras, Power banks"**

Date: 23 June 2021

### 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: \_\_\_\_\_

A handwritten signature in black ink, appearing to read 'Vitalie Vremis'.

Name: Vitalie Vremis

Title: Deputy Resident Representative

Date: 21 Jun 2021

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**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>July 8, 2021, 18:00 (Nur-Sultan time, GMT +6)</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>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</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>20 MB</b>.</li> <li>▪ Mandatory subject of email: <b>RFQ-2021-022_UNDP-KAZ</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> </ul>
<b>Cost of preparation of quotation</b>	<p>UNDP shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</a></p>
<b>Gifts and Hospitality</b>	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p>
<b>Conflict of Interest</b>	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders</p>

	<p>shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by <b>30 days</b></p>
<b>Eligibility</b>	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
<b>Currency of Quotation</b>	<p>Quotations shall be quoted in <b>Local Currency: Kazakhstani Tenge (KZT)</b></p>
<b>Joint Venture, Consortium or Association</b>	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
<b>Only one Bid</b>	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>b) they have the same legal representative for purposes of this RFQ; or</li> <li>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</li> <li>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</li> </ul>

	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.
<b>Duties and taxes</b>	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 checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes
<b>Language of quotation</b>	<b>English and Russian</b> Including documentation, including catalogues, instructions and operating manuals.
<b>Documents to be submitted</b>	<b>Bidders shall include the following documents in their quotation:</b> <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"/> Latest Business Registration/re-registration Certificate; <input checked="" type="checkbox"/> VAT Certificate (if applicable) <input checked="" type="checkbox"/> Certificate confirming that currently there are no debts with the tax authorities; <input checked="" type="checkbox"/> Brief description of the Company; the description of the Company must demonstrate Company's experience in selling relevant equipment on the market for at least 3 years with a list of similar deliveries over the last 3 years (indicating to whom and when the goods were delivered, with the Customer's contact information); <input checked="" type="checkbox"/> Recommendation letters from previous customers - at least 3 letters; <input checked="" type="checkbox"/> A complete set of documents with information about the supplied good (photo, technical specification, user manual, passport copy (if applicable); <input checked="" type="checkbox"/> Letter of confirmation of the warranty for a period of at least 12 months, including warranty conditions and maintenance with the address and contacts of the service centers; <input checked="" type="checkbox"/> Permit of the manufacturer to act as an official dealer or OEM Authorization letter from the dealer/distributor (if the Supplier is not a manufacturer); <input checked="" type="checkbox"/> Attach any additional information that demonstrates your qualification for these goods including appropriate certifications; <input checked="" type="checkbox"/> Delivery schedule with approximate date of delivery of goods; <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; <input checked="" type="checkbox"/> <b>Written confirmation that:</b> <ul style="list-style-type: none"> <li>• All equipment and materials must be new, in the factory packaging, not previously used;</li> <li>• Packaging of equipment/goods will ensure safety during transportation;</li> <li>• Warranty: the Bidder should provide a minimum of 12 months warranty on the equipment from the time the goods are handed over to the end-user at the address specified.</li> <li>• Availability of Service Centers or a technical support service if maintenance/repair is required, providing the address and contact details of the responsible person.</li> <li>• In the event of a warranty, the Bidder will carry out the replacement with a new equipment or components, if it is impossible to repair the purchased equipment in the event of a manufacturing defect.</li> <li>• Obligation to provide instruction on operation and maintenance (at the time of delivery).</li> </ul>
<b>Quotation validity period</b>	Quotations shall remain valid for <b>120 days</b> from the deadline for the Submission of Quotation.
<b>Price variation</b>	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.
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Permitted All requirements are properly listed in lots to allow partial quotes

<b>Alternative Quotes</b>	<input checked="" type="checkbox"/> Not permitted
<b>Payment Terms</b>	<input checked="" type="checkbox"/> 100% within 30 calendar days after receipt of goods, works and/or services and submission of payment documentation.
<b>Conditions for Release of Payment</b>	<input checked="" type="checkbox"/> Invoice and Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements
<b>Contact Person for correspondence, notifications and clarifications</b>	E-mail address: <a href="mailto:Zhanat.tileumuratova@undp.org">Zhanat.tileumuratova@undp.org</a> E-mail subject: <b>query_RFQ-2021-022</b> <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 <b>5 days</b> before the submission deadline. Responses to request for clarification will be communicated <b>on July 1, 2021</b> by publishing on the UNDP Procurement Notice website.
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer.
<b>Evaluation criteria</b>	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order.
<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25% ) of the total offer, without any change in the unit price or other terms and conditions.
<b>Type of Contract to be awarded</b>	<input checked="" type="checkbox"/> Purchase Order
<b>Expected date for contract award.</b>	01 August 2021
<b>Publication of Contract Award</b>	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>

## ANNEX 1: SCHEDULE OF REQUIREMENTS

RFQ-2021-022 “Purchase and delivery of the following goods:

- Lot #1: Laptops;
- Lot #2: Monitors;
- Lot #3: Microsoft Office (Home and Business) 2019;
- Lot #4: Plotter and Large-Format Scanner (it can be separate equipment or combined one);
- Lot #5: Power Banks;
- Lot #6: SLR Camera Type 1;
- Lot #7: SLR Camera Type 2”

specified below:

Technical Specifications for Goods:

No.	Item	Minimum Configurations		Quantity
LOT #1: LAPTOPS				
1	Laptop	CPU	Intel Core i5	17 pcs.
		CPU base frequency	1,5 Hz	
		Number of Cores	4	
		RAM	8 Gb, DDR4	
		RAM frequency	2500 MHz	
		Hard disk	500 Gb, SSD	
		Graphics card type	Integrated into the processor	
		Wi-Fi	Yes	
		Camera	Yes	
		Screen diagonal, inch	15,5	
		Screen resolution	1366x768 HD	
		Number of connectors	2 x USB 3.0, headphone/speaker out, microphone	
		Installed operating system	Windows 10, Rus, 64-bit	
LOT #2: MONITORS				
2	Monitor	Diagonal, inch	24	15 pcs.
		Maximum resolution	1920x1080	
		Matrix type	IPS/TN	
		VGA	1	
		HDMI	1	
		Static contrast	1000:1	
		Matrix brightness, cd/m2	250	
		Frame refresh rate, Hz	75	
		Response time, ms	5	
		Viewing angles (vertical/ horizontal)	170/170	
		Pix size	0,27	
		Screen surface	Matt	
		Format	16:9	
		Displayed colors	16 million	
		LOT #3: MICROSOFT OFFICE (Home and Business) 2019		
3	Microsoft Office	Desktop Applications	Word; Excel; PowerPoint	32 boxes
		System capacity	32/64-bit	

	Home and Business 2019	Interface language	Russian	
		Application area	For government agencies	
		Packaging	Box	
		Operating system	Windows 10	
		License	Customer, unlimited	

**Related services for the delivery of goods:**

- Passing performance tests of purchased products and their programs.
- Operation and maintenance manual.

**Specifications for LOT #4 (it can be separate equipment or combined one):**

Description	Minimum Configurations
<b>Plotter – 1 pc.</b>	
Technology	Inkjet
Printer Type	5 Colour - 36"/914.4mm
Print Resolution	2,400 x 1,200 dpi
Line Accuracy	±0.1 % or less
Ink Droplet Size	5 Picolitre per colour
Ink Type	5 color MBK/BK/C/M/Y
OS Compatibility	Microsoft Windows 32/64 Bit: 7, 8.1, 10
Interfaces	USB B Port: Type: Built in (Hi-Speed USB) Mode: Full Speed High Speed Bulk transfer Connector Port: Series B (4 pins) USB A Port: USB Memory (Direct Print) Wi-Fi, Ethernet  <i>Printer Languages</i> Two roll (Block) holders for materials. Automatic cutter. Flat multi-touch LCD display.
Media format	Rolls, sheets.
Borderless printing	Yes
Media Thickness	0.07 - 0.8mm
Printable Length	от 203,2 мм до 917 мм
Minimum print length	203,2 mm
Maximum Printable Length	Roll paper: 18m, Cut sheet: 1.6m
Maximum Media Roll Diameter	170mm
Memory	RAM at least 4 Gb., Hard disk 500 Gb.
Media Width	Roll paper: Roll paper: 203.2 mm – 917 mm Cut sheet: 203.2 mm - 917mm
<b>Large-Format Scanner for Plotter – 1 pc.</b>	
Scan Technology	Color

Resolution	1200x1200 dpi
Scan width	914 mm
Min. scan width	15 cm
Max. scan area length, file type JPEG / PDF	8 m
Max. scan area length, file type TIFF	15,2 m
Maximum media thickness	2 mm
Memory size	4 Gb
RAM type	DDR4
Hard disk space	500 Gb
CPU clock speed	2,3 Гц.
LCD color touchscreen	Yes
Maximum media thickness	2 mm
Built-in controller; face-up submission of documents; rear document output; front ejection through the document return guide	Yes
Material width	150-914 mm
Operating system	Windows 10
Chromaticity	24 Bit
Interface	USB 3.0; USB 2.0; Ethernet

**The standard box should include:**

**For Plotter:**

- Plotter
- Roll block
- Roll module
- Stacker
- 1 x print head
- 1 x maintenance cartridge
- 3-inch paper core mount
- Power cable
- 1 set of medium-capacity ink tanks for starting (5 pcs. at least 330 ml each)
- CDs with software (OSX / Windows)), drivers, print plugin for Office
- Quick Start Guide and Printhead Alignment Sheet
- Stacker
- Roll holder
- User replaceable items: print head, ink tanks, cutter blade, service cartridge

**For Large-Format Scanner:**

- Large format scanner
- Stand assembly
- 2 paper edge guides
- Document return guides
- Calibration target
- USB stick with SmartWorks MFP software
- User Manual
- USB3 cable (2 metres)

**The following accessories should be included:**

- 1 additional set of high-capacity ink tanks (not less than 700 ml each):



- MBK ink cartridge
- BK ink cartridge
- C Ink cartridge
- M ink cartridge
- Y ink cartridge

**Related services for the delivery of goods:**

- Delivery must be included in the Unit Price. No extra fees for delivery will be allowed.
- Installation and adjustment of a plotter and a large-format scanner in the Kazakh forestry enterprise RSTE. The installation process shall be scheduled after the award and coordinated with the end user: Kazakh forestry enterprise RSTE.
- Passing performance tests of purchased products and their programs.
- Operation and maintenance manual.

**Specifications for Lot #5:**

No.	Item	Minimum Configurations		Quantity
1	Power banks	Battery capacity	20 000	139 pcs.
		Input parameter	Micro-USB: 5B=2A, 9B=2A, 12B=1.5A; USB-C: 5B=2.4A, 9B=2.5A, 12B=1.8A, 15B=1.5A	
		Output parameter	USB-A: 5B=2.4A, 9B=2A, 12B=1.5A; USB-C: 5B=3A, 9B=3A, 12B=2.25A, 15B=1.5A, MAX 27 Bt, 5B=4.5A	
		Battery	Li-Pol	
		Ports and connectors	2 x USB-A, micro USB, USB Type-C	

**Related services for the delivery of goods:**

- Passing performance tests of purchased products and their programs.
- Operation and maintenance manual.

**Specifications for SLR Camera Type 1 Lot #6:**

No.	Item	Minimum Configurations		Quantity
		Camera type	digital reflex camera	
		Lens included	No	
		Matrix type	CMOS	
		Matrix size	full frame	
		Total number of MP	27	
		Effective number of MP	26	
		Maximum image size, px	6240x4160	
		Light sensitivity (ISO)	100-40 000	
		HD frames	50/60	
		Full HD frames	50/60	

1	SLR Camera Type 1	Frame coverage	98 %	1 pc.
		Excerpt, cek	30 - 1/4000	
		Burst shooting	6.5 frames / sec	
		Types of memory cards	SD, SDHC, SDXC	
		Connecting an external flash	Yes	
		Maximum burst	150 for JPEG, 21 for RAW	
		LCD screen	1040000 points	
		Type USB	2.0	
		Video recording format	MOV, MP4	
		Maximum video resolution	1920x1080	
		Dustproof, waterproof	Yes	
2	Lens (150-600 mm) for SLR Camera Type 1	Matrix size	Full Frame	1 pc.
		Lens type	Extra long	
		Focal Length	Variable	
		Focal length, mm	150-600	
		Aperture ratio	5-6.3	
		Minimum aperture	40	
		Min. focusing distance, m	2.7	
		Maximum magnification	0,2	
		Autofocus	Yes	
		Construction, elements / groups	21/13	
3	Lens (10-22 mm) for SLR Camera Type 1	Matrix size	APSC	1 pc.
		Lens type	zoom, wide angle	
		Focal length, mm	10-22	
		Equiv. focal length for 35 mm.	16-35	
		Aperture ratio	3,5-4,5	
		Minimum aperture	22-27	
		Viewing angles	97° 10' – 54° 30', 74° 10' – 37° 50', 107° 30' – 63° 30'	
		Minimum focusing distance, m	0,24	
		Maximum magnification	0,17	
		Lens cap	Yes	
4	Bag for SLR Camera Type 1	Type	Bag	1 pc.
		Water-repellent coating, shock-absorbing cushions in the main compartment	Yes	
		Protected against dust, moisture, dirt and shock	Yes	
		Material	Nylon	
		Capacity	Camera – 1 pcs., Lens – 2 pcs.	
		Shoulder strap	Yes	
		Zipper	Yes	

**Note:** accessories shall be compatible with the equipment

**Specifications for SLR Camera Type 2 Lot #7:**

No.	Item	Minimum Configurations		Quantity
1		Camera type	digital reflex camera	3 pcs.

	SLR Camera Type 2	Lens included	Yes	
		Total number of MP	24	
		Effective number of MP	24	
		Matrix size	APS-C	
		Matrix type	CMOS	
		Maximum image size, px	6000 x 4000	
		Light sensitivity (ISO)	100 - 3200	
		Advanced modes ISO	6400	
		Built-in camera flash	Yes	
		Connecting an external flash	Yes	
		Burst shooting, frames / sec	3	
		Viewfinder coverage, %	95	
		LCD screen	Yes	
		Types of memory cards	SDHC, Secure Digital, SDXC	
		Maximum video resolution	1920x1080	
		Number of frames, FullHD	25/30	
		Number of frames, 4K	50/60	
2	Bag for SLR Camera Type 2	Type	Bag	3 pcs.
		Appointment	For SLR camera, lenses	
		Hip Belt Mounts	Yes	
		Moisture protection	Yes	
		Material	Nylon	
		Zipper	Yes	
		Bag pockets	For accessories, lens, camera, flash and memory cards	

**Note:** accessories shall be compatible with the equipment

**Related services for the delivery of goods:**

- Passing performance tests of purchased products and their programs.
- Operation and maintenance manual.

**Delivery Requirements**

Delivery Requirements	
<b>Delivery date and time</b>	Bidder shall deliver the goods 60 calendar days after PO issuance.
<b>Delivery Terms (INCOTERMS 2020)</b>	DDP
<b>Customs clearance (must be linked to INCOTERM)</b>	<input checked="" type="checkbox"/> Supplier/bidder
<b>Exact Address(es) of Delivery Location(s)</b>	Lot ## 1,2,3,5,6,7: Kazakhstan, Nur-Sultan city, 8/2 Turkestan street, UNDP Project Office Lot #4: Kazakhstan, Almaty, 23 Baisheva Street, Kazakh forestry enterprise RSTE office
<b>Packing Requirements</b>	Packaging of equipment/goods must ensure safety during transportation.
<b>Training on Operations and Maintenance</b>	Conducting briefing on operation and maintenance (upon transfer of goods)
<b>Warranty Period</b>	At least 12 months warranty on the equipment from the time the goods are handed over to the end-user at the address specified;

<b>After-sales service and local service support requirements</b>	In the event of a warranty event, the Supplier undertakes to carry out repair at its own expense or provide replacement with new equipment with new equipment if it is possible to repair; Availability of a service centers or a technical support service if maintenance/repair is required, providing the address and contact details of the responsible person.
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## 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:	<b>RFQ-2021-022 "Purchase and delivery of the Lot #1: Laptops; Lot #2: Monitors; Lot #3: Microsoft Office (Home and Business) 2019; Lot #4: Plotter and Large-Format Scanner; Lot #5: Power Banks; Lot #6: SLR Camera Type 1; Lot #7: SLR Camera Type 2"</b>	Date: Click or tap to enter a date.

### Company provides Quotation for the following Lot (-s):

*(choose the appropriate Lot (-s) from the list below)*

- ☐ Lot #1: Laptops
- ☐ Lot #2: Monitors
- ☐ Lot #3: Microsoft Office (Home and Business) 2019
- ☐ Lot #4: Plotter and Large-Format Scanner
- ☐ Lot #5: Power Banks
- ☐ Lot #6: SLR Camera Type 1
- ☐ Lot #7: SLR Camera Type 2

### 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) <i>(If yes, provide a Copy of the valid Certificate):</i>	<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? <i>(If yes, provide a Copy of the valid Certificate):</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Does your Company have a written Statement of its Environmental Policy? <i>(If yes, provide a Copy)</i>	<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 <i>(If yes, provide a Copy)</i>	<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.			
<b>Previous relevant experience: 3 contracts</b>				
<b>Name of previous contracts</b>	<b>Client &amp; Reference Contact Details including e-mail</b>	<b>Contract Value</b>	<b>Period of activity</b>	<b>Types of activities undertaken</b>

**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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: \_\_\_\_\_

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

**ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS**

*Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	<b>RFQ-2021-022 "Purchase and delivery of the Lot #1: Laptops; Lot #2: Monitors; Lot #3: Microsoft Office (Home and Business) 2019; Lot #4: Plotter and Large-Format Scanner; Lot #5: Power Banks; Lot #6: SLR Camera Type 1; Lot #7: SLR Camera Type 2"</b>	Date: Click or tap to enter a date.

**LOT #1: LAPTOPS****Brand Name/Manufacturer:****Model:****Year of production:****Country of Origin:****Delivery timeframe: <add number of Calendar Days> after receipt of Purchase Order**

Item No	Characteristics	Descriptions (Bidder's proposal)
1.	CPU	
2.	CPU base frequency	
3.	Number of Cores	
4.	RAM	
5.	RAM frequency	
6.	Hard disk	
7.	Graphics card type	
8.	Wi-Fi	
9.	Camera	
10.	Screen diagonal, inch	
11.	Screen resolution	
12.	Number of connectors	
13.	Installed Operating system	
14.	Other additional details, not included to this table	

Currency of the Quotation: KZT					
INCOTERMS: DDP					
Item No	Description	UOM	Qty	Unit price (without VAT)	Total price (without VAT)
1.	LOT #1: Laptops	pc	17		
Total Price without VAT					
VAT (12%)					
Total Final and All-inclusive Price with VAT					

**LOT #2: MONITORS****Brand Name/Manufacturer:****Model:****Year of production:****Country of Origin:****Delivery timeframe:** <add number of Calendar Days> after receipt of Purchase Order

Item No	Characteristics	Descriptions (Bidder's proposal)
1.	Diagonal, inch	
2.	Maximum resolution	
3.	Matrix type	
4.	VGA	
5.	HDMI	
6.	Static contrast	
7.	Matrix brightness, cd/m2	
8.	Frame refresh rate, Hz	
9.	Response time, ms	
10.	Viewing angles (vertical/horizontal)	
11.	Pix size	
12.	Screen surface	
13.	Format	
14.	Displayed colors	
15.	Other additional details, not included to this table	



Currency of the Quotation: KZT					
INCOTERMS: DDP					
Item No	Description	UOM	Qty	Unit price (without VAT)	Total price (without VAT)
1.	LOT #2: Monitors	pc	15		
Total Price without VAT					
VAT (12%)					
Total Final and All-inclusive Price with VAT					

**LOT #3: MICROSOFT OFFICE (Home and Business) 2019****Brand Name/Manufacturer:****Model:****Year of production:****Country of Origin:****Delivery timeframe:** <add number of Calendar Days> after receipt of Purchase Order

Item No	Characteristics	Descriptions (Bidder's proposal)
1.	Desktop Applications	
2.	System capacity	
3.	Interface language	
4.	Application area	
5.	Packaging	
6.	Operating system	
7.	License	
8.	Other additional details, not included to this table	

Currency of the Quotation: KZT					
INCOTERMS: DDP					
Item No	Description	UOM	Qty	Unit price (without VAT)	Total price (without VAT)
1.	LOT #3: Microsoft Office (Home and Business) 2019	boxes	32		
Total Price without VAT					

VAT (12%)	
<b>Total Final and All-inclusive Price with VAT</b>	

#### **LOT #4: Plotter and Large-Format Scanner**

**Brand Name/Manufacturer:**

**Model:**

**Year of production:**

**Country of Origin:**

**Delivery timeframe:** *<add number of Calendar Days>* after receipt of Purchase Order

Item No	Characteristics	Descriptions (Bidder's proposal)
1.	Technology	
2.	Printer Type	
3.	Print Resolution	
4.	Line Accuracy	
5.	Ink Droplet Size	
6.	Ink Type	
7.	OS compatibility	
8.	Interfaces	
9.	Media format	
10.	Borderless printing	
11.	Media Thickness	
12.	Printable Length	
13.	Minimum print length	
14.	Maximum Printable Length	
15.	Maximum Media Roll Diameter	
16.	Memory	
17.	Media Width	
18.	Other additional details, not included to this table	

Item No	Characteristics	Descriptions (Bidder's proposal)
1.	Scan Technology	
2.	Resolution	
3.	Scan width	
4.	Min. scan width	
5.	Max. scan area length, file type JPEG / PDF	
6.	Max. scan area length, file type TIFF	
7.	Maximum media thickness	
8.	Memory size	
9.	RAM type	
10.	Hard disk space	
11.	CPU clock speed	
12.	LCD color touchscreen	
13.	Maximum media thickness	
14.	Built-in controller; face-up submission of documents; rear document output; front ejection through the document return guide	
15.	Material width	
16.	Operating system	
17.	Chromaticity	
18.	Interface	
19.	Other additional details, not included to this table	

Currency of the Quotation: KZT					
INCOTERMS: DDP					
Item No	Description	UOM	Qty	Unit price (without VAT)	Total price (without VAT)
1.	LOT #4: Plotter and Large-Format Scanner	pc	1		
2.	LOT #4: 1 additional set of high-capacity ink tanks (not less than 700 ml each): o MBK ink cartridge o BK ink cartridge o C Ink cartridge o M ink cartridge o Y ink cartridge	set	1		
Total Price without VAT					
VAT (12%)					
Total Final and All-inclusive Price with VAT					

**LOT #5: POWER BANKS****Brand Name/Manufacturer:****Model:****Year of production:****Country of Origin:****Delivery timeframe:** <add number of Calendar Days> after receipt of Purchase Order

Item No	Characteristics	Descriptions (Bidder's proposal)
1.	Battery capacity	
2.	Input parameter	
3.	Output parameter	
4.	Battery	
5.	Ports and connectors	
6.	Other additional details, not included to this table	

Currency of the Quotation: KZT
INCOTERMS: DDP

Item No	Description	UOM	Qty	Unit price (without VAT)	Total price (without VAT)
1.	LOT #5: Power banks	pcs.	139		
Total Price without VAT					
VAT (12%)					
Total Final and All-inclusive Price with VAT					

**LOT #6: SLR CAMERA TYPE 1****Brand Name/Manufacturer:****Model:****Year of production:****Country of Origin:****Delivery timeframe:** <add number of Calendar Days> after receipt of Purchase Order

Item No	Characteristics	Descriptions (Bidder's proposal)
1.	Camera type	
2.	Lens included	
3.	Matrix type	
4.	Matrix size	
5.	Total number of MP	
6.	Effective number of MP	
7.	Maximum image size, px	
8.	Light sensitivity (ISO)	
9.	HD frames	
10.	Full HD frames	
11.	Frame coverage	
12.	Excerpt, cek	
13.	Burst shooting	
14.	Types of memory cards	
15.	Connecting an external flash	
16.	Maximum burst	

17.	LCD screen	
18.	Type USB	
19.	Video recording format	
20.	Maximum video resolution	
21.	Dustproof, waterproof	
22.	Other additional details, not included to this table	

Item No	Characteristics Lens (150 – 600 mm)	Descriptions (Bidder's proposal)
1.	Matrix size	
2.	Lens type	
3.	Focal Length	
4.	Focal length, mm	
5.	Aperture ratio	
6.	Minimum aperture	
7.	Min. focusing distance, m	
8.	Maximum magnification	
9.	Autofocus	
10.	Construction, elements / groups	

Item No	Characteristics Lens (10 – 22 mm)	Descriptions (Bidder's proposal)
1.	Matrix size	
2.	Lens type	
3.	Focal Length, mm	
4.	Equiv. focal length for 35 mm.	
5.	Aperture ratio	
6.	Minimum aperture	

7.	Viewing angles	
8.	Minimum focusing distance, m	
9.	Maximum magnification	
10.	Lens cap	

Item No	Characteristics (bag)	Descriptions (Bidder's proposal)
1.	Type	
2.	Water-repellent coating, shock-absorbing cushions in the main compartment	
3.	Protected against dust, moisture, dirt and shock	
4.	Material	
5.	Capacity	
6.	Shoulder strap	
7.	Zipper	

Currency of the Quotation: KZT					
INCOTERMS: DDP					
Item No	Description	UOM	Qty	Unit price (without VAT)	Total price (without VAT)
1.	LOT #6: SLR CAMERA TYPE 1	pc	1		
2.	LOT #6: LENS (150-600 mm) for SLR CAMERA TYPE 1	pc	1		
3.	LOT #6: LENS (10-22 mm) for SLR CAMERA TYPE 1	pc	1		
4.	LOT #6: BAG SLR CAMERA TYPE 1	pc	1		
Total Price without VAT					
VAT (12%)					
Total Final and All-inclusive Price with VAT					

**LOT #7: SLR CAMERA TYPE 2****Brand Name/Manufacturer:**

**Model:****Year of production:****Country of Origin:****Delivery timeframe:** <add number of Calendar Days> after receipt of Purchase Order

Item No	Characteristics	Descriptions (Bidder's proposal)
1.	Camera type	
2.	Lens included	
3.	Matrix type	
4.	Matrix size	
5.	Total number of MP	
6.	Effective number of MP	
7.	Maximum image size, px	
8.	Light sensitivity (ISO)	
9.	Advanced modes ISO	
10.	Built-in camera flash	
11.	Connecting an external flash	
12.	Burst shooting, frames / sec	
13.	Viewfinder coverage, %	
14.	LCD screen	
15.	Types of memory cards	
16.	Maximum video resolution	
17.	Number of frames, FullHD	
18.	Number of frames, 4K	
19.	Other additional details, not included to this table	

Item No	Characteristics (bag)	Descriptions (Bidder's proposal)
1.	Type	



2.	Hip Belt Mounts	
3.	Moisture protection	
4.	Material	
5.	Zipper	
6.	Bag pockets	

<b>Currency of the Quotation: KZT</b>					
<b>INCOTERMS: DDP</b>					
Item No	Description	UOM	Qty	Unit price (without VAT)	Total price (without VAT)
1.	LOT #7: SLR CAMERA TYPE 2	pcs	3		
2.	LOT #7: BAG for SLR CAMERA TYPE 2	pcs	3		
Total Price without VAT					
VAT (12%)					
<b>Total Final and All-inclusive Price with VAT</b>					

**Checklist for the provided documents:**

	You Responses		
	Yes, provided	No, we cannot provide	If you cannot provide, pls. indicate reason
Annex 2: Quotation Submission Form duly completed and signed	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Latest Business Registration/re-registration Certificate	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
VAT Certificate (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Certificate confirming that currently there are no debts with the tax authorities	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Brief description of the Company; the description of the Company must demonstrate Company's experience in selling relevant equipment on the market for at least 3 years with a list of similar deliveries over the last 3 years (indicating to whom and when the goods were delivered, with the Customer's contact information);	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Recommendation letters from previous customers - at least 3 letters	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

A complete set of documents with information about the supplied good (photo, technical specification, user manual, passport copy (if applicable))	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Letter of confirmation of the warranty for a period of at least 12 months, including warranty conditions and maintenance with the address and contacts of the service centers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Availability of Service Centers or a technical support service if maintenance/repair is required, providing the address and contact details of the responsible person	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Permit of the manufacturer to act as an official dealer or OEM Authorization letter from the dealer/distributor (if the Supplier is not a manufacturer)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery schedule with approximate date of delivery of goods	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
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	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Attach any additional information that demonstrates your qualification for these goods including appropriate certifications <i>[pls. specify]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

### Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Proposed goods are compliant to the Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS): Lot ## 1,2,3,5,6,7: Kazakhstan, Nur-Sultan city, 8/2 Turkestan street, UNDP Project Office Lot #4: Kazakhstan, Almaty, 23 Baisheva Street, Kazakh forestry enterprise RSTE office	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time – maximum 60 calendar days of issue of Purchase Order, UNDP format	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
All equipment and materials must be new, in the factory packaging, not previously used	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Packaging of equipment/goods will ensure safety during transportation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
The Bidder will provide a minimum of 12 months warranty on the equipment from the time the goods are handed over to the enduser at the address specified;	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
In the event of a warranty, the Bidder will carry out the replacement with a new equipment or	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

components, if it is impossible to repair the purchased equipment in the event of a manufacturing defect			
Availability of a service centers or a technical support service if maintenance/repair is required, providing the address and contact details of the responsible person	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation – 120 days	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms – 100% post-payment	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Obligation to provide instruction on operation and maintenance (at the time of delivery)	<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.