



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: UNDP-SYR-RFQ-032-21	Date: 23 June 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of **Supply of IT Equipment to Al Furat University in Dier Ezour, in one lot (Desktop computers, UPSs)**, 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: Rania AL-Jazairi

Title: Procurement Assistant

Date: 23 June 2021

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	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 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. 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.
Deadline for the Submission of Quotation	Wednesday; 07 July 2021, on or before 15:00 PM Damascus time. If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/. For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone. equals 8:00 AM
Method of Submission	Quotations must be submitted as follows: ☒ E-tendering ☐ Dedicated Email Address ☐ Courier / Hand delivery ☐ Other Click or tap here to enter text. Bid submission address: E-tendering system ▪ File Format: Pdf only ▪ 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: 5 M ▪ Mandatory subject of email: Emails not allowed ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt. [For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information] • Insert BU Code and Event ID number 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/
Cost of preparation of quotation	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.
Supplier Code of Conduct, Fraud, Corruption,	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 Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement

	process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti
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	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. 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. 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.
23	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract Select the applicable GTC: ☒ General Terms and Conditions / Special Conditions for Contract. ☐ General Terms and Conditions for de minimis contracts (services only, less than \$50,000) ☐ General Terms and Conditions for Works Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy
Special Conditions of Contract	☒ Cancellation of PO/Contract if the delivery/completion is delayed by [15 days] ☐ Others [pls. specify]
Eligibility	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. 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. Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.
Currency of Quotation	Quotations shall be quoted in USD, However, for local supplier's payments will be in Syrian Pounds at the prevailing UN exchange rate at the date of the invoice.
Joint Venture, Consortium	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or

or Association	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: ☐ be inclusive of VAT and other applicable indirect taxes ☒ be exclusive of VAT and other applicable indirect taxes
Language of quotation	English Including documentation including catalogues, instructions and operating manuals.
Documents to be submitted	Bidders shall include the following documents in their quotation: ☒ Annex 2: Quotation Submission Form duly completed and signed ☒ Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 ☒ catalogs of the required items is an essential part of the technical offer ☒ Registration certificate. ☐ Statement of satisfactory Performance (Certificates) from the top XXXX clients in terms of Contract value in similar field; ☐ Completed and signed CVs for the proposed key Personnel; ☒ Other A proofing letter confirms the offering of the warranty period for 12 months from the date of final receipt;
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	☒ Not permitted

Alternative Quotes	☒ Not permitted ☐ 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	☒ 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. ☐ Other Click or tap here to enter text.
Conditions for Release of Payment	☒ Passing Inspection [specify method, if possible] Complete Installation ☐ Passing all Testing [specify standard, if possible] ☐ Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] ☒ Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements ☐ Others [pls. specify]
Contact Person for correspondence, notifications and clarifications	E-mail address: rania.al-gazaeiri@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 6 days before the submission deadline. Responses to request for clarification will be communicated by email by 3 days
Evaluation method	☒ The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer ☐ Other Click or tap here to enter text.
Evaluation criteria	☒ Full compliance with all requirements as specified in Annex 1 ☒ Full acceptance of the General Conditions of Contract ☒ Comprehensiveness of after-sales services ☐ Earliest Delivery /shortest lead time ☐ 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	☒ Purchase Order ☒ 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.) ☐ Contract for Works ☐ Other Type/s of Contract [pls. specify]
Expected date for contract award.	30 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.
Performance security	Required equal to 10% of the contract value to cover the required warranty for 1 year .
Sites visits will arrange on. (Mandatory Condition)	N/A

ANNEX 1: SCHEDULE OF REQUIREMENTS

المواصفات الفنية لتوريد وتركيب حواسيب ضمن جامعة الفرات – فرع دير الزور

مشروع قفزة لدعم مشاريع التخرج المرحلة الثانية ومشروع التعليم المدمج - محافظة دير الزور 2021

Technical Specifications

(Lot:1)

Qty	Unit	Description/Specifications	Items to be Supplied	No.
عدد	12	حواسيب مكتبية: • ماركة Dell أو hp أو ما يعادلها. • المعالج core i5 الجيل الثامن أو أعلى. • نظام التشغيل: ويندوز 10 pro 64 بت مرخص. • الذاكرة رام: 8GB, DDR4. • الهارد 512GB SATA or NVMe • كرت شاشة العرض: محول فيديو 2 غيغا بايت خارجي منفصل • مخرج HDMI و VGA أو DP بالإضافة للكرت المدمج باللوحة الأم GB2 • كرت صوت متكامل • محرك الأقراص الضوئية DVD+/-RW 9.5mm 8x داخلي أو خارجي في حال كان قياس الجهاز صغير لا يسمح أن يكون داخلي • الشبكة: 10/100/1000 mbps. • مداخل USB: 2x USB 2.0, 2x USB 3.0 ports • الملحقات: 1 فأرة مدخل USB، كيبورد عربي / لاتيني. • ضمان لمدة عام. • شاشة الحاسوب: • ماركة Dell أو hp أو ما يعادلها. • نوع الشاشة: LED. • قياس: 22 أنش. • الشاشة: ضد التوهج. • الدقة: 1080*1920 • الكابلات: 1X HDMI ,1X EU power cable • ضمان لمدة عام كامل.	تقديم وتركيب جهاز كمبيوتر مكتبي core i5 مع الشاشة والملحقات وكل ما يلزم	1.
عدد	6	حواسيب مكتبية: • ماركة Dell أو hp أو ما يعادلها. • المعالج core i3 الجيل الثامن أو أعلى • نظام التشغيل: مرخص ويندوز 10 pro 64 بت. • الذاكرة رام: 8GB, DDR4. • الهارد: 1TB SATA or NVMe • كرت شاشة العرض: كرت خارجي، محول فيديو 2 غيغا بايت • مخرج HDMI و VGA أو DP، بالإضافة للكرت المدمج باللوحة الأم GB2 • كرت صوت متكامل	تقديم وتركيب جهاز كمبيوتر مكتبي core i3 مع الشاشة والملحقات وكل ما يلزم	2.

		• محرك الأقراص الضوئية 8x DVD+/-RW 9.5mm • 8x DVD+/-RW 9.5mm داخلي أو خارجي في حال كان قياس الجهاز صغير لا يسمح أن يكون داخلي • الشبكة: 10/100/1000 mbps. • مداخل USB: 2x USB 2.0, 2x USB 3.0 ports • الملحقات: 1 فأرة مدخل USB، كيبورد عربي / لاتيني مطابقة لماركة الجهاز المقدم. • ضمان لمدة عام. • شاشة الحاسوب: • ماركة Dell أو hp أو ما يعادلها. • نوع الشاشة: LED. • قياس: 22 أنش. • الشاشة: ضد التوهج. • الدقة: 1080*1920 • الكابلات: 1X HDMI , 1X EU power cable • ضمان لمدة عام كامل.		
عدد	6	تقديم وتركيب وحدات عدم انقطاع التيار UPS • استطاعة W600/ VA1500 • منظم جهد • بطارية داخلية عدد 2	وحدات عدم انقطاع التيار (ups)	3.

يشترط على العارض الالتزام بما يلي " شروط التقديم ":

1. أن يكون لديه سجل تجاري وحساب مصرفي، وعلى العارض تقديم وثيقة تثبت ذلك من الجهات والدوائر المعنية.
2. مدة الضمان عام واحد لكافة التجهيزات المقدمة.
3. مدة التنفيذ 30 يوم تبدأ من تاريخ توقيع أو إصدار أمر الشراء من قبل برنامج الأمم المتحدة الإنمائي في سورية.
4. يتم تسليم وتركيب المدخلات ضمن جامعة الفرات في محافظة دير الزور
5. يتم تنظيم محضر مطابقة المواصفات للمواد المستلمة من قبل كادر المشروع ولجنة فنية يتم تشكيلها من الفنيين وممثلي الجهات المعنية وفق المواصفات المذكورة أعلاه وفي حال وجود أي مخالفة للمواصفات لا يتم الاستلام، كما أن التسليم سيتم ضمن أوقات الدوام الرسمي، واللجنة المحلية تعد مشرفة على عمليات الاستلام والتوزيع.
6. يتم خصم خمسة بالآلف عن كل يوم تأخير من قيمة العقد على أن لا تتجاوز مدة التأخير أكثر من 15 يوم.
7. لا يتم صرف قيمة البند في حال مخالفة أي محتوى فيه.
8. يتم الصرف على دفعة واحدة عند استلام المدخلات وحسب الكميات المحددة في دفتر الشروط.
9. يحق للمشروع إعادة المدخلات التي لا تطابق المواصفات خلال 48 ساعة من تاريخ الاستلام وعلى العارض تبديلها وإضافتها للدفعة اللاحقة.
10. جميع إجراءات التعاقد ستتم وفق أنظمة برنامج الأمم المتحدة الإنمائي في سورية.

The bidder is required to comply with the following:

- 1- Must have a commercial register and a bank account and must submit a document in proof of aforementioned from the concerned authorities and departments.
- 2- Warranty periods for one year for all supplied equipment.

- 3- Execution period is 30 days starting from the date of signing or issuing the payment order by the United Nations Development Programme in Syria.
- 4- Inputs are delivered and installed within AL Furat University in Dir Alzor governorate – Syria
- 5- The minutes of conformity of the specifications of the materials received shall be organized by the project team and a technical committee comprised of technicians and representatives of the concerned authorities in accordance with the above specifications. In the event of any violation of the specifications, the inputs will not be received. Delivery is exclusively done within the official working hours and the local committee shall supervise the receipt and distribution process.
- 6- 0.005 of the contract value shall be deducted per each day of delay provided that the delay shall not exceed 15 days.
- 7- The value of the item shall not be disbursed if any content is violated.
- 8- Payment shall be made in one lump sum upon receipt of the inputs and according to the quantities specified in the book of conditions.
- 9- The project is entitled to return the inputs that do not conform to the specifications within 48 hours from the date of receipt and the bidder must change them and add them to the subsequent payment.
- 10- All contracting procedures shall be in accordance with the regulations of the United Nations Development Programme in Syria.

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods after Contract signature in: 30 days for all items.
Delivery Terms (INCOTERMS 2020)	DDP
Customs clearance (must be linked to INCOTERM)	☐ Not applicable Shall be done by: ☐ Name of organisation (where applicable) ☒ Supplier/bidder ☐ Freight Forwarder
Exact Address(es) of Delivery Location(s)	AL Furat University in Dir Alzor governorate – Syria
Distribution of shipping documents (if using freight forwarder)	Dir Alzor governorate – Syria
Packing Requirements	NA
Training on Operations and Maintenance	NA
Warranty Period	12 months from the date of final receipt;
After-sales service and local service support requirements	Technical support
Preferred Mode of Transport	NA

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?	☐ Yes ☐ 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):	☒ Yes ☐ 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):	☒ Yes ☐ No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	☒ Yes ☐ 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)	☒ Yes ☐ No

Is your company a member of the UN Global Compact	☒ Yes ☐ No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
☐	☐	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
☐	☐	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
☐	☐	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
☐	☐	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
☐	☐	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
☐	☐	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
☐	☐	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.

Yes	No	
☐	☐	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
☐	☐	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.
☐	☐	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:	Click or tap here to enter text.	Date: Click or tap to enter a date.

No.	الوصف/المواصفات الفنية		الكميات	الوحدة	السعر الإفرادي	السعر الإجمالي
1	تقديم وتركيب جهاز كومبيوتر مكتبي core i5 مع الشاشة والملحقات وكل ما يلزم	Supply and install desktop Core i5 with screen and all relevant items	12	Piece		
2	تقديم وتركيب جهاز كومبيوتر مكتبي core i3 مع الشاشة والملحقات وكل ما يلزم	Supply and install desktop Core i3 with screen and all relevant items	6	Piece		
3	وحدات عدم انقطاع التيار (ups)	UPS	6	Piece		
	Total Prices of Goods					
	Add: Cost of Transportation					
	Add: Cost of Insurance					
	Add: Other Charges (pls. specify)					
	Total Final and All - Inclusive Price Quotation (DDP)					