



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: **RFQ-2021-067 “Purchase and delivery of Laptops and Multi-Functional Printers”**

Date: 08 September 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: Zhanat Tileumuratova

Name: Zhanat Tileumuratova

Title: Head of Procurement Unit

Date: 08 Sep 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>September 22, 2021, 18:00 (Nur-Sultan time, GMT +6)</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>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p>Bid submission address: procurement.kz@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: 20 MB. ▪ Mandatory subject of email: RFQ-2021-067_Procurement and delivery of Laptops and MFPs ▪ 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.
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 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</p>
Gifts and Hospitality	<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>
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</p>

	<p>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 for de minimis contracts (services only, less than \$50,000)</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 30 days</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	<p>Quotations shall be quoted in Local Currency: Kazakhstani Tenge (KZT)</p>
Joint Venture, Consortium or Association	<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 Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<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"> 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 checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes
Language of quotation	English and 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"/> Latest Business Registration/re-registration Certificate; <input checked="" type="checkbox"/> Provide balance sheet for the last 2020 year (income statement and balance sheet); <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 2 years with a list of similar deliveries over the last 2 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 2 letters; <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"/> 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"/> Written confirmation that: <ul style="list-style-type: none"> • Provide a confirmation letter that all equipment will be new in origin package; • Packaging of equipment/goods will ensure safety during transportation; • 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. • Availability of Service Centers or a technical support service if maintenance/repair is required, providing the address and contact details of the responsible person. • 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.
Quotation validity period	Quotations shall remain valid for 120 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"/> Permitted All requirements are properly listed in lots to allow partial quotes
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 calendar days after receipt of goods, works and/or services and submission of payment documentation.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Invoice and Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements
Contact Person for correspondence, notifications and clarifications	E-mail address: procurement.kz@undp.org E-mail subject: query_RFQ-2021-067 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 5 days before the submission deadline. Responses to request for clarification will be communicated by publishing on the UNDP Procurement Notice website.
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer.
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
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
Expected date for contract award.	11 October 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

ANNEX 1: SCHEDULE OF REQUIREMENTS

RFQ-2021-067 "Purchase and delivery of the following goods:

- Lot #1: Laptops;
- Lot #2: MFPs;

specified below:

Technical Specifications for Goods:

##	Item	Minimum Configurations		Quantity
LOT #1: LAPTOPS				
1	Laptop	CPU	Intel Core i5	12 pcs.
		CPU base frequency	2.4 GHz or higher	
		Number of Cores	4	
		Cache Memory	At least 8 MB	
		RAM	8 Gb	
		Display	Not less than 15.6 " Anti-glare	
		Resolution	Full HD 16:9	
		Video:	Iris Xe Graphics	
		Disk:	512 GB SSD or more, storage type: SSD	
		Network:	LAN 10/100/1000, RJ-45	
		Wi-Fi	WiFi (802.11 b/g/n/ac/ax) 2x2, Bluetooth 5.1	
		Ports	2 x USB 3.2, 1 x Thunderbolt 4, 1 x USB Type-C, RJ-45, 1x headphone / microphone combo jack (3.5mm), Kensington security, HDMI	
		Camera	Embedded by default	
		Screen diagonal, inch	15,6 inches	
		Ports:	2 x USB 3.2, 1 x Thunderbolt 4, 1 x USB Type-C, RJ-45, 1x headphone / microphone combo jack (3.5mm), Kensington security, HDMI	
		Slots	Card reader SD/SDHC/SDXC/MMC	
		Additional accessories:	Camera resolution at least HD 720, LED keyboard backlight, Fingerprint	

		Inputs:	Keyboard, Touchpad	
		Supplement:	USB Type-C with DisplayPort support	
		Battery:	Li-Ion, 45 W * h up to 6 h	
		Charge USB Type-C:	has the ability to charge through a Type-C connector.	
		Installed operating system	Windows 10, Russian	
LOT #2: MULTIFUNCTIONAL PRINTER				
2	MFP	Functionality	<ul style="list-style-type: none">• Print• Copy• Scan	3 pcs.
		Format	A4	
		Scanning type	50 sheets	
		Printing speed, mono, A4 (up to pages/min.)	35	
		Printing speed, color, A4 (up to pages/min.)	35	
		Max load (page./min.)	80 000	
		Max resolution, points per inch	600 x 600 dpi	
		Printing configurations:		
		Two-side printing	Automatic	
		Printing speed, mono, A4 (up to pages/min.)	35	
		Printing speed, color, A4 (up to pages/min.)	35	
		Memory (p/max),ГБ	2/2	
		Processor, Hhz	1.05 (dual core)	
		Max load (page./min.)	80 000	
		Recommended monthly printing, pages	5 000	
		Display	5 inches, touch	
		Connection	10/100/1 000 Base-T Ethernet, USB, Wi-Fi	
		Front USB Press / Scanning Port	should be	

		Mobile printing	Apple® AirPrint®, Google Cloud Print™, Plug-In Xerox® Print Service and Mopria® Print Service for Android™
		Maximum resolution, dots per inch	600 x 600 dpi
		Page description languages	Adobe® PostScript® 3™, PCL® 5, PCL® 6, PDF, XPS, TIFF, JPEG, HP-GL
		Working with materials:	
		Capacity of media supply trays (standard / maximum), sheets	700/1250
		Bypass tray capacity, sheets	150
		Output tray capacity (standard / maximum), sheets	250/250
		Material size	76 x 127–216 x 356
		Density of carriers, g / m2	60–220
		Additional Cartridges	
		Starter toner cartridge	<ul style="list-style-type: none"> • Black: 3000 pages • Blue: 2,000 pages • Magenta: 2,000 pages • Yellow: 2,000 pages
		Standard capacity toner cartridge	<ul style="list-style-type: none"> • Toner cartridge black - 2,500 pages • Toner cartridge Cyan - 2,500 pages • Toner cartridge Magenta - 2,500 pages • Toner cartridge yellow - 2,500 pages
		High Yield Toner Cartridge	<ul style="list-style-type: none"> • Toner cartridge black - 5500 pages • Toner cartridge Cyan - 4800 pages • Toner cartridge Magenta - 4800 pages • Toner cartridge yellow - 4800 pages
		Extra High Yield Toner Cartridge	<ul style="list-style-type: none"> • Toner cartridge black - 10,500 pages • Toner cartridge cyan - 8000 pages • Toner cartridge Magenta - 8000 pages • Toner cartridge yellow - 8000 pages

Related services for the delivery of goods:

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

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods 60 calendar days after PO issuance.
Delivery Terms (INCOTERMS 2020)	DDP
Customs clearance (must be linked to INCOTERM)	<input checked="" type="checkbox"/> Supplier/bidder
Exact Address(es) of Delivery Location(s)	Lot # 1: 6 pcs to Kazakhstan, Nur-Sultan, 8, Mangilik El , Business center Altyn-Orda, 13th floor, office 13; 6 pcs to Nur-Sultan, A. Mambetova 24, BC Affari, Office 409 Lot #2: 1 pc to Kazakhstan, Nur-Sultan, 8, Mangilik El , Business center Altyn-Orda, 13th floor, office 13; 2 pcs to Nur-Sultan, A. Mambetova 24, BC Affari, Office 409
Packing Requirements	Packaging of equipment/goods must ensure safety during transportation.
Training on Operations and Maintenance	Conducting briefing on operation and maintenance (upon transfer of goods)
Warranty Period	At least 12 months warranty on the equipment from the time the goods are handed over to the end-user at the address specified;
After-sales service and local service support requirements	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.

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:	RFQ-2021-067 "Purchase and delivery of the Lot #1: Laptops; Lot #2: MFPs"	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: MFPs

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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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)	
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: 3 contracts	
Name of previous contracts	Client & Reference Contact Details including e-mail Contract Value Period of activity Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	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 – 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:	RFQ-2021-067 “Purchase and delivery of the Lot #1: Laptops; Lot #2: MFPs”	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	Required Characteristics	Descriptions (Bidder's proposal)
1.	CPU: Intel Core i5	
2.	CPU base frequency: 2.4 GHz or higher	
3.	Number of Cores: 4	
4.	Cache Memory: At least 8 MB	
5.	RAM: 8 Gb	
6.	Display: Not less than 15.6 " Anti-glare	
7.	Resolution: Full HD 16:9	
8.	Video: Iris Xe Graphics	
9.	Disk: 512 GB SSD or more, storage type: SSD	
10.	Network: LAN 10/100/1000, RJ-45	
11.	Wi-Fi: WiFi (802.11 b/g/n/ac/ax) 2x2, Bluetooth 5.1	

12.	Ports: 2 x USB 3.2, 1 x Thunderbolt 4, 1 x USB Type-C, RJ-45, 1x headphone / microphone combo jack (3.5mm), Kensington security, HDMI				
13.	Camera: Embedded by default				
14.	Screen diagonal, inch: 15,6 inches				
15.	Ports: 2 x USB 3.2, 1 x Thunderbolt 4, 1 x USB Type-C, RJ-45, 1x headphone / microphone combo jack (3.5mm), Kensington security, HDMI				
16.	Slots: Card reader SD/SDHC/SDXC/MMC				
17.	Additional accessories: Camera resolution at least HD 720, LED keyboard backlight, Fingerprint				
18.	Inputs: Keyboard, Touchpad				
19.	Supplement: USB Type-C with DisplayPort support				
20.	Battery: Li-Ion, 45 W * h up to 6 h				
21.	Charge USB Type-C: has the ability to charge through a Type-C connector.				
22.	Installed operating system: Windows 10, Russian				
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	12		
Total Price without VAT					
VAT (12%)					
Total Final and All-inclusive Price with VAT					

LOT #2: MULTIFUNCTIONAL PRINTERS**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.	Functionality: - Print -Copy -Scan	
2.	Format: A4	
3.	Scanning type: 50 sheets	
4.	Printing speed, mono, A4 (up to pages/min.): 35	
5.	Printing speed, color, A4 (up to pages/min.): 35	
6.	Max load (page./min.): 80,000	
7.	Max resolution, points per inch: 600 x 600 dpi	
Printing Configurations:		
1.	Two-side printing: Automatic	
2.	Printing speed, mono, A4 (up to pages/min.): 35	
3.	Printing speed, color, A4 (up to pages/min.): 35	
4.	Memory (p/max),ГБ: 2/2	
5.	Processor, Hhz: 1.05 (dual core)	
6.	Max load (page./min.): 80,000	
7.	Recommended monthly printing, pages: 5000	
8.	Display: 5 inches, touch	
9.	Connection: 10/100/1 000 Base-T Ethernet, USB, Wi-Fi	
10.	Front USB Press / Scanning Port: Should be	

11.	Mobile printing: Apple® AirPrint®, Google Cloud Print™, Plug-In Xerox® Print Service and Mopria® Print Service for Android™	
12.	Maximum resolution, dots per inch: 600 x 600 dpi	
13.	Page description languages: Adobe® PostScript® 3™, PCL® 5, PCL® 6, PDF, XPS, TIFF, JPEG, HP-GL	
Working with materials:		
	Capacity of media supply trays (standard / maximum), sheets: 700/1250	
	Bypass tray capacity, sheets: 150	
	Output tray capacity (standard / maximum), sheets: 250/250	
	Material size: 76 x 127–216 x 356	
	Density of carriers, g / m2: 60–220	
Additional Cartridges:		
	Starter toner cartridge: Black: 3000 pages Blue: 2,000 pages Magenta: 2,000 pages Yellow: 2,000 pages	
	Standard capacity toner cartridge: Toner cartridge black - 2,500 pages Toner cartridge Cyan - 2,500 pages Toner cartridge Magenta - 2,500 pages Toner cartridge yellow - 2,500 pages	

	High Yield Toner Cartridge: Toner cartridge black - 5500 pages Toner cartridge Cyan - 4800 pages Toner cartridge Magenta - 4800 pages Toner Cartridge Yellow - 4800 pages				
	Extra High Yield Toner Cartridge: Toner cartridge black - 10,500 pages Toner cartridge cyan - 8000 pages Toner cartridge Magenta - 8000 pages Toner cartridge yellow - 8000 pages				
Currency of the Quotation: KZT					
INCOTERMS: DDP					
Item No	Description	UOM	Qty	Unit price (without VAT)	Total price (without VAT)
1.	LOT #2: MFPs	Pc.	3		
Total Price without VAT					
VAT (12%)					
Total Final and All-inclusive Price with VAT					

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 2 years with a list of similar deliveries over the last 2 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 2 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 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.
Provide balance sheet for the last year (income statement and balance sheet);	<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: Kazakhstan, Nur-Sultan, 8, Mangilik El ,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Business center Altyn-Orda, 13th floor, office 13; Nur-Sultan, A. Mambetova 24, BC Affari, Office 409			
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 end user 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 components, if it is impossible to repair the purchased equipment in the event of a manufacturing defect	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
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.	
Exact name and address of company 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.