



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: 715-2021-UNDP-UKR-RFQ-SCR	Date: 11 October 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation to **procurement of 2 Hardware complexes for registration and issuance of a passport of the citizen of Ukraine (Kherson region) for travelling abroad with an electronic medium or a passport of the citizen of Ukraine in the form of an ID-card** 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: Specification

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: Manal Fouani

Name: **Ms. Manal Fouani**

Title: **Deputy Resident Representative UNDP in Ukraine**

Date: **October 11, 2021**

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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>23:59 (Kyiv time), October 25, 2021</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: tenders.ua@undp.org</p> <ul style="list-style-type: none"> ▪ File Format: .ZIP, .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: 715-2021-UNDP-UKR-RFQ-SCR ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt.
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</p>

	indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days.</p> <p><input checked="" type="checkbox"/> Others: Liquidated damages: up to 0.1% of total contract amount per each day of delay may be applied on discretion of UNDP.</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:</p> <p><input checked="" type="checkbox"/> United States Dollars. Due to fluctuations in the national currency, it is recommended to indicate the price in dollars as risk mitigation measure.</p> <p>Payments will be provided in local currency according to the UNORE currency rate for the date of payment, following the link: https://treasury.un.org/operationalrates/OperationalRates.php</p> <p><input checked="" type="checkbox"/> or Local Currency: UAH</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>

	Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.
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. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>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</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>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;</p> <p>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</p> <p>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.</p>
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Language of quotation	<p>Technical and Financial Offer shall be submitted in English or Ukrainian</p> <p>Other documentation including registration documents, instructions and policy can be in Ukrainian (additionally in English if present)</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><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.</p> <p><input checked="" type="checkbox"/> Copy of Latest Business Registration Certificate.</p> <p><input checked="" type="checkbox"/> Extract from the Register of VAT payers or single tax payers (not mandatory on submission stage but will be required if Offeror is selected for contract award).</p> <p><input checked="" type="checkbox"/> Company Profile, indicating at least 3 (three) years of experience in the field of supply of similar products.</p> <p><input checked="" type="checkbox"/> Certificates for equipment (copies) or specification that reflects all requirements.</p> <p><input checked="" type="checkbox"/> At least 2 (two) positive references from previous clients in the past 2 years.</p> <p><input checked="" type="checkbox"/> Official dealership authorization of the manufacturer will be an advantage</p> <p><input checked="" type="checkbox"/> Copy of the declaration of conformity for a full-page reader of documents, received in accordance with the Technical Regulations of Radio Equipment, approved by the Resolution of the Cabinet of Ministers of Ukraine No. 355 dd. May 24, 2017</p> <p><input checked="" type="checkbox"/> Document on the availability of an official authorized service centre in Ukraine for warranty and post-warranty repair of fingerprint readers, signature tablets, full-page document readers</p>
Quotation validity period	Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.

Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted: The offers may be submitted to different Lots.
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote”
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> UNDP will pay the negotiated amount based on provided financial offer and actual number of executed activities in a month.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection [Acceptance acts to be signed by both UNDP and Supplier upon quality assurance team confirmation.] <input checked="" type="checkbox"/> Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify, if possible] <input checked="" type="checkbox"/> Signed act of acceptance of goods, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
Contact Person for correspondence, notifications and clarifications	E-mail address: Procurement Unit, UNDP Ukraine, procurement.ua@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 2 (two) days before the submission deadline. Responses to request for clarification will be communicated via email procurement.ua@undp.org by Procurement Unit, UNDP Ukraine.
Evaluation method	<input checked="" type="checkbox"/> The Contract will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<u>Administrative Requirements:</u> <input checked="" type="checkbox"/> Offers must be submitted within the stipulated deadline. <input checked="" type="checkbox"/> Offers have been signed by the proper authority. <input checked="" type="checkbox"/> Offers must be submitted in English/Ukrainian. <input checked="" type="checkbox"/> Offers include requested company/organization documentation as mentioned above in “Documents to be submitted” section. <input checked="" type="checkbox"/> Officially registered company (for Ukrainian companies – company should be registered in the territory controlled by the government of Ukraine). <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions. <input checked="" type="checkbox"/> Equipment must have official warranty service centers in Ukraine; <input checked="" type="checkbox"/> Supplier/s must provide after-sale services <input checked="" type="checkbox"/> Manufacturer’s Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer) – will be an advantage in equality of other factors <u>Technical Requirements:</u> <input checked="" type="checkbox"/> Experience (At least 3 years of experience in the supply of similar products). <input checked="" type="checkbox"/> Technical responsiveness to stipulated requirements in TOR. <input checked="" type="checkbox"/> At least 2 (two) positive references from previous clients.
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract

Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Contract Face Sheet <input type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	12 November 2021
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

ANNEX 1: Specification

TERMS OF REFERENCE

"Hardware complex for registration and issuance of a passport of the citizen of Ukraine (Kherson region) for travelling abroad with an electronic medium or a passport of the citizen of Ukraine in the form of an ID-card"

Project name: Strengthening Community Resilience in Kherson region (phase II).

Task description: Improved access to administrative services for the population of Kherson region, namely for registration and issuance of a passport of the citizen of Ukraine for travelling abroad with an electronic medium or a passport of the citizen of Ukraine in the form of an ID card. Integration of passport services at the Centers of Administrative Services of Muzykivska and Mylivska territorial communities (Kherson region).

Country/place of work: Kherson region, Ukraine.

1. General information about the Project

The expected result of the Project for the socio-economic recovery of the Kherson region is an improvement of the capacity of the authorities in planning and implementing crisis response measures, including the post-crisis recovery of the region.

Ukraine, like all other countries in the world, is facing the negative impact of the COVID-19 pandemic. The outbreak coincided with a change of government in the country, exacerbated by insufficient reform progress, a weakening health care system, an ageing population, a macroeconomic downturn, and a protracted armed conflict in eastern Ukraine. The COVID-19 pandemic has seriously affected all regions and local communities in Ukraine, in particular by further straining local budgets and worsening the results of long-term underinvestment in the health care system. In addition, administrative services are suspended or provided only in part due to a lack of local capacity, both institutional and human, to operate in these critical circumstances.

Purpose of the initiative: improved access to administrative services for the population of Kherson region, host IDPs and citizens of Ukraine from other regions visiting Kherson region, including citizens of Ukraine living in Crimea, equipping them to provide high-demand services that cannot be provided at present, for example, passport services, which require both special equipment and secure channels for the exchange of information.

Thus, ensuring equal opportunities, improving quality and availability of administrative services to business entities and residents of Muzykivska and Mylivska territorial communities of Kherson region.

Activities within the initiative: Procurement of **2 hardware complexes** (with relevant technical characteristics) for taking biometric data (parameters) of a person during registration and issuance of documents, namely for registration and issuance of a passport of the citizen of Ukraine for travelling abroad with electronic media or a passport of the citizen of Ukraine in the form of an ID-card.

Partners: Department of Information Technologies of Kherson Regional State Administration; Muzykivska and Mylivska territorial communities (Kherson region).

1. Scope of works

Acquisition by the Contractor of **two (2) complete sets of the work stations** for registration of a passport of the citizen of Ukraine and passport of the citizen of Ukraine for travelling abroad:

- according to the technical documentation contained in Table 1.

- delivery of **two(2) sets of workstations** for registration of a passport of the citizen of Ukraine and a passport of the citizen of Ukraine for travelling abroad, completed with the necessary equipment to the address: Ukraine, Kherson oblast, Muzykivska community: Khersonskiy rayon, village Muzykivka, #35, 40 - Peremohy str. and Mylivska territorial community: Beryslavskiy rayon, Mylove village, #36 Beryslavska str.

2. Technical conditions

2.1 Requirements to the Workstation:

The equipment must fully comply with the technical specifications listed in **Table 1**, which are agreed with the State Migration Service of Ukraine (letter of agreement is attached).

Table 1.

Item No.	Complete sets of the workstation for registration of a passport of the citizen of Ukraine and passport of the citizen of Ukraine for travelling abroad. Characteristics shall not be lower than those listed in the task	Number in one workstation	Total procured 2 workstations of the SMS
1.	CPU (G5420) /8Gb/1000GB/Video with 2 outlets for connecting 2 displays/Win10Pro/Eset <ul style="list-style-type: none"> • Processor Intel Pentium G5420 LGA1151 3.8GHz 4M box • Main board GIGABYTE GA-H310M-S2H s1151 H110 2xDDR4, DVI-VGA-HDMI, mATX • Memory DDR4 2400 8GB Kingston • HDD 1000GB 7200 rpm 64 MB WD SATA • Case 400W ATX Gamemax • Keypad Genius USB • Mouse Genius USB • Software Win Pro 10 64 Bit UA • Software ESET Endpoint Security 1 year 	1	2
2.	Cable AM/BM, USB 2.0, 3 m.	1	
3.	Cable DVI, 1.8 m	1	
4.	Extension cable AM/AF, USB 2.0, 1.8 m,	1	
5.	Power supply filter, 5 sockets, 1.8 m.	1	
6.	Power supply filter, 5 sockets, 4.5 m.	1	
7.	MF Printer A4 black and white Xerox WC 3025BI	1	
8.	Cartridge Xerox Phaser 3020/WC3025	3	
9.	Monitor 21.5" Acer D-Sub, DVI V226HQLbd	2	
10.	UPS FSP 1000VA UPS	1	
11.	Concentrator Defender 7 ports USB 2.0 with Power supply	1	
12.	Digital keypad Genius Numpad 100 USB	1	
13.	Foto set: <ul style="list-style-type: none"> • SLR camera CANON EOS 2000D 18-55 IS with a network power unit ACK-E10; • tripod for camera; • flash tripod; • flash for the camera D-120 or Arsenal 34SS - 4 pcs., 	1	

	<ul style="list-style-type: none"> • flash holder - 2 pcs.; • flash mounts; • set of synchronizers (receiver + 2 transmitters); • umbrella for flash with a diameter of 84 cm; • Light-reflecting board 1.50 m x 1.20 m; • USB 2.0 extension cord, length 1.8 m, • AAA battery with a capacity of at least 1000 mAh - 8 pcs.; • charger for AAA batteries with the ability to simultaneously charge 4 batteries - 1 pc. • Extension cable AM/AF, USB 2.0, 1.8 m, 		
14.	Electronic key for data storage SecureToken 337Fx	2	
15.	DERMALOG XF9e document reader	1	
16.	DERMALOG ZF1 fingerprint reader	1	
17.	LCD Signature Pad signotec Gamma ERT tablet	1	

2.2 Equipment must be delivered within 3 weeks from the date of signing the contract. The Supplier shall be required to provide **related services (delivery, installation of equipment in the ASC, settings, service)**.

2.3 Appearance: equipment should be black (preferably).

2.4 The Supplier shall be required to ensure the supply of equipment in the required quantity to the address: Muzykivska and Mylivska territorial communities, Kherson region, Ukraine.

2.5 The Supplier confirms the possibility of supplying the subject of procurement of the tender offer **and shall provide:**

- copies of certificates and declarations for the goods;
- a document on the availability of an official authorized service centre in Ukraine for warranty and post-warranty repair of fingerprint readers, signature tablets, full-page document readers;
- a copy of the declaration of conformity for a full-page reader of documents, received in accordance with the Technical Regulations of Radio Equipment, approved by the Resolution of the Cabinet of Ministers of Ukraine No. 355 dd. May 24, 2017.

Delivery must be accompanied by a mandatory warranty card. All necessary technical documentation must be provided by the Supplier on the day of delivery.

2.6 Delivery shall be made in accordance with the UNDP-agreed equipment specification.

2.7 The Supplier shall ensure delivery, unloading of the equipment, installation of the equipment at the Center on Administrative Services and its adjustment.

2.8 The equipment must be in the manufacturers' factory packaging; operating manuals must be provided to the UNDP.

2.9 The Supplier assumes warranty obligations according to the warranty card for the equipment and service support of the equipment in the delivered cases within 12 months after the end of the warranty period.

3. Quality assurance and acceptance:

Joint quality assurance team of UNDP (Regional Coordinator in Kherson) and representatives of the Muzykivska and Mylivska ATCs of Kherson region (Head of Centers on Administrative Services at Village Councils) should accept the installed equipment. Acceptance acts to be signed by both UNDP and Supplier upon quality assurance team confirmation.

Delivery Terms:

INCOTERMS-2020 DDP, Kherson city

Additional requirements

3.1 The Supplier shall be required to provide a specification with all the necessary documents for the equipment supplied.

3.2 Delivery will be supervised by the UNDP representative.

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:	715-2021-UNDP-UKR-RFQ-SCR	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.
VAT payer status	Click or tap here to enter text.
Contract person name	Click or tap here to enter text.
Contact person email	Click or tap here to enter text.
Contact person phone	Click or tap here to enter text.
Company's core activities	Click or tap here to enter text.
Profile – describing the nature of business, field of expertise.	Click or tap here to enter text.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its	<input type="checkbox"/> Yes <input type="checkbox"/> No

Environmental Policy? <i>(If yes, provide a Copy)</i>	
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 type="checkbox"/> Yes <input type="checkbox"/> No
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.
References	Please provide contact details of at least 2 (two) previous clients for reference and attach the signed reference letters.

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

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:	715-2021-UNDP-UKR-RFQ-SCR	Date: Click or tap to enter a date.

Table 1. Conformity to the requirements of Specification

Item No.	Complete sets of the workstation for registration of a passport of the citizen of Ukraine and passport of the citizen of Ukraine for travelling abroad. Characteristics shall not be lower than those listed in the task	Number in one workstation	Specification of proposed equipment
1	CPU (G5420) /8Gb/1000GB/Video with 2 outlets for connecting 2 displays/Win10Pro/Eset <ul style="list-style-type: none"> • Processor Intel Pentium G5420 LGA1151 3.8GHz 4M box • Main board GIGABYTE GA-H310M-S2H s1151 H110 2xDDR4, DVI-VGA-HDMI, mATX • Memory DDR4 2400 8GB Kingston • HDD 1000GB 7200 rpm 64 MB WD SATA • Case 400W ATX Gamemax • Keypad Genius USB • Mouse Genius USB • Software Win Pro 10 64 Bit UA • Software ESET Endpoint Security 1 year 	1	
2	Cable AM/BM, USB 2.0, 3 m.	1	
3	Cable DVI, 1.8 m	1	
4	Extension cable AM/AF, USB 2.0, 1.8 m,	1	
5	Power supply filter, 5 sockets, 1.8 m.	1	
6	Power supply filter, 5 sockets, 4.5 m.	1	
7	MF Printer A4 black and white Xerox WC 3025BI	1	
8	Cartridge Xerox Phaser 3020/WC3025	3	
9	Monitor 21.5" Acer D-Sub, DVI V226HQLbd	2	
10	UPS FSP 1000VA UPS	1	
11	Concentrator Defender 7 ports USB 2.0 with Power supply	1	
12	Digital keypad Genius Numpad 100 USB	1	
13	Foto set: <ul style="list-style-type: none"> • SLR camera CANON EOS 2000D 18-55 IS with a network power unit ACK-E10; • tripod for camera; • flash tripod; 	1	

	<ul style="list-style-type: none"> flash for the camera D-120 or Arsenal 34SS - 4 pcs., flash holder - 2 pcs.; flash mounts; set of synchronizers (receiver + 2 transmitters); umbrella for flash with a diameter of 84 cm; Light-reflecting board 1.50 m x 1.20 m; USB 2.0 extension cord, length 1.8 m, AAA battery with a capacity of at least 1000 mAh - 8 pcs.; charger for AAA batteries with the ability to simultaneously charge 4 batteries - 1 pc. Extension cable AM/AF, USB 2.0, 1.8 m, 		
14	Electronic key for data storage SecureToken 337Fx	2	
15	DERMALOG XF9e document reader	1	
16	DERMALOG ZF1 fingerprint reader	1	
17	LCD Signature Pad signotec Gamma ERT tablet	1	

Table 2. Financial offer for the supply of goods in accordance with the technical specification and requirements

Description of goods, services	Amount (currency), with VAT
(Please include all price components in accordance with the requirements of Specification)	
Warranty	
Transportation	
Please add other expenses required, with detailed description	
Total amount	

Table 3. Relevant projects implemented during the last 3 years:

#	Client' name and address	Project period		Project cost (USD)	Describe briefly the nature of supply
		Start date	Finish date		

Table 4. Compliance with Requirements

	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer

Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery terms (INCOTERMS-2020 DDP Can be delivered to the following addresses: Ukraine, Kherson oblast, Muzykivska community: Khersonskiy rayon, village Muzykivka, #35, 40 Peremohy str. And Mylivska territorial community: Beryslavskiy rayon, Mylove village, #36 Beryslavska str.)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Time (within 3 weeks as from the date of PO signing)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Installation of the equipment at the Center on Administrative Services and its adjustment	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty and after sell services (warranty period for the equipment not less than 12 months after installation) and official service centres in Ukraine	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation (min. 60 days)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.