

RFQ Reference: RFQ/080/21 Date: 21 October 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.

UNDP Uzbekistan

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 <u>UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</u>
	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.
	contract to any bidder as a result of this KPQ.
	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	November 04, 2021 18:00 Tashkent time
Submission of	If any doubt exists as to the time zone in which the quotation should be submitted, refer to
Quotation	http://www.timeanddate.com/worldclock/.
Method of	Quotations must be submitted as follows:
Submission	☐ E-tendering
	☐ Dedicated Email Address
	□ Courier / Hand delivery
	□ Other Click or tap here to enter text.
	Bid submission address: bids.uz@undp.org
	■ 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: 5Mb
	 Mandatory subject of email: RFQ/080/21
	 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.
	Address for delivery - UNDP in Uzbekistan
	4, Taras Shevchenko Street, Tashkent 100029, Uzbekistan
Cost of	UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a
preparation of	quotation, regardless of the outcome or the manner of conducting the selection process.
quotation	quotation, regardless of the outcome of the mainler of conducting the selection process.
Supplier Code of	All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it
Conduct, Fraud,	provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes
Corruption,	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
Gifts and	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational
Hospitality	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.
General	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General
Conditions of Contract	Conditions of Contract Select the applicable GTC:
	X 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 <u>UNDP/How-we-buy</u>
Special	X Cancellation of PO/Contract if the delivery/completion is delayed by 15 days
Conditions of	☐ Others [pls. specify]
Contract 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.
Currency of	Quotations shall be quoted in
Quotation	☑ Foreign companies : in USD.
	☑ Local companies registered in Republic of Uzbekistan: in Uzbek soums (UZS).
Joint Venture,	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or
Consortium or	Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead
Association	entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and
	severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between
	UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities
	comprising the joint venture, Consortium or Association.
	Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint
	Ventures, Consortium or Association.
Only one Bid	The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium
	or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or
	Association, as the lead entity of such Joint Venture, Consortium or Association.

	Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Duties and taxes	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below: All prices must: ■ be inclusive of VAT for companies registered in Uzbekistan as VAT payers ■ be exclusive of VAT for foreign companies not registered in Uzbekistan
Language of quotation	 ☑ English; or ☑ Russian Documents submitted in a language other than English and / or Russian must have a translation into English or Russian.
Documents to	Bidders shall include the following documents in their quotation:
be submitted	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
	Company Profile.
	• Registration certificate;
	• List and value of projects performed for the last 2 years plus client's contact details who may be contacted for further information on those contracts;
	• List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project;
	• Statement of satisfactory Performance (Certificates) from the top XXXX clients in terms of Contract value in similar field;
Quotation	Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.
validity period 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	Permitted
Quotes Payment Terms	100% within 30 days after receipt of goods, works and/or services and submission of payment
ayment reims	documentation.
Conditions for Release of Payment	Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements

Contact Person	E-mail address: pu.uz@undp.org			
for	Attention: Quotations shall not be submitted to this address but to the address for quotation submission			
correspondence,	above. Otherwise, offer shall be disqualified.			
notifications	·			
and	unless UNDP determines that such an extension is necessary and communicates a new deadline to the			
clarifications	Proposers.			
Clarifications	Requests for clarification from bidders will not be accepted any later than 3 days before the submission			
	deadline. Responses to request for clarification will be communicated in response letter by e-mail			
Evaluation	The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer			
method				
Evaluation	☑ Full compliance with all requirements as specified in Annex 1			
criteria	□ Full acceptance of the General Conditions of Contract			
	. ⊠Comprehensiveness of after-sales services			
	□Earliest Delivery /shortest lead time			
Right not to	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order			
accept any				
quotation				
Right to vary	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease)			
requirement at	the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer,			
time of award	without any change in the unit price or other terms and conditions.			
Type of Contract	Purchase Order/Supply contract			
to be awarded				
Expected date	20 November 2021			
for contract				
award.				
Publication of	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the			
Contract Award	corporate UNDP Web site.			
Policies and procedures	This RFQ is conducted in accordance with <u>UNDP Programme and Operations Policies and Procedures</u>			
UNGM	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the			
registration	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.			
Additional	Contractors must offer products with the lowest greenhouse and carbon dioxide emissions.			
requirement for				
Environmental				
protection				

ANNEX 1: SCHEDULE OF REQUIREMENTS

Technical Specifications for Goods:

ITEM #	ITEM DESCRIPTION	UNIT OF MEASURE	Q-TY
1	All-in-one (global branded with white build) 23.8 "or 24" Processor Intel® Core ™ i3-10100T (6MB cache, 3.80GHz) / 4GB RAM / 1000GB HDD / Intel UHD Graphics 620 / DVD-RW / Wi-Fi / Bluetooth / DOS / 23.8 "(1920x1080 Full HD) / Wireless keyboard and mouse / No OS. Minimum requirements: Processor: Intel® Core ™ i3 Processor type: i3-10100T (6M Cache, 3.80 GHz) White colour RAM: 4GB DDR4 Optical drive: Yes Hard Drive: 1000GB HDD Body: Plastic-Metal Keyboard / Mouse: USB Wireless Video card: Intel UHD Graphics Screen diagonal: 23.8 "or 24" Ports: 2 x USB 3.0, 2 x USB 2.0, Card Reader, VGA, HDMI	Each	15
	Interfaces: WiFi Operating system: Windows 10		
	Warranty: 1 year		
2	EPSON EB-S400 Projector (or Equivalent) Minimum requirements: Technology: LCD: 3 × 0.55 " P-Si TFT Resolution: SVGA (800 × 600) Brightness: 3200 ANSI Im Color brightness: 3200 ANSI Im Contrast: 15000: 1 Zoom 1.35x (digital) Image transmission wirelessly Wi-fi (optional) Automatic vertical keystone correction Quickly corrects horizontal keystone distortion with a slider knob Quick Corner function Ability to view images directly from USB drives Function for copying settings and updating firmware via USB USB Display 3-in-1 - transfer of image, sound and control signals via USB cable Direct connection to Epson ELPDC07 document camera Built-in speaker 2W Frontal heat dissipation Instant shutdown Warranty: 1 year	Each	1

3	Projection screen Motorized Screen (Motorized + remote control),	Each	1
	diagonal - 150 ",		
	size 229x305 cm.,		
	aspect ratio - NTSC (4: 3),		
	material - Matte White (MAGNA)		
	Warranty: 1 year		
4	Rapoo C200 webcam (or equivalent) for video conferencing	Each	1
	Minimum requirements:		
	Resolution (video): 1920x1080,		
	Maximum frame rate: 30 Hz,		
	Modes support: 1280x720 @ 30Hz,		
	Main settings,		
	Connection: USB 2.0,		
	Microphone: built-in,		
	Optical Zoom: 3x.		
	Warranty: 1 year		

Delivery Requirements

Delivery Requirements				
Delivery date and time	Bidder shall deliver the goods within 60 days after Contract signature.			
Delivery Terms (INCOTERMS 2020)	DAP			
Exact Address(es) of Delivery Location(s)	Kungrad district secondary school #5, Karakalpakstan			
Distribution of shipping documents (if using freight forwarder)	Invoice, packing list			
Packing Requirements	NA			
Training on Operations and Maintenance	NA			
Warranty Period	Not less than 1 year			
After-sales service and local service support requirements	Upon request if applicable			
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:	RFQ/080/21	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								

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.
		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 refe	rence:	e: RFQ/080/21 Date: Click or tap to enter a date.					
Currency	of the Quota	tion: Click or tap here to enter te	xt.				
INCOTER	MS: Click or to	ap here to enter text.					
Item No	Description UOM Qty Unit price				Total price (currency)		
1.	Click or tap h	nere to enter text.					
2.	Click or tap here to enter text.						
3	Click or tap here to enter text.						
4	Click or tap here to enter text.						
Total Price							
						VAT for p.1	
						VAT for p.2	
Insurance Price							
Installation Price					NA		
Training Price					NA		
Other Charges (specify)							
Total Final and All-inclusive Price							

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications			Click or tap here to enter text.
Delivery Term (INCOTERMS)			Click or tap here to enter text.
Delivery Lead Time			Click or tap here to enter text.
Warranty and After-Sales Requirements			Click or tap here to enter text.
Validity of Quotation			Click or tap here to enter text.
Payment terms			Click or tap here to enter text.
Other requirements [pls. specify]			Click or tap here to enter text.

Other Information:

Estimated weight/volume/dimension of the Consignment:			Click or tap here to enter text.		
Country/ies of Origin:			Click or tap here to enter text.		
(if export license required this must be submitted if awarded the contract)					
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		Authorized Signature:			
Company NameClick	or tap here to enter text.				
Address:	Click or tap here to	Date:	Click or tap here to		
enter text.		enter text.			
	Click or	Name:	Click or tap here to enter text.		
tap here to enter text.		Functional Title of Authorised			
Phone No.:	Click or tap here to enter	Signatory:	Click or tap here to enter text.		
text.		Email Address:	Click or tap here to enter text.		
Email Address: Click or tap here to enter text.					