REQUEST FOR QUOTATION (RFQ)
Supply and Installation of ICT Equipment for Parliament of Nauru

RFQ Reference: RFQ/FJI/031/2021
Date: 1 December 2021

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods and 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: Ronald Kumar
Name: Ronald Kumar
Title: Procurement & Travel Services Analyst
Date: 1-Dec-21
### SECTION 2: RFQ INSTRUCTIONS AND DATA

<table>
<thead>
<tr>
<th>Introduction</th>
<th>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement. Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ. UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline for the Submission of Quotation</td>
<td>11.59pm, December 15, 2021 (Fiji Time)</td>
</tr>
<tr>
<td>Method of Submission</td>
<td>Quotations must be submitted as follows: ☐ E-tendering ☒ Dedicated Email Address ☐ Courier / Hand delivery ☐ Other Click or tap here to enter text. Bid submission address: <a href="mailto:etenderbox.pacific@undp.org">etenderbox.pacific@undp.org</a> Quotations submitted by email must be limited to a maximum of 5MB, virus-free and no more than 5 email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.</td>
</tr>
<tr>
<td>Cost of preparation of quotation</td>
<td>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.</td>
</tr>
<tr>
<td>Supplier Code of Conduct, Fraud, Corruption,</td>
<td>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: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</a></td>
</tr>
<tr>
<td>Gifts and Hospitality</td>
<td>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.</td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>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.</td>
</tr>
</tbody>
</table>
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 Conditions of Contract**

Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract

Select the applicable GTC:

☒ General Terms and Conditions / Special Conditions for Contract
☐ General Terms and Conditions for de minimis contracts (services only, less than $50,000)
☐ General Terms and Conditions for Works

Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy

**Special Conditions of Contract**

☒ Cancellation of PO/Contract if the delivery/completion is delayed by the agreed date on the PO unless prior agreed by UNDP.

**Eligibility**

A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.

It is the Bidder’s responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.

Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.

**Currency of Quotation**

Quotations shall be quoted in USD

**Joint Venture, Consortium or Association**

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.

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

b) 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
| **Duties and taxes** | Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:
   - All prices must:
     - ☐ be inclusive of VAT and other applicable indirect taxes
     - ☒ be exclusive of VAT and other applicable indirect taxes |

| **Language of quotation** | English
   - Including documentation including catalogues, instructions and operating manuals. |

| **Documents to be submitted** | Bidders shall include the following documents in their quotation:
   - ☒ Annex 2: Quotation Submission Form duly completed and signed
   - ☒ Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1
   - ☒ Company Profile.
   - ☒ Registration certificate;
   - ☒ List and value of similar Projects performed in the past 5 years plus contact details of three (3) clients who may be contacted for further información 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 3 clients in terms of Contract value in similar field; |

| **Quotation validity period** | Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation. |

| **Price variation** | No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received. |

| **Partial Quotes** | ☒ Not permitted |

| **Alternative Quotes** | ☒ Not permitted
   - ☐ Permitted
   - If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote” |

| **Payment Terms** | ☒ 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. |

| **Conditions for Release of Payment** | ☒ Passing Inspection, Complete Installation, Testing and Training
   - ☒ Passing all Testing
   - ☒ Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements |

| **Contact Person for correspondence, notifications** | Deepak Kumar
   - Procurement Associate
   - procurement.fj@undp.org |
and clarifications | 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 three (3) days before the submission deadline.

Evaluation method | ☒ The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer

Evaluation criteria | ☒ Full compliance with all requirements as specified in Annex 1
☒ Full acceptance of the General Conditions of Contract
☐ Comprehensiveness of after-sales services
☐ Earliest Delivery /shortest lead time

Right not to accept any quotation | UNDP is not bound to accept any quotation, nor award a contract or Purchase Order

Right to vary requirement at time of award | At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Type of Contract to be awarded | ☒ Purchase Order
☒ Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)

Expected date for contract award | 20 December 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: SCHEDULE OF REQUIREMENTS

Background
The Nauru Accountable and Inclusive Governance (NAIG) Project aims to support key democratic institutions in Nauru which are responsible for ensuring effective, inclusive and accountable political governance, namely the National Parliament and the National Elections Commission (NEC), while at the same time implementing specific programming directed at promoting the more informed and active participation of the general public in Nauruan governance and politics, and targeted work to promote gender equality ensure that women of all ages are more engaged in politics and public life. There are three branches of government in Nauru – the executive, legislature and judiciary; this Project seeks to improve the functioning of the legislative branch, not just through direct capacity building of the National Parliament, but also by working with the NEC, which is the body responsible for ensuring the free and fair election of members of the legislative branch, as well as with the public (with a particular focus on women and young people) who are responsible for choosing who sits in the legislature and holding them accountable.

Current situation and problem description
The Parliament of Nauru has a Hansard Section that is responsible for the production of written transcripts and reports of parliamentary proceedings, including Plenary and Committee meetings. The Hansard transcription team comprises 12 Parliamentary Reporters (Transcriptionists) and 12 Editors.

The current process for transcribing Plenary and Committee meetings proceedings involves Parliamentary Reporters listening to audio recordings of the proceedings and typing into written transcript texts.

Audio records
As Plenary and Committee meetings are taking place, the audio of the meetings is captured and recorded by the Audio Visual Production Section.

For the Plenary Hall, all audio is managed by a Bosch conference management system, and all audio is digitally captured in the Audio Visual Production Section’s central control room. In the control room, however, there is no digital recording facility. The digital audio is converted and recorded in analogue onto magnetic tape cassettes which typically allow 60-to-90-minute recordings (on sides A and B) which throughout the 1980s and 1990s provided the most popular format for recording audio.

Once a Plenary session starts the Audio Visual Production technician broadcast starts recording of audio segments onto the tape cassettes, using a double deck recorder, to produce 10-minute segments onto cassettes. As the 10-minute tapes are becoming available the Parliamentary Reporters walk to the control room to collect the tapes assigned to them. They walk back to the Hansard transcription room, load tapes into tape cassette players and start the transcription process (onto PCs with Word).

For the Committee rooms, Parliament has installed cassette recording decks in the rooms to care for audio recording. Again, using the same analogue tape cassettes, the transcription of Committee meetings happens in a similar fashion as for the Plenary meetings (described above).

Transcription and production of the Hansard
Currently the production of a daily Hansard transcript of Plenary proceedings takes about one week. These daily transcripts (Hansards) are uploaded on the Parliament website. The stages at the start of a Plenary sitting are as follows:

- The Audio Visual Section produces the analogue cassette tapes as the sitting starts;
- Parliamentary Reporters (transcriptionists) go to the Audio Visual Section’s control room in the Chamber to collect tapes as they become ready i.e., 10-minute segments;
- The Parliamentary Reporters start transcription of 10-minute segments; and
- On average, it takes about an hour to transcribe a 10-minute tape.

  o The tools and devices used in the analogue Hansard transcription process include:
    ▪ Foot pedals that are connected to analogue cassette players to manage playback speed, rewind, fast forward etc.
    ▪ Headsets for listening to the audio
    ▪ Desktop PCs for the Parliamentary Reporters and Editors.
  o Editors review the first draft. To listen to the audio, they need to obtain the cassette tapes from the Parliamentary Reporters.
  o After first and second line editing is completed, the draft is ready for Members of Parliament to review. In the past dissemination of the draft was paper based. However, this arrangement was suspended as a precaution against the COVID-19 pandemic.

It should be noted that because of the pandemic a provision is in place that MPs do not verify the draft transcripts. Currently, these transcripts are uploaded on the parliamentary website in unverified form.

**Parliament intranet**

The Parliament’s ICT Division has implemented a web-based intranet (based on Alfresco enterprise content management technology). The intranet is accessible from within the parliament network as well as over the internet and it is viewed through a web browser. On the intranet, there are dedicated pages for the different parliament’s offices, sections (including the Table Section) as well as individual Committees, offering document management repository spaces. While the Alfresco intranet is up and running it has not yet been rolled out to staff, offices, MPs and Committees.

**Challenges**

There are obvious challenges with the current working method and use of technology as follows:

**Obsolete technology:** The use of tape cassettes is increasing the challenges for the Audio Visual Section and transcription staff (Parliamentary Reporters and Editors). Tape cassettes are becoming obsolete and it is becoming increasingly difficult to find/buy new tape cassettes. Staff are resorting to reuse/recycling tapes. It is common to record up to 10 times on the same tapes which requires erasing of official audio recordings of past Plenary proceedings and Committee meetings. It should be noted that audio of the Plenary and Committees is not archived in any form or manner e.g., not in digital format on parliament servers. Thus, the tapes, which are the only audio record available, end up being erased.

**Audio quality:** Another problem is the lowering of audio quality with each reuse of the tapes, which increasingly makes the recordings inaudible to transcription staff, and therefore very user-unfriendly and productivity-reducing. This furthermore results in incomplete transcripts of proceedings in some instances.

**Low overall productivity:** While the benchmark of professional transcription in parliaments (of 10-minute audio typed up in 60 minutes\(^1\)) can be achieved, the lack of tools to support editing, including lack of digital audio and transcription support tools make the tasks of post editing, merging, final review and approval increasingly time consuming. This is evidenced by the much longer time of one week required to publish draft transcripts on the parliament website - where other parliaments manage this in one (and at most two) working day(s).

\(^{1}\)
**Loss of audio records & archiving:** In the end the current working method with reuse/recycling of audio tape cassettes and lack of new cassettes results in a structural erasing of official audio parliamentary records, with no opportunity in the future to establish a digital audio archive of any kind.

**Requirements for hardware upgrading**

It is desired to establish a modern **transcription support solution** at the Parliament of Nauru to ensure timely and accurate production of transcripts of Plenary and Committee meetings. This solution requires upgrading of the available hardware including the PC workstations and transcription support devices (e.g., foot pedals, headsets) of transcription staff in the Hansard Section, and the PCs in the spaces where digital recording needs to be managed including the Plenary control room and the three Committee rooms.

<table>
<thead>
<tr>
<th>Type</th>
<th>Purpose</th>
<th>quantity</th>
</tr>
</thead>
</table>
| Desktop PC for recording / monitoring | Processor: Intel Core i7  
RAM: 8 GB  
Storage: 1 TB 7200 RPM 3.5" HDD  
Monitor /Display FHD 22 inches  
USB Keyboard & mouse  
1 Year manufacturer warranty  
*(Windows 11 Pro)* | 4 |
| Desktop PC for Hansard transcriber | Processor: Intel Core i5  
RAM: 4 GB  
Storage: 500 GB 7200 RPM 3.5" HDD  
Monitor /Display FHD 22 inches  
USB Keyboard & mouse  
Office 2019  
1 Year manufacturer warranty  
*(Windows 11 Pro)* | 12 |
| Desktop PCs for Hansard Editors | Processor: Intel Core i5  
RAM: 4 GB  
Storage: 500 GB 7200 RPM 3.5" HDD  
Monitor /Display FHD 22 inches  
USB Keyboard & mouse  
Office 2019  
1 Year manufacturer warranty  
*(Windows 11 Pro, Why not Intel Core i7?)* | 12 |
| Foot pedal & headset | Transcriber kit consisting of:  
- USB foot pedal for transcription/hands-free dictation (USB-3)  
- Audio headset | 30 |
| Cluster in a box *(similar or better)* for server side digital audio archive. | One enclosure for two servers with shared power and cooling plus storage, with:  
- 2x Intel® Xeon® E5-26xx v4 processor  
  (configurable)  
- Configurable main memory (16GB – 2048GB DDR4) | 1 |
- Dual port SAS HBA
- 128 GB SSD boot medium (SATADOM)
- Microsoft Windows Server 2019
- OEM, Datacenter or Standard

Expandable chassis (up to 18 disks)
Server virtualization with Hyper-V

Pre-tested configuration, pre-configured & pre-installed configuration
Delivery Requirements

<table>
<thead>
<tr>
<th>Delivery Requirements</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery date and time</td>
<td>Bidder shall deliver the goods 30-90 days from the issuance of the Purchase Order. The delivery time can be mutually discussed.</td>
</tr>
<tr>
<td>Delivery Terms (INCOTERMS 2020)</td>
<td>☒ DAP</td>
</tr>
<tr>
<td>Customs clearance (must be linked to INCOTERM)</td>
<td>☒ Supplier/bidder</td>
</tr>
<tr>
<td>Exact Address(es) of Delivery Location(s)</td>
<td>Parliament of Nauru</td>
</tr>
<tr>
<td>Distribution of shipping documents (if using freight forwarder)</td>
<td>N/A</td>
</tr>
<tr>
<td>Packing Requirements</td>
<td>N/A</td>
</tr>
<tr>
<td>Training on Operations and Maintenance</td>
<td>Required</td>
</tr>
<tr>
<td>Warranty Period</td>
<td>3 years</td>
</tr>
</tbody>
</table>
| After-sales service and local service support requirements | ☒ Technical Support
☒ Provision of Service Unit when pulled out for maintenance/ repair
☒ Supplier to provide international warranty and have a dedicated distributor or dealer to supply spare parts and repair equipment |
| Preferred Mode of Transport                       | Air |

HLCM-PN/UNDP RFQ – October 2020
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.

<table>
<thead>
<tr>
<th>Name of Bidder:</th>
<th>Click or tap here to enter text.</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFQ reference:</td>
<td>RFQ/FJI/031/2021</td>
</tr>
</tbody>
</table>

Company Profile

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal name of bidder or Lead entity for JVs</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Legal Address, City, Country</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Website</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Year of Registration</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Legal structure</td>
<td>Choose an item.</td>
</tr>
<tr>
<td>Are you a UNGM registered vendor?</td>
<td>☐ Yes ☐ No If yes, insert UNGM Vendor Number</td>
</tr>
<tr>
<td>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</td>
<td>☒ Yes ☐ No</td>
</tr>
<tr>
<td>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):</td>
<td>☒ Yes ☐ No</td>
</tr>
<tr>
<td>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</td>
<td>☒ Yes ☐ No</td>
</tr>
<tr>
<td>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)</td>
<td>☒ Yes ☐ No</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Name of previous contracts</th>
<th>Client &amp; Reference Contact Details including e-mail</th>
<th>Contract Value</th>
<th>Period of activity</th>
<th>Types of activities undertaken</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

☒ ☐ Yes ☐ No

- 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.

☒ ☐ Yes ☐ No

- **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.

☒ ☐ Yes ☐ No

- 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](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.

☒ ☐ Yes ☐ No

- **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

- **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.

☒ ☐ Yes ☐ No

- **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.
<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Name of Bidder:</th>
<th>Click or tap here to enter text.</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFQ reference:</td>
<td>RFQ/FJI/031/2021</td>
</tr>
</tbody>
</table>

Currency of the Quotation: USD

INCOTERMS: DAP

<table>
<thead>
<tr>
<th>Item No</th>
<th>Description</th>
<th>UOM</th>
<th>Qty</th>
<th>Unit price</th>
<th>Total price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Desktop PC for recording / monitoring</td>
<td>Each</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Desktop PC for Hansard transcriber</td>
<td>Each</td>
<td>12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Desktop PCs for Hansard Editors</td>
<td>Each</td>
<td>12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Foot pedal &amp; headset</td>
<td>Each</td>
<td>30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Cluster in a box (similar or better) for server side digital audio archive.</td>
<td>Each</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Shipping and freight Costs

<table>
<thead>
<tr>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insurance Price</td>
</tr>
<tr>
<td>Consultation and Installation Price</td>
</tr>
<tr>
<td>Testing and Staff Training Price</td>
</tr>
<tr>
<td>Other Charges (specify)</td>
</tr>
<tr>
<td>Total Final and All-inclusive Price in USD</td>
</tr>
</tbody>
</table>

Compliance with Requirements

<table>
<thead>
<tr>
<th>You Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes, we will comply</td>
</tr>
</tbody>
</table>

| 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 Information:

<table>
<thead>
<tr>
<th>Estimated weight/volume/dimension of the Consignment:</th>
<th>Click or tap here to enter text.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country/ies of Origin:</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td><em>(if export licence required this must be submitted if awarded the contract)</em></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Exact name and address of company</th>
<th>Authorized Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name: Click or tap here to enter text.</td>
<td>Date:Click or tap here to enter text.</td>
</tr>
<tr>
<td>Address: Click or tap here to enter text.</td>
<td>Name:Click or tap here to enter text.</td>
</tr>
<tr>
<td>Click or tap here to enter text.</td>
<td>Functional Title of Authorised Signatory:Click or tap here to enter text.</td>
</tr>
<tr>
<td>Phone No.: Click or tap here to enter text.</td>
<td>Email Address:Click or tap here to enter text.</td>
</tr>
<tr>
<td>Email Address: Click or tap here to enter text.</td>
<td>Email Address:Click or tap here to enter text.</td>
</tr>
</tbody>
</table>