



## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: 67037	Date: 23 November 2021
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### SECTION 1: REQUEST FOR QUOTATION (RFQ)

United Nations Volunteers administered by United Nations Development Programme (UNV) kindly requests your quotation for the provision of IT equipment 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: Julie Spiller

Name: Julie Spiller

Title: Team Leader Procurement, Travel and Administration Unit

Date: 23/11/2021

**SECTION 2: RFQ INSTRUCTIONS AND DATA**

<b>Introduction</b>	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNV. This RFQ is conducted in accordance with the <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></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 UNV. UNV is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNV reserves the right to cancel the procurement process at any stage without any liability of any kind for UNV, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
<b>Deadline for the Submission of Quotation</b>	<p>For eTendering submission - as indicated in eTendering system (currenty <b>7 December 2021, 11.00 a.m. EDT</b>) . Note that system time zone is in EST/EDT (New York) time zone.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering</p> <p>Click the link <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> and insert Event ID information UNV10 - 67037</p> <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</a></p>
<b>Cost of preparation of quotation</b>	<p>UNV 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>
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<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 <b>principles on labour, human rights, environment and ethical conduct</b> 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></p> <p>Moreover, UNV strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNV 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_an_dinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</a></p>
<b>Gifts and Hospitality</b>	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNV 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, UNV: (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 UNV contract.</p>
<b>Conflict of Interest</b>	<p>UNV requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNV 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</p>

	<p>members of UNV 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 UNV'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>
<b>General Conditions of Contract</b>	<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"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<p><input checked="" type="checkbox"/> Cancellation of PO if the delivery/completion is delayed by 60 days</p>
<b>Eligibility</b>	<p>A vendor who will be engaged by UNV 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 UNV 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 UNV.</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 UNV.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNV and to deliver in the country, or through an authorized representative</p>
<b>Currency of Quotation</b>	<p>Quotations shall be quoted in EURO</p>
<b>Joint Venture, Consortium or Association</b>	<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 UNV and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
<b>Only one Bid</b>	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>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</li> <li>b) they have the same legal representative for purposes of this RFQ; or</li> <li>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;</li> <li>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</li> <li>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.</li> </ul>
<b>Duties and taxes</b>	<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</p>

	<p>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 exclusive of VAT and other applicable indirect taxes</p>
<b>Language of quotation</b>	<p>English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
<b>Documents to be submitted</b>	<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 3.1 and 3.2: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p>
<b>Quotation validity period</b>	<p>Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.</p>
<b>Price variation</b>	<p>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.</p>
<b>Partial Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p>
<b>Alternative Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p>
<b>Payment Terms</b>	<p><input checked="" type="checkbox"/> 100% within 30 days after receipt of goods and/or services and submission of payment documentation.</p>
<b>Conditions for Release of Payment</b>	<p><input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements</p>
<b>Contact Person for correspondence, notifications and clarifications</b>	<p>E-mail address: procurement@unv.org</p> <p>Attention: Quotations shall not be submitted to this address but to the e-tendering system as indicated above. Otherwise, offer shall be disqualified.</p> <p>Any delay in UNV's response shall be not used as a reason for extending the deadline for submission, unless UNV determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
<b>Clarifications</b>	<p>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 e-tendering.</p>
<b>Evaluation method</b>	<p><input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer</p>
<b>Evaluation criteria</b>	<p><input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1</p> <p><input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract</p>
<b>Right not to accept any quotation</b>	<p>UNV is not bound to accept any quotation, nor award a contract or Purchase Order</p>
<b>Right to vary requirement at time of award</b>	<p>At the time of award of Contract or Purchase Order, UNV 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.</p>
<b>Type of Contract to be awarded</b>	<p><input checked="" type="checkbox"/> Purchase Order</p> <p><input checked="" type="checkbox"/> <a href="#">Contract Face Sheet</a> (Goods and-or Services)</p>

<b>Expected date for contract award.</b>	20 December 2021
<b>Publication of Contract Award</b>	UNV will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	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 <a href="http://www.ungm.org">www.ungm.org</a> . 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

### 1. Technical Specifications for Goods: Replacement of equipment in an already existing IT environment

Item No	Minimum technical requirements	Unit	Quantity
1	New Cisco Catalyst 9300 48T-E switches with racks & redundant power supply for each of the units 350Watts AC for each power supply (Germany Power Cords). For each of the 2 switches: Network essentials license, DNA essentials for 5 years	pcs	2
2	New Cisco Catalyst 8500L-8S4X Routers with racks & redundant power supply for each of the units 400Watts AC for each power supply (Germany Power Cords). DNA (solution support) for SW DNA Advantage on prem license, T2, 5 Years. Cisco DNA Advantage on-prem license 5 Years up to 1G/Aggr. 2G	pcs	2
3	C9300-NM-8X Catalyst 9300 8 x 10GE Network Module	pcs	2
4	SFP-10G-SR-S Enterprise Class	pcs	4
5	SFP-10G-LR-S Enterprise Class	pcs	8
	Optional – Trade in existing equipment (please see Annex 4)		

### 2. Technical Specifications for Services (one time migration project)

Item No	Minimum technical requirements	Unit	Quantity
1	Four days of project management (normal business hours)	days	up to 4
2	Two Cisco SME/senior Routing & Switching Sunday Rates	days	up to 2
3	Two Cisco SME/senior Routing & Switching Saturday Rates	days	up to 2
4	Two Cisco SME/senior routing and Switching (normal business hours) Rates	days	<i>up to 2</i>

UN in Bonn Does not Pay for Travel time, UN in Bonn is asking for local vendors within the vicinity of Bonn/Cologne Area.

### 3. Technical Specifications for Maintenance, Replacement, and Monitoring:

For all the above Hardware (Routers and Switches and SFPs) the successful vendor will guarantee for **3 years** from the day of signing the contract the following:

- 3.1 10x5 ServiceDesk Monday to Friday 8:00 to 18:00, Spare Parts Next Business Day Delivery, Software updates and upgrades.
- 3.2 Out of Band Vendor network on-prem for active Monitoring and Alerts, proactive intervention, and escalation for problem resolution.
- 3.3 Online (always on) performance and incident reports.
- 3.4 Vendor assume primary responsibility to work with ISP towards problem resolutions and guarantee optimal uptime of Internet Services (DFN).
- 3.5 Until the new equipment will be purchased and installed the service provider will need to maintain the existing Cisco equipment supporting UN Bonn Redundant Internet Solution. The current Cisco switches and routers are listed in Annex 4.

3.6. The service package must cover all CISCO equipment in use for the redundant internet solution and include phone and online based service desk 24/7 as well as on-site services (4 hours) if required. In case of hardware failure, the service provider needs to ensure immediate replacement and configuration. The proposal of the vendor shall further detail the requested response time arrangements. (4 hours).

3.7. The service package must include proactive updates for all active components as per Annex 4 (existing equipment) and the new equipment requested above (Annex 1), for all known critical vulnerabilities announced, in addition to necessary license and firmware upgrades required to deliver additional features, onsite configuration, and regular health checks at least once per year.

#### **4. Fully managed services for UN Bonn Redundant Internet Solution – 3 year contract-**

##### **Requirements**

The managed services need to ensure the highest possible internet service availability and full business continuity for all participating UN Bonn organizations through securely configured RIS and appropriate monitoring. The service provider needs to ensure the following:

- The vendor should be able to present to UN Bonn fully managed services and take the lead role for the management of the secure and resilient configuration of the customer edge routers plus the associated switches. This needs to also include to manage relations with the internet service provider (currently DFN) on all technical levels, and liaison with RIPE on the UNBonn ASN and the assigned IP subnets. The proposal of the vendor should include specifying the levels of relationship management with the internet provider and other counterparts.
- Full monitoring and reporting, incident management, problem management, change management, backed up by clear escalation procedures and a single point of contact for service delivery. The proposal of the vendor should detail the incident management process, including proposed reaction times according to market standards, and also demonstrate where the interfaces with DFN, RIPE and UNBonn in this regard will be.
- Quality of service configuration (QoS), high availability, software and firmware updates on all affected equipment.

- Monitoring 24x7 available to all internal clients, actively checking log files for errors and alerts, onsite support and proactive problem resolution. Provision of quarterly reports.
- The vendor shall ensure continuous monitoring of the internet bandwidth and of the performance. Internal and external transmission lines must be fully controlled and monitored by the vendor and clients alerted timely. The vendor shall alert UN Bonn and participating agencies proactively and without any delay through text message or phone notification on any incidents or problems.
- The vendor shall also enable access for UN Bonn representative to the monitoring application online for monitoring purposes and to generate different reports. Besides basic statistics on the health and availability of the solution it should allow to analyze the overall usage of the service including usage per organization (including e.g. latency, round-trip-times. The proposal of the vendor should overall detail what types of monitoring and reporting options will be provided.
- The successful vendor must be at minimum a CISCO gold partner with an adequate pool of expertise in different domains to be able to resolve and escalate problems rapidly.
- The vendor must assign a single Go-To project manager/account manager to work closely with counterparts at UN Bonn, DFN, RIPE to communicate, plan, schedule, control, test and manage all aspects of the services. This includes planning and managing any transition during a process of provider change, including managing the transition in the event internet service provider change. The project/account manager will also be responsible to lead the process of consultation with focal point of UN Bonn on any proposed changes of the configuration, to document changes agreed, and ensure timely handover of all configuration data.

#### Delivery Requirements

Delivery Requirements	
<b>Delivery date and time</b>	Bidder shall deliver the goods by 31 January 2022.
<b>Delivery Terms (INCOTERMS 2020)</b>	DAP
<b>Customs clearance (must be linked to INCOTERM)</b>	Shall be done by: <input checked="" type="checkbox"/> Supplier/bidder
<b>Exact Address(es) of Delivery Location(s)</b>	Platz der Vereinten Nationen 1, 53113 Bonn, Germany
<b>Distribution of shipping documents (if using freight forwarder)</b>	N/A
<b>Packing Requirements</b>	N/A
<b>Training on Operations and Maintenance</b>	N/A
<b>Warranty Period</b>	5 years
<b>After-sales service and local service support requirements</b>	As requested above
<b>Preferred Mode of Transport</b>	Land



## ANNEX 2: QUOTATION SUBMISSION FORM

*Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

### Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<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 Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> 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	<input type="checkbox"/> Yes <input type="checkbox"/> No

institutions promoting such issues (If yes, provide a Copy)				
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.			
<b>Previous relevant experience: 3 contracts</b>				
<b>Name of previous contracts</b>	<b>Client &amp; Reference Contact Details including e-mail</b>	<b>Contract Value</b>	<b>Period of activity</b>	<b>Types of activities undertaken</b>

**Bidder's Declaration**

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> 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"/>	<b>Ethics:</b> 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 : <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> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> 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	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> 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"/>	<b>Offer Validity Period:</b> 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 3.1: TECHNICAL AND FINANCIAL OFFER - GOODS**

*Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

<b>Currency of the Quotation:</b> Click or tap here to enter text.					
<b>INCOTERMS:</b> Click or tap here to enter text.					
Item No	Description	UOM	Qty	Unit price	Total price
1.	New Cisco Catalyst 9300 48T-E switches with racks & redundant power supply for each of the units 350Watts AC for each power supply (Germany Power Cords). For each of the 2 switches: Network essentials license, DNA essentials for 5 years		2		
2.	New Cisco Catalyst 8500L-8S4X Routers with racks & redundant power supply for each of the units 400Watts AC for each power supply (Germany Power Cords). DNA (solution support) for SW DNA Advantage on prem license, T2, 5 Years. Cisco DNA Advantage on-prem license 5 Years up to 1G/Aggr. 2G		2		
3.	C9300-NM-8X Catalyst 9300 8 x 10GE Network Module		2		
4.	SFP-10G-SR-S Enterprise Class		4		
5.	SFP-10G-LR-S Enterprise Class		8		
	Optional – Trade in existing equipment				
Total Price					
Transportation Price					
Insurance Price					
Other Charges (specify)					
<b>Total Final and All-inclusive Price</b>					

**Compliance with Requirements**

	You 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 Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty and After-Sales Requirements	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<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.
Other requirements <i>[pls. specify]</i>	<input type="checkbox"/>	<input type="checkbox"/>	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: <i>(if export licence required this must be submitted if awarded the contract)</i>	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.

**ANNEX 3.2: TECHNICAL AND FINANCIAL OFFER - SERVICES**

*Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

**Technical Offer**

*Provide the following:*

- *a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.*
- *a brief methodology, approach and implementation plan;*
- *team composition and CVs of key personnel*

**Financial Offer**

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

**Currency of Quotation:** Click or tap here to enter text.

Ref	Description of Deliverables One time migration project	Price
1	Four days of project management (normal business hours)	
2	Two Cisco SME/senior Routing & Switching Sunday Rates	
3	Two Cisco SME/senior Routing & Switching Saturday Rates	
4	Two Cisco SME/senior routing and Switching (normal business hours) Rates	
Total Price		

Ref	Description of Deliverables	Price
1	Maintenance, Replacement and Monitoring Hardware (36 months)	
Total Price		

Ref	Description of Deliverables	Price
1	Fully managed services for UN Bonn Redundant Internet Solution (36 months)	

		<b>Total Price</b>

**Compliance with Requirements**

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<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.
Other requirements [pls. specify]	<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.

## Annex 4

## Existing equipment

Items	Quantity	Serial Number
ASR1001 Cisco ASR1001 System, Crypto, dual PS	2	SSI1744002D, SSI1744002E
ASR1001-PWR-AC Cisco ASR1001 AC Power Supply	4	MP5174201KX, MP5174201R3 MP5174201YZ, MP5174201ZM
SLASR1-IPB Cisco ASR 1000 IP BASE License	2	
WS-C3560X-48T-E Catalyst 3560X 48 Port Data IP Service	2	FDO1749R06H, FDO1749R07T
CAB-3KX-AC-EU AC Power cord for Catalyst 3K-X (Europe)	2	
C3KX-PWR-350WAC/2 Catalyst 3K-X 350W AC Sec Power Suppl	2 2	LIT174504YX, LIT17450502, LIT1745052P, LIT174504Z8
C3KX-NM-1G Catalyst 3K-X 1G Network Mod option PID	2	FDO175004X9, FDO175005TD
DPLCSOM4-3 LWL Patch cable LC/SC 50/125 OM4, 3M	4	
DPLCSOM4-7.5 LWL Patch cable LC/SC 50/125 OM4, 7.5M	4	
SFP-GE-T 1000BASE-T SFP (NEBS 3 ESD	4	MTC174700TP, MTC174702FG, MTC174702LB, , MTC174702LP
GLC-LH-SMD 1000BASE-LX/LH SFP TRANSCEIVER MOD, MMF/S	2	
GLC-LH-SMD= 1000BASE-LX/LH SFP TRANSCEIVER MOD, MMF/S	2	
GLC-SX-MMD= 1000BASE-SX SFP TRANSCEIVER MODULE	2	
WS-Catalyst 2960CX-8PC-L	2	FOC2149Y0PN, FOC2149T4IN