



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: UNDP-SYR-RFQ-008-22	Date: 23 February 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of **Supply of IT Equipment in two lots, 27 complete desktop computers with its accessories LoT.1., (Laptop A, Laptop B, Workstation with Screen, Photocopier, Coloured Multifunction, Camcorder, External USB 3.0 HDD Storage, DSLR Camera, Screen, UPS) LoT.2., 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: _____

Name: Rania AL-Jazairi
Title: Procurement Assistant
Date: 23 February 2022

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>Wednesday; 09 March 2022, on or before 15:00 PM Damascus time.</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone. equals 8:00 AM</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> E-tendering <input type="checkbox"/> Dedicated Email Address <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other Click or tap here to enter text. <p>Bid submission address: E-tendering system</p> <ul style="list-style-type: none"> ▪ File Format: Pdf only ▪ 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: 5 M ▪ Mandatory subject of email: Emails not allowed ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt. <p>[For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information]</p> <ul style="list-style-type: none"> • Insert BU Code and Event ID number <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: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement</p>

	<p>process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</p>
Gifts and Hospitality	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p>
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Terms and Conditions	<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 Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract. <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) <input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [15 days] <input type="checkbox"/> Others [pls. specify]</p>
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
Currency of Quotation	<p>Quotations shall be quoted in USD, However, for local supplier's payments will be in Syrian Pounds at the prevailing UN exchange rate at the date of the invoice.</p>
Joint Venture, Consortium	<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</p>

or Association	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: <input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> 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: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Catalogues of the required items is an essential part of the technical offer <input checked="" type="checkbox"/> Latest Business Registration Certificate. <input checked="" type="checkbox"/> Company Profile proving that the vendor has at least 1 year of experience in the same field and has executed at least 1 similar project; <input checked="" type="checkbox"/> A proofing letter confirms the offering of the warranty period for 12 months from the date of final receipt;
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	<input checked="" type="checkbox"/> permitted per lot only
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted

	If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote”
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other Click or tap here to enter text.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
Contact Person for correspondence, notifications and clarifications	E-mail address: rania.al-gazaeiri@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Clarifications	Requests for clarification from bidders will not be accepted any later than 6 days before the submission deadline. Responses to request for clarification will be communicated by email by 3 days
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others Click or tap here to enter text.
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> 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.) <input type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	15 April 2022
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.
Performance security	Required equal to 10% of the contract value to cover the required warranty for 1 year .
Sites visits will arrange on. (Mandatory Condition)	N/A

ANNEX 1: SCHEDULE OF REQUIREMENTS

LoT.1.

المواصفات الفنية لتوريد معدات الكترونية في المجموعة الأولى

Technical Specifications

Item	Quantity	Minimum specifications required
Desktop computer	27	Brand name and Model: Dell, HP or equivalent From Factor: Samll CPU: Intel® Core™ i3 OS: Licensed Win 10 pro 64 bit Memory (RAM): 4GB, DDR4 HDD: 128 GB SSD+ 1TB SATA Display Adapter: Integrated, output 1xHDMI Sound adapter: Integrated sound Adapter Optical Drive: 8x DVD+/-RW 9.5mm Network: 10/100/1000 mbps Interfaces:2x USB 3.0 ports ,2x USB 2.0 Integrated Speaker: included Accessories 1x USB Mouse,1x USB Arabic/Latin Keyboard Warranty: One Year
Monitor	27	Brand name and Model: Dell , HP or equivalent Technology: LED Size: 23 inch Screen: Anti-glare Resolution: 1920x1080 Cables: 1XHDMI ,1X EU powe cable Warranty: One Year

يشترط على العارض الالتزام بما يلي " شروط التقديم "

1. أن يكون لديه سجل تجاري وحساب مصرفي، وعلى العارض تقديم وثيقة تثبت ذلك من الجهات والدوائر المعنية.
2. مدة الضمان عام واحد لكافة التجهيزات المقدمة.
3. مدة التنفيذ 30 يوم تبدأ من تاريخ توقيع أو إصدار أمر الشراء من قبل برنامج الأمم المتحدة الإنمائي في سورية.
4. يتم تسليم المدخلات لبلدية دوما في ريف دمشق
5. يتم تنظيم محضر مطابقة المواصفات للمواد المستلمة من قبل كادر المشروع ولجنة فنية يتم تشكيلها من الفنيين وممثلي الجهات المعنية وفق المواصفات المذكورة أعلاه وفي حال وجود أي مخالفة للمواصفات لا يتم الاستلام، كما أن التسليم سيتم ضمن أوقات الدوام الرسمي، واللجنة المحلية تعد مشرفة على عمليات الاستلام والتوزيع.
6. يتم خصم خمسة بالآلف عن كل يوم تأخير من قيمة العقد على أن لا تتجاوز مدة التأخير أكثر من 15 يوم.
7. لا يتم صرف قيمة البند في حال مخالفة أي محتوى فيه.
8. يتم الصرف على دفعة واحدة عند استلام المدخلات وحسب الكميات المحددة في دفتر الشروط.
9. يحق للمشروع إعادة المدخلات التي لا تطابق المواصفات خلال 48 ساعة من تاريخ الاستلام وعلى العارض تبديلها و اضافتها للدفعة اللاحقة.
10. جميع إجراءات التعاقد ستتم وفق أنظمة برنامج الأمم المتحدة الإنمائي في سورية.
- 11.

The bidder is required to comply with the following:

- 1- Must have a commercial register and a bank account and must submit a document in proof of aforementioned from the concerned authorities and departments.
- 2- Warranty periods for one year for all supplied equipment.

- 3- Execution period is 30 days starting from the date of signing or issuing the payment order by the United Nations Development Programme in Syria.
- 4- Inputs are delivered to Douma Municipality, Rural Damascus.
- 5- The minutes of conformity of the specifications of the materials received shall be organized by the project team and a technical committee comprised of technicians and representatives of the concerned authorities in accordance with the above specifications. In the event of any violation of the specifications, the inputs will not be received. Delivery is exclusively done within the official working hours and the local committee shall supervise the receipt and distribution process.
- 6- 0.005 of the contract value shall be deducted per each day of delay provided that the delay shall not exceed 15 days.
- 7- The value of the item shall not be disbursed if any content is violated.
- 8- Payment shall be made in one lump sum upon receipt of the inputs and according to the quantities specified in the book of conditions.
- 9- The project is entitled to return the inputs that do not conform to the specifications within 48 hours from the date of receipt and the bidder must change them and add them to the subsequent payment.
- 10- All contracting procedures shall be in accordance with the regulations of the United Nations Development Programme in Syria.

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods after Contract signature in: 30 days for all items.
Delivery Terms (INCOTERMS 2020)	DDP
Customs clearance (must be linked to INCOTERM)	<input type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation (where applicable) <input checked="" type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	Damascus, Douma Municipality, Rural Damascus – Syria
Distribution of shipping documents (if using freight forwarder)	Douma Municipality, Rural Damascus – Syria
Packing Requirements	NA
Training on Operations and Maintenance	NA
Warranty Period	12 months from the date of final receipt;
After-sales service and local service support requirements	Technical support
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-008-2022	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 institutions promoting such issues (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bank Information	Bank Name: Click or tap here to enter text.

	Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER – GOODS – Lot.1.

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

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ-008-2022	Date: Click or tap to enter a date.

No.	الوصف/المواصفات الفنية	الكميات	الوحدة	السعر الإفرادي	السعر الإجمالي
1	Desktop computer				
	Brand name and Model: Dell, HP or equivalent From Factor: Samll CPU: Intel® Core™ i3 OS: Licensed Win 10 pro 64 bit Memory (RAM): 4GB, DDR4 HDD: 128 GB SSD+ 1TB SATA Display Adapter: Integrated, output 1xHDMI Sound adapter: Integrated sound Adapter Optical Drive: 8x DVD+/-RW 9.5mm Network: 10/100/1000 mbps Interfaces:2x USB 3.0 ports ,2x USB 2.0 Integrated Speaker: included Accessories 1x USB Mouse,1x USB Arabic/Latin Keyboard Warranty: One Year	27	Piece		
2	Monitor				
	Brand name and Model: Dell , HP or equivalent Technology: LED Size: 23 inch Screen: Anti-glare Resolution: 1920x1080 Cables: 1XHDMI ,1X EU powe cable Warranty: One Year	27	Piece		
	Total Prices of Goods				
	Add: Cost of Transportation				
	Add: Cost of Insurance				
	Add: Other Charges (pls. specify)				
	Total Final and All - Inclusive Price Quotation (DDP)				

ANNEX 1: SCHEDULE OF REQUIREMENTS

LoT.2.

المواصفات الفنية لتوريد معدات الكترونية في المجموعة الثانية

Technical Specifications

<i>Item</i>	<i>Quantity</i>	<i>Minimum specifications required</i>
Laptop A	4	Brand Name and Model: Dell, HP, Lenovo or equivalent CPU: Intel® Core™ i7 \ 10th Generation or higher Memory (RAM): 8GB DDR4 Storage: 256 GB SSD Dedicated Graphics Card: 4GB GDDR6 Operating System: Licenced Windows 10 Pro (64 bit) Screen Size: 15.6" Anti-glare,1920*1080 Arabic/Latin backlit Keyboard Integrated Sound Card Integrated Ethernet Card Integrated WiFi Wireless LAN Adapter Integrated Bluetooth Adapter Integrated Webcam External DVD +\ - RW Drive Original Carrying case Wireless mouse & Arabic/Latin Keyboard Warranty: One Year
Laptop B	1	Brand Name and Model: Dell ,HP, Lenovo or equivalent CPU: Intel® Core™ i7 \ 10th Generation or higher Memory (RAM): 8GB DDR4 Storage: 256 GB SSD Operating System: Licensed Windows 10 Pro (64 bit) Screen Size: 15.6" Anti-glare,1920*1080 Arabic/Latin backlit Keyboard Integrated Sound Card Integrated Ethernet Card Integrated WiFi Wireless LAN Adapter Integrated Bluetooth Adapter Integrated Webcam External DVD +\ - RW Drive Original Carrying case Wireless mouse & Arabic/Latin Keyboard Warranty: One Year

Workstation with Screen	1	<p>Workstation Brand Name and Model : Dell ,HP, Lenovo or equivalent CPU: intel® Xeon® Processor Silver 4215R (3.2GHz,4.0GHz Turbo, 8C, 9.6GT/s 2UPI, 11MB Cache) Memory (RAM): 64 GB DDR4 / (4x 16 GB) Storage: 512 SSD + 2TB SATA Dedicated Graphics Card: NVIDIA® QuADro® Quadro RTX4000, 8GB DDR5 Operating System: licensed Win10 for Workstation Integrated Sound Card) Dual ports Ethernet Card DVD +\- RW Driver Screen: 27",anti-glare , FHD Wireless mouse &Arabic/Latin Keyboard Anti-glare: Yes VGA input: Yes Warranty: One Year</p>
Photocopier	1	<p>Brand Name and Model: Canon, Kyocera or equivalent Functions: Print, Copy and Scan Type: Monochrome Laser Memory (RAM): 2 GB or higher Storage: 150 GB or higher Max original size: A3 Max Copy/Print size: A3 Print/copy Speed A4: 40 ppm or higher Print/copy resolution: 1200X1200 dpi Scan resolution: 600X600 dpi Connectivity: USB and Ethernet Paper Trays: Dual Front -loading Decks (1000) Sheets Each Dual Front-loading Cassettes (500 Sheets Each) or higher Scan Method: Scan to Email, Scan to Folder Feeder: ADF 100 Sheets Duplex: Automatic Zoom range: 25–400 % Stand: base with four wheels Duplex: Automatic Toners: Yes, One Max capacity Toner Warranty: One Year</p>

Coloured Multifunction	2	Brand: HP, Brother or equivalent (All in One) Functions: Print, copy, scan, fax Type: Colored Laser Paper size: A4 Tray 1: 50 sheet capacity Tray 2: 250 sheet capacity Feeder: Yes, ADF 50 Sheets Print Speed: 25 ppm or higher Print resolution: Up to 1200 x 1200 dpi Scan resolution: 600X600 dpi Connectivity: USB, Ethernet 10/100/1000 mbps Scan Method: Scan to Email, Scan to Folder Duplex: Automatic Toners: additional full set of toners (YMCK) Warranty: One Year
External USB 3.0 HDD Storage	1	Brand Name and Model: Western Digital, Toshiba, Seagate or equivalent Storage: 1 TB HDD Size: 2.5" inch
DSLR Camera	1	Brand Name and Model: canon , Nikon , Sony or equivalent Resolution : 24.1 megapixels Lens:18-55mm f/4-5.6 IS STM Video Resolution: 4K/25 fps Sensor Size: around 22.3 mm x 14.9 mm CMOS ISO range: 100 - 25600 Screen Size: 3.2 " "File Format: JPEG: fine, normal (Exif 2.31 compatible) / camera file system design rule (2.0) RAW: RAW (CR3 14-bit), CRAW (compact RAW) Digital Print Order Format [DPOF] version 1.1 compliant" Storage: 32 GB + 256 GB SD card Carrying case included USB cable included Battery Charger included

Camcorder	1	Brand Name and Model: canon , Sony or equivalent Brand name and Model: Canon, Nikon, Sony or equivalent. Sensor: 1" CMOS Sensor Resolution: UHD 4K up to 30P, HD up to 120 FPS Lens :12x Optical Zoom, Aperture f/2.8 to 4.5 Autofocus, Manual Focus Shutter Speed: 1/6 to 1/10,000 sec ND Filter: Built-In Mechanical Filter Wheel with 2 Stop (1/4), 4 Stop (1/16), 6 Stop (1/64) ND Filters Microphone: Built-In Storage: 128 GB SD card Cables: HDMI cable, USB cable Carrying Case: included Compatible tripod included AC adapter included
Screen	1	Brand: LG, Samsung or equivalent Size:65" Resolution:4K Technology: LED Operating System : Android or webOS Wi-Fi® Standard : Wi-Fi Certified 802.11ac Wall mount kit included Warranty: One Year
UPS	1	ONLINE UPS 3000VA/2700W LED DISPLAY Technology: Online SHORT CIRCUIT & OVERLOAD PROTECTION INPUT VOLTAGE RANGE (110V ~ 300V) 6X BATTERIES Gel 12V/7A

يشترط على العارض الالتزام بما يلي " شروط التقديم ":

12. أن يكون لديه سجل تجاري وحساب مصرفي، وعلى العارض تقديم وثيقة تثبت ذلك من الجهات والدوائر المعنية.
13. مدة الضمان عام واحد لكافة التجهيزات المقدمة.
14. مدة التنفيذ 30 يوم تبدأ من تاريخ توقيع أو إصدار أمر الشراء من قبل برنامج الأمم المتحدة الإنمائي في سورية.
15. يتم تسليم المدخلات في مبنى وزارة الثقافة بدمشق
16. يتم تنظيم محضر مطابقة المواصفات للمواد المستلمة من قبل كادر المشروع ولجنة فنية يتم تشكيلها من الفنيين وممثلي الجهات المعنية وفق المواصفات المذكورة أعلاه وفي حال وجود أي مخالفة للمواصفات لا يتم الاستلام، كما أن التسليم سيتم ضمن أوقات الدوام الرسمي، واللجنة المحلية تعد مشرفة على عمليات الاستلام والتوزيع.
17. يتم خصم خمسة بالآلاف عن كل يوم تأخير من قيمة العقد على أن لا تتجاوز مدة التأخير أكثر من 15 يوم.
18. لا يتم صرف قيمة البند في حال مخالفة أي محتوى فيه.
19. يتم الصرف على دفعة واحدة عند استلام المدخلات وحسب الكميات المحددة في دفتر الشروط.
20. يحق للمشروع إعادة المدخلات التي لا تطابق المواصفات خلال 48 ساعة من تاريخ الاستلام وعلى العارض تبديلها وإضافتها للدفعة اللاحقة.
21. جميع إجراءات التعاقد ستتم وفق أنظمة برنامج الأمم المتحدة الإنمائي في سورية.

The bidder is required to comply with the following:

- 11- Must have a commercial register and a bank account and must submit a document in proof of aforementioned from the concerned authorities and departments.
- 12- Warranty periods for one year for all supplied equipment.
- 13- Execution period is 30 days starting from the date of signing or issuing the payment order by the United Nations Development Programme in Syria.
- 14- Inputs are delivered to the Ministry of Culture building of Damascus-Syria.
- 15- The minutes of conformity of the specifications of the materials received shall be organized by the project team and a technical committee comprised of technicians and representatives of the concerned authorities in accordance with the above specifications. In the event of any violation of the specifications, the inputs will not be received. Delivery is exclusively done within the official working hours and the local committee shall supervise the receipt and distribution process.
- 16- 0.005 of the contract value shall be deducted per each day of delay provided that the delay shall not exceed 15 days.
- 17- The value of the item shall not be disbursed if any content is violated.
- 18- Payment shall be made in one lump sum upon receipt of the inputs and according to the quantities specified in the book of conditions.
- 19- The project is entitled to return the inputs that do not conform to the specifications within 48 hours from the date of receipt and the bidder must change them and add them to the subsequent payment.
- 20- All contracting procedures shall be in accordance with the regulations of the United Nations Development Programme in Syria.

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods after Contract signature in: 30 days for all items.
Delivery Terms (INCOTERMS 2020)	DDP
Customs clearance (must be linked to INCOTERM)	<input type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation (Where applicable) <input checked="" type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	Damascus, Ministry of Culture building of Damascus – Syria
Distribution of shipping documents (if using freight forwarder)	Damascus, governorate – Syria
Packing Requirements	NA

Training on Operations and Maintenance	NA
Warranty Period	12 months from the date of final receipt;
After-sales service and local service support requirements	Technical support
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-008-2022	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	<input type="checkbox"/> Yes <input type="checkbox"/> No

Environmental Policy? <i>(If yes, provide a Copy)</i>				
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues <i>(If yes, provide a Copy)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER – GOODS / Lot.2.

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

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ-008-2022	Date: Click or tap to enter a date.

No.	الوصف/المواصفات الفنية	الكميات	الوحدة	السعر الإفرادي	السعر الإجمالي
1	Laptop A	4	Piece		
	Brand Name and Model: Dell, HP, Lenovo or equivalent CPU: Intel® Core™ i7 \ 10th Generation or higher Memory (RAM): 8GB DDR4 Storage: 256 GB SSD Dedicated Graphics Card: 4GB GDDR6 Operating System: Licenced Windows 10 Pro (64 bit) Screen Size: 15.6" Anti-glare,1920*1080 Arabic/Latin backlit Keyboard Integrated Sound Card Integrated Ethernet Card Integrated WiFi Wireless LAN Adapter Integrated Bluetooth Adapter Integrated Webcam External DVD +\ - RW Drive Original Carrying case Wireless mouse & Arabic/Latin Keyboard Warranty: One Year				
2	Laptop B	1	Piece		
	Brand Name and Model: Dell ,HP, Lenovo or equivalent CPU: Intel® Core™ i7 \ 10th Generation or higher Memory (RAM): 8GB DDR4 Storage: 256 GB SSD Operating System: Licenced Windows 10 Pro (64 bit) Screen Size: 15.6" Anti-glare,1920*1080 Arabic/Latin backlit Keyboard Integrated Sound Card Integrated Ethernet Card Integrated WiFi Wireless LAN Adapter Integrated Bluetooth Adapter Integrated Webcam External DVD +\ - RW Drive Original Carrying case Wireless mouse & Arabic/Latin Keyboard Warranty: One Year				
3	Workstation with Screen	1	Piece		
	Workstation Brand Name and Model : Dell ,HP, Lenovo or equivalent CPU: intel® Xeon® Processor Silver 4215R (3.2GHz,4.0GHz Turbo, 8C, 9.6GT/s 2UPI, 11MB Cache) Memory (RAM): 64 GB DDR4 / (4x 16 GB) Storage: 512 SSD + 2TB SATA				

		<p>Dedicated Graphics Card: NVIDIA® QuADro® Quadro RTX4000, 8GB DDR5 Operating System: licensed Win10 for Workstation Integrated Sound Card) Dual ports Ethernet Card DVD +\- RW Driver Screen: 27",anti-glare , FHD Wireless mouse &Arabic/Latin Keyboard Anti-glare: Yes VGA input: Yes Warranty: One Year</p>				
4	Photocopier	<p>Brand Name and Model: Canon, Kyocera or equivalent Functions: Print, Copy and Scan Type: Monochrome Laser Memory (RAM): 2 GB or higher Storage: 150 GB or higher Max original size: A3 Max Copy/Print size: A3 Print/copy Speed A4: 40 ppm or higher Print/copy resolution: 1200X1200 dpi Scan resolution: 600X600 dpi Connectivity: USB and Ethernet Paper Trays: Dual Front -loading Decks (1000) Sheets Each Dual Front-loading Cassettes (500 Sheets Each) or higher Scan Method: Scan to Email, Scan to Folder Feeder: ADF 100 Sheets Duplex: Automatic Zoom range: 25–400 % Stand: base with four wheels Duplex: Automatic Toners: Yes, One Max capacity Toner Warranty: One Year</p>	1	Piece		
5	Coloured Multifunction	<p>Brand: HP, Brother or equivalent (All in One) Functions: Print, copy, scan, fax Type: Colored Laser Paper size: A4 Tray 1: 50 sheet capacity Tray 2: 250 sheet capacity Feeder: Yes, ADF 50 Sheets Print Speed: 25 ppm or higher Print resolution: Up to 1200 x 1200 dpi Scan resolution: 600X600 dpi Connectivity: USB, Ethernet 10/100/1000 mbps Scan Method: Scan to Email, Scan to Folder Duplex: Automatic Toners: additional full set of toners (YMCK) Warranty: One Year</p>	2	Piece		
6	External USB 3.0 HDD Storage	<p>Brand Name and Model: Western Digital, Toshiba, Seagate or equivalent Storage: 1 TB HDD Size: 2.5" inch</p>	1	Piece		

7	DSLR Camera	Brand Name and Model: canon , Nikon , Sony or equivalent Resolution : 24.1 megapixels Lens:18-55mm f/4-5.6 IS STM Video Resolution: 4K/25 fps Sensor Size: around 22.3 mm x 14.9 mm CMOS ISO range: 100 - 25600 Screen Size: 3.2 " "File Format: JPEG: fine, normal (Exif 2.31 compatible) / camera file system design rule (2.0) RAW: RAW (CR3 14-bit), CRAW (compact RAW) Digital Print Order Format [DPOF] version 1.1 compliant" Storage: 32 GB + 256 GB SD card Carrying case included USB cable included Battery Charger included	1	Piece		
8	Camcorder	Brand Name and Model: canon , Sony or equivalent Brand name and Model: Canon, Nikkon, Sony or equivalent. Sensor: 1" CMOS Sensor Resolution: UHD 4K up to 30P, HD up to 120 FPS Lens :12x Optical Zoom, Aperture f/2.8 to 4.5 Autofocus, Manual Focus Shutter Speed: 1/6 to 1/10,000 sec ND Filter: Built-In Mechanical Filter Wheel with 2 Stop (1/4), 4 Stop (1/16), 6 Stop (1/64) ND Filters Microphone: Built-In Storage: 128 GB SD card Cables: HDMI cable, USB cable Carrying Case: included Compatible tripod included AC adapter included	1	Piece		
9	Screen	Brand: LG, Samsung or equivalent Size:65" Resolution:4K Technology: LED Operating System : Android or webOS Wi-Fi® Standard : Wi-Fi Certified 802.11ac Wall mount kit included Warranty: One Year	1	Piece		
10	UPS	ONLINE UPS 3000VA/2700W LED DISPLAY Technology: Online SHORT CIRCUIT & OVERLOAD PROTECTION INPUT VOLTAGE RANGE (110V ~ 300V) 6X BATTERIES Gel 12V/7A	1	Piece		
Total Prices of Goods						
Add: Cost of Transportation						
Add: Cost of Insurance						
Add: Other Charges (pls. specify)						
Total Final and All - Inclusive Price Quotation (DDP)						