

TERMS OF REFERENCE

Name of purchased goods:	Purchase and delivery of the IT equipment for "QazTrade" Trade Policy Development Center" JSC
Project number and title:	EU-funded project "Ready for Trade Central Asia" (B723)
Period of delivery:	Within 60 calendar days after signing the Purchase Order, UNDP format
Contract type:	Contract, UNDP format

Project Description:

The International Trade Centre (ITC) is seeking to procure IT equipment for the "QazTrade" Trade Policy Development Center" JSC under the Ministry of Trade and regional Integration of Economy of Kazakhstan (beneficiary).

ITC and QazTrade are closely collaborating under the EU-funded project "Ready for Trade Central Asia" (B723) on the establishment of a national trade facilitation portal on cross-border trade import, export and transit procedures, compliant with Article 1.2 of the Trade Facilitation Agreement of the World Trade Organization. In this context, ITC will provide QazTrade with the IT equipment needed for establishment and implementation of the TF Portal.

All items must correspond to the technical specifications indicated in this ToR.

Scope of work:

Under the supervision of the ITC representative Contractors will supply and deliver the following IT equipment in the specified parameters for the Trade Policy development center, according to the following table and as per provided Technical Specifications below:

No	Equipment type	Quantity	Delivery terms:
1	Server Hardware	1	DDP (Incoterms 2020) / 8 Mangilik el street, Business Centre "Altyn Orda", Nur-Sultan
2	Server software	1	
3	Monoblock	2	
4	Monitor	2	
5	Laptop	4	
6	Multi Functional Printer	1	
7	Set Keyboard + Mouse	4	
8	IP Phone	2	
9	Headphone	4	
10	Laptop bag	4	
11	External hard drive	2	

Technical specifications of the required office equipment:

Lot # 1 specialised use IT equipment - Server hardware and Server software

No	Equipment	Quantity	Technical Specification
1	Server Hardware	1	1 U, CPU Server 4-core 3.60 GHz, RAM 16GB, HDD 240GB SSD SATA (2 items)
2	Server software	1	Windows Server Std 2019 64B RUS

Lot # 2 general use IT equipment

No	Equipment	Quantity	Technical Specification
1	Monoblock PC	2	All-in-One -CPU: Intel Core i5, 3.1 GHz -RAM capacity: 8 GB -Display diagonal: 23,5 -HDD: SSD 512Gb -Operating system: Windows 10 Pro x64
2	Computer Monitor	2	-Max Resolution: 1920x1080 - Display 22 diagonal -Matrix type: IPS -VGA: 1 -HDMI: 1
3	Notebook	4	Display 14.0"FHD / CPU Core i5 / RAM 8Gb / HDD 512Gb SSD / Graphics Card 2Gb / Operating System Win10
4	Printer	1	Multifunction Printer (Printer / Scanner / Copier /) 1200 dpi, 38 ppm, 512 Mb, 1200 MHz, tray 100 + 250 pages, USB + Ethernet + Wi-Fi,
5	Set Keyboard + Mouse	4	Optical Mouse, USB Standard keys 104, Eng / Rus / Kaz, Cable length 1.6 meters, Black + mat
6	IP Phone	2	One RJ-45 Port Ethernet, IPx4-Internet Protocol Version 4 (RFC 791) upgradeable to v6 (RFC 1883), Up to 256 bit RCS or RC4 Encryption
7	Headphones	4	Wireless Bluetooth Headphones, Bluetooth 4.1, action10 m, with mic
8	Laptop bag	4	size 15.6, Black, Nylon / Polyester
9	External hard drive	2	1TB, USB 3.1, Black

Service requirements:

- Passing performance tests of purchased products and their programs.
- Operation and maintenance manual.
- Warranty:

- a. Bidders should provide a minimum of 12 months warranty on the equipment from the time the goods are handed over to the end-user at the address specified.
 - b. In the event of a warranty, Bidders will carry out the replacement with a new equipment or components, if it is impossible to repair the purchased equipment in the event of a manufacturing defect.
- Availability of Service Centers or a technical support service if maintenance/repair is required, providing the address and contact details of the responsible person in Kazakhstan.
 - All supplied equipment must be available from the Supplier. Delivery time to the destination should be not more than 60 calendar days.
 - All certificates should be provided within the equipment including the warranty, quality certificates, etc.
 - The supplied equipment must be new and packed in the original packaging;
 - The supplier must deliver the equipment as per the Terms of Delivery;

Duration and expected delivery period :

Services under this assignment must be provided within a period of up to 60 days not exceeding this period. Any changes in the timing of the assignment must be agreed between UNDP and InTraCen and the Supplier. The change will take effect only after preliminary discussion with the parties and obtaining consent.

Expected results:

No.	Action	Due Date	Payment
1	The following goods were delivered to the following address: 8 Mangilik el street, Business Centre "Altyn Orda", Nur-Sultan	Within 60 calendar days of issue of Purchase Order	100 % upon delivery within 30 calendar days from the date of receipt of the goods and the signing of the invoice and waybill

Preconditions:

- All products shall be packed in a way that ensures the safety of products during storage and transportation;
- The cost of goods shall include VAT if the Supplier is a VAT payer;
- Timing of order – 60 calendar days from the date of issue of the Purchase Order, UNDP format;
- Bidders' acceptance of the UNDP General Terms and Conditions;
- Payment terms: 100% upon delivery of the equipment within 30 calendar days, based on financial documents provided by the Bidder (invoice, waybill).

Recommendations for submitting Quotations:

- Duly accomplished Quotation Submission Form (Annex 2) and Technical and Financial Offer (Annex 3) according to the requirements of the RFQ;
- Latest Business registration/re-registration Certificate;
- VAT Certificate (if applicable; if the supplier is not a VAT payer, indicate this in the offer);
- Certificate confirming that currently there are no debts with the tax authorities;

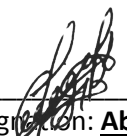
- Brief description of the Company; the description of the Company must demonstrate Company's experience in selling relevant equipment on the market for at least 2 years with a list of similar deliveries over the last 2 years (indicating to whom and when the goods were delivered, with the Customer's contact information);
- Provide at least 2 letters of recommendation from previous customers / clients with contacts; A complete set of documents with information about the supplied good (photo, technical specification, user manual, passport copy (if applicable);
- Letter of confirmation of the warranty for a period of at least 12 months, including warranty conditions and maintenance with the address and contacts of the service centers;
- Permit of the manufacturer to act as an official dealer or OEM Authorization letter from the dealer/distributor (if the Supplier is not a manufacturer);
- Attach any additional information that demonstrates your qualification for these goods including appropriate certifications;
- Delivery schedule with approximate date of delivery of goods;
- Provide a confirmation letter that all equipment will be new in origin package;
- Written acceptance of the terms of the UNDP General Terms and Conditions (GTC) by potential supplier;
- Provide balance sheet for the last year (income statement and balance sheet);
- All documentations, including catalogs, instructions and operating manuals, shall be provided in Russian and/or Kazakh languages;

Selection criteria:

Bidders will be evaluated based on the lowest price quotation method. The opportunity to provide goods will be provided to the Bidder whose proposal has been evaluated and determined as:

- Meeting the requirements of the Terms of Reference;
- Offering the lowest cost of goods;

Prepared by:

Signature: 
Name and Designation: **Abuali Turabekov** **TFP Expert**
Date of Signing: 14.02.2022

Approved by:

Signature: 
Name and Designation: **Timothee Bruneteau, Associate Programme Officer**
Date of Signing: 14.02.2022

Signature: _____
Name and Designation: _____
Date of Signing: _____

