



REQUEST FOR QUOTATION (RFQ)

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| RFQ Reference: UNDP-SYR-RFQ-031-2022 | Date: 07 June 2022 |
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of **Supply of IT Equipment in one lot (Desktop computer, Laser printer, Label printer, Handheld scanner (barcode readers) wired mode, Handheld scanner (barcode readers) wireless mode, Mobile phones, Tablets) 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: 07 June 2022

SECTION 2: RFQ INSTRUCTIONS AND DATA

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| 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; 15 June 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> |

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| | 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_and_investigation.html#anti |
| Gifts and Hospitality | 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. |
| 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> |
| 23 | <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"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><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]</p> <p><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 | 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. |
| Joint Venture, Consortium or Association | If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall |

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| | 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 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"/> catalogs of the required items is an essential part of the technical offer <input checked="" type="checkbox"/> Registration certificate. <input checked="" type="checkbox"/> A proofing letter confirms the offering of the warranty period for 12 months from the date of final receipt; <input checked="" type="checkbox"/> Company Profile proofing that the vendor has at least 1 year of experience in the same field and has executed at least 1 similar project; |
| 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"/> Not permitted |
| 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 |

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| | 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. |
| Conditions for Release of Payment | <input checked="" type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements |
| 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 |
| 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 |
| 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.) |
| Expected date for contract award. | 31 August 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

المواصفات الفنية لتوريد معدات الكترونية فى مجموعة واحدة **Technical Specifications**

| Item No. | Item to be Supplied | Description / Technical Specifications |
|----------|---------------------|---|
| 1 | Desktop & Screen | <p>Brand Name and Model: Dell, HP, Lenovo or equivalent</p> <p>CPU: Intel® Core™ i3 \ 10th Generation or higher</p> <p>Memory (RAM): DD4 \ 8GB or higher</p> <p>Solid State Drive SSD 256 GB SATA or NVME M.2 256 GB</p> <p>Operating System: Licenced Windows 10 Pro 64 bit</p> <p>NET Framework 4.6 or above: Yes</p> <p>Internet browser: Latest version of Edge, Chrome, Safari, Firefox, or Opera</p> <p>Built in Graphics Card: Yes</p> <p>Built in Sound Card: Yes</p> <p>DVD +\ - RW 8X: Yes \ Internal or USB External</p> <p>Ethernet Card: 10\100\1000 mbps</p> <p>USB Ports: two ports USB 3.0 and two ports USB 2.0 minimum</p> <p>VGA output: Yes</p> <p>HDMI or DP output: Yes</p> <p>USB Mouse: Yes, Matching Desktop brand</p> <p>USB Key bored Arabic-Latin (Qwerty): Yes, Matching Desktop brand</p> <p>Cables: One EU Power Cable</p> <p>Anti-Virus: Not Built in within Windows OS \ Internet Security Standard \ Licenced within Warranty Period or More \ ability to receive daily updates in Syrian Arab Republic without using Proxy or VPN.</p> <p>Screen: Dell, HP or equivalent</p> <p>Type: LED</p> <p>Size: 21.5' inch</p> <p>Anti-glare: Yes</p> <p>VGA input: Yes</p> <p>HDMI or DP input: Yes (compatible with Desktop Video Output)</p> <p>Resolution: 1920 x 1080 pixels (FHD) or higher</p> <p>Cables: One EU Power Cable, One HDMI or One DP (compatible with Desktop Video Output)</p> <p>Warranty: One year</p> |
| 2 | UPS | <p>1500 VA \ 600 WAT</p> <p>Regulator</p> <p>two internal Battery</p> <p>Warranty: One year</p> |
| 3 | Printer | <p>Brand: HP, Brother or equivalent</p> <p>Technology: Laser</p> <p>Type: Monochrome</p> <p>Paper size: A4</p> <p>Print Speed: 30 ppm or higher</p> <p>Print resolution: Up to 1200X1200 dpi</p> <p>Connectivity: USB and Ethernet 10\100 mbps</p> <p>Duplex: Automatic</p> <p>Cartridge: One Spare cartridge</p> <p>Warranty: One year</p> |
| 4 | Label Printer | <p>Printing technology can be any of the following:</p> <p>1- Direct Thermal</p> <p>2- Thermal Printing</p> <p>3- Thermal Transfer</p> <p>Print resolution: 200 dpi minimum</p> <p>Print output black: Yes</p> <p>Windows Driver Communication interface (USB): Yes</p> <p>label size: 126mm x 80mm minimum</p> |

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| | | Warranty: One year |
| 5 | Handheld scanner (barcode readers) wired mode | scan linear/One-Dimensional/ Two -Dimensional/ barcodes on mail items: Yes Communication interface (USB): Yes Emulate keyboard entry (keyboard wedge): Yes Support Code 39 and Code 128 barcodes: Yes Compatible with Microsoft Windows, with or without driver (HID-USB): Yes Base Hanger: Yes Warranty: One year |
| 6 | Handheld scanner (barcode readers) wireless mode | scan linear/One-Dimensional/ Two -Dimensional/ barcodes on mail items: Yes Communication interface (USB): Yes Emulate keyboard entry (keyboard wedge): Yes Support Code 39 and Code 128 barcodes: Yes Compatible with Microsoft Windows, with or without driver (HID-USB): Yes Base Hanger: Yes Warranty: One year |
| 7 | Mobile phone | Android Version: 10 or Higher RAM: 4GB or Higher Storage: 32 GB or Higher SIM card available and unlocked: Yes Display: 5"inch minimum must be authorized by Syrian customs, and all services are fully functioning in Syrian Arab Republic. Warranty: One year |
| 8 | Tablet | Android Version: 10 or Higher RAM: 4GB or Higher Storage: 32 GB or Higher SIM card available and unlocked: Yes Display: 7"inch minimum must be authorized by Syrian customs, and all services are fully functioning in Syrian Arab Republic. Warranty: One year |

يشترط على العارض الالتزام بما يلي " شروط التقليم ":

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 للمؤسسة العامة للبريد بدمشق.
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 بالآف 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 وإضافتها للدفعة اللاحقة.
10. جميع إجراءات التعاقد ستتم وفق أنظمة برنامج الأمم المتحدة الإنمائي في سورية.

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 the Central Post Office in 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 | |
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| 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, AL Hijaz Square, Sa'adalah El-Jabri Street, Central Post Office 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.

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| Name of Bidder: | Click or tap here to enter text. | |
| RFQ reference: | RFQ-031-2022 | 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 | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| institutions promoting such issues (If yes, provide a Copy) | | | | |
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| 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 |
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Bidder's Declaration

| Yes | No | |
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| <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. |

| Yes | No | |
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| <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

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-031-2022 | 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, Lenovo or equivalent CPU: Intel® Core™ i3 \ 10th Generation or higher Memory (RAM): DD4 \ 8GB or higher Solid State Drive SSD 256 GB SATA or NVME M.2 256 GB Operating System: Licenced Windows 10 Pro 64 bit NET Framework 4.6 or above: Yes Internet browser: Latest version of Edge, Chrome, Safari, Firefox, or Opera Built in Graphics Card: Yes Built in Sound Card: Yes DVD +/- RW 8X: Yes \ Eternal or USB External Ethernet Card: 10\100\1000 mbps USB Ports: two ports USB 3.0 and two ports USB 2.0 minimum VGA output: Yes HDMI or DP output: Yes USB Mouse: Yes, Matching Desktop brand USB Key bored Arabic-Latin (Qwerty): Yes, Matching Desktop brand Cables: One EU Power Cable Anti-Virus: Not Built in within Windows OS \ Internet Security Standard \ Licenced within Warranty Period or More \ ability to receive daily updates in Syrian Arab Republic without using Proxy or VPN. Screen: Dell, HP or equivalent Type: LED Size: 21.5' inch Anti-glare: Yes VGA input: Yes HDMI or DP input: Yes (compatible with Desktop Video Output) Resolution: 1920 x 1080 pixels (FHD) or higher Cables: One EU Power Cable, One HDMI or One DP (compatible with Desktop Video Output) Warranty: One year | 9 | Piece | | |

| | | | | | | |
|---|---|--|---|-------|--|--|
| 2 | UPS | 1500 VA \ 600 WAT Regulator two internal Battery Warranty: One year | 9 | Piece | | |
| 3 | Laser printer | Brand: HP, Brother or equivalent Technology: Laser Type: Monochrome Paper size: A4 Print Speed: 30 ppm or higher Print resolution: Up to 1200X1200 dpi Connectivity: USB and Ethernet 10\100 mbps Duplex: Automatic Cartridge: One Spare cartridge Warranty: One year | 9 | Piece | | |
| 4 | Label printer | Printing technology can be any of the following: 1- Direct Thermal 2- Thermal Printing 3- Thermal Transfer Print resolution: 200 dpi minimum Print output black: Yes Windows Driver Communication interface (USB): Yes label size: 126mm x 80mm minimum Warranty: One year | 5 | Piece | | |
| 5 | Handheld scanner (barcode readers) wired mode | scan linear/One-Dimensional / Two -Dimensional / barcodes on mail items: Yes Communication interface (USB): Yes Emulate keyboard entry (keyboard wedge): Yes Support Code 39 and Code 128 barcodes: Yes Compatible with Microsoft Windows, with or without driver (HID-USB): Yes Base Hanger: Yes Warranty: One year | 7 | Piece | | |
| 6 | Handheld scanner (barcode readers) wireless mode | scan linear/One-Dimensional / Two -Dimensional / barcodes on mail items: Yes Communication interface (USB): Yes Emulate keyboard entry (keyboard wedge): Yes Support Code 39 and Code 128 barcodes: Yes Compatible with Microsoft Windows, with or without driver (HID-USB): Yes Base Hanger: Yes Warranty: One year | 7 | Piece | | |
| 7 | Mobile phones | Android Version: 10 or Higher RAM: 4GB or Higher Storage: 32 GB or Higher SIM card available and unlocked: Yes Display: 5"inch minimum | 2 | Piece | | |

| | | | | | | |
|---|---|---|---|-------|--|--|
| | | must be authorized by Syrian customs, and all services are fully functioning in Syrian Arab Republic. Warranty: One year | | | | |
| 8 | Tablets | Android Version: 10 or Higher RAM: 4GB or Higher Storage: 32 GB or Higher SIM card available and unlocked: Yes Display: 7"inch minimum must be authorized by Syrian customs, and all services are fully functioning in Syrian Arab Republic. Warranty: One year | 4 | 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) | | | | | |