



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: Click or tap here to enter text.	Date: 23 June 2022
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of **IT equipment** for UNODC 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

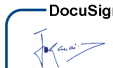
Annex 2: Quotation Submission Form

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:

DocuSigned by:

Signature: AD572D0FDAE84F1...
Name: Joh Ranaivoson
Title: Operations Manager
Date: 23-06-2022

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>July 10, 2022</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.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: offres.km@undp.org</p> <ul style="list-style-type: none"> ▪ File Format: pdf ▪ 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: 4 MB ▪ Mandatory subject of email: IT EQUIPEMENT ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”. ▪ 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: https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders</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>

	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
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>
General Conditions of Contract	<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 type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input checked="" 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 10 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 [amend in case of other eligibility requirements].</p>
Currency of Quotation	Quotations shall be quoted in USD, Euro or KMF
Joint Venture, Consortium	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

or Association	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 [according to project and applicable country agreement]
Language of quotation	Click or tap here to enter text 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"/> Company Profile. <input checked="" type="checkbox"/> Registration certificate; <input checked="" type="checkbox"/> List and value of projects performed for the last XXXX years plus client's contact details who may be contacted for further information on those contracts; <input checked="" type="checkbox"/> List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project; <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 3 clients in terms of Contract value in similar field; <input type="checkbox"/> Completed and signed CVs for the proposed key Personnel; <input type="checkbox"/> Other Click or tap here to enter text.
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

	<input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes
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 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: achats.km@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 Click or tap here to enter text. days before the submission deadline. Responses to request for clarification will be communicated Click or tap here to enter text. by Click or tap to enter a date.
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, Click or tap here to enter text. 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 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.	22 July 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.

ANNEX 1: SCHEDULE OF REQUIREMENTS

Technical Specifications for Goods:

I. BACKGROUND

The UNODC Maritime Crime Programme (GMCP) continues to support the criminal justice systems in order to develop prosecutorial, investigative and judicial expertise to ensure legal finish in maritime crime.

The GMCP aims to build capacity in the criminal justice system in the Indian Ocean region to prosecute perpetrators of maritime crimes. The GMCP's activities thus far have resulted in considerable capacity-building support being directed to numerous relevant stakeholders involved in the criminal chain, in addition to support for broader legislative reform where necessary.

It is undeniable that absent an efficient and robust case management system in a country, the effectiveness and integrity of the judiciary and national legal system may be irretrievably compromised. Consequently, it is imperative that all courts in the region benefit from a state-of-the-art system which will record all information accurately.

The advent of an electronic case management system will radically transform the legal landscape in the region, boost the confidence in the judiciary and significantly contribute to legal finish of maritime crimes.

It is thus necessary to support the development and implementation of an electronic case management system in Comoros and to provide equipment to the Judiciary in the Union of Comoros in order to do so UNODC, GMCP requires:

SN	ITEM	QUANTITY
1	LCD Projector	2
2	Projector Board	2
3	Desktop Computers	15
4	Printer / Photocopier / Scanner	1
5	Uninterrupted Power Supply Units (UPS)	20
6	Video Conferencing Equipment	1
7	Computer Server	1
8	Air Conditioner (24000 BTU) Floor Standing	1
9	Local Area Network	LOT (See structured Cabling Specifications)
10	Server Room	LOT (See Server Room Requirements)

Location/Delivery Terms: Incoterms 2010, DAP

Direction des affaires judiciaires - Ministère de la Justice – Moroni – Comoros

Duration of the contract:

- Estimated delivery date: 15.08.2022

Additional notes/requirements:

- If the IT Equipment supplied do not meet the described specifications they will not be accepted upon inspection and it will be the responsibility of the supplier to provide new items that meet the specifications, at their own cost.
- Please note all the equipment will need to be tagged, by embossing. The successful bidder will be guided further on the tagging. Please include the costs for tagging in your quotation.

Performance Indicators:

- Timeliness and quality of delivery of products.

Quality Standards

Items must be in the original packaging and in perfect condition. Where warranty is provided, the vendor should notify UNODC GMCP of the details, including the length and coverage of warranty.

Pricing

The contract price is based on a lump sum payment. Please note that prices cannot be changed once the quotation has been submitted. The price shall remain fixed for the entire period of the Contract and shall include all costs, expenses, charges, or fees that the Bidder may incur in connection with this requirement.

Please note that the UN is exempt from all direct tax. As such, please do not include taxes in the price.

Payment Terms

The standard UN terms of payment are net 30 calendar days following satisfactory delivery of goods and submission of a delivery note and invoice. Payment for any goods or services by the UN shall not be deemed an acceptance of the goods or services.

Provision of IT Equipment as follows:**1. DESKTOP COMPUTER SPECIFICATIONS**

ITEM	KEY DESCRIPTION	MINIMUM SPECIFIATION
Processor Type	Processor	7 th Gen Intel Core i7 - Quad Core 2.8 GHz 8MB Cache
Memory	Installed RAM	8 GB (2X4 GB) DDR4
Hard-drive Capacity	Capacity	1 TB 3.5 Inch Serial ATA (7200 Rpm)
Optical Drive	DVD	Slim DVD Writer
Input Devices	Keyboard	QWERTY USB Standard French
	Mouse	USB Optical
	Card reader	SD
Output device	Speaker	Inbuilt Stereo Speakers
	Audio in/out	Headphone Mini jack
	Mic	Dual Microphone
	USB (Front)	1 Xusb 3.0 x USB 2.0
	USB (Rear)	4 x USB 3.0
Display	Monitor screen	27 Inch LED Backlit VGA/HDMI Include cable
	Graphics/video Card	NVIDIA Quadro K620 2GB Half Height (DP, DL-DVI- I)(1 DP to SL-DVI adapter)
	Resolution	2560 x 1600
	Display Ports	1 vga 1 hdmi 1 display port
Operating System	OS type	Windows 10 Professional64
	Recovery Media	Windows 10 professional recovery media
Software	Ms Office	Ms Office Suite 2016 licensed (Perpetual licenses NOT Subscription)

	Kaspersky Antivirus	Latest Licensed Edition
Technical Features	Form Factor	Tower
	Language	French
Communication	Security	Provision for CPU Casing Locking
	Network	1 x NIC RJ45, 10/1000
Power	Rating	220-240 V
	Power Cable	Type E Plug Adaptor
Warranty	Labour and parts	3 years (for parts labour and support) plus 3 years of care park extension
Identification	Tagging	Embossing on the back with (UNODC-JUDICIARY COMOROS)

2.PROJECTORS

Technology	Projection System: 3LCD Technology, RGB liquid crystal shutter LCD Panel: 55 inches with C2 Fine
Image	Color Light Output: 3,300 Lumen- 2,200 Lumen (economy) In accordance with IDMS15.4 White Light Output: 3,300 Lumen - 2,200 Lumen (economy) In accordance with ISO 21118:2012 Resolution: XGA, 1024 x 768, 4:3 Aspect Ratio: 4:3 Contrast Ratio: 15,000 : 1 Light source: Lamp Lamp: UHE, 210 W, 6,000 h durability, 12,000 h durability (economy mode) Keystone Correction: Manual vertical: $\pm 30^\circ$, Manual horizontal $\pm 30^\circ$ Color Video Processing: 10 Bits 2D Vertical Refresh Rate: 100 Hz - 120 Hz Color Reproduction: Up to 1.07 billion colors
Optical	Throw Ratio: 1.44 - 1.95:1 Zoom: Digital, Factor: 1.35 Lens: Optical Screen Size: 30 inches - 350 inches Projection Distance Wide/Tele: 1.76 m (60 inch screen) Projection Lens F Number: 1.44 Projection Lens Focal Length: 16.7 mm Projection Lens Focus: Manual Offset: 8 : 1
Connectivity	USB Display Function: 2 in 1: Image / Mouse Interfaces: VGA in, HDMI in, USB 2.0 Type B Epson iProjection App: Ad-Hoc / Infrastructure

Advanced Features	<p>Security: Kensington lock, Security bar, Password protection</p> <p>3D: No</p> <p>2D Color Modes: Dynamic, Cinema, Presentation, sRGB, Blackboard</p> <p>Other features: AV Mute Slide, Auto source search, Built-in speaker, Horizontal and vertical keystone correction, Long lamp life, Quick Corner, Split-Screen-Function</p> <p>Video Color Modes: Blackboard, Cinema, Dynamic, Presentation, sRGB</p>
General	<p>Power consumption: 327 Watt, 225 Watt (economy), 0.3 Watt (standby), On mode power consumption as defined in JBMS-84 286 Watt</p> <p>Supply Voltage: AC 100 V - 240 V, 50 Hz - 60 Hz</p> <p>Product dimensions: 302 x 237 x 82 mm (Width x Depth x Height)</p> <p>Product weight: 2.4 kg</p> <p>Noise Level: Normal: 37 dB (A) - Economy: 28 dB (A)</p> <p>Supported Temperature: Operation 5° C - 25° C, Storage -10° C - 60° C</p> <p>Supported Humidity: Operation 20% - 80%, Storage 10% - 90%</p> <p>Soft carry case</p> <p>Loudspeaker: 2 Watt</p> <p>What should be in the box: Main unit, Power cable, Quick Start Guide, Remote control incl. batteries, User manual (CD), Warranty card</p> <p>Room Type / Application: Home Office, Home Photo, Streaming, TV & Box sets</p> <p>Positioning: Ceiling Mounted, Desktop</p>
Wall mount Projector Screen	100 x 100 White Casing, 160 Degrees viewing angle

3.SERVER SPECIFICATIONS

FEATURES	SPECIFICATIONS
Form Factor	3U Rack Mountable Server
Chassis	2.5" Chassis with 8 hard disk slots
Processor	2x Intel® Xeon® Gold 6252 2.1G, 24C/48T, 10.4GT/s, 35.75M Cache, Turbo, HT (150W) DDR4-2933 Provision for 3rd and 4 th Processor
Processor Thermal Configuration	2 CPU Heatsink expandable to 4 processors
Memory DIMM Type and Speed	512GB 2666MT/S RDIMMs Dual rank
Memory Configuration Type	Performance Optimized

Operating System Pre-Installed and Licensed	Support Microsoft® Windows Server® or 2019 SP1, x64 (includes Hyper-V® v2)
Front	2 x USB 3.0 port 1 x VGA port
Rear	2 x USB 3.0 ports 1 x VGA port 1 x hdmi port
RAID'	C7, Configured RAID for HDDs or SSDs (Mixed Drive Types Allowed)
RAID/Internal Storage Controllers	PERC H330+ RAID Controller, Adapter, Full Height with support for RAID 0, 1, 5, 6, 10
Storage	(2) x 480GB SSD SATA Boot 6Gbps 512n 2.5in Hot-plug Drive, 1 DWPD, 219 TBW
	(3) x 1TB 7.2K RPM SAS 12Gbps 512n 2.5in Hot-plug Hard Drive, CK

4.PRINTER SPECIFICATIONS

AIO functions+A1:B54	Print, copy, scan, fax; AiO multitasking supported: Yes
Duplex print options	Automatic (standard)
Print speed1	Up to 42 ppm (black, letter); Up to 40 ppm (black, A4)
First page out2	As fast as 13.4 sec
Print technology	Laser
Print resolution	Black: Up to 1200 x 1200 dpi; HP FastRes 1200 (1200 dpi quality), 600 x 600 dpi with HP Resolution Enhancement technology
Print resolution technologies	HP FastRes 1200 (600 x 600 dpi), HP ProRes 1200 (1200 x 1200 dpi), 600 x 600 dpi.
Digital Sending St Features	Scan-to-E-mail with LDAP e-mail address lookup; Scan- to-Network Folder; Scan-to-USB drive
Mobile printing	YES
Scan type	Flatbed, ADF
Scan speed3	Letter: Up to 21 ppm (b&w), up to 15 ppm (color)
Scan resolution Scan technology	Hardware: Up to 300 x 300 dpi (color ,gray scale and mono, ADF); Up to 1200 x 1200 dpi (color, gray scale and mono, flatbed)
	Contact Image Sensor (CIS)
Scan file format	Windows Scan SW supports file format: JPG, RAW(BMP), PDF, TIFF, PNG; Mac Scan SW supports file format: TIFF, PNG, JPEG, JPEG-2000, PDF, PDF- Searchable, RTF, TXT.
Scan size maximum	8.5 x 11.7 in
Scanner advanced features	Duplex scanning from ADF; Scan to USB flash drive; Scan to network folder; Scan to email; Scan to cloud; Optimize text/picture; Selectable scan resolution 75 to 300 dpi
Copy speed4	Up to 42 ppm (black, letter); Up to 40 ppm (black, A4)
Scan Speed Duplex	letter: Up to 36 ipm (black & white), up to 14 ipm (color)

Copy resolution	Black (text and graphics): Up to 600 x 600 dpi; Color (text and graphics): Up to 600 x 600 dpi
Max number of copies	Up to 99 copies
Copier resize	25 to 400%
Copier settings	Number of copies; Reduce/Enlarge; Lighter/Darker; Optimize; Paper; Multi-page copy; Collation; Tray select; Two-sided; Draft mode; Image adjustment; Set as new defaults; Restore defaults
Standard connectivity	Optional: Jetdirect ew2500 802.11b/g Wireless Print Server J8021A; Jetdirect 2700w USB Wireless Print Server J8026A
Network capabilities	Via built-in 100/1000Base-TX networking
Memory	256 MB
Processor speed	800 MHz
Duty cycle (monthly, A4)⁶	Up to 75,000 pages
RMPV	2,000 to 6,000 pages rec. monthly page volume ⁷
Paper handling	100-sheet multipurpose tray, 500-sheet input tray 2, 50-sheet automatic document feeder, 250-sheet output bin, 100-sheet rear output bin Input: Optional 500-sheet tray (add up to 1 trays) Output: Optional 500-sheet tray (add up to 1 trays).
Media type	Paper (bond, color, letterhead, plain, pre-printed, prepunched, recycled, rough); envelopes, labels, cardstock, transparencies, user-defined
Bit depth/Grayscale levels	24 bit (8 bit for greyscale duplex jobs)/256
Media weight	Tray 1: 52 to 199 g/m ² ; Tray 2: 52 to 120 g/m ² ; Tray 3: 52 to 120 g/m ²
Media Sizes Custom	Tray 1: 3 x 5 to 8.5 x 14 in (76 x 127 to 216 x 356 mm); Tray 2, optional 500-sheet tray (3, 4): 4.1 x 5.8 to 8.5 x 14 in (105 x 148 to 216 x 356 mm)
Standard Media Sizes Supported	Metric: A4, RA4, Oficio 216 x 343 mm, Oficio 216 x 347 mm, 10 x 15 cm, B5(JIS), B6(JIS), Postcard(JIS), Double Postcard(JIS), A5, A6, 16K 195 x 270 mm, 16K 184 x 260 mm, 16K 197 x 273 mm
Auto doc. feeder	Standard, 50 sheets
Replacement cartridges	At least 15 Replacement toners
Warranty features	At least One-year limited warranty, Onsite
Control panel	At least 3.5-in intuitive touchscreen control panel with color graphic display; Buttons (Home, Cancel, Help, Right/Left Arrows, Back); LED indicator lights (Ready, Error)
Display	At least 3.5-in (8.89 cm) touchscreen, LCD (color graphics)
Power	Power supply type: Built-in power supply Power supply required: Input voltage: 220v (+/- 10%), 50/60Hz (+/- 2 Hz)
Operating environment Security management	Operating humidity range: 10 to 80% RH Recommended operating temperature range: 50 to 90.5° F (10 to 32.5° C)
	Password-protected network embedded Web server; enable/disable Network ports; SNMPv1/v2/ community password change, SNMPV3 password change.

5.LOCAL COMPUTER UPS SPECIFICATIONS

Specifications	
Output Power	750 VA
Topology	Line Interactive
Nominal Output Voltage	220/230/240Vac +/-2% Selectable
Nominal Input Voltage	230 Vac (130-280Vac)
Voltage Regulation	1% Steady State
Output Connections	(6) IEC 320 C13
Input connections	(2) IEC 320 C19
	IEC-60320 C20, Schuko CEE
	7/EU1-16P, French BS1363A
Hz	50Hz or 60Hz plus or minus 3 Hz (auto sensing)
Frequency Stability	Input frequency within plus or minus 2% of nominal for all operating conditions, including maximum and minimum specified input voltages,
Warranty	One Year

6. (a) LOCAL AREA NETWORK & SERVER ROOM

48 PORT SWITCH				
Dimensions	485 x 43.7 x 374.6mm (19.09 x 1.72 x 14.75")			
Weight	6.5 kg (14.3 lb)			
Networking Interfaces	(48) 10/100/1000 Mbps RJ45 Ethernet Ports (2) 1/10 Gbps SFP+ Ethernet Ports			
Management Interface	(1) RJ45 Serial Port Out-of-Band, Ethernet In-Band			
Total Non-Blocking Throughput	70 Gbps			
Switching Capacity	140 Gbps			
Forwarding Rate	104.16 Mpps			
MAC Address Table	16384			
Maximum Aggregations	6			
Monitoring Sessions	1			
Maximum VLANs	255			
Power Method	100-240VAC/50-60 Hz, Universal Input			
Power Supply	AC/DC, Internal, 750W DC			
Max.PowerConsumption	Including PoE Output		ExcludingPoEOutput	
	750W		64W	
LEDsPer Port	RJ45Data Ports		SFPDataPorts	
	PoE,		Speed/Link/Activity	
Sound Level*	FanLevel0	FanLevel1	FanLevel2	FanLevel3
	12.1 dBr	18.1 dBr	21.6 dBr	24.7 dBr
ESD/EMPProtection	Air: ± 24 kV, Contact: ± 24 kV			
Shock andVibration	ETSI300-019-1.4 Standard			
Operating Temperature	-5 to 40° C (23 to 104° F)			
Operating Humidity	5 to 95% Noncondensing			
Certifications	CE, FCC, IC			
POE+ PER PORT				

PoE Interfaces	PoE+ IEEE 802.3af/at (Pins 1, 2+; 3, 6-) 24VDC Passive PoE (Pins 4, 5+; 7, 8-)
Max. PoE+ Wattage per Port by PSE	34.2W
Voltage Range 802.3at Mode	50-57V
Max. Passive PoE Wattage per Port	17W
24V Passive PoE Voltage Range	20-27V
Connectors	Screened RJ 45
Wireless Access Points	3
Wall Sockets	30
Patch cords	30 patch-cords of 3 metres
Cabinet	24U 1000x1000 network Cabinet
UPS	2U 1500VA Rack Mounted Ups
Patch Panel	48 port patch panel
Router	10xGigabit port router with quad-core 1.4Ghz CPU, 1GB RAM, SFP+ 10Gbps case with case ears

(b.) Structured Cabling (Local Area Network)

Structured Cabling Specifications	Horizontal cabling will consist of data cables specified up-to 500 MHz in compliance with ANSI/TIA/EIA 568-B.2.1 specification for CAT 6a Cabling Systems
	Horizontal data cables would terminate on a rack.
Work Area Outlets	Each work area outlet location shall be provided with Category 6a cables. The outlets faceplates shall be flush mounted on the metal trunking
	All work area outlets shall be comprised of a dual port Category 6a performance module.
	The modular jacks shall be terminated using non-impact termination tool. The colour coding shall be consistent with T568B wiring standards.
Work Area Outlets Installation	Cables shall only be coiled in the trunking or surface mount boxes if adequate space is present to house the cable coils without exceeding the manufacturers bend radius restrictions.
	In hollow wall installations where box-eliminators are used, excess wire can be stored in the wall.
	No more than 12" of slack shall be stored in an in-wall box, modular furniture pathways or insulated walls.
	Excess slack may be neatly coiled and stored in the ceiling above each drop location when there is not enough space present in the outlet box to store cable slack.
Network cable termination	Cables shall be routed and terminated in accordance with the recommended standards as ANSI/TIA/EIA-568-B. And in-line with the best industry practices.
	Pair untwist at the termination end shall not exceed 0.5 inch to the Category 6a terminations module.
	Bend radius of the cable in the termination area shall not be less than 4 times the outside diameter of the cable.
	The cable jacket shall be maintained as close as possible to the termination module.
Horizontal Cable Specification	All horizontal cable shall be 24 AWG 500 MHz 4-pair 100 ohms UTP.
	The cable shall be from an approved manufacturer for the purpose of extended warranty
	The insulation shall be suitable for indoor installation, PVC (CMX, IEC 332.1) rated and be independently verified for compliance to ANSI/TIA/EIA-568-B.2.1 standards.

	The cable shall have a central isolation member.
	Cable performance shall be independently verified to ensure Category 6a performance requirements.
Horizontal Distribution Cable Installation	Cables shall be installed in continuous lengths from the origin to the destination unless specifically addressed in this document.
	If a j-hook or trapeze is used to support the cable bundles all horizontal cables shall be supported at a maximum of three feet intervals and at no point shall the cables rest on any acoustic ceiling grids or panels
	Horizontal distribution cables shall be bundled in groups of not greater than 20 cables, as these could cause deformation of the cables near the bottom of the bundle.
	The cabling system and support hardware shall be installed so that it does not obscure any control devices, fire alarm system, valves or connecting boxes etc
	Cables shall not be attached to the ceiling grid or electrical supporting systems.
	Where support for drop cable legs is required, clips or hooks shall be installed to support the cabling.
	Cables shall be installed in accordance with manufacturer's recommendations and industry requirements.
	Cables shall be identified by a self-adhesive label in accordance with the system document section of this specification.
	Cable identification shall also be applied to the cables behind the faceplates on a section of the cable that can be accessed easily by removing the faceplate.
	Bend radius of the cable in the termination area shall not be less than 4 times the outside diameter of the cable.
	Pulling tension on the cables shall not exceed 25 pounds for the single cable or cable bundle.
Horizontal Interconnect Specification	Horizontal interconnect shall consist of Category 6a patch panels, mounted below the fibre optic termination trays where such exist and its cable management rack. The installed system shall comply with all TIA/EIA and ISO Category 6/Class A requirements
	The horizontal data cross-connect shall be installed within a 24U cabinet in the server room. All equipment racks shall be augmented with horizontal and vertical cable management trays both front and rear, to properly arrange the horizontal cables and patch cords.
Horizontal Cross-Connect Installation	Cables shall be routed and terminated in accordance with the recommended standards as ANSI/TIA/EIA-568-B and in line with the best industry practices.
	Pair untwist at the termination end shall not exceed 0.5 inch to the Category 6a terminations module.
	Bend radius of the cable in the termination area shall not be less than 4 times the outside diameter of the cable.
	The cable jacket shall be maintained as close as possible to the termination module
	Cables shall be neatly bundled and routed to their respective panels.
	Each panel shall be fed by an individual bundle separated and routed back to the point of cable entrance into the rack or frame
	Each cable shall be clearly labelled on the cable jacket behind the patch panel at a location that can be viewed without removing the bundle support ties.
	Cable labels shall not be obscured from view.
	Each port shall be identified with unique labels and correspond to the documentation of as is drawings from supplier.

Cable Assemblies	Data cable assemblies used for horizontal patching and at the workstation shall be Category 6a, 4-pair assemblies.
	Twisted pair data patch cords shall be factory-assembled by the manufacturer of the cabling system.
	Each data cabinet (rack) shall require 1-meter Category 6a patch cords to interconnect between the horizontal patch panels and network equipment.
	Each workstation shall require at least 3-meter Category 6a patch cord, and shall be factory-assembled, except where alternative lengths are required.
	These need to be factory-assembled as well. There shall be one patch cord per network point.
Patch Cord Specification	Workstation patch cords shall be Category 6a patch cord assemblies either 1 meter or 3 meters in length, constructed using modular RJ45 and shall be wired to the T568A/B wiring.
Fibre Patch Cord Specification	Wherever these are installed, backbone data patch cords shall be fibre optical assemblies, factory-terminated using duplex connectivity, 1 meter long, 50/125 micro meter multimode cable.
	The duplex cable shall have SC connectors on either side, unless specifically changed.
Backbone Subsystem	Whenever these are installed, multimode fibre links shall be tested for attenuation and length verification.
	The links shall be tested at 850 nm and 1300 nm according to ANSI/EIA/TIA- 526-14A Method B. Each fibre strand shall be tested for attenuation with an optical power meter and a light source.
	Cable length shall be verified using sheath markings. If splices are used, splice attenuation shall be verified with an OTDR.
	The guidelines and procedures established for tier 1 /2 testing in TIA/TSB-140 shall apply. Printed test results for each fibre strand shall be submitted.

(c.) Server Room Requirements

Smart UPS for Server	Output power capacity	2.1kWatts / 3.0kVA
	Rack Height	2U
	Output Connections	(2) IEC Jumpers (Battery Backup) (8) IEC 320 C13 (Battery Backup) (1) IEC 320 C19 (Battery Backup)
	Nominal Output Voltage	230V
	Nominal Input Voltage	230V
	Input Connections	IEC 320 C20
24U Cabinet	Perforated Steel Metal Frame	Glass Front Door and Metal Back door
Back to Back Power Cables	50 Pieces	3 Pin cloverleaf flower cable type
		Fully molded AC power cord
		Easily connects to the computer and wall socket
		Long-lasting durability
		Mickey mouse, cloverleaf, c5 type plug
6 way Power Extension Cables with Surge Protection	25 Pieces	Surge Stabilizer
		Neon indicator
		Fire Retardant Material
		Safe & Reliable Design with easy 2 and 3 Pin Accessibility
		Heavy Duty PVC Cable
		Neon indicator

		High Switching Capacity
		Wall Mounting

7.VIDEO CONFERENCING EQUIPMENT SPECIFICATIONS

Specifications	
7230-87720-102-Poly Large Room Kit includes: Poly E70 camera, GC8 touch controller, Cable 10m USB3.1 A to C, 2 * Pwr cord UK-Type G,BS 1363. Order Poly room PC separately. Mtce required in APAC.	Supply, Installation and Training of Video Conference Solution.
487P-87720-160-Partner Poly Plus, One other Year, Poly Large Room Kit includes Poly E70 camera, GC8 touch controller, Poly supplied PC covered if renewed for first three years only.	
7230-87630-102-Poly Room kit PC. Dell Optiplex 7080 XE with country specific power cord. To be ordered with Poly Kits 7230-87700-xxx, 7230-87710-xxx, 7230-87720-xxx.	
2215-87372-001-Poly Studio E70 Optional Vesa Mounting Kit. Compatible with the Studio E70.	
2200-86590-019-Poly Trio C60 IP conference phone for Microsoft Teams/SfB with built-in Wi-Fi, Bluetooth and DECT (for future use) for EEA and ANZ. PoE. Includes 7.6m/25ft Ethernet cable and Setup Sheet.	
4870-86240-160-Partner Premier, One Year, Poly Trio C60	
QMR Samsung screen 55" LH55QMREBGCXUE	
Supply and Installation of Sound system in the courtroom	
Warranty	One Year

8.AIR CONDITIONER SPECIFICATIONS

FEATURE	SPECIFICATIONS
Product Type	Floor Standing
Power Cooling	Yes
Indoor Unit Noise Level (H/M/L)	50 / 48 / 46 dB(A)
Refrigerant Type	R22
Power Supply (ø / V / Hz)	3/380~415/50
Cooling Capacity	24000 Btu/h
Power Input (Set)	3300 W
INDOOR UNIT	
Running Current	0.7 A
Air Flow Rate (H/M/L)	17 / 15 / 13 CMM
Dehumidification Rate	3.0 l/h
OUTDOOR UNIT	
Compressor Type	Twin Rotary
Sound Level (H)	62 dB(A)
Dimensions (W x H x D)	870 x 808 x 320 mm

Net Weight	60 (132.3) kg(lbs)

Evaluation Criteria:

No.	Evaluation Criteria	Documentary evidence to be submitted	Check List
1.	Bidder is a legally registered company / institution in operational at least 3 years	Registration or certificate of incorporation / Company profile.	<input type="checkbox"/>
2.	Bidder to agree on the terms of payment as outlined in the TOR, i.e. no advance payments	Bidder to provide a written confirmation.	<input type="checkbox"/>
3.	Bidder to agree to provide goods/services as outlined in the TOR.	Bidder to provide a written confirmation.	<input type="checkbox"/>

Financial/Commercial evaluation Criteria:

No.	Criteria	Type of Evaluation
1.	Confirmation of Acceptance of UN General Conditions of Contract (Annex C)	Pass/ Fail
2.	Confirmation that the bids will remain valid for 60 days as required by the RFQ.	Pass/ Fail

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods 4 weeks after Contract signature.
Delivery Terms (INCOTERMS 2020)	DAP
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)	Direction des affaires judiciaires - Ministère de la Justice – Moroni – Comoros
Distribution of shipping documents (if using freight forwarder)	Click or tap here to enter text.
Packing Requirements	Click or tap here to enter text.
Training on Operations and Maintenance	Click or tap here to enter text.
Warranty Period	Click or tap here to enter text.
After-sales service and local service support requirements	Click or tap here to enter text.

Preferred Mode of Transport	Choose an item.
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ANNEX 2: QUOTATION SUBMISSION FORM

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

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

Company Profile

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

Is your company a member of the UN Global Compact	<input checked="" 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.

Yes	No	
<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:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Currency of the Quotation: Click or tap here to enter text.					
INCOTERMS: Click or tap here to enter text.					
Item No	Description	UO M	Qty	Unit price	Total price
1	LCD Projector		2		
2	Projector Board		2		
3	Desktop Computers		15		
4	Printer / Photocopier / Scanner		1		
5	Uninterrupted Power Supply Units (UPS)		20		
6	Video Conferencing Equipment		1		
7	Computer Server		1		
8	Air Conditioner (24000 BTU) Floor Standing		1		
9	Local Area Network		LOT (See structured Cabling Specifications)		
10	Server Room		LOT (See Server Room Requirements)		
Total Price					
Transportation Price					
Insurance Price					
Installation Price					
Training Price					
Other Charges (specify)					
Total Final and All-inclusive Price					

Compliance with Requirements

	You Responses
--	----------------------

	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty and After-Sales Requirements	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements <i>[pls. specify]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Other Information:

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

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.