



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: 259-2022-UNDP-UKR-RFQ-RPP	Date: 24 June 2022
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the supply of: **Equipment for Administrative Services Centers (ASCs) for the provision of administrative services to the war-affected population of Ukraine**, as detailed in Annex 1 to 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:  DocuSigned by:
5866F218C2264C1...
Name: **Ms. Agnes Kochan**
Title: **UNDP Operations Manager**
Date: 24-Jun-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>23:59 PM (Kyiv time), July 11, 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: tenders.ua@undp.org</p> <ul style="list-style-type: none"> ▪ File Format: .ZIP, .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: 20 MB ▪ Mandatory subject of email: 259-2022-UNDP-UKR-RFP ▪ 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.
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 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</p>
Gifts and Hospitality	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p>

Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General 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 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 30 days.</p> <p><input checked="" type="checkbox"/> Others: Liquidated damages: up to 0.1% of total contract amount per each day of delay may be applied on discretion of UNDP.</p>
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
Currency of Quotation	<p>Quotations shall be quoted in:</p> <p><input checked="" type="checkbox"/> United States Dollars (USD) – strongly advised to use as a risk mitigation measure against the impact of the local currency devaluation. Payment for goods/services shall be made in local currency in accordance with UNORE exchange rate (http://treasury.un.org) on the date of payment, through bank transfer to the Contractor's account during 30 (thirty) days from the date of receipt of the original invoice, registered VAT certificate and Act of acceptance of services/goods rendered/delivered signed by both parties.</p> <p><input checked="" type="checkbox"/> Local Currency: UAH</p>
Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between 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.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>

Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> 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	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <ul style="list-style-type: none"> <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 <p>[according to Project Card Registration № 4019-05]</p>
Language of quotation	English or Ukrainian or Russian
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <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"/> Copy of the latest Business (Company or Private Entrepreneur) Registration Certificate valid as at the date of submission. <input checked="" type="checkbox"/> Extract from the Register of VAT or unified tax payers (not mandatory on submission stage but will be required if Offeror is selected for contract award). <input checked="" type="checkbox"/> Company Profile, indicating at least 3 years of experience in sales or manufacture of the similar equipment (at least 3 copies/samples of the contracts/purchase orders executed within last 3 years to be provided).. <input checked="" type="checkbox"/> At least 2 (two) positive recommendation/reference letters from previous customers/clients on as per supplying of similar to this Specification equipment. <input checked="" type="checkbox"/> The supplied equipment should be confirmed by quality certificates. Bidders should provide quality certificates for all offered items, if applicable for a respective category.
Quotation validity period	Quotations shall remain valid for 60 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	<ul style="list-style-type: none"> <input type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted: The offers may be submitted to different Lots.
Alternative Quotes	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <p>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</p>

	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% of the cost of the goods supplied for each Lot shall be made through bank transfer to the Contractor's account during 30 (thirty) days from the date of receipt of the original invoice, Act of acceptance of goods rendered/delivered signed by both parties. Partial delivery is allowed as per agreement with a UNDP at the stage of Contract signing. <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] <input type="checkbox"/> 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: procurement.rpp.ua@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 3 (three) days before the submission deadline. Responses to requests for clarification will be communicated via email procurement.rpp.ua@undp.org by Procurement Unit, UNDP Ukraine.
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	Administrative Requirements: <input checked="" type="checkbox"/> Offers must be submitted by the due date. <input checked="" type="checkbox"/> Offers must meet required Offer Validity. <input checked="" type="checkbox"/> Offers must be signed by the proper authority. <input checked="" type="checkbox"/> Offers include requested company/organization documentation as mentioned above in "Documents to be submitted section". <input checked="" type="checkbox"/> Officially registered company (for Ukrainian companies – company must be registered in the territory controlled by the Government of Ukraine). <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions. Technical requirements: <input checked="" type="checkbox"/> Company Profile, indicating at least 3 years of experience in sales or manufacture of the similar equipment (at least 3 copies/samples of the contracts/purchase orders executed within last 3 years to be provided). <input checked="" type="checkbox"/> At least 2 (two) positive recommendation/reference letters from previous customers/clients on as per supplying of similar to this Specification equipment. <input checked="" type="checkbox"/> All equipment must be accompanied by warranty certificates. The warranty period for the entire list of the equipment must be at least 12 months. All equipment must have an official warranty service in Ukraine. <input checked="" type="checkbox"/> The supply of the equipment must be completed within 60 calendar days from the date of signing the contract, which should be reported to UNDP at least 2 weeks in advance. <input checked="" type="checkbox"/> All necessary technical documentation in Ukrainian/Russian (English – additionally optional) languages must be given by the Contractor at the day of delivery. Where applicable for a respective commodities category, the technical documentation should include: - Operation instructions; - Technical certificate; - Certificate of origin;

	- Safety certificate (valid for Ukraine).
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	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.

ANNEX 1: SPECIFICATION**SPECIFICATION****Equipment for Administrative Services Centers (ASCs) for the provision of administrative services to the war-affected population of Ukraine**

Project Title: EU Support to the East of Ukraine – Recovery, Peacebuilding and Governance.

Description of the assignment: Procurement of equipment to ensure equal access to administrative services for residents of war victims of Trostyanets and Okhtyrka territorial communities of Sumy region

Delivery: The equipment will be delivered to Trostyanets and Okhtyrka, Sumy region

Starting /Date of Assignment: July 2022

1. Background Information:

The United Nations Development Programme (UNDP) works in about 170 countries and territories, helping to eradicate poverty, reduce inequalities and exclusion, and build resilience so countries can sustain progress. As the UN's development agency, UNDP plays a critical role in helping countries achieve the Sustainable Development Goals. In Ukraine, UNDP operates along three programmatic areas of support: Inclusive development, recovery and peacebuilding; Democratic governance; and Energy and environment.

The war in Ukraine has already resulted in significant loss of life, unprecedented displacement, internally and towards neighbouring countries, and devastating destruction of infrastructure. Early UNDP projections suggest that if the war deepens and expands, up to 90 percent of the population of Ukraine could be facing poverty and vulnerability to poverty by the end of 2022, and 30 percent of the population are likely to require life-saving humanitarian assistance. Eighteen years of socio-economic achievements in Ukraine are at risk. UNDP's core engagement is to preserve development gains as fully as possible, and to return Ukraine to pathways achieving the Sustainable Development Goals (SDGs) as quickly as possible.

UNDP has been active and present in eastern Ukraine for the past decade, prior to the conflict which started in 2014, with a focus on community development, civil society development, and environmental protection. Work on addressing the specific conflict-related development challenges built on this earlier engagement, established partnerships, and started in 2015 through the United Nations Recovery and Peacebuilding Programme (UN RPP). The UN RPP is a multi-donor funded framework programme formulated and led by the UNDP in collaboration with the Government of Ukraine and in cooperation with a number of partnering UN agencies (UN Women, FAO, UNFPA).

UN RPP's interventions are grouped under the following key Programme components, which reflect women's and men's priority needs in the region:

Component 1: Economic Recovery and Restoration of Critical Infrastructure

Component 2: Local Governance and Decentralization Reform

Component 3: Community Security and Social Cohesion.

In October 2018, UNDP signed an agreement for a multi-year project under the EU Support to the East of Ukraine programme. In 2021, the EU-funded project was amended to extend its scope through the EU4Resilient Regions programme. It has recently been amended to ensure that the approach implemented under UN RPP can help address the devastation and increased needs of the civilian population as a result of the ongoing war, and where it will be required. The project has the following specific objectives:

- 1) To enhance local capacity for gender-responsive decentralization and administrative reforms to improve governance, local development and the delivery of services.
- 2) To stimulate employment and economic growth by providing assistance to Micro, Small and Medium Enterprises (MSMEs) development through demand-driven business development services and professional skills training.
- 3) To enhance social cohesion and reconciliation through promotion of civic initiatives.
- 4) To support sector reforms and structural adjustments in health, education and critical public infrastructure to mitigate direct impacts of the conflict.

One of the priorities of the objective 1 is to enhance local capacity for gender-responsive decentralization and administrative reforms to improve governance, local development and the delivery of services.

In order to access and provide administrative and legal assistance services, as well as information to the population of war-affected areas, it is planned to select a supplier of equipment for the Centers for Administrative Services in Trostyanets and Okhtyrka, Sumy region. Target audience - residents of communities and IDPs.

2. Scope of work

- Supply by the Contractor of computer equipment in accordance with the technical documentation contained in Table 1.
- Delivery of equipment in accordance with Lots 1 and 2 to the addresses specified in clause 3.3

3. Technical specification

3.1 Equipment Requirements:

Table 1.

	Equipment requirements The characteristics must not be lower than those listed in the task	Number LOT 1	Number LOT 2
1	Monoblock 21.5 " + Win10Pro + Microsoft Office Home and Business 2021 Ukrainian + wireless keyboard (Ukrainian / English layout), mouse Processor type: Intel Core i3 10th generation or AMD Ryzen 5 3rd generation or better Number of cores: not less than 2 RAM, GB: not less than 8 Standard: DDR4-2666 or better SSD capacity,: not less than 256 GB Interface: Graphics chipset: integrated Built-in optical drive: DVD-RW Sound controller: integrated External ports: 2xUSB 2.0, 2xUSB 3.1, HDMI, LAN RJ-45, combined headphone and microphone jack Card reader: SD Wi-Fi 802.11ac, Bluetooth 4.2 Diagonal: 21.5 Resolution: 1920x1080 Matrix type: IPS Additionally: built-in microphone and speakers, 5 MP webcam	13	16
2	Extension cord with overload protection (5 sockets / 4.5 meters) Number of sockets 5 Maximum load current 10 A Surge protection Automatic fuse, A: 10 Cable length 4.5 m (copper)	13	20
3	Uninterruptible Power Supply (UPS) Characteristics: linear interactive / Battery switch-on time: 2 ms / + \ - 1 ms Input voltage range 170-280 V Input frequency, Hz 50-60 Output voltage 230 V Max. output power, VA 650 +/- 10% Effective output power 360 watts +/- 10% Sockets with a reserve of 3 pieces of CEE 7 / IEC-320-C13 Short circuit protection overload protection	13	16

	interference filtering data line protection Protection against high-voltage pulses USB control interfaces		
4	Laptop + Win10Pro + Microsoft Office Home and Business 2021 Ukrainian+ wireless mouse Laptop type 15.6 "screen diagonal Display resolution 1920x1080 Matte IPS screen coating Intel Core i3 10th generation or AMD Ryzen 5 3rd generation or better The number of CPU cores is not less than 2 RAM: not less than 8 GB Video card type: integrated Drive capacity: SSD 256 GB or higher Wi-Fi 802.11ac, Bluetooth connection Interfaces (minimum): HDMI input / output connectors and ports / headphone output, LAN RJ-45, USB 3.0 -2 pcs. and USB 2.0 -1 pc. Multimedia card reader / (SD, SDHC, SDXC) webcam / HD (720p minimum) Optical drive: not required Keyboard :Ukrainian / English layout Touchpad manipulator Security: Security slot	2	4
5	Card reader contactless for ID passports Operating frequency 13.56 MHz Standards CCID, CE, FCC RoHS, ISO 14443, Mifare, PC / SC Protocol with ISO 14443 type A and B card, Mifare Classic & Mifare, Ultralight C Protocol for work with PC CCID, PC / SC USB 2.0 connection interface Map reading distance up to 10 cm Compatible with Windows 10	10	10
6	Multifunction Unit (MFU) +1 extra cartridge Printing type: Laser Sheet size: A4 Print color: Monochrome Maximum print resolution: 1200x1200 dpi B&W printing speed: 38 sheets / min Black cartridge capacity: 3100 A4 sheets (ISO / IEC 24711) Automatic printing on both sides: Yes Interfaces: USB 2.0 Network interfaces: WiFi 802.11n AirPrint: Yes	10	10
7	MFU + 1 extra cartridge Printing technology: laser, Sheet size: A4 Chromaticity: monochrome, LCD display Built-in memory 64 MB Black and white print speed 18 pages per minute Max. resolution, dpi 600x600 6000x1200 The type of scanner is tablet Scanner resolution 600x600 dpi	5	5

	USB 2.0 wired interfaces		
8	USB Hub External type USB3.0 connection USB hub 4 slots USB powered Interface USB2.0 transfer rate up to 480 Mbps USB3.0 transfer rate up to 5 Gbps Cable length 300 mm Compatibility Windows XP / 7/8 / 8.1 / 10, MacOS, Linux.	15	15
9	Antivirus (installed on computer hardware) ESET Endpoint Security software for 2 years (5 devices)	3 packages (for 15 computers)	4 packages (for 20 computers)
10	Video surveillance kit: 4-channel Network DVR Type (Analog, AHD, IP, multiformat) Multiformat Supported AHD / CVBS / CVI / TVI / IP cameras Max. Supported camera resolution 5 MP (IP 5Mp) H.265X video compression Linux operating system Video inputs 4 BNC VGA / HDMI video outputs Maximum video output resolution 1920x1080 Audio inputs 1 RCA Audio outputs 1 RCA Number of HDD 1 Supported HDD capacity 4 Tb Maximum recording resolution 5Mp Recording speed up to max. 720p / 25fps resolution; 1080p / 15fps; 5M-N / 11fps Playing an archive Depending on the mode PTZ COAX management VMS remote access software, General_CMS Xmeye mobile client software (Android, iOS) RJ45 network USB ports 2 Alarm inputs / outputs No. IP camera - 4 pcs. SATA 2.0 TB WD HDD drive POE switch		1
11	Access point Wi-Fi Standard 802.11ac Operating frequency Wi-Fi 5 GHz WAN port speed 1Gbit Wi-Fi 802.11n communication standard Wi-Fi speed, Mbit / s 300 Mbit / s Additional operating modes - Access point Wi-Fi connection	2	1
12	Uncontrolled Fast Ethernet Switch 16 ports SFP port 1xGbps / Uplink port 2x100Mbps / PoE power supply distance up to 100 m (100 Mbps); up to 250 (10Mbit / channel) / Power supply AC	1	

	100 ~ 240V / Type Unmanageable		
13	Uncontrolled Fast Ethernet Switch 8 ports SFP port 1xGbps / Uplink port 2x100Mbps / PoE power supply distance up to 100 m (100 Mbps); up to 250 (10Mbit / channel) / Power supply AC 100 ~ 240V / Type Unmanageable	1	

Step-by-step delivery is allowed (minimum 50% of the Lot) depending on the availability of the equipment on stock, subject to confirmation from requesting project.

International suppliers (registered outside Ukraine) may provide they offers under Incoterms FCA Lviv however, preference may be given to suppliers delivering under DDP terms as specified in the TOR.

3.2 The supply of the equipment must be completed within 60 calendar days from the date of signing the contract, which should be reported to UNDP at least 2 weeks in advance.

3.3 The supplier must ensure the delivery of sufficient equipment in Trostyanets, str. Myru, 6 (Lot 1) and Okhtyrka, street Nezalezhnosti, 5 (Lot 2) under the terms of delivery of DDP (Incoterms 2020)

3.4 All equipment must be accompanied by warranty certificates. The warranty period for the entire list of the equipment must be at least 12 months. All equipment must have an official warranty service in Ukraine.

3.5 All necessary technical documentation in Ukrainian/Russian (English – additionally optional) languages must be given by the Contractor at the day of delivery.

The technical documentation should include operation instructions, technical certificate, certificate of origin, safety certificate (where applicable for a respective commodities category).

3.6 The delivery must comply with UNDP equipment specifications.

3.7 The equipment must be delivered and unloaded.

4. Experience and qualification requirements (scans of documents to be provided)

- Duly registered company/organization
- At least 3 years of experience in sales or manufacture of the similar equipment (at least 3 copies/samples of the contracts/purchase orders executed within last 3 years to be provided).
- At least 2 (two) positive recommendation/reference letters from previous customers/clients on as per supplying of similar to this Specification equipment.

5. Evaluation method

Contract will be awarded to the technically compliant offer with the lowest price.

6. Price quotation and payment schedule

- The contract price should remain fixed for the duration of the contract.
- Bidders must include all costs related to the performance of the works in their quotation price (delivery of all goods and equipment, transport costs, unloading at the delivery site, etc.)
- Payments should be made as follows:

100% of the unit cost of the product - within thirty (30) calendar days from the date of acceptance of the equipment by UNDP by signing of the bilateral Transfer and Acceptance Act and submission of the original invoice, acceptance certificate, and tax invoice (if any). Payment can be made for a partially delivered product within large lots in the corresponding cost of this product according to the contract.

Considering that the purchase of the equipment will be carried out within the framework of the international technical assistance project, quotations/invoices for payment should be submitted without VAT.

Bidders must submit their quotations in the following format:

LOT 1 Equipment for ASC Trostyanets

No.	Product name and specification requirements	Number of units (pcs)	Price per unit, excl. VAT, <i>currency</i>	Total price, excl. VAT, <i>currency</i>
1	Monoblock 21.5 "+ Win10Pro + Microsoft Office Home and Business 2021 Ukrainian+ wireless keyboard, mouse <i>Specify the model and characteristics</i>	13		
2	Extension cord with overload protection <i>Specify the model and characteristics</i>	13		
3	Uninterruptible Power Supply (UPS) <i>Specify the model and characteristics</i>	13		
4	Laptop Win10Pro + Microsoft Office Home and Business 2021 Ukrainian+ wireless mouse <i>Specify the model and characteristics</i>	2		
5	The card reader is contactless <i>Specify the model and characteristics</i>	10		
6	Multifunction Unit (MFU) +1 additional cartridge <i>Specify model and specifications</i>	10		
7	MFU + 1 additional cartridge <i>Specify the model and characteristics</i>	5		
8	USB HUB <i>Specify the model and characteristics</i>	15		
9	Antivirus	3 packages for 15 computer		
10	WI-FI access point <i>Specify the model and characteristics</i>	2		
11	Uncontrolled Fast Ethernet Switch 16 ports <i>Specify the model and characteristics</i>	1		
12	Uncontrolled Fast Ethernet Switch 8 ports <i>Specify the model and characteristics</i>	1		
TOTAL, excluding VAT, currency				

LOT 2 Equipment for ASC Okhtyrka

No.	Product name and specification requirements	Number of units (pcs)	Price per unit, excl. VAT, <i>currency</i>	Total price, excl. VAT, <i>currency</i>
1	Monoblock 21.5 "+ Win10Pro + Microsoft Office Home and Business 2021 Ukrainian+ wireless keyboard, mouse <i>Specify the model and characteristics</i>	16		
2	Extension cord with overload protection <i>Specify the model and characteristics</i>	20		
3	Uninterruptible Power Supply (UPS) <i>Specify the model and characteristics</i>	16		

4	Laptop Win10Pro + Microsoft Office Home and Business 2021 Ukrainian+ wireless keyboard, mouse <i>Specify the model and characteristics</i>	4		
5	The card reader is contactless <i>Specify the model and characteristics</i>	10		
6	Multifunction Unit (MFU) +1 additional cartridge <i>Specify model and specifications</i>	10		
7	MFU + additional cartridge <i>Specify the model and characteristics</i>	5		
8	USB HUB <i>Specify the model and characteristics</i>	15		
9	Antivirus	4 packages for 20 computer		
10	Video Surveillance Kit <i>Specify model and specifications</i>	1		
11	WI-FI access point <i>Specify the model and characteristics</i>	1		
TOTAL, excluding VAT, currency				

СПЕЦИФІКАЦІЯ

Обладнання для Центрів адміністративних послуг (ЦНАП) для надання адміністративних послуг постраждалому від війни населенню України

Назва проекту: Підтримка ЄС на сході України – відновлення, розбудова миру та управління;

Опис завдання: Закупівля обладнання для забезпечення рівного доступу до адміністративних послуг жителів постраждалих від війни Тростянецької та Охтирської територіальних громад Сумської області

Доставка: Обладнання буде доставлено в м. Тростянець та м. Охтирку Сумської області

Дата початку контракту: липень 2022 року

1. Загальна інформація про Проект

Програма розвитку Організації Об'єднаних Націй (ПРООН) працює приблизно в 170 країнах і територіях, допомагаючи викоринити бідність, зменшити нерівність і відчуження, а також створити стійкість, щоб країни могли підтримувати прогрес. Як агентство ООН з розвитку, ПРООН відіграє важливу роль у допомозі країнам досягти Цілей сталого розвитку. В Україні ПРООН діє за трьома програмними напрямками підтримки: інклюзивний розвиток, відновлення та розбудова миру; Демократичне управління; і Енергетика та навколишнє середовище.

Війна в Україні вже призвела до значних людських жертв, безпрецедентного переміщення всередині країни та в сусідні країни та нищівного руйнування інфраструктури. За попередніми прогнозами ПРООН, якщо війна буде поглиблюватися та розширюватися, до кінця 2022 року до 90% населення України може зіткнутися з бідністю та вразливістю до бідності, а 30% населення, ймовірно, потребуватимуть гуманітарної допомоги, яка рятує життя. Вісімнадцять років соціально-економічних досягнень в Україні під загрозою. Основним завданням ПРООН є збереження досягнень розвитку якомога повніше та якнайшвидше повернення України на шляхи досягнення Цілей сталого розвитку (ЦСР).

ПРООН була активною та присутньою на сході України протягом останнього десятиліття, до конфлікту, який розпочався у 2014 році, з акцентом на розвиток громад, розвиток громадянського суспільства та захист навколишнього середовища. Робота над вирішенням конкретних проблем розвитку, пов'язаних із конфліктом, побудована на цій попередній залученні, налагоджені партнерські відносини та розпочата у 2015 році через Програму відновлення та миробудування ООН (UN RPP). РПП ООН – це рамкова програма, яка фінансується багатьма донорами, розроблена та очолювана ПРООН у співпраці з урядом України та у співпраці з низкою партнерських установ ООН (ООН-Жінки, ФАО, ЮНФПА).

Заходи ООН RPP згруповані за такими ключовими компонентами Програми, які відображають пріоритетні потреби жінок і чоловіків у регіоні:

Компонент 1: Відновлення економіки та відновлення критичної інфраструктури

Компонент 2: Реформа місцевого самоврядування та децентралізації

Компонент 3: Безпека громади та соціальна згуртованість.

У жовтні 2018 року ПРООН підписала угоду на багаторічний проект у рамках програми ЄС «Підтримка Сходу України». У 2021 році до проекту, що фінансується ЄС, було внесено зміни, щоб розширити його сферу застосування за допомогою програми EU4 «Стійкі регіони». Нещодавно в нього були внесені поправки, щоб гарантувати, що підхід, запроваджений в рамках РПП ООН, може допомогти подолати руйнування та збільшення потреб цивільного населення в результаті війни, що триває, і там, де це буде потрібно. Проект має такі конкретні цілі:

1) Підвищення місцевої спроможності щодо децентралізації та адміністративних реформ з урахуванням гендерної проблематики для покращення управління, місцевого розвитку та надання послуг.

2) Стимулювати зайнятість та економічне зростання шляхом надання допомоги в розвитку мікро-, малих та середніх підприємств (ММСП) через послуги з розвитку бізнесу, орієнтовані на попит, та навчання професійних навичок.

3) Підвищити соціальну згуртованість та примирення через просування громадянських ініціатив.

4) Підтримка реформ у секторі та структурних змін у сфері охорони здоров'я, освіти та критичної громадської інфраструктури для пом'якшення прямих наслідків конфлікту.

Одним із пріоритетів цілі 1 є посилення місцевої спроможності щодо децентралізації з урахуванням гендерної проблематики та адміністративних реформ для покращення управління, місцевого розвитку та надання послуг.

З метою доступу та надання послуг адміністративної та правової допомоги, а також інформації населенню постраждалих від війни територій, планується відібрати постачальника обладнання для Центрів адміністративних послуг м. Тростянець та м. Охирка Сумської області. Цільова аудиторія – жителі громад та ВПО.

2. Обсяг робіт

- Постачання Підрядником комп'ютерного обладнання згідно з технічною документацією, що міститься в Таблиці 1.
- Поставка обладнання відповідно до Лотів 1 та 2 за адресами вказаними в п.3.3

3. Технічні умови

3.1 Вимоги до Обладнання

Таблиця 1.

	Вимоги до обладнання Характеристики не повинні бути нижчими від перелічених в завданні	Кількість ЛОТ 1	Кількість ЛОТ2
1	Моноблок 21,5" +Win10Pro + Microsoft Office Home and Business 2021 Ukrainian Тип процесора: Intel Core i3 10-го покоління або AMD Ryzen 5 3-го покоління або краще Кількість ядер: не менше 2 Обсяг оперативної пам'яті, ГБ: не менше 8 Стандарт: DDR4-2666 або більше Ємність SSD, ГБ: не менше 256 Інтерфейс: Графічний чіпсет: інтегрована графіка Intel UHD Вбудований оптичний привід: DVD-RW Контролер звуку: інтегрований Зовнішні порти: 2xUSB 2.0, 2xUSB 3.1, HDMI, комбінований роз'єм для навушників та мікрофона Зчитувач карток: SD Wi-Fi 802.11ac, Bluetooth 4.2 Діагональ:21.5 Дозвіл:1920x1080 Тип матриці: IPS Додатково: вбудований мікрофон та динаміки, веб-камера на 5 Мп	13	16
2	Подовжувач із захистом від перенавантаження (5 розеток / 4,5 метрів) Кількість розеток 5 Максимальний струм навантаження 10 А Захист від сплесків напруги Автоматичний запобіжник, А: 10 Довжина кабелю 4.5 м (мідь)	13	20
3	Безперебійне джерело живлення (UPS) Характеристики: лінійний інтерактив / Час вмикання акумулятора: 2 мс / +\ -1 мс Діапазон вхідної напруги 170-280 В	13	16

	Вхідна частота, Гц50-60 Вихідна напруга230 В Макс. вихідна потужність, ВА650 +/-10% Ефективна вихідна потужність360 Вт +/-10% Розеток з резервом3 шт CEE 7 / IEC-320-C13 Захист від короткого замикання захист від перевантажень фільтрація перешкод захист лінії передачі даних Захист від високовольтних імпульсів Інтерфейси управлінняUSB		
4	Ноутбук +Win10Pro + Microsoft Office Home and Business 2021 Ukrainian Типноутбук Діагональ екрану15.6 " Розподільна здатність дисплея1920x1080 Покриття екрануматове IPS Intel Core i3 10-го покоління або AMD Ryzen 5 3-го покоління або краще Кількість ядер ЦП не менше 2 Оперативна пам'ять: 8192 МБ PC4 25600 Тип відеокарти інтегрована Серія або аналог відеокарти Intel HD Graphics Ємність накопичувача: SSD 256 ГБ або вище Wi-Fi 802.11ac, зв'язок Bluetooth Інтерфейси (мінімум): роз'єми та порти введення/виводу HDMI/вихід для навушників, LAN RJ-45, USB 3.0 -2 шт. та USB 2.0 -1 шт. Зчитувач мультимедійних карт / (SD, SDHC, SDXC) веб-камера / HD (мінімум 720p) Без оптичного приводу Клавіатура з острівними кнопками/ з українською/англійською розкладкою Маніпулятор тачпада Безпека: Слот безпеки	2	4
5	Кард рідер безконтактний для ID паспортів Робоча частота 13,56 МГц Стандарти CCID, CE, FCC RoHS, ISO 14443, Mifare, PC / SC Протокол із картою ISO 14443 типу A і B, Mifare Classic & Mifare, Ultralight C Протокол для роботи з ПК CCID, PC/SC Інтерфейс підключення USB 2.0 Відстань читання карти до 10 см Сумісний з Windows 10	10	10
6	Багатофункціональний блок (MFU) +1 додатковий картридж Тип друку: Лазерний Розмір аркуша:A4 Колір друку: Монохромний Максимальна роздільна здатність друку:1200x1200 dpi Швидкість ч/б друку:38 арк/хв Ресурс чорного картриджа:3100 аркушів A4 (ISO/IEC 24711) Автоматичний друк з обох сторін: Так Інтерфейси:USB 2.0 Мережеві інтерфейси:WiFi 802.11n AirPrint: Так	10	10

7	МФУ+ додатковий картридж Формат А4 Технологія друку: лазерна, Кольоровість: монохромний, ЖК дисплей Вбудована пам'ять 64 МБ Швидкість чорно-білого друку 18 стор / хв Макс. дозвіл, dpi 600x600 6000x1200 Тип сканера планшетний Дозвіл Сканера 600x600 dpi Дротові інтерфейси USB 2.0	5	5
8	Концентратор Типзовнішній ПідключенняUSB3.0 USB-концентратор4 слоти Живленнявід USB Інтерфейс Швидкість передачі USB2.0 до 480 Мбіт/с Швидкість передачі USB3.0 до 5 Гбіт/с Довжина кабеля 300 мм Сумісність Windows XP/7/8/8.1/10, MacOS, Linux.	15	15
9	Антивірус (встановлено на комп'ютерне обладнання)Програмна продукція ESET Endpoint Security на 2 роки (5 пристроїв)	3 пакети (для 15 комп'ютерів)	4пакети (для 20 комп'ютерів)
10	Комплект відео спостереження: 4-канальний Мережевий відеореєстратор Тип (Аналог, AHD, IP, мультиформат) Мультиформат Підтримувані камери AHD/CVBS/CVI/TVI/IP Max. Роздільна здатність підтримуваних камер 5 MP (IP 5Mp) Компресія відео H.265X Операційна система Linux Відео входи 4 BNC Відео виходи VGA/HDMI Максимальна роздільна здатність відео виходу 1920x1080 Аудіо входи 1 RCA Аудіо виходи 1 RCA Кількість HDD 1 Ємність підтримуваних HDD 4 Tb Максимальна роздільна здатність запису 5Mp Швидкість запису до макс. Дозвіл 720p/25fps; 1080p/15fps; 5M-N/11fps Відтворення архіву Залежно від режиму Управління PTZ COAX програмне забезпечення для віддаленого доступу VMS, General_CMS ПЗ мобільний клієнт Xmeye (Android, iOS) Мережа RJ45 USB порти 2 Тривожні входи/виходи Ні IP камера– 4 шт. Накопичувач HDD SATA 2.0 TB WD		1

	РОЕ комутатор		
11	Точка доступу WI-FI Стандарт 802.11 ac Робоча частота Wi-Fi 5 ГГц Швидкість порту WAN 1 Гбіт Стандарт зв'язку Wi-Fi 802.11n Швидкість Wi-Fi, Мбіт/с 300 Мбіт/с Додаткові режими роботи - Точка доступу Wi-Fi підключення	2	1
12	Комутатор некерований Кількість портів Fast Ethernet – 16 Порт SFP 1xGbps / порт Uplink 2x100Mbps / відстань живлення PoE до 100 м (100 Mbps); до 250 (10 Мбіт / канал) / Джерело живлення АС 100 ~ 240 В / Тип Некерований	1	
13	Комутатор некерований Кількість портів Fast Ethernet – 8 Порт SFP 1xGbps / порт Uplink 2x100Mbps / відстань живлення PoE до 100 м (100 Mbps); до 250 (10 Мбіт / канал) / Джерело живлення АС 100 ~ 240 В / Тип Некерований	1	

Допускається поетапна доставка (мінімум 50% від лоту) залежно від наявності обладнання на складі, за умови підтвердження від запитувача проекту.

Міжнародні постачальники (зареєстровані за межами України) можуть надавати свої пропозиції відповідно до Incoterms FCA Львів, однак перевага може бути надана постачальникам, які здійснюють поставки на умовах DDP, як зазначено в ТЗ.

3.2 Постачання обладнання повинно бути завершено протягом 45 календарних днів з дати підписання договору, про що необхідно повідомити ПРООН не менше ніж за 2 тижні.

3.3 Постачальник повинен забезпечити доставку обладнання в достатній кількості в м. Тростянець, вул. Миру, 6 (Лот1) та м. Охтирка, вул. Незалежності, 5 (Лот2) за умовами поставки **DDP (Incoterms 2020)**

3.4 Доставка повинна супроводжуватися обов'язковим гарантійним талоном. Вся необхідна технічна документація повинна бути надана постачальником у день поставки. Гарантійний термін на все обладнання повинен бути не менше 12 місяців. Все обладнання повинно мати офіційне гарантійне обслуговування в Україні.

3.5 Уся необхідна технічна документація українською/російською (англійською – додатково за бажанням) мовами повинна бути надана Виконавцем у день поставки.

Технічна документація повинна включати інструкції з експлуатації, технічний сертифікат, сертифікат походження, сертифікат безпеки (якщо це застосовано для відповідної категорії товарів).

3.6 Поставка повинна відповідати специфікаціям обладнання ПРООН.

3.7 Обладнання необхідно доставити та розвантажити.

4. Вимоги до досвіду та кваліфікації (надати скани документів)

- Компанія або приватний підприємець з дійсною реєстрацією в Україні
- Принаймні 3 роки досвіду в продажу або виробництві подібного обладнання (надати не менше 3 копій/зразків контрактів/замовлень на закупівлю, виконаних протягом останніх 3 років).
- Принаймні 2 (два) позитивних рекомендаційних/рекомендаційних листи від попередніх замовників/клієнтів щодо постачання обладнання, подібного до цієї Специфікації.

5. Метод оцінки

Контракт буде укладений на технічно відповідну пропозицію з найнижчою ціною.

6. Цінова пропозиція та графік оплати

- Вартість контракту повинна залишатися фіксованою протягом усього терміну дії контракту.
- Заявники повинні включати всі витрати, пов'язані з роботою, у свою цінову пропозицію (наприклад, постачання всього обладнання, транспортні витрати, розвантаження на місці доставки, тощо)
- Виплати повинні бути організовані таким чином:

100% вартості одиниці продукції - протягом тридцяти (30) календарних днів з дати приймання обладнання ПРООН шляхом підписання двостороннього акту приймання-передачі та подання оригіналу рахунку-фактури, акта приймання-передачі та податкової накладної (якщо будь-який). Оплата може бути здійснена за частково поставлений товар великими партіями у відповідній вартості цього товару згідно з договором..

Враховуючи, що придбання послуг буде здійснюватися в рамках проекту міжнародної технічної допомоги, цінові пропозиції / рахунки-фактури для оплати повинні бути представлені без ПДВ.

Учасники тендеру повинні подавати свої цінові пропозиції у такому форматі:

ЛОТ 1 Обладнання для ЦНАП м. Тростянець

#	Назва товару та вимоги до специфікації	Кількість одиниць (шт)	Ціна за одиницю, без ПДВ, валюта	Загальна ціна, без ПДВ, валюта
1	Моноблок 21,5" +Win10Pro + Microsoft Office Home and Business 2021 Ukrainian Вкажіть модель та характеристики	13		
2	Подовжувач із захистом від перенавантаження Вкажіть модель та характеристики	13		
3	Безперебійне джерело живлення (UPS) Вкажіть модель та характеристики	13		
4	Ноутбук Win10Pro + Microsoft Office Home and Business 2021 Ukrainian Вкажіть модель та характеристики	2		
5	Кард рідер безконтактний Вкажіть модель та характеристики	10		
6	Багатофункціональний блок (MFU) +1 додатковий картридж Вкажіть модель та характеристики	10		
7	МФУ+ додатковий картридж Вкажіть модель та характеристики	5		
8	Концентратор Вкажіть модель та характеристики	15		
9	Антивірус	3 пакети для 15 комп'ютерів		
10	Точка доступу WI-FI Вкажіть модель та характеристики	2		
11	Комутатор некерований Кількість портів Fast Ethernet – 16 Вкажіть модель та характеристики	1		
12	Комутатор некерований Кількість портів Fast Ethernet – 8 Вкажіть модель та характеристики	1		
ВСЬОГО, без ПДВ, валюта				

ЛОТ 2 Обладнання для ЦНАП м. Охтирка

#	Назва товару та вимоги до специфікації	Кількість одиниць (шт)	Ціна за одиницю, без ПДВ, валюта	Загальна ціна, без ПДВ, валюта
1	Моноблок 21,5" +Win10Pro + Microsoft Office Home and Business 2021 Ukrainian Вкажіть модель та характеристики	16		
2	Подовжувач із захистом від перенавантаження Вкажіть модель та характеристики	20		
3	Безперебійне джерело живлення (UPS) Вкажіть модель та характеристики	16		
4	Ноутбук Win10Pro + Microsoft Office Home and Business 2021 Ukrainian Вкажіть модель та характеристики	4		
5	Кард рідер безконтактний Вкажіть модель та характеристики	10		
6	Багатофункціональний блок (MFU) +1 додатковий картридж Вкажіть модель та характеристики	10		
7	МФУ+ додатковий картридж Вкажіть модель та характеристики	5		
8	Концентратор Вкажіть модель та характеристики	15		
9	Антивірус	4 пакети для 20 комп'ютерів		
10	Комплект відео спостереження Вкажіть модель та характеристики	1		
11	Точка доступу WI-FI Вкажіть модель та характеристики	1		
ВСЬОГО, без ПДВ, валюта				

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:	259-2022-UNDP-UKR-RFQ-RPP	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.
VAT payer status	Click or tap here to enter text.
Contract person name	Click or tap here to enter text.
Contact person email	Click or tap here to enter text.
Contact person phone	Click or tap here to enter text.
Company's core activities	Click or tap here to enter text.
Profile – describing the nature of business, field of expertise.	Click or tap here to enter text.
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,	<input type="checkbox"/> Yes <input type="checkbox"/> No

<i>provide a Copy)</i>	
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues <i>(If yes, provide a Copy)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bank Information	<p>Bank Name: Click or tap here to enter text.</p> <p>Bank Address: Click or tap here to enter text.</p> <p>IBAN: Click or tap here to enter text.</p> <p>SWIFT/BIC: Click or tap here to enter text.</p> <p>Account Currency: Click or tap here to enter text.</p> <p>Bank Account Number: Click or tap here to enter text.</p>
References	Please provide contact details of at least 2 (two) previous clients for reference and attach the signed reference letters.

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.

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

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS

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:	259-2022-UNDP-UKR-RFQ-RPP	Date: Click or tap to enter a date.

Table 1 – Conformity to the Specification:**LOT 1. Equipment for ASC – Trostyanets**

Nº	Name of equipment <i>Technical characteristics should not be worse / less than those listed in the assignment</i>	Conformity (Yes/No)	Offered Brand, Model and Exact characteristics
1.1	Monoblock 21.5 "+ Win10Pro + Microsoft Office Home and Business 2021 Ukrainian + wireless keyboard (Ukrainian / English layout), mouse Processor type: Intel Core i3 10th generation or AMD Ryzen 5 3rd generation or better Number of cores: not less than 2 RAM, GB: not less than 8 Standard: DDR4-2666 or better SSD capacity,: not less than 256 GB Interface: Graphics chipset: integrated Built-in optical drive: DVD-RW Sound controller: integrated External ports: 2xUSB 2.0, 2xUSB 3.1, HDMI, LAN RJ-45, combined headphone and microphone jack Card reader: SD Wi-Fi 802.11ac, Bluetooth 4.2 Diagonal: 21.5 Resolution: 1920x1080 Matrix type: IPS Additionally: built-in microphone and speakers, 5 MP webcam		
1.2	Extension cord with overload protection (5 sockets / 4.5 meters) Number of sockets 5 Maximum load current 10 A Surge protection Automatic fuse, A: 10 Cable length 4.5 m (copper)		
1.3	Uninterruptible Power Supply (UPS) Characteristics: linear interactive / Battery switch-on time: 2 ms / + \ - 1 ms Input voltage range 170-280 V Input frequency, Hz 50-60 Output voltage 230 V Max. output power, VA 650 +/- 10% Effective output power 360 watts +/- 10% Sockets with a reserve of 3 pieces of CEE 7 / IEC-320-C13		

	Short circuit protection overload protection interference filtering data line protection Protection against high-voltage pulses USB control interfaces		
1.4	Laptop + Win10Pro + Microsoft Office Home and Business 2021 Ukrainian+ wireless mouse Laptop type 15.6 "screen diagonal Display resolution 1920x1080 Matte IPS screen coating Intel Core i3 10th generation or AMD Ryzen 5 3rd generation or better The number of CPU cores is not less than 2 RAM: not less than 8 GB Video card type: integrated Drive capacity: SSD 256 GB or higher Wi-Fi 802.11ac, Bluetooth connection Interfaces (minimum): HDMI input / output connectors and ports / headphone output, LAN RJ-45, USB 3.0 -2 pcs. and USB 2.0 -1 pc. Multimedia card reader / (SD, SDHC, SDXC) webcam / HD (720p minimum) Optical drive: not required Keyboard :Ukrainian / English layout Touchpad manipulator Security: Security slot		
1.5	Card reader contactless for ID passports Operating frequency 13.56 MHz Standards CCID, CE, FCC RoHS, ISO 14443, Mifare, PC / SC Protocol with ISO 14443 type A and B card, Mifare Classic & Mifare, Ultralight C Protocol for work with PC CCID, PC / SC USB 2.0 connection interface Map reading distance up to 10 cm Compatible with Windows 10		
1.6	Multifunction Unit (MFU) +1 extra cartridge Printing type: Laser Sheet size: A4 Print color: Monochrome Maximum print resolution: 1200x1200 dpi B&W printing speed: 38 sheets / min Black cartridge capacity: 3100 A4 sheets (ISO / IEC 24711) Automatic printing on both sides: Yes Interfaces: USB 2.0 Network interfaces: WiFi 802.11n AirPrint: Yes		
1.7	MFU + 1 extra cartridge Printing technology: laser, Sheet size: A4 Chromaticity: monochrome, LCD display Built-in memory 64 MB Black and white print speed 18 pages per minute Max. resolution, dpi 600x600		

	6000x1200 The type of scanner is tablet Scanner resolution 600x600 dpi USB 2.0 wired interfaces		
1.8	USB Hub External type USB3.0 connection USB hub 4 slots USB powered Interface USB2.0 transfer rate up to 480 Mbps USB3.0 transfer rate up to 5 Gbps Cable length 300 mm Compatibility Windows XP / 7/8 / 8.1 / 10, MacOS, Linux.		
1.9	Antivirus (installed on computer hardware) ESET Endpoint Security software for 2 years (5 devices)		
1.10	Access point WI-FI Standard 802.11ac Operating frequency Wi-Fi 5 GHz WAN port speed 1Gbit Wi-Fi 802.11n communication standard Wi-Fi speed, Mbit / s 300 Mbit / s Additional operating modes - Access point Wi-Fi connection		
1.11	Uncontrolled Fast Ethernet Switch 16 ports SFP port 1xGbps / Uplink port 2x100Mbps / PoE power supply distance up to 100 m (100 Mbps); up to 250 (10Mbit / channel) / Power supply AC 100 ~ 240V / Type Unmanageable		
1.12	Uncontrolled Fast Ethernet Switch 8 ports SFP port 1xGbps / Uplink port 2x100Mbps / PoE power supply distance up to 100 m (100 Mbps); up to 250 (10Mbit / channel) / Power supply AC 100 ~ 240V / Type Unmanageable		

LOT 2. Equipment for ASC – Okhtyrka

№	Name of equipment <i>Technical characteristics should not be worse / less than those listed in the assignment</i>	Conformity (Yes/No)	Offered Brand, Model and Exact characteristics
2.1	Monoblock 21.5 "+ Win10Pro + Microsoft Office Home and Business 2021 Ukrainian + wireless keyboard (Ukrainian / English layout), mouse Processor type: Intel Core i3 10th generation or AMD Ryzen 5 3rd generation or better Number of cores: not less than 2 RAM, GB: not less than 8 Standard: DDR4-2666 or better SSD capacity,: not less than 256 GB Interface: Graphics chipset: integrated Built-in optical drive: DVD-RW		

	<p>Sound controller: integrated</p> <p>External ports: 2xUSB 2.0, 2xUSB 3.1, HDMI, LAN RJ-45, combined headphone and microphone jack</p> <p>Card reader: SD</p> <p>Wi-Fi 802.11ac, Bluetooth 4.2</p> <p>Diagonal: 21.5</p> <p>Resolution: 1920x1080</p> <p>Matrix type: IPS</p> <p>Additionally: built-in microphone and speakers, 5 MP webcam</p>		
2.2	<p>Extension cord with overload protection (5 sockets / 4.5 meters)</p> <p>Number of sockets 5</p> <p>Maximum load current 10 A</p> <p>Surge protection</p> <p>Automatic fuse, A: 10</p> <p>Cable length 4.5 m (copper)</p>		
2.3	<p>Uninterruptible Power Supply (UPS)</p> <p>Characteristics: linear interactive / Battery switch-on time: 2 ms / + \ - 1 ms</p> <p>Input voltage range 170-280 V</p> <p>Input frequency, Hz 50-60</p> <p>Output voltage 230 V</p> <p>Max. output power, VA 650 +/- 10%</p> <p>Effective output power 360 watts +/- 10%</p> <p>Sockets with a reserve of 3 pieces of CEE 7 / IEC-320-C13</p> <p>Short circuit protection</p> <p>overload protection</p> <p>interference filtering</p> <p>data line protection</p> <p>Protection against high-voltage pulses</p> <p>USB control interfaces</p>		
2.4	<p>Laptop + Win10Pro + Microsoft Office Home and Business 2021 Ukrainian+ wireless mouse</p> <p>Laptop type</p> <p>15.6 "screen diagonal</p> <p>Display resolution 1920x1080</p> <p>Matte IPS screen coating</p> <p>Intel Core i3 10th generation or AMD Ryzen 5 3rd generation or better</p> <p>The number of CPU cores is not less than 2</p> <p>RAM: not less than 8 GB</p> <p>Video card type: integrated</p> <p>Drive capacity: SSD 256 GB or higher</p> <p>Wi-Fi 802.11ac, Bluetooth connection</p> <p>Interfaces (minimum): HDMI input / output connectors and ports / headphone output, LAN RJ-45, USB 3.0 -2 pcs. and USB 2.0 -1 pc.</p> <p>Multimedia card reader / (SD, SDHC, SDXC)</p> <p>webcam / HD (720p minimum)</p> <p>Optical drive: not required</p> <p>Keyboard :Ukrainian / English layout</p> <p>Touchpad manipulator</p> <p>Security: Security slot</p>		
2.5	<p>Card reader contactless for ID passports</p> <p>Operating frequency 13.56 MHz</p>		

	Standards CCID, CE, FCC RoHS, ISO 14443, Mifare, PC / SC Protocol with ISO 14443 type A and B card, Mifare Classic & Mifare, Ultralight C Protocol for work with PC CCID, PC / SC USB 2.0 connection interface Map reading distance up to 10 cm Compatible with Windows 10		
2.6	Multifunction Unit (MFU) +1 extra cartridge Printing type: Laser Sheet size: A4 Print color: Monochrome Maximum print resolution: 1200x1200 dpi B&W printing speed: 38 sheets / min Black cartridge capacity: 3100 A4 sheets (ISO / IEC 24711) Automatic printing on both sides: Yes Interfaces: USB 2.0 Network interfaces: WiFi 802.11n AirPrint: Yes		
2.7	MFU + 1 extra cartridge Printing technology: laser, Sheet size: A4 Chromaticity: monochrome, LCD display Built-in memory 64 MB Black and white print speed 18 pages per minute Max. resolution, dpi 600x600 6000x1200 The type of scanner is tablet Scanner resolution 600x600 dpi USB 2.0 wired interfaces		
2.8	USB Hub External type USB3.0 connection USB hub 4 slots USB powered Interface USB2.0 transfer rate up to 480 Mbps USB3.0 transfer rate up to 5 Gbps Cable length 300 mm Compatibility Windows XP / 7/8 / 8.1 / 10, MacOS, Linux.		
2.8	Antivirus (installed on computer hardware) ESET Endpoint Security software for 2 years (5 devices)		
2.10	Video surveillance kit: 4-channel Network DVR Type (Analog, AHD, IP, multiformat) Multiformat Supported AHD / CVBS / CVI / TVI / IP cameras Max. Supported camera resolution 5 MP (IP 5Mp) H.265X video compression Linux operating system Video inputs 4 BNC VGA / HDMI video outputs Maximum video output resolution 1920x1080 Audio inputs 1 RCA		

	Audio outputs 1 RCA Number of HDD 1 Supported HDD capacity 4 Tb Maximum recording resolution 5Mp Recording speed up to max. 720p / 25fps resolution; 1080p / 15fps; 5M-N / 11fps Playing an archive Depending on the mode PTZ COAX management VMS remote access software, General_CMS Xmeye mobile client software (Android, iOS) RJ45 network USB ports 2 Alarm inputs / outputs No. IP camera - 4 pcs. SATA 2.0 TB WD HDD drive POE switch		
2.11	Access point WI-Fi Standard 802.11ac Operating frequency Wi-Fi 5 GHz WAN port speed 1Gbit Wi-Fi 802.11n communication standard Wi-Fi speed, Mbit / s 300 Mbit / s Additional operating modes - Access point Wi-Fi connection		

Table 2 – Financial offer for the supply of goods in accordance with the Specification

LOT 1. Equipment for ASC – Trostyanets

No	Product name and specification requirements	Number of units (pcs)	Price per unit, excl. VAT, <i>currency</i>	Total price, excl. VAT, <i>currency</i>
1	Monoblock 21.5 "+ Win10Pro + Microsoft Office Home and Business 2021 Ukrainian+ wireless keyboard, mouse <i>Specify the model and characteristics</i>	13		
2	Extension cord with overload protection <i>Specify the model and characteristics</i>	13		
3	Uninterruptible Power Supply (UPS) <i>Specify the model and characteristics</i>	13		
4	Laptop Win10Pro + Microsoft Office Home and Business 2021 Ukrainian+ wireless mouse <i>Specify the model and characteristics</i>	2		
5	The card reader is contactless <i>Specify the model and characteristics</i>	10		
6	Multifunction Unit (MFU) +1 additional cartridge <i>Specify model and specifications</i>	10		
7	MFU + 1 additional cartridge <i>Specify the model and characteristics</i>	5		
8	USB HUB <i>Specify the model and characteristics</i>	15		

9	Antivirus	3 packages for 15 computers		
10	WI-FI access point <i>Specify the model and characteristics</i>	2		
11	Uncontrolled Fast Ethernet Switch 16 ports <i>Specify the model and characteristics</i>	1		
12	Uncontrolled Fast Ethernet Switch 8 ports <i>Specify the model and characteristics</i>	1		
	Cost of delivery (if not included in the unit price)	1		
TOTAL, without VAT, currency				

LOT 2. Equipment for ASC – Okhtyrka

No	Product name and specification requirements	Number of units (pcs)	Price per unit, excl. VAT, currency	Total price, excl. VAT, currency
1	Monoblock 21.5 "+ Win10Pro + Microsoft Office Home and Business 2021 Ukrainian+ wireless keyboard, mouse <i>Specify the model and characteristics</i>	16		
2	Extension cord with overload protection <i>Specify the model and characteristics</i>	20		
3	Uninterruptible Power Supply (UPS) <i>Specify the model and characteristics</i>	16		
4	Laptop Win10Pro + Microsoft Office Home and Business 2021 Ukrainian+ wireless mouse <i>Specify the model and characteristics</i>	4		
5	The card reader is contactless <i>Specify the model and characteristics</i>	10		
6	Multifunction Unit (MFU) +1 additional cartridge <i>Specify model and specifications</i>	10		
7	MFU + 1 additional cartridge <i>Specify the model and characteristics</i>	5		
8	USB HUB <i>Specify the model and characteristics</i>	15		
9	Antivirus	4 packages for 20 computers		
10	Video Surveillance Kit <i>Specify model and specifications</i>	1		
11	WI-FI access point <i>Specify the model and characteristics</i>	1		
	Cost of delivery (if not included in the unit price)	1		
TOTAL, without VAT, currency				

Table 3. Compliance with Requirements

	Your 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 (DDP, INCOTERMS 2020): As per Annex 1: SPECIFICATION	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time: Delivery of equipment must be carried out within 60 (sixty) days from PO/Contact signature date subject to at least two-week prior notice. All necessary technical documentation in Ukrainian/Russian (English – additionally optional) languages must be given by the Contractor at the day of delivery. The technical documentation should include: - Operation instructions; - Technical certificate; - Certificate of origin; - Safety certificate (valid for Ukraine).	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
The warranty period for the equipment must be not less than 12 (twelve) months. All equipment must have official warranty service in Ukraine.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Acceptance of payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery and unloading of equipment must be provided by supplier	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation (min. 60 days)	<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.

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.

Exact name and address of company 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.
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