



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQ/FJI/030/2022	Date: 27 June 2022
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

We kindly request you to submit your quotation for **Biometric Registration Kit (BRK)**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annexes.

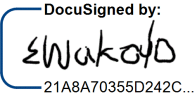
Quotations may be submitted on or before **5.30pm July 8, 2022 (Fiji Time)** and via *e-mail* to the address below:

United Nations Development Programme
Level 8, Kadavu House, Victoria Parade, Suva
Atten: Abhishek Prasad
etenderbox.pacific@undp.org

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:
Elena Wakolo
21A8A70355D242C...

Name: Elena Wakolo

Title: Operations Support CO

Date: 27/06/2022

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>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>5.30pm July 8, 2022 (Fiji Time)</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering</p> <p>Bid submission address: etenderbox.pacific@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. ▪ 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</p>

	<p>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 checked="" 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 [60 days]</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> <p>Bidders must have previously won a contract with UNDP to deliver biometric registration kits for the purpose of voter or identity registration in order to be eligible.</p>
Currency of Quotation	<p>Quotations shall be quoted in USD or local currency of the bidder however the currency should be clearly stated @ Currency of Quotation .</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> <p>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</p>

	<p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>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;</p> <p>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</p> <p>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.</p>
Duties and taxes	<p>All prices must:</p> <p><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p>
Language of quotation	<p>Quotation to be in English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><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</p> <p><input checked="" type="checkbox"/> Company Profile.</p> <p><input checked="" type="checkbox"/> Registration certificate;</p> <p><input checked="" type="checkbox"/> List and value of projects performed for the last 2 years plus client's contact details who may be contacted for further information on those contracts;</p> <p><input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from there clients in terms of Contract value in similar field;</p>
Quotation validity period	<p>Quotations shall remain valid for 120 days from the deadline for the Submission of Quotation.</p>
Price variation	<p>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.</p>
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted</p>
Alternative Quotes	<p><input checked="" type="checkbox"/> Not permitted</p>
Payment Terms	<p><input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p>
Conditions for Release of Payment	<p><input checked="" type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation</p> <p><input checked="" type="checkbox"/> Passing all Testing of equipments after delivery of the goods as per annex 1</p> <p><input checked="" type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible</p> <p><input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements</p>
Contact Person for correspondence, notifications and clarifications	<p>Anne-Sofie Gerhard, UNDP/VEEP Chief Technical Adviser & Project Manager, Email: anne-sofie.gerhard@undp.org or Chahine Hamil, UNDP E-Gov Senior Adviser, Email: Chahine.hamil@undp.org Abhishek Prasad Email:abhishek.prasad@undp.org <i>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.</i> <i>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.</i></p>

Clarifications	Requests for clarification from bidders will not be accepted any later than 22 June 2022, of which is 3 days before the submission deadline. Responses to request for clarification will be communicated
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"/> Technical responsiveness/Full compliance to requirements and lowest price <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criterion and cannot be deleted regardless of the nature of services required]</i>
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
Expected date for contract award.	25 July 2022
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures

ANNEX 1: SCHEDULE OF REQUIREMENTS

Technical Specifications

Summary:

The intended solution should enable the Vanuatu Department of Civil Registration and Identity Management (CRIM) to implement an integrated citizen registration solution that will capture a passport-size photo, fingerprints and production of a credible population registry. The solution will consist of the kit hardware needed for the mobile biometric registration kit (BRK), with software samples demonstrating the Software Development Kit's (SDK) useability. A number of fixed stations at the CRIM will also be upgraded to become fixed BRKs too.

The registration methodology is based on a multi-tiered data collection and consolidation strategy that enables the collection of individual data and biometrics at the booth level and consolidates this data at the CRIM HQ datacenter for protection, integration, and verification purposes.

The kits will specifically facilitate:

- i. Capturing and storage of new individual registration text data within the legal and regulatory framework and among other those data required for applicants to comply with in order to be registered.
- ii. Capture and storage of biometric images (facial portrait and fingerprints) at high resolution and high quality and industry-standard formats.

The mobile BRKs will be powered either from main supply, batteries and/or solar panel, and all components in the kit to be powered from the internal laptop computer high-capacity battery, and if required the BRK power-bank (peripheral components of the kit are connected to the laptop via USB ports).

Through the fulfilment of the above objectives, the CRIM will maintain an accurate and up-to-date register of citizens to be utilized as a foundational system for various government services.

The overall requirement of this tender exercise involves the provision of the following elements:

1. **Mobile Biometric Registration kits** made of the hardware components as defined in this Section. The number of mobile BRKs to be provided is 12.
2. **Additional devices** made of a subset of the same components as the mobile BRKs, in desktop/standalone version, to provide the same functionality on selected CRIM fixed computers. A powered USB hub must also be provided to connect all those devices to an external station. The number of fixed BRKs sets is 8.
3. **Biometric citizen registration software proof of concept** – including required SDKs and drivers, and providing basic features as defined further below in this Section. The selected bidder's responsibility is only to demonstrate that the hardware components are functional and can be integrated through a basic software prototype at the time of delivery. The development of the software itself for actual use in operations, and support to this software during operations will be undertaken by the CRIM and is outside the scope of this bid.
4. **Technical assistance and warranty** for the hardware for a period of twelve (12) months through a local technical center in Port Vila, under the responsibility of the Supplier. The commencement date of the twelve-month period is expected from the acceptance of the equipment.
5. **Training** including training material and sessions to 25 CRIM staff on kit operation, maintenance and repairs. The training must be of a minimum 5 days duration, and to be provided in Port Vila.

Technical Specifications for Goods:

General requirements and notes on scope for mobile BRKs	Description and minimum/mandatory specifications
	<ul style="list-style-type: none"> i. The Biometric Registration Kit (BRK) consists of the items that should be housed in lockable, compact, water- and shock-proof casing/s and photobooth, solar panel and consumables in the separate ergonomic backpack. ii. The kit should include sufficient laptop battery capacity to deliver minimum 10 hours operation without charge (including all components running as per intended operations). iii. The BRK must be able to be powered using main power, which will be the power supply where possible, batteries and the solar panel kit. iv. The BRK (suitcase and backpack) with all its components should be portable and easy to move around. v. Electrical and Environmental standards and minimum requirements: <ul style="list-style-type: none"> a. All equipment delivered shall adhere and operate on standard Country electrical power, configured to utilize 100-250 VAC, 50-60 Hz power, power sockets type I plug. b. All equipment (including but not limited to computer, fingerprint scanner, webcam, signature pad, light source, thermal printer, batteries and solar power system) must be able to operate in field conditions in Country, especially considering dusty, humid environments at temperatures ranging from 2°C to 45°C, humidity between 10% and 85% non-condensing, 0 – 40g of dust per cubic meter. c. Basic provision for power surge and lightning protection when on main supply must be provided. A standard surge-protected extension lead or surge-protected plug (with indicator light to indicate surge protection is active) will suffice. d. All connections from kit components to power supply, and between components, shall be ready to operate only by plugging the registration kit to the power supply.

	<p>e. All necessary cables, adaptors and connections must be included and clearly marked in a manner that facilitates rapid and accurate assembly. Such markings will not come off during normal use.</p> <p>vi. All equipment and components must be of good quality, easy to use and set up.</p> <p>vii. Supplier must provide accurate serial numbers for major components. Serial numbers must be provided in electronic format (MS Excel or MS Access).</p> <p>viii. Access to the kit computer will be by fingerprint as primary method and username and password as secondary method (contingency). Privileges will vary by role (Operator, Support, Administrator, etc.).</p> <p>ix. All data stored on kit shall be encrypted.</p> <p>x. All data exported to removable media or otherwise transferred shall be encrypted and compressed.</p> <p>xi. Language - All information technologies must provide support for the English language. Specifically, all display technologies and software must support the complete ISO character set and perform sorting accordingly. All equipment markings and user manual must be in English with an electronic copy.</p> <p>xii. Note that Thermal printer and consumables are included in the kit, and offers are requested to include them.</p> <p>xiii. Documentation and user manual of each component must be in English (both hard copy & electronic copy).</p>	
Suitcase Items	Description and minimum/mandatory specifications	Quantity
Item 1.Laptop Computer	<p>Power-efficient computer with the following minimum specifications:</p> <ol style="list-style-type: none"> 1. Ultra Low Power Central Processor (minimum Intel Core i5 or equivalent) – 2.2 GHz; 2. 3 MB cache; 3. RAM – 16 GB; 4. Minimum storage space 1Tb SSD hard drive; 	12

	<ol style="list-style-type: none"> 5. Sufficient USB 3.1 ports for all USB based kit components to be connected simultaneously; 6. Screen size and resolution – 14” display, minimum 1920x1080 resolution; 7. Keyboard – QWERTY distribution, English language (Vanuatu); 8. Integrated Touchpad; 9. Network Interface Card - Ethernet LAN Port 10/100/1000 – must be capable of being powered down at BIOS or OS level to optimize kit battery life; 10. Wireless Network Interface – IEEE 802.1g – must be capable of being powered down at BIOS or OS level to optimize kit battery life; 11. TPM 2.0 support; 12. OS – operating system Genuine Windows® 10 Professional Edition or superior, latest version preferred, fully patched – pre-Installed; 13. System Restore Media (1 USB unit per each computer/kit) – System image with OS, Device drivers and citizen registration / biometric applications. Image able to be used from USB; 14. Rechargeable Internal high-capacity Battery, with minimum capacity of 7.8 Ah – Battery must be originals and of the same brand as the laptop provided 15. All laptops provided must have an antivirus system pre-installed and licensed as necessary for at least 12 months since delivery of the kits to Port Vila. Bidders should also make available virus database updates during these 12 months. Kit laptops are expected to have their virus database updated when they are sent to Port Vila for repair or re-deployment, therefore the database updates must be available from bidders in a Port Vila based server (at the CRIM premises). Bidders must provide details of their antivirus system offered. Antivirus software and updates should be provided in external media (cd, USB, or external HDD). The standard anti-virus coming with the OS (Windows Defender) is also accepted as compliant for this requirement. 	
<p>Item 2. Power banks and power controller</p>	<p><u>Power banks:</u></p> <ul style="list-style-type: none"> • Two (2) high-capacity (extended life) Li-ion power banks of min 30Ah each, to power the laptop and all peripherals. • Power bank should be a standard device widely available on the market and should not include special customizations for connection to the kit. Offered power bank should contain 	12

	<p>commonly used interfaces, e.g. USB 3.1, USB Type-C or another widely available standard for power input/output. Kit should not have limitations to use other different brands/capacity power banks for recharge.</p> <ul style="list-style-type: none">• The laptop internal battery plus two power banks together, must provide a minimum of 20 hours of kit autonomy with all peripherals connected at a rate of registering 20 persons per hour approximately. All peripherals connectivity to be through USB hub, or to the laptop USB ports, connecting also to the power bank;• Supplier must provide calculations of kit consumption in normal operation (laptop and peripherals) and justification by which the batteries of the selected capacity will meet the requirement. <p><u>Power controller:</u></p> <ul style="list-style-type: none">• Off-the-shelf (available on the market) power controller with automatic fuse allowing to recharge the power banks from Solar Panels and Main supply. In case off-the-shelf product is not available, supplier is required to transfer/provide all technical details/drawings about the customized device to UNDP/End-user, so it can be reproduced by another qualified supplier in future.• Controller should be portable, fitting safely into kit case, must be housed in its own enclosure, which involves to be extractable from the BRK. Housing should provide all connectors/plugs as required in an optimized and durable manner.• Indicators:<ul style="list-style-type: none">i. Charging state and battery level indicators should provide information about the state of the whole power setup (2 power banks and laptop battery) and should be placed outside the kit case, so it is visible while kits are stored in stacked position.ii. Voltage indicators should be placed on the power banks• Relevant connectors should be included to provide full compatibility/connectivity with the BRK. Cables and battery charger as necessary to power the kit from mains supply or generator. <100W AC Power 110-250V with Vanuatu type plug; in addition to charging from solar panels as per below requirements.	
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<p>Item 3. Webcam</p>	<p>Webcam must be adequately attached to the kit for stable and comfortable operation and with the following specifications:</p> <ol style="list-style-type: none"> 1. Webcam able to be adjustable (height/pan/tilt) to take picture of the registrant in any direction in a stable manner, especially for registrant sitting in front and in diagonal from the position of the person operating the registration kit. 2. Webcam should provide at least 8 MegaPixels True Resolution (Hardware resolution) for still picture mode. Webcams offered must provide a high quality image with minimum inter-eye distance of 250 pixels at 120cm. 3. Webcam should be of sufficient optical quality and sensitivity to operate in a variety of ambient lighting conditions. 4. Capabilities: Still image capture, Low light image enhancement, capture of document image (Scan). 5. Webcam and supplied drivers/software must ensure that there is no saturation on the facial image, that the face is in focus from nose to ears and chin to crown, that there are sufficient pixel dimensions (including inter-eye distance) and intensity variation across captured images. 6. Webcam must allow that images captured are compatible with ISO 19794-5:2005, Type Full Frontal (or better). 7. USB 3.1 powered and data interface 8. Others: Necessary accessories, cables, Driver & SDK CD for provided OS, Connectors (if any). 	<p>12</p>
<p>Item 4. Light source for picture capturing</p>	<ol style="list-style-type: none"> 1. The kit should include a uniform lighting of the applicant's face through LED light source for optimal picture capture, powered by USB. 2. Light source must be mounted/attached to the kit in order to ensure adequate provision of light for the intended operation of photo capture, adjustable in height/direction, if needed. 3. Mounting of the light source must provide that it can be easily replaced without use or minimal use of tools, in case needed. 4. Such light source will be activated automatically for photo captures, in order to optimize kit battery life. 	<p>12</p>

	<p>5. The light source must provide an effective light supply to take adequate photo of registrant (seating up to 1.5 meters away from the light source) when environmental light conditions are poor. Minimum light source should provide 600 lux at 1 meter distance. Source light to include diffuser for optimal light result.</p>	
<p>Item 5.Fingerprint Scanner</p>	<ol style="list-style-type: none"> 1. A four-finger scanning device with corresponding software/drivers able to allow consecutive capturing of registrants fingerprints, four fingers at a time. 2. Model of reference: Suprema RealScan-G10 or equivalent. 3. Optical Fingerprint Sensor Technology. 4. The fingerprint scanning device and its accompanying software shall have the following minimum specifications: <ol style="list-style-type: none"> I. Integrated biometric data in accordance with the ANSI/NIST standard, EBTS Appendix F (FBI) certification compliant. II. Minimum 500 dpi resolution. III. Images should be no smaller than 320 x 320 pixels in size. IV. Fingerprints capture area at least 42 mm wide by 42 mm high. V. The scanner sensor and SDK included shall be able to capture optimal fingerprint images in digital format even of damaged or dry fingertips, of appropriate quality to perform biometric duplicate analysis based on them. VI. The scanner sensor drivers shall interface with software applications that perform biometric feature extraction. VII. The scanner sensor drivers shall provide real-time feedback to software applications in order to assist operator to optimise fingerprint capture quality and throughput. VIII. Regardless of whether fingerprint biometric templates are extracted from the captured image, the image shall be stored in the citizen registration kit to permit subsequent processing and further attempts to extract fingerprint biometric templates. IX. Water (splash) and dust protected with ruggedized case. 	<p>12</p>

	<p>X. OS supported: the OS of the Registration Kit.</p> <p>XI. The SDK must be provided at least with C# for Windows.</p>	
Item 6.Document scanner	<ul style="list-style-type: none"> • Gooseneck type scanner (i.e. must be a camera sensor recognized by Windows as an external webcam), foldable. Base must include visual guides to position documents. Solid build should not break easily on extensive use. • Interface: USB or USB-C with windows 10 compliant drivers • Minimum Optical Resolution: 1200 X 1600 pixels • Scan Area: A4 such as Birth Certificate. Resolution should allow the capture ID1 size such as Driver's License with cropping. • Must be able to work in severely dusty conditions (no moving parts in the electronics) <p>Must incorporate its own light source as needed to adequately capture/scan document images.</p> <p>SDK: Must be recognized by Windows as a standard webcam, programmable as such through Windows' standard API.</p>	12
Item 7.Signature pad	<ul style="list-style-type: none"> • Plug and Play: drivers for Windows 10 Pro • Physical: Diagonal: minimum 4'' (10,5 cm) • Display: Color • Min resolution: 320 x 160 pixels • Max pixel size: 0,275 mm • Min display area: 95 mm x 47 mm • Touch sensitive screen: Active • The Signature pad should be a small touchscreen provided with its pen, recognized as a standard second screen with touch capabilities by Windows 10 Pro, so that it could be used both for the purpose of signature or displaying application screens and outputs. From the Windows 	12

	<ul style="list-style-type: none"> • SDK: Screen should be recognizable and programmable as a touch screen (second display) using the standard Windows API in C#. 	
Item 8.USB storage device	<ol style="list-style-type: none"> 1. Secure external USB 3.1 storage device (flash drives) – minimum 32 GB each. 2. Three (3) USB devices per kit must be provided. Each USB device must be labelled with the unique ID number of the kit, and the order number of the device (from 1 to 3). 3. Fully Compatible with kits OS. 	12
Item 9.Registration kit manuals	<ol style="list-style-type: none"> 1. Each kit must be provided with manuals complying with the following specifications: <ol style="list-style-type: none"> a) Operating manuals in English (Vanuatu). b) Manuals must describe and illustrate the normal operation of all hardware components. c) A troubleshooting section must also be included in the manual with a quick visual description of and an explanation of how to resolve routine problems, including power supply problems. d) Each kit should include a “Getting Started” Instruction Sheet on set up, use and integration of the system. e) Each kit must contain one set of manuals as described above in hard copy. f) Soft copies are required to allow the CRIM to print as necessary. Paper copies are optional. 	12
Item 10.Case for BRK	<ol style="list-style-type: none"> 1. Pelican type or similar, must be rugged, water resistant, dustproof and shock proof, built entirely with non-corrosive materials. <ol style="list-style-type: none"> a. Performance requested in line with IP Standards 64 (Solid and liquid ingress protection – medium). b. The case should be sturdy to prevent its breakage and protect all its contents from any damage even if dropped from 1.5 meter height onto a solid surface (e.g. tarmac or concrete floor) c. The case must include appropriate handles (and wheels if deemed necessary) to ensure easy transportation and handle. 	12

	<ol style="list-style-type: none"> 2. A single suitcase for the whole system (items 1 to 13 all included), superior characteristics/performance in terms of easiness of set up and use, portability, durability, resistance and protection of items inside. The total weight of the kit with all components should not exceed 15 kg. 3. Case shape must permit stacking in a stable manner up to minimum 5 levels. 4. Case must be large enough to accommodate all individual kit components and user manuals. All components should be properly fitted inside the case to be protected from damage during transportation and operations by use of pre-cut high-density foam inserts with separate compartments. 5. Components should be integrated in the case in such a manner that operation should not require the assembling of parts outside of the case. Registration operation should be able to be performed either directly within the case (in-situ) or outside of the case by removing and placing the laptop onto a table in a single step, with cables and connectors allowing such movement in a clean and simple manner. Connexions and cables must be well configured and placed, in a practical and durable manner, not suffering disconnections or damages by repeated use. An exception to this requirement is the fingerprint scanner. This device must be placed in such a manner as to optimize both the height and angle at which the citizen is required to present their finger for scanning. The cable between the computer and the fingerprint scanner must be long enough for this purpose. This is necessary in order to minimize the FTE (Failure To Enroll) rate. 6. Access to the computer USB and Ethernet ports must be possible without having to disassemble the kit or remove the computer from the kit. 7. Charging connector and charge state indicators should be placed outside the case to allow visibility while storage of the kit in stacked position. Connector and indicators should be well protected as per IP64 standards. 8. The case must be lockable and appropriate locks to be included. 	
<p>Backpack items</p>	<p>Description and minimum/mandatory specifications</p>	

<p>Item 11.Foldable photo booth</p>	<ol style="list-style-type: none"> 1. Foldable photographic booth of 15-20% plain grey color to ensure consistent and controlled background for picture capturing. 2. In unfolded position allows a person and a chair to be placed inside the booth. Provides protection against bright light from the side and back. While folded should be of the optimal size to be placed in BRK. 3. Material: Lightweight solid material, polyester. 4. Dimensions: 160cm(H) × 80cm(W) × 80cm(D)– , minor deviations acceptable 	<p>12</p>
<p>Item 12.Foldable Solar Panel</p>	<p>Solar Panels:</p> <ul style="list-style-type: none"> • Power in total minimum 60W and sufficient to fully power the BRK kit with all its components. • Monocrystalline technology required. Glass-free encapsulation, no risk of breakage; • Solar panels should also suffice to fully charge the power box battery (power bank) in maximum 7 hours, not necessarily in optimal conditions (Supplier must ensure that quality and capacity of items allow for full operation in cloudy or sub-optimal conditions). • Solar panels should be easily mountable, foldable for storage, and connected to the power box through only one cable; Length of cable 5 meters (minimum); • Modules installable in parallel • Tripod / Support to be included for solidly positioning the panels, allowing for optimal orientation to the sun, stable position, resistance to moderate winds, light material. • Chain with lock to secure panels (attaching them to a pole or similar). • Rear-mounted junction box (if required); <p>Others: Necessary accessories, cables, connectors.</p>	<p>12</p>
<p>Item 13.Maintenance kit (1 per mobile BRK)</p>	<ul style="list-style-type: none"> • Minor kits to be fitted within each BRK kit case. • To include at least a small blower and soft cloth to keep lens of camera and equipment clean. 	<p>12</p>

Item 14.Backpack	<ul style="list-style-type: none"> • Backpack to safely contain and transport items 15-17, in the quantities outlined. • Backpack to be suitable for field repeated use in rough conditions and environment. Strong material and construction, robust joints and sewing. • Material: hard wearing nylon exterior with lamination for waterproof effect. • Color: available in any color (reference Pantone and exact color will be provided at individual request/PO stage). • With internal dividers to organize the items inside. • With extra sturdy compartment to specially protect at least ten (10) paper rolls • Zippers: Large, YKK branded nylon-grip zippers. • With carrying straps: Hand strap, and adjustable shoulder carrying straps. • With hip support: padded belt, which let much of backpack’s weight rest on hip. 	12
General requirements and notes on scope for fixed BRKs	Description and minimum/mandatory specifications	
	<p>The fixed Biometric Registration Kit (BRK) consists of the same items (same brand and model, only these items are the desktop version of the integrated components).</p> <p>Fixed stations (that are not to be provided within this procurement) will be upgraded by adding those components.</p>	
Desktop Items	Description and minimum/mandatory specifications	
Item 15.Webcam	Desktop version of the webcam provided for the mobile BRK, with equivalent adjustable support to operate over a desk.	8

Item 16.Light source for picture capturing	Desktop version of the light ring provided for the mobile BRK, with equivalent adjustable support to operate over a desk.	8
Item 17.Fingerprint Scanner	Desktop version of the fingerprint scanner provided with the mobile BRK.	8
Item 18.Document scanner	Desktop version of the gooseneck scanner provided with the mobile BRK.	8
Item 19.Signature pad	Desktop version of the signature pad provided with the mobile BRK.	8
Item 20.USB storage device	Three USB drives (same as mobile BRK's) per fixed BRK.	8
Item 21.Powered USB Hub	A powered USB hub, with sufficient ports to connect and power all items of a fixed BRK must be provided.	8
Item 22.Maintenance kit (1 per desktop set)	<ul style="list-style-type: none"> • Minor kits to be fitted within each BRK kit case. • To include at least a small blower and soft cloth to keep lens of camera and equipment clean. 	8
Item 23.Foldable photo booth	Same foldable booth as provided with the mobile BRKs (one per fixed set).	8

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods 60 days from the issuance of the purchase order after Contract signature.
Delivery Terms (INCOTERMS 2020)	DAP
Customs clearance (must be linked to INCOTERM)	<input checked="" type="checkbox"/> UNDP will support on the required documentation for exemption of customs duty for importation. However the responsibility of arranging the clearance will be on supplier.
Exact Address(es) of Delivery Location(s)	Ministry of Internal Affairs Vanuatu Electoral Office Port Vila. Efate
Distribution of shipping documents (if using freight forwarder)	Supplier/bidder
Training on Operations and Maintenance	Bidders responsibility
Warranty Period	3 years
After-sales service and local service support requirements	Refer Annex 1 on Technical assistance and warranty and Training
Preferred Mode of Transport	Air

An/NNEX 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 type="checkbox"/> Yes <input type="checkbox"/> No
n/ Does your Company hold any accreditation/ certification such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

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

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	UOM	Qty	Unit price	Total price
1.	Click or tap here to enter text.				
2.	Click or tap here to enter text.				
3.	Click or tap here to enter text.				
4.	Click or tap here to enter text.				
5.	Click or tap here to enter text.				
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 [pls. specify]	<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.	
<p><i>Exact name and address of company</i></p> <p>Company Name: Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text. Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>