



## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: <b>RFQ-2022-077 Purchase and delivery of laptops, docking stations and related accessories for country office employees (25 sets)</b>	Date: 07 November 2022
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### SECTION 1: REQUEST FOR QUOTATION (RFQ)

United Nations Development Programme in Kazakhstan kindly requests your quotation for the **Purchase and delivery of laptops, docking stations and related accessories for country office employees (25 sets)** as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

**Issued by:**

Signature:   
Name: Dana Amanova  
Title: Operations Manager  
Date: 07-Nov-2022

DocuSigned by:

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**SECTION 2: RFQ INSTRUCTIONS AND DATA**

<b>Introduction</b>	<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 <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></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>
<b>Deadline for the Submission of Quotation</b>	<p><b>Thursday, 21 November 2022, 17:00 (Astana Local Time)</b></p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> <b>Dedicated Email Address</b></p> <p>Dully filled and signed quotations must be submitted on or before <b>21 November 2022, 17:00 (Astana Local Time)</b>, to the email address below with Email Subject: RFQ-2022-077 "Purchase and delivery of laptops, docking stations and related accessories for country office employees (25 sets)" <a href="mailto:Procurement.kz@undp.org">Procurement.kz@undp.org</a></p> <p>Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.</p>
<b>Cost of preparation of quotation</b>	<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>
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<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 <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></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 <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</a></p>
<b>Gifts and Hospitality</b>	<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>
<b>Conflict of Interest</b>	<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>

	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.
<b>General Conditions of Contract</b>	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract <input checked="" type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a> Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a>
<b>Special Conditions of Contract</b>	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days
<b>Eligibility</b>	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.  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.  Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.
<b>Currency of Quotation</b>	Quotations shall be quoted in <b>USD</b> for International Bidders, <b>KZT</b> – for local Bidders
<b>Joint Venture, Consortium or Association</b>	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. Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.
<b>Only one Bid</b>	The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
<b>Duties and taxes</b>	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or

	exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below: All prices must: <input checked="" type="checkbox"/> including VAT
<b>Language of quotation</b>	<b>English and/or Russian</b> Including documentation and including catalogues, instructions and operating manuals as applicable
<b>Documents to be submitted</b>	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Company profile describing the nature of business, relevant experience, licenses, certifications, accreditations confirming at least three years of experience in supplying computer equipment (acts of work performed, copies of agreements/contracts); <input checked="" type="checkbox"/> Business Registration certificate <input checked="" type="checkbox"/> Certificates confirming the absence of debts in tax authorities at the end of the last financial year; <input checked="" type="checkbox"/> Bank details (Bank Account Requisites for US Dollar/ KZT, issued on a recipient Bank's blank page) <input checked="" type="checkbox"/> Availability of existing dealer agreements with the manufacturers of computer equipment or official distributors in the territory of the Republic of Kazakhstan and/or Authorization letters from the manufacturer, for the right to supply computer equipment in the territory of the Republic of Kazakhstan; <input checked="" type="checkbox"/> Written confirmation of warranty on the equipment for at least one year; <input checked="" type="checkbox"/> Information on available local service and maintenance centers in the Republic of Kazakhstan - address, contact details - in the price quotation.
<b>Quotation validity period</b>	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
<b>Price variation</b>	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.
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Not Permitted
<b>Alternative Quotes</b>	<input checked="" type="checkbox"/> Not permitted
<b>Payment Terms</b>	<input checked="" type="checkbox"/> 100% within maximum 30 days after receipt of goods, works and/or services and submission of payment documentation (preferable), or 20 % - in advance, 80% - on the fact of delivery of equipment to the destination and signing of aforementioned documentation Contract with local companies will be issued in local currency based on UNORE <a href="https://treasury.un.org/operationalrates/OperationalRates.php#K">https://treasury.un.org/operationalrates/OperationalRates.php#K</a> at the date of issuance of the Contract. Payment to local companies will be made in local currency
<b>Conditions for Release of Payment</b>	<input checked="" type="checkbox"/> Passing Inspection of technical specifications in accordance with RFQ requirements <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
<b>Contact Person for correspondence, notifications and clarifications</b>	Karina Yamashita, Ms. Procurement Associate E-mail address: <a href="mailto:undp.kz.procurement@undp.org">undp.kz.procurement@undp.org</a> <b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.</b> 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.
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated electronically by 18 November 2022

<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
<b>Evaluation criteria</b>	<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
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	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.
<b>Type of Contract to be awarded</b>	<input checked="" type="checkbox"/> Purchase Order/Contract for Goods and/or Services
<b>Expected date for contract award.</b>	01 December 2022
<b>Publication of Contract Award</b>	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.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>

**ANNEX 1: SCHEDULE OF REQUIREMENTS****RFQ-2022-077 Purchase and delivery of laptops, docking stations and related accessories for country office employees (25 sets)**

The UNDP Country Office in Kazakhstan needs to update its computer hardware stock due to the expiration of the useful life of the equipment in use now.

The purpose of this project is to purchase new computer equipment in the following quantities and specifications:

No.	Name	Technical specifications		Qty	Unit
1	Laptop	Platform	x86, 64-bit platforms capable of running Windows 11 or 10 version 21H2 and later	25	pcs.
		Processor	Latest or previous generation at the time of purchase		
		Drive Encryption	TPM 2.0		
		Built-in Display	Minimum - Full HD (1920 x 1080) resolution		
		RAM	Minimum 16 GB		
		Internal Storage	Minimum 512 GB SSD		
		Battery	8 hours of battery life		
		Keyboard	With English(US) and Russian(RU) layouts. Spill resistant.		
		Webcam	Built-in webcam with privacy shutter, 720P or higher		
		Wi-Fi	Wi-Fi 6 (802.11ax)		
		Bluetooth	Bluetooth 5.2		
		USB Ports	Type A: 1 x USB 3.0 or above Type C: 2 x USB4 or Thunderbolt 4		
		Video Output Port	HDMI, Thunderbolt 4, or Miracast		
		Optional Features	Fingerprint reader; Backlit keyboard with drain and DuraKey IR Camera		
		Operating system	Windows 11 or 10 Pro (64-bit) All new PCs must be purchased with valid Windows 10 Pro license. The license will be automatically upgraded to Windows 10 Enterprise when enrolled to Intune.		
		Warranty	Minimum 1-year warranty. Recommended 3-years warranty. Battery should have a default one year limited warranty.		
2	Dock station	Front:	1 USB-C port with data and power out (15W); 1 USB-C cable to connect to host system	25	pcs.
		Side:	2 USB 3.0 charging ports; 1 combo audio jack		
		Back:	2 USB 3.0 charging ports; 2 DisplayPort ports; 1 RJ45 port; 1 HDMI 2.0 port; 1 standard lock slot		
3	Keyboard Mouse Combo	Layout	English(US) and Russian(RU)	25	pcs.
		Connectivity	2.4 GHz		
		Interface	USB		
		Box contents	Keyboard, Mouse, Nano Dongle, 2 x AAA batteries, 1 x AA battery, Product Notice, Warranty Card		
		Warranty	One-year warranty		

		(If wireless, it should be rechargeable though USB.)			
4	Headset	Connectivity	Multiple connection types	25	pcs.
		Wireless range (if any)	Up to 30m /100 ft range (open field line of sight in 360°)		
		Paired devices	2 active connections and up to 8 stored connections		
		Microphone type	Noise-canceling, omni-directional dual MEMS mic array with digital signal processing (DSP)		
		On-ear controls	Volume up/down, answer/end/reject calls, music pause/play/track forward/backward		
		Box contents	One Headset, One USB-A or proprietary adapter + Audio USB-A receiver, One USB-C adapter, One USB-A to C charging cable, One travel bag, User documentation		
		Warranty	2 years		
		(If wireless, it should be rechargeable though USB.)			

### Delivery Requirements

Delivery Requirements	
<b>Delivery date and time</b>	Bidder shall accomplish equipment delivery and certification within three months after the contract signing
<b>Delivery Terms (INCOTERMS 2020)</b>	<input checked="" type="checkbox"/> DDP
<b>Customs clearance (must be linked to INCOTERM)</b>	Shall be done by: <input checked="" type="checkbox"/> Supplier/bidder
<b>Exact Address(es) of Delivery Location(s)</b>	Republic of Kazakhstan, Astana, 14 A. Mambetov str.
<b>Packing Requirements</b>	The packing of the goods shall ensure its safety during transportation
<b>Training on Operations and Maintenance</b>	Basic instructions
<b>Warranty Period</b>	The supplier shall provide in written the confirmation of warranty on the equipment for at least one year
<b>After-sales service and local service support requirements</b>	The vendor shall provide information on available local service and maintenance center in the Republic of Kazakhstan - address, contact details - in the price quotation
<b>Preferred Mode of Transport</b>	Land, Air

## 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:	RFQ-2022-077 Purchase and delivery of laptops, docking stations and related accessories for country office employees (25 sets)	Date: Click or tap to enter a date.

### Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade 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.			
<b>Previous relevant experience for the last 3 years:</b>				
<b>Name of previous contracts</b>	<b>Client &amp; Reference Contact Details including e-mail</b>	<b>Contract Value</b>	<b>Period of activity</b>	<b>Types of activities undertaken</b>

**Bidder's Declaration**

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> 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"/>	<b>Ethics:</b> 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 : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> 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"/>	<b>Prohibitions, Sanctions:</b> 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"/>	<b>Bankruptcy:</b> 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"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity (90 days)
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: \_\_\_\_\_

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

**ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS**

*Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ-2022-077 Purchase and delivery of laptops, docking stations and related accessories for country office employees (25 sets)	Date: Click or tap to enter a date.

Currency of quotation: Insert text					
No	Description	UoM	Q-ty	Price per 1 item	Total
1.1	Laptop	pcs	25		
1.2	Docstation	pcs	25		
1.3	Keyboard Mouse Combo	pcs	25		
1.4	Headset	pcs	25		
1.5	Additional expenses (please detail if any)				
VAT (if applicable)					
<b>TOTAL price including all expenses</b>					

**Table – A: Technical Compliance with Requirements**

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Proposed goods are compliant to the Minimum Technical Specifications. The compliance with technical specification will be determined based on the criteria provided in Table-B	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS): DDP 14 A. Mambetov str., Astana, RK	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Time – maximum 3 months from the date of issue of Purchase Order/ signing Contract by UNDP format goods	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
The Supplier will provide a minimum of one year warranty on the equipment from the time the goods are handed over to the end-user;	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Information on available local service and maintenance centers in the Republic of Kazakhstan - address, contact details - in the price quotation;	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Validity of Quotation – 90 days	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms – 100% post-payment (preferable)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Or 20 % - in advance, 80% - on the fact of delivery of equipment to the destination and signing of payment documentation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Total value of goods includes VAT if the Supplier is a VAT payer, as well as other applicable indirect taxes	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
A brief description of the supplier's activities confirming at least three years of experience in supplying computer equipment (acts of work performed, copies of agreements/contracts).	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Certificate of registration/re-registration of a legal entity	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Certificates confirming the absence of debts in tax authorities at the end of the last financial year	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Detailed description of the equipment			
Availability of dealer agreements with the manufacturers of mobile devices or official distributors in the territory of the Republic of Kazakhstan or authorization letters from the manufacturer, for the right to supply mobile equipment and accessories in the territory of the Republic of Kazakhstan;	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

**Table B - Form of compliance to the technical requirements (please complete column “Your Proposal):**

Description	UNDP requirements	Your proposal
<b>LAPTOP</b>		
Platform	x86, 64-bit platforms capable of running Windows 11 or 10 version 21H2 and later	
Processor	Latest or previous generation at the time of purchase	
Drive Encryption	TPM 2.0	
Built-in Display	Minimum - Full HD (1920 x 1080) resolution	
RAM	Minimum 16 GB	
Internal Storage	Minimum 512 GB SSD	
Battery	8 hours of battery life	
Keyboard	With English(US) and Russian(RU) layouts. Spill resistant.	
Webcam	Built-in webcam with privacy shutter, 720P or higher	
Wi-Fi	Wi-Fi 6 (802.11ax)	
Bluetooth	Bluetooth 5.2	
USB Ports	Type A: 1 x USB 3.0 or above Type C: 2 x USB4 or Thunderbolt 4	
Video Output Port	HDMI, Thunderbolt 4, or Miracast	
Optional Features	Fingerprint reader; Backlit keyboard with drain and DuraKey	

	IR Camera	
Operating system	Windows 11 or 10 Pro (64-bit) All new PCs must be purchased with valid Windows 10 Pro license. The license will be automatically upgraded to Windows 10 Enterprise when enrolled to Intune.	
Warranty	Minimum 1-year warranty. Recommended 3-years warranty. Battery should have a default one year limited warranty.	
<b>DOCSTATION</b>		
Front:	1 USB-C port with data and power out (15W); 1 USB-C cable to connect to host system	
Side:	2 USB 3.0 charging ports; 1 combo audio jack	
Back:	2 USB 3.0 charging ports; 2 DisplayPort ports; 1 RJ45 port; 1 HDMI 2.0 port; 1 standard lock slot	
<b>KEYBOARD MOUSE COMBO</b>		
Layout	English(US) and Russian(RU)	
Connectivity	2.4 GHz	
Interface	USB	
Box contents	Keyboard, Mouse, Nano Dongle, 2 x AAA batteries, 1 x AA battery, Product Notice, Warranty Card	
Warranty	One-year warranty	
(If wireless, it should be rechargeable though USB.)		
<b>HEADSET</b>		
Connectivity	Multiple connection types	
Wireless range (if any)	Up to 30m /100 ft range (open field line of sight in 360°)	
Paired devices	2 active connections and up to 8 stored connections	
Microphone type	Noise-canceling, omni-directional dual MEMS mic array with digital signal processing (DSP)	
On-ear controls	Volume up/down, answer/end/reject calls, music pause/play/track forward/backward	
Box contents	One Headset, One USB-A or proprietary adapter + Audio USB-A receiver, One USB-C adapter, One USB-A to C charging cable, One travel bag, User documentation	
Warranty	2 years	
(If wireless, it should be rechargeable though USB.)		

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

<i>Exact name and address of company</i> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.
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