

**Terms of reference****A.**

**Name of service:** Purchase of laptops, docking stations and related accessories for country office employees (25 pcs)

**Project number and project name:** UNDP CO Kazakhstan

**Address:** Astana, 14 Mambetov st.

**Contract type:** UNDP Contract for Goods and Services

**B. Project Description**

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.

**C Scope of Work**

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 10 or 11 Pro (64-bit) All new PCs must be purchased with valid Windows 10/11 Pro license.		

		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.)			

#### D. Expected Outputs

- Upgrade the country office's computer park in accordance with the lifecycle of the equipment and current ICT standards requirements.
- Contractor provides equipment that meets or exceeds the above specifications. Optional features are highly desirable.
- The contractor provides warranty for the delivered equipment for the period not less than 1 calendar year.

Deliverable	Due date	Payment
Delivery of laptops, docking stations and peripherals to the UN House in Astana, Kazakhstan. The invoice and consignment are provided.	Within 3 months from the date of signing Contract	100% within 30 calendar days after the full supply of goods and signing of financial documents (invoice and consignment note) Or 20 % - in advance, 80% - on the fact of delivery of equipment to the destination and signing of aforementioned documentation

**E. Institutional Arrangement**

- a) UNDP administers the procurement process to select a qualified supplier.
- b) Upon completion of the solicitation process, UNDP will sign a contract with the chosen supplier.
- c) Contractor agrees actions and reports to the UNDP Country Office Kazakhstan.
- d) The Contractor ensures timely and rational planning, execution of the delivery of the entire scope of equipment in accordance with this TOR.
- e) Contractor ensures full compliance with the requirements of the contract.
- f) The Contractor is responsible for the quality, safety and delivery dates of the goods, in accordance with the schedule.

**F. Duration of the Work**

The Contractor shall start fulfilling its obligations since the contract is signed and will complete them no later than within 3 months after the date of signing. UNDP IT staff together with the Operations Manager provides comments/recommendations and confirmation of acceptance within 4-5 days.

**G. Delivery terms**

DDP. The goods must be delivered to UN House in Astana at 14 Mambetov St.

**H. Qualifications of the Successful Contractor**

A company / organization duly registered in the Republic of Kazakhstan and meeting the following requirements can be the Supplier:

1. Be solvent, not subject to liquidation, its property should not be seized, financial and economic activities should not be suspended in accordance with the law (certificates confirming the absence of debts in tax authorities at the end of the last financial year);
2. At least three years of experience in supplying computer equipment.
3. Availability of dealer agreements with the manufacturers of computer equipment or official distributors in the territory of the Republic of Kazakhstan.
4. The supplier shall provide in written the confirmation of warranty on the equipment for at least one year
5. The vendor shall provide information on available local service and maintenance center in the Republic of Kazakhstan - address, contact details - in the price quotation.

**I. Evaluation method**

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

**J. Price quote and payment schedule**

1. The amount of the Contract remains unchanged for the duration of the Contract.
2. Offers must include all-inclusive costs associated with the execution of the work under Terms of Reference.
3. Offers shall remain valid for 90 days from the deadline for the Submission of Quotations
4. 100% payment will be made within 30 calendar days after the full supply of goods and signing of financial documents (invoice and consignment note) – preferable, or 20 % - in advance, 80% - on the fact of delivery of equipment to the destination and signing of aforementioned documentation

**K. Quotation Submission Form**

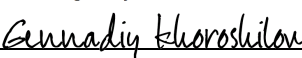
- Duly accomplished Quotation Submission Form (Annex 2) and Technical and Financial Offer (Annex 3) in accordance with the list of requirements in the TOR.
- A brief description of the supplier's activities (no more than 10 pages/slides).
- Certificate of registration/re-registration of a legal entity.
- Certificates confirming the absence of debts in tax authorities at the end of the last financial year.
- Quotation with a detailed description of the equipment.
- Confirmation of at least three years of experience in supplying computer equipment (acts of work performed, copies of agreements/contracts).
- Existing dealer agreements with the manufacturers of computer equipment or official distributors in the territory of the Republic of Kazakhstan.
- Authorization letters from the manufacturer, for the right to supply computer equipment in the territory of the Republic of Kazakhstan.
- Written confirmation of warranty for the delivered equipment for the period not less than 1 calendar year.

**This TOR is prepared by:**

Signature  
Designation  
Date of Signing

Gennadiy Khoroshilov

DocuSigned by:



ICT Specialist

04-NOV-2022

**This TOR is approved by:**

Signature  
Designation  
Date of Signing

Dana Amanova

DocuSigned by:



Operations Manager

04-NOV-2022