

INVITATION TO BID (ITB)
REF No. ITB/004/10 (LTA IT)

Date: 22 April 2010

Dear Sir/Madam,

Subject: Long Term Agreement for the supply of computer hardware, notebooks, and peripherals for UNDP CO in Uzbekistan and its projects.

1. The purpose of this Invitation to Bid is to conclude Long Term Agreements (LTAs) for the period of three years for the supply of hardware and peripheral equipment covering the years 2010-2012 with qualified vendor(s) specialized in the supply of goods of this nature to the UNDP Country Office and project offices in Uzbekistan, together with service center facility in Uzbekistan or/and appropriate service network. The successful bidder(s) shall be contracted for an initial period of one year, with the contract renewable for another two (2) years upon satisfactory performance in the first year.
2. Therefore, UNDP hereby solicits your offer for the supply of goods specified in Annex VII. An estimate of the value of goods to be purchased in the first year would be about USD 400,000. However, UNDP doesn't guarantee it will place orders for this amount and is not bound by the LTA (s) to purchase any minimum amount of goods. UNDP reserves the right to utilize other sources at its discretion. Once the LTA (s) is established, orders will be placed through Purchase Orders.
3. Contracts awards will be made on a Lot by Lot basis. A bidder can submit its bid for any individual lot or combination of Lots but cannot make partial bids for separate items within a Lot.
4. To enable you to submit a bid, please find enclosed:

Annex I.	Memo to Bidders
Annex II.	Instructions to Bidders
Annex III.	Bid Data Sheet
Annex IV.	General Terms and Conditions
Annex V.	Special Conditions
Annex VI.	Long Term Agreement
Annex VII.	Schedule of Requirements and Technical Specifications
Annex VIII.	Bid Submission Form
Annex IX.	Price Schedule and Delivery Data
Annex X.	Vendor Profile Form

These bidding documents are published on the following web-sites and can be downloaded in PDF format at
<http://www.undp.uz/en/procurement/>
or <http://procurement-notices.undp.org/index.cfm>
or <http://ungm.org/Notices/Notices.aspx>

5. Interested Bidders may obtain clarification on bids by contacting the following address:
Contact Person: Farrukh Khisamov, Procurement Assistant
Name of Office: UNDP CO in Uzbekistan,
E-Mail: pu.uz@undp.org
6. Bids may be delivered by mail, courier service or by hand to:
UNDP Office in Uzbekistan
4 Taras Shevchenko str.,

Tashkent, 100029, Uzbekistan

Clearly marked on the envelope: **ITB/004/10 (LTA IT)**

To facilitate the submission of offers, the submission **duly stamped and signed** can be sent electronically in **PDF** format only to bids.uz@undp.org. Offers sent by fax will be rejected.

7. Bids must be delivered or sent to the above office/e-mail **on or before Monday, 24 May 2010 at 15.00 hrs [Tashkent, local time].**

IMPORTANT

Please be aware that bids or proposals emailed to UNDP will be rejected if they are received after the deadline for bid submission. As an email may take some time to arrive after it is sent, especially if it contains a lot of information, we advise all bidders to send email submissions well before the deadline.

8. Public Bid Opening will be conducted **on 24 May, 2010 at 15:30 Tashkent time** in UNDP CO at the following address:

**4 Taras Shevchenko str.,
Tashkent, 100029, Uzbekistan**

Please send e-mail to pu.uz@undp.org with names of representative/s who will participate in the opening ceremony.

9. During bid preparation, the Bidder should carefully review clauses 8,9,10 of Annex II in ITB.
10. This letter is not to be construed in any way as an offer to contract with your firm.

MEMO TO BIDDERS

EXAMPLES OF BID REJECTION

Bids and proposals have been rejected at the submission stage or found to be technically noncompliant due to errors in presentation and failure to follow bidding instructions. The Invitation to Bid contains detailed instructions for preparation and submission that need to be followed carefully.

Below are some of the more common examples of why bids are rejected by UNDP. Bidders are urged to read this before submission and to check their bid conforms to each of these points and the instructions as noted in the bidding documents:

- The bid is handed in after the deadline for submission, either by hand or electronically. Note that there is a time gap for email submission and emailed proposals sent just before the deadline may arrive after the deadline and be rejected.
- Bids not submitted to correct physical or electronic address. Note that the address for bid submission is different to the address for bid questions.
- The bid is not signed as per the instructions in the ITB.
- No sufficient documents have been provided.
- Documents provided are not in English. Documents such as the registration of the organization or financial information about the organization may be submitted in other language but it is necessary that there be translations of the documents in English attached as well.
- Documents provided not directly address each point of the mandatory evaluation criteria.
- Proposal is more like a brochure for the firm without specifically addressing the specific criteria of the ITB.
- Bids not offer goods or services which have been specifically requested by UNDP in the Technical Specifications.
- Failure to enclose the signed Bid Submission Form.

The above examples illustrate some errors which may be made by bidders. This is a partial list. The bidding documents contain the full list of instructions relevant to each particular bid and should be followed carefully.

INSTRUCTIONS TO BIDDERS

A. Introduction

1. **General:** UNDP invites Sealed Bids for a Long Term Agreement for the supply of computer hardware, notebooks, and peripherals for UNDP CO in Uzbekistan and its projects.
2. **Eligible Bidders:** Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNDP to provide consulting services for the preparation of the design specifications, and other documents to be used for the procurement of goods to be purchased under this Invitation to Bids.
3. **Cost of Bid:** The Bidder shall bear all costs associated with the preparation and submission of the Bid and UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

B. Solicitation Documents

4. **Examination of Solicitation Documents:** The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Bidder's risk and may affect the evaluation of the Bid.
5. **Clarification of Solicitation Documents:** A prospective Bidder requiring any clarification of the Solicitation Documents may notify UNDP in writing. The response will be made in writing to any request for clarification of the Solicitation Documents that it **receives earlier than one week prior to the Deadline for the Submission of Bids**. Written copies of the response (including an explanation of the query but without identifying the source of inquiry) will be published at <http://www.undp.uz/en/procurement/> (please check Reference ID# ITB/004/10).
6. **Amendments of Solicitation Documents:** No later than 2 days prior to the Deadline for Submission of Bids, UNDP may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Solicitation Documents. Solicitation Documents. All prospective Bidders should regularly consult the **UNDP Uzbekistan procurement website** <http://www.undp.uz/en/procurement/> where any amendments will be notified. In order to afford prospective Bidders reasonable time in which to take the amendments into account in preparing their offers, UNDP may, at its discretion, extend the Deadline for the Submission of Bids.

C. Preparation of Bids

7. **Language of the Bid:** The Bid prepared by the Bidder and all correspondence and documents relating to the Bid exchanged by the Bidder and UNDP shall be written in English.
8. **Documents Comprising the Bid:**

The Bid must comprise the following documents:

- (a) a Bid Submission form;
- (b) a Price Schedule completed in accordance with the Annexure VII, VIII and IX and clause 11 of Instructions to Bidders;
- (c) documentary evidence established in accordance with clause 9 of Instructions to Bidders that the Bidder is eligible to and is qualified to perform the contract if its Bid is accepted,
- (d) documentary evidence established in accordance with clause 10 of Instructions to Bidders that the

goods and ancillary services to be supplied by the Bidder are eligible goods and services and conform to the Bidding Documents;

(e) Vendor profile form as per Annex X.

9. Documents Establishing Bidder's Eligibility and Qualifications:

The Bidder shall furnish evidence of its status as a qualified Supplier. The documentary evidence of the Bidder's qualifications to perform the contract if its Bid is accepted shall be established to UNDP's satisfaction:

- (a) that, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' manufacturer or producer to supply the goods in the country of final destination;
- (b) that the Bidder has the financial, technical, and production capability necessary to perform the contract;
- (c) the Bidder should demonstrate the capacity to provide after-sales services. UNDP reserves its right to make a site visit to companies' service facilities.

10. Documents Establishing Goods' Conformity to Bidding Documents:

The Bidder shall also furnish as part of its Bid, documents establishing the conformity to the Bidding Documents of all goods and related services which the Bidder proposes to supply under the contract.

The documentary evidence of conformity to the Bidding Documents may be in the form of literature, drawings, and data, and shall consist of:

- (a) A detailed description of the essential technical and performance characteristics of the goods;
- (b) A list giving full particulars, including available sources and current prices of spare parts, special tools, etc, necessary for the proper and continuing functioning of the goods for a period to be specified in the Bid Data Sheet, following commencement of the use of the goods.

11. Bid Currencies/Bid Prices: All prices shall be quoted in US dollars only. The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total Bid Price of the goods it proposes to supply under the contract.

12. Period of Validity of Bids: Bids shall remain valid for 120 days after the date of Bid Submission prescribed by UNDP pursuant to clause 16 of Instructions to Bidders. A Bid valid for a shorter period may be rejected as non-responsive pursuant to clause 20 of Instructions to Bidders. In exceptional circumstances, UNDP may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Bidders granting the request will not be required nor permitted to modify their Bids.

13. Bid Security: THIS SECTION AND ITS SUBSECTIONS SHALL NOT APPLY.

- (a) The Bidder shall furnish as part of its Bid a Bid Security to UNDP in the amount of 5 % of the Offer Value.
- (b) The Bid Security is to protect UNDP against the risk of the Bidder's conduct which would warrant the security's forfeiture, pursuant to Clause 13(g) below.
- (c) The Bid Security shall be denominated in the currency of the Purchase Order or in a freely convertible currency and shall be in one of the following forms:
 - i. bank guarantee or irrevocable letter of credit, issued by a reputable bank located in the purchaser's

country or abroad, and in the form provided in these Solicitation Documents, or,
ii. cashier's cheque, or certified cheque.

- (d) Any Bid not secured in accordance with Clauses 13 a) and 13 c) above will be rejected by UNDP as non-responsive pursuant to clause 20 of Instructions to Bidders.
- (e) Unsuccessful Bidder Bid Security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of Bid Validity prescribed by UNDP pursuant to clause 12 of instructions to Bidders.
- (f) The successful Bidder's Bid Security will be discharged or returned upon the Bidder signing the Purchase Order, pursuant to clause 26 of Instructions to Bidders, and furnishing the Performance Security, pursuant to clause 27 of Instructions to Bidders.
- (g) The Bid Security may be forfeited:
 - 1) If a Bidder withdraws its offer during the period of the Bid Validity specified by the Bidder on the Bid Submission Form, or,
 - 2) In the case of a successful Bidder, if the Bidder fails:
 - i. to sign the Purchase Order in accordance with Clause 26 of Instructions to Bidders, or,
 - ii. to furnish Performance Security in accordance with Clause 27 of Instructions to Bidders.

D. Submission of Bids

14. **Format and Signing of Bid:** The Bidder shall prepare two copies of the Bid, clearly marking each **"Original Bid"** and **"Copy of Bid"** as appropriate. In the event of any discrepancy between them, the original shall govern. The two copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. A Bid shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

15. Sealing and Marking of Bids:

15.1 The Bidder shall seal the original and each copy of the Bid in separate envelopes, duly marking the envelopes as **"ORIGINAL"** and **"COPY"**. The envelopes shall then be sealed in an outer envelope.

15.2 The inner and outer envelopes shall:

- (a) be addressed to UNDP at the address given in section I of these Solicitation Documents; and
- (b) make reference to the **"ITB/004/10"** indicated in section I of these Solicitation Documents, and a statement: **"DO NOT OPEN BEFORE"**, to be completed with the time and the date specified in section I of these Solicitation Documents for Bid Opening pursuant to clause 16 of Instructions to Bidders.

15.3 **The inner and outer envelopes shall also indicate the Name and Address of the Bidder to enable the Bid to be returned unopened in case it is declared "LATE".**

15.4 If the outer envelope is not sealed and marked as required by clause 15.2 of Instructions to Bidders, UNDP will assume no responsibility for the Bid's misplacement or premature opening.

15.5 The Offerors may choose to submit their proposals by e-mail to bids.uz@undp.org. In this case the Offeror shall send bid in scanned version (PDF format only) as attachment to the message.

Bids must include all information required by these solicitation documents.

Having, prepared the Bid in paper format as specified in Clause C and duly signed & stamped, the entire Bid should be scanned or otherwise converted into one or more electronic «PDF» (Adobe Acrobat) format files and attached to one or more E-mails. The Subject line of the E-mail(s) should state: **"Bid for ITB/004/10 - DO NOT OPEN IN ADVANCE"**

To assist procuring UNDP entity in the assurance of transparency, it is recommended that, prior to sending the Email(s), Offerors should open "Options", then "Voting and Tracking Options" and select "Request a delivery receipt for this message" AND "Request a read receipt for this message". This options path is for Microsoft Office Outlook software. Other software should offer similar options, although the path and wording will be somewhat different.

16. Deadline for Submission of Bids/Late Bids:

16.1 Bids must be delivered to the office on or before the date and time specified in section I of these Solicitation Documents.

16.2 UNDP may, at its discretion, extend this deadline for the submission of the bids by amending the Bidding Documents in accordance with clause 6 of Instructions to Bidders, in which case all rights and obligations of UNDP and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

16.3 Any Bid received by UNDP after the Deadline for Submission of Bids will be rejected and returned unopened to the Bidder.

17. **Modification and Withdrawal of Bids:** The Bidder may withdraw its Bid after submission, provided that written notice of the withdrawal is received by UNDP prior to the deadline for submission. No Bid may be modified after passing of the Deadline for Submission of Bids. No Bid may be withdrawn in the interval between the Deadline for Submission of Bids and the expiration of the Period of Bid Validity.

E. Opening and Evaluation of Bids

18. Opening of Bids:

18.1 UNDP will open all Bids in the presence of Bidders' Representatives who choose to attend, at the time, on the date, and at the place specified in section I of this Solicitation Document. The Bidders' Representatives who are present shall sign a register evidencing their attendance.

18.2 The bidders' names, Bid Modifications or withdrawals, bid Prices, discounts, and the presence or absence of requisite Bid Security and such other details as the purchaser, at its discretion, may consider appropriate, will be announced at the opening. No Bid shall be rejected at Bid Opening, except for Late Bids, which shall be returned unopened to the Bidder pursuant to clause 20 of Instructions to Bidders.

18.3 Bids (and modifications sent pursuant to clause 17 of Instructions to Bidders) that are not opened and read out at Bid Opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn Bids will be returned unopened to the Bidders.

18.4 UNDP will prepare minutes of the Bid Opening and post it on <http://www.undp.uz/en/procurement/> (please check Reference ID# ITB/004/10).

19. **Clarification of Bids:** To assist in the examination, evaluation and comparison of Bids UNDP may at its discretion ask the Bidder for clarification of its Bid. The request for clarification and the response shall be in writing and no change in price or substance of the Bid shall be sought, offered or permitted.

20. Preliminary Examination:

- 20.1 Prior to the detailed evaluation, UNDP will determine the substantial responsiveness of each Bid to the Invitation to Bid (ITB). A substantially responsive Bid is one which conforms to all the terms and conditions of the ITB without material deviations.
- 20.2 UNDP will examine the bids to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the bids are generally in order.
- 20.3 Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of errors, its Bid will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.
- 20.4 A Bid determined as not substantially responsive will be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
21. **Conversion to Single Currency: THIS SECTION AND ITS SUBSECTIONS SHALL NOT APPLY.**
To facilitate evaluation and comparison, UNDP will convert all Bid Prices expressed in the amounts in various currencies in which the Bid Prices are payable to US dollars at the official UN exchange rate on the last day for Submission of Bids.
22. **Evaluation of Bids:** Determination of compliance with the Solicitation Documents is based on the content of the Bid itself without recourse to extrinsic evidence.

Contracts awards will be made a Lot by Lot basis. A bidder can submit its bid for any individual lot or combination of Lots. Every Lot will be evaluated separately in line with the criteria below.

Evaluation Criteria	
1.1	Compliance with pricing conditions set in the ITB.
1.2	Compliance with requirements relating to technical design features or the product's ability to satisfy functional requirements.
1.3	Compliance with Special and General Conditions specified by these Solicitation Documents.
1.4	Demonstrated ability to comply with critical provisions such as execution of the Contract by honoring the tax-free status of the UN.
1.5	Demonstrated ability to honor important responsibilities and liabilities allocated to Supplier in this ITB (e.g. performance guarantees, qualified technical supports, warranties, or insurance coverage, etc).
1.6	Proof of after-sales service facility in Uzbekistan or/and appropriate service network.

***Please note that all clauses above are mandatory requirements.**

F. Award of Contract

23. **Award Criteria: UNDP will Issue the Contract to the lowest priced technically qualified Bidder which meets all criteria in Clause 22 above.** UNDP reserves the right to accept or reject any Bid, to annul the solicitation process and reject all Bids at any time prior to award of purchase order, without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information on the grounds for the purchaser's action.
24. **Purchaser's Right to Vary Requirements at Time of Award: THIS SECTION SHALL NOT APPLY.**
UNDP reserves the right at the time of making the award of contract to increase or decrease by up to 15 % the quantity of goods specified in the Schedule of Requirements without any change in unit price or
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other terms and conditions.

25. **Notification of Award:** Prior to the expiration of the period of Bid Validity, UNDP will send the successful Bidder the Contract. The may only be accepted by the Supplier's signing and returning an acknowledgement copy of it. Acceptance of the contract between the parties under which the rights and obligations of the parties shall be governed solely by the terms and conditions of the contract.
26. **Signing of the Contract:** Within 7 days of receipt of the Contract the successful Bidder shall sign, date and return it to the purchaser.
27. **Performance Security:** **THIS SECTION SHALL NOT APPLY.**

The successful Bidder shall provide the Performance Security on the Performance Security Form provided for in these Solicitation Documents, within 30 days of receipt of the Purchase Order from UNDP.

Failure of the successful Bidder to comply with the requirement of clause 26 or clause 27 of Instructions to Bidders shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security, in which event UNDP may make the award to the next lowest evaluated Bidder or call for new Bids.

BID DATA SHEET

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instruction to Bidders. Whenever there is a conflict, the provisions herein shall prevail over those in the Instructions to Bidders.

Relevant clause(s) of Instruction to Bidders	Specific data complementing, supplementing, or amending instructions to Bidders
Language of the Bid	English
Bid Price	<p>The prices quoted shall be as per following INCOTERMS 2000 and place: Terms of delivery: CIP or FCA. Please Note : CIP for imported goods; FCA for locally available goods (please specify) Place of destination: UNDP Office in Uzbekistan, 4 Taras Shevchenko str., Tashkent, 100029, Uzbekistan and on occasions other addresses within Tashkent.</p>
Documents Establishing Bidder's Eligibility & Qualifications	<p><u>REQUIRED (Annex ii, clause 9 (a)+(b))</u> (c) Your bid should indicate names and addresses of firms providing service facility in Tashkent, Uzbekistan with documented evidence of partnership. In case such service is not available please provide detailed description of appropriate service network details and warranty terms & conditions.</p>
Documents Establishing Goods' Conformity to Bidding Documents:	Please provide technical documents for the products proposed.
Bid Validity Period.	120 days
Bid Security	<u>NOT REQUIRED.</u>
Preliminary Examination completeness of bid.	Bidders may make complete bid for one Lot or any combination of Lots permitted. Partial Lots are not permitted.
Alternate bids	Alternate bid allowed maximum of one.
Quarterly price verification	UNDP reserves the right to verify prices of goods under LTA(s) on a quarterly basis and to negotiate prices to ensure value for money.

GENERAL TERMS AND CONDITIONS

1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind UNDP unless agreed to in writing by a duly authorized official of UNDP.

2. PAYMENT

- 2.1 UNDP shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.
- 2.2 Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.
- 2.3 Unless authorized by UNDP, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
- 2.4 The prices shown in this Purchase Order may not be increased except by express written agreement of UNDP.

3. TAX EXEMPTION

- 3.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNDP's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP to determine a mutually acceptable procedure.
- 3.2 Accordingly, the Supplier authorizes UNDP to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

4. RISK OF LOSS

Risk of loss, damage to or destruction of the goods shall be governed in accordance with DDU Incoterms 2000, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.

5. EXPORT LICENCES

Notwithstanding any INCOTERM 2000 used in this Purchase Order, the Supplier shall obtain any export licences required for the goods.

6. FITNESS OF GOODS/PACKAGING

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by UNDP, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

7. INSPECTION

- 7.1 UNDP shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.
- 7.2 Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

8. INTELLECTUAL PROPERTY INFRINGEMENT

The Supplier warrants that the use or supply by UNDP of the goods sold under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold UNDP and the United Nations harmless from any actions or claims brought against UNDP or the United Nations

pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

9. RIGHTS OF UNDP

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNDP may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- a) Procure all or part of the goods from other sources, in which event UNDP may hold the Supplier responsible for any excess cost occasioned thereby.
- b) Refuse to accept delivery of all or part of the goods.
- c) Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of UNDP.

10. LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with UNDP to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by UNDP.

11. ASSIGNMENT AND INSOLVENCY

- 11.1 The Supplier shall not, except after obtaining the written consent of UNDP, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.
- 11.2 Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNDP may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

12. USE OF UNDP OR UNITED NATIONS NAME OR EMBLEM

The Supplier shall not use the name, emblem or official seal of UNDP or the United Nations for any purpose.

13. PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to UNDP without specific permission of UNDP in each instance.

14. CHILD LABOUR

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

15. MINES

The Supplier represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

16. SETTLEMENT OF DISPUTES

16.1 Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.

16.2 Arbitration

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. PRIVILEGES AND IMMUNITIES

Nothing in or related to these General Terms and Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18. SEXUAL EXPLOITATION:

- 18.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.
- 18.2 UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

19.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

20. AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possess the authority to agree on behalf of UNDP to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Agreement signed by the Contractor and jointly by the UNDP Authorized Official.

SPECIAL CONDITIONS

The following Special Conditions shall complement, supplement, or amend the General Conditions. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions.

Warranty/Guarantee	
Applies	If, within 12 months after the goods have been put into service, any defects are discovered or arise in the normal course of usage, the Supplier shall remedy the defect either by replacement or by repair.
Liquidated damage	
Applies	If the Supplier fails to supply the specified goods within the time period(s) stipulated by the purchase order/Contract, UNDP shall, without prejudice to its other remedies under the contract, deduct from the Purchase Order/Contract price, as liquidated damages, a sum equivalent to 0.5 percent of the delivered price of the delayed goods for each week of delay until actual delivery, up to a maximum deduction of 10 percent of the delayed goods Purchase Order/Contract price. Once the maximum is reached, UNDP may consider termination of the Purchase Order/Contract
Performance security	
Doesn't Apply	<p>a) Within 30 days of receipt of the Purchase Order/Contract from UNDP, the successful Bidder shall furnish a Performance Security to UNDP in the amount of 5% of the Purchase Order/Contract Value.</p> <p>b) The Performance Security shall be valid until a date 30 days from the date of Issue of a Satisfactory Certificate of Inspection and Testing by UNDP.</p> <p>c) The proceeds of the Performance Security shall be payable to UNDP as compensation for any loss resulting from the Supplier's failure to complete its obligations under the contract.</p> <p>d) The Performance Security shall be denominated in the currency of the Purchase Order and shall be in one of the following form of a bank guarantee or irrevocable letter of credit, issued by a reputable bank located in the purchaser's country or abroad in the form provided in these Solicitation Documents.</p> <p>e) The Security will be returned to the Supplier within 30 days of completion of the Purchase order/Contract, including any warranty obligation.</p>
Quarterly price verification	UNDP reserves the right to verify prices of goods under LTA(s) on quarterly basis and negotiate prices to ensure value for money.
1. Audit and investigations- 1.1- Each invoice paid by UNDP shall be subject to a post-payment audit by auditors, whether internal or external, of UNDP or the authorized agents of the UNDP at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract. The UNDP shall be entitled to a refund from the Contractor for any amounts shown by such audits to have been paid by the UNDP other than in accordance with the terms and conditions of the Contract. Should the audit determine that any funds paid by UNDP have not been used as per contract clauses, the company shall reimburse such funds forthwith. Where the company fails to reimburse such funds, UNDP reserves the right to seek recovery and/or to take any other action as it deems necessary.	
1.2- The Contractor acknowledges and agrees that, at anytime, UNDP may conduct investigations relating to any aspect of the Contract, the obligations performed under the Contract, and the operations of the Contractor generally. The right of UNDP to conduct an investigation and the Contractor's obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Contract. The Contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any documentation for such purposes and to grant to UNDP access to the Contractor's premises. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNDP hereunder.	
2. Anti-terrorism The Contractor agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received under this Contract are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm . This provision must be included in all sub-contracts or sub-agreements entered into under this Contract.	

**"LONG TERM AGREEMENT (LTA) FOR THE PROVISION OF COMPUTERS, NOTEBOOKS AND
PERIPHERALS TO THE UNDP CO in Uzbekistan
ITB/004/10"**

This Long Term Agreement is made between the United Nations Development Programme Country Office in Uzbekistan (hereinafter referred to as "UNDP") whose address is 4, T. Shevchenko str. 100029, Tashkent, Uzbekistan and "_____ " Company (hereinafter called "Contractor") whose address is _____.

WHEREAS, UNDP CO in Uzbekistan desires to enter into a Long Term Agreement for the provision of computer desktops, notebooks, and peripherals by the Contractor to UNDP CO in Uzbekistan, pursuant to which UNDP can conclude specific contractual arrangements with the Contractor, as provided herein;

WHEREAS pursuant to the Invitation to Bid for Computers, Notebooks, and Computer Peripherals.

NOW, THEREFORE, UNDP CO in Uzbekistan and the Contractor (hereinafter jointly the "Parties") hereby agree as follows:

Article 1: EFFECTIVE DATE OF AGREEMENT

1. This agreement becomes effective on the date of the last signature by the representatives of the Parties and shall remain in force for a period of two years, and may be extended for another year by written consent of both parties.

Article 2: SCOPE OF THE CONTRACT

2. The Contractor shall provide UNDP CO in Uzbekistan, as and when purchased through formal purchase order, with the goods as listed in Annex I, to this agreement at the prices stipulated herein. Goods as listed in the appendices are subject to specification changes as made necessary by changing business standards for computing equipment as a result of technological advances, for which the buyer will be advised two weeks in advance. Goods and products not listed in Annex I are not covered by the terms and conditions of this agreement.
3. UNDP does not warrant that any quantity of Goods will be purchased during the terms of this Agreement.
4. The Agreement does not accord any exclusivity to the Supplier with respect to the goods listed in Annex I.

Article 3: PROVISION OF GOODS

5. The goods supplied shall conform to the type/description provided in Annex I, shall fit the purposes for which the goods are ordinarily used and as specified in the Purchase Orders, and should be free from all material defects.
6. The Contractor warrants that the goods supplied under this Agreement are new and unused. The Contractor further warrants that all goods supplied under the Agreement shall have no material defect arising from design, material or workmanship or from any act or omission of the contractor or manufacturer that may develop under normal use of the supplied goods in the conditions specified in purchase order.

Article 4: PACKAGING

7. The Contractor warrants that the goods supplied under this Agreement are contained or packaged adequately to protect the goods during transport, storage and handling.
8. All goods shall be delivered to the buyer in their original manufacturer's packaging.
9. Unless otherwise stated in the purchase order, all documents (packing lists, manuals, etc) shall be in English language.

Article 5: PRICE

10. The prices of the goods in Annex I are in force for a period of three years. However, prices may be subject to change in the event of a model change effecting significant product improvement, upon which the contractor shall notify UNDP CO in Uzbekistan immediately. UNDP CO in Uzbekistan shall consider the impact of any such event and may request a written amendment to the agreement to incorporate the change.
11. In the event of any downward pricing of the Services during the duration of this Agreement, the Contractor shall notify UNDP immediately. UNDP shall consider the impact of any such event and may request an amendment to the Agreement.
12. The Contractor shall request additional discounts from its suppliers for large purchase orders and shall communicate the responses to UNDP CO in Uzbekistan. Any additional discounts shall be passed on to UNDP CO in Uzbekistan.

Article 6: DELIVERY, FREIGHT AND INSURANCE

13. INCOTERMS. The International Chamber of Commerce INCOTERMS shall apply to this Agreement.
14. All goods shall be delivered to UNDP CO in Uzbekistan premises in Tashkent or any other place in Uzbekistan as designated by UNDP. The Contractor is responsible for insuring the goods until delivered to UNDP.
15. All orders shall be delivered in full, unless each partial delivery is authorized in writing either in the Purchase Order or

by UNDP CO in Uzbekistan.

16. The Contractor assures minimum possible delivery times. For larger orders, delivery must occur within 6 weeks of the order. UNDP will endeavor to give as much advance notice as possible to enable the supplier to stock as much it thinks reasonable, but such advance notice will not constitute a purchase order and will be at suppliers risk.

Article 7: WARRANTY

17. Full manufacturers warranty and after sales service is included in the price of all goods supplied by the Contractor.

Article 8: PURCHASE ORDERS ISSUED BY UNDP INDONESIA UNDER THIS AGREEMENT

18. The purchase of any goods under this agreement will be made by purchase order issued by an authorized offer of UNDP CO in Uzbekistan. The contractor bears responsibility for ensuring the validity of a purchase order; UNDP CO in Uzbekistan welcomes such queries by telephone or mail.

Article 9: INVOICING PROCEDURES AND PAYMENTS

19. For purchase orders issued by UNDP CO in Uzbekistan the invoice should be submitted directly to the UNDP CO in Uzbekistan to attention of the buyer and the payment will be made directly to the contractor to the bank account provided by the Contractor.
20. UNDP payment conditions applicable to purchase orders executed under this Agreement are applicable, in particular payment within thirty (30) days by cheques or bank transfer from the date of receipt of the invoice and all other related documents. Under no circumstances shall UNDP CO in Uzbekistan be liable to pay interest on amounts not paid within this period.
21. The pricing of the goods is made in USD.
22. Payments by UNDP will be made by bank transfer in Vientiane to the following account as designated by the contractor:
- ACCOUNT NAME:
ACCOUNT NUMBER:
BANK NAME:
BRANCH:

Article 10: ACCEPTANCE

23. This Agreement supercedes all prior oral or written agreements, if any, between the Parties and constitutes the entire agreement between the parties with respect to the provision of the Goods hereunder.
24. The standard UNDP General Conditions for Goods, attached as Annex II, shall apply to this Agreement, and any subsequent contracts or amendments concluded in accordance with paragraph 1 above.

IN WITNESS WHEREOF, the duly authorized representative of the PARTIES have signed this agreement.

For and on behalf of Contractor

For and on behalf of the United Nations Development Programme

(Name and Title)

(Name and Title)

(Signature)

(Signature)

(Date)

(Date)

SCHEDULE OF REQUIREMENTS

- 1) The hardware to be supplied should be worldwide known "Brand Name" with part number and with available web-site, unused and of the most recent or current models or stock lines, incorporating all recent improvements in design and components.
- 2) Offered monitors should be the same "Brand name" production as computers.
- 3) All prices must be expressed in USD. The prices shall remain in effect for a period of three years from the Entry into Force of the Long Term Agreement (s).
- 4) The devices such as switches, routers and firewall should run Windows and reference manual /CDs for both OS must be provided for the installation and configuration of the specified peripherals.
- 5) **Warranty: Not less than 3 years for computers and notebooks and 1 year for peripherals and other equipment.**
- 6) Your bid should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English) for the items quoted.
- 7) Your bid should indicate names and addresses of firms providing service facility in Tashkent, Uzbekistan with documented evidence of partnership. In case such service is not available please provide detailed description of appropriate service network details and warranty terms & conditions.
- 8) All active (powered) equipment must operate on 220v +/- 20v, 50Hz +/- 2Hz.
- 9) UNDP reserves the right at its discretion to accept or decline any alternate offer.
- 10) Note that there are mandatory delivery times of 10 days for items FCA and 6 weeks for items CIP.
- 11) Energy Efficiency and Power Management Criteria: All offered equipment must be in compliance with ENERGY STAR requirements. For information on ENERGY STAR please visit to www.energystar.gov.

TECHNICAL SPECIFICATIONS

LOT # 1 : Computers, Monitors and Laptops (WIDELY RECOGNIZED BRANDS: DELL, Toshiba, Sony or EQUAL)			
Item #	Description/technical specification		Quantity
	Computer 1 – high performance (Dell or Equal)		
1.1	ENERGY STAR®	ENERGY STAR Version 5.0 compliance	1
	Processor type	Intel® Core™ i5 Dual Core Processor 650 with VT (3.20GHz, 4M)	
	Operating system installed	Genuine Windows 7® Business with Downgrade Rights Service to Windows® XP Professional	
	Upgradability		
	Memory	4GB DDR3 Non-ECC SDRAM, 1333MHz, (2 DIMM)	
	Internal hard disk drive	500 GB SATA 3.0 Gb/s 7200 rpm	
	Optical drives	DVD+/-RW	
	Chassis type	Convertible Minitower or Desktop	

	Graphic subsystem name	Intel® Graphics Media Accelerator HD	
	Audio	Integrated High Definition audio	
	Networking	Integrated 10/100/1000 Ethernet	
	Available LAN drivers	Microsoft® XP, Microsoft® Windows 7	
	Expandability	Front: 2 USB 2.0, headphone and microphone	
	Keyboard	standard keyboard, English & Russian	
	Pointing device	Optical Scroll Mouse	
	Warranty	3 years by Authorized Distributor	
Computer 2 - medium performance (Dell or Equal)			
1.2	ENERGY STAR®	ENERGY STAR Version 5.0 compliance	1
	Processor type	Intel® Core™ 2 Quad Q8400 w/ VT (2.66GHz, 4M, L2Cache, 1333FSB	
	Operating system installed	Genuine Windows 7® Business with Downgrade Rights Service to Windows® XP Professional	
	Upgradability		
	Memory	4GB Dual Channel DDR3 SDRAM 1333MHz - 2DIMMs	
	Internal hard disk drive	320 GB SATA 3.0 Gb/s 7200 rpm	
	Hard disk drive speed	7200 rpm	
	Optical drives	DVD+/-RW	
	Chassis type	Convertible Minitower or Desktop	
	Graphic subsystem name	Intel® Graphics Media Accelerator X 4500	
	Audio	Integrated High Definition audio	
	Networking	Integrated 10/100/1000 Ethernet	
	Available LAN drivers	Microsoft® XP, Microsoft® Windows 7	
	Expandability	Front: 2 USB 2.0, headphone and microphone	
	Keyboard	standard keyboard, English & Russian	
	Pointing device	Optical Scroll Mouse	
	Warranty	3 years by Authorized Distributor	
Monitor 1 - high performance (Dell or Equal)			
1.3	ENERGY STAR®	ENERGY STAR Version 5.0 compliance	1
	Display technology type	Active matrix TFT (TN, TN+)	
	Faceplate treatment	Anti-glare and anti-static coatings	
	Display size	22 inches diagonal Wide	
	Display viewing angle	160° horizontal, 160° vertical	
	Display brightness	300 nits	
	Contrast ratio	1000:1	
	Horizontal scan rates	Horizontal frequency: 30 to 83 kHz, vertical frequency: 50 to 76 Hz	
	Display resolution	1680 x 1050	
	Video input connector	15-pin D-sub (Analog VGA), DVI	
	Input signal	Detachable 15-pin D-sub mini connector, DVI	
	User controls	Image control (auto, horizontal, vertical), positioning (vertical and horizontal), color temperature (6500k, 9300k, custom), brightness, contrast, clock, clock phase, monitor management (power saver, sleep), factory reset	
	Display moving angle	-5 to 30° vertical tilt, detachable base	
	Warranty	3 years by Authorized Distributor	
Monitor 2 - medium performance (Dell or Equal)			
1.4	ENERGY STAR®	ENERGY STAR Version 5.0 compliance	1
	Display technology type	Active matrix TFT (TN, TN+)	
	Faceplate treatment	Anti-glare and anti-static coatings	

	Display size	19 inches diagonal Wide	
	Display viewing angle	160° horizontal, 160° vertical	
	Display brightness	300 nits	
	Contrast ratio	1000:1	
	Horizontal scan rates	Horizontal frequency: 30 to 83 kHz, vertical frequency: 50 to 76 Hz	
	Display resolution	1440 x900	
	Video input connector	15-pin D-sub (Analog VGA), DVI	
	Input signal	Detachable 15-pin D-sub mini connector, DVI	
	User controls	Image control (auto, horizontal, vertical), positioning (vertical and horizontal), color temperature (6500k, 9300k, custom), brightness, contrast, clock, clock phase, monitor management (power saver, sleep), factory reset	
	Display moving angle	-5 to 30° vertical tilt, detachable base	
	Warranty	3 years by Authorized Distributor	
Notebook 1 - high performance (Dell, Toshiba, Sony or Equal)			
1.5	ENERGY STAR®	ENERGY STAR Version 5.0 compliance	1
	Processor type and speed	Intel® Core™ i5-520M (2.4GHz, 3M cache) with Turbo Boost Technology	
	Memory	4.0GB, DDR3-1066MHz SDRAM, 2 DIMMS	
	Video Type	Intel® HD Graphics	
	Display Size	14.1" WXGA+ Anti-Glare LED Display	
	Display Max. Resolution	1440X900	
	Audio Type	Integrated	
	Speakers Type	Integrated	
	Hard Drive Type	250 GB Serial ATA 5400 RPM or higher	
	Optical Drive Type	DVD+/-RW	
	Modem	Integrated	
	Network Speed	10 / 100 / 1000 Mbps	
	Wireless Network Type	Intel PRO/Wireless 3945ABG	
	Wireless Bluetooth	Integrated	
	Keyboard Type	English & Russian	
	Input Device Type	Touch Pad	
	Card Reader Provided	SD, MMC, Memory Stick / Stick PRO	
	Interface Provided	2x USB 2.0, VGA, LAN, Audio	
	O/S Provided	Microsoft Windows 7	
	Battery Type	6-cell (60Wh) Lithium Ion Battery	
	Power Supply	External AC Adapter	
	Case	Nylon Case	
	Standard Warranty	3-years by Authorized Distributor	
Docking station for Notebook 1			
1.6	Docking station	E-Port, dock for charging, digital video, and USB / eSATA port support	1
Notebook 2 - medium performance (Dell, Toshiba, Sony or Equal)			
1.7	ENERGY STAR®	ENERGY STAR Version 5.0 compliance	1
	Processor type and speed	Intel® Core™ 2 Duo T6600 (2.2GHz/800Mhz FSB/2MB cache)	
	Memory	2 GB Shared Dual Channel DDR2 at 800MHz	
	Video Type	Intel Graphics Media Accelerator 4500MHD	
	Display Size	14.0" High Definition (720p) WLED Display with TrueLife™	
	Display Max. Resolution	1366 x 768	
	Audio Type	Integrated	
	Speakers Type	Integrated	

	Hard Drive Type	250 GB Serial ATA 5400 RPM or higher	
	Optical Drive Type	DVD+/-RW	
	Network Speed	10 / 100 / 1000 Mbps	
	Wireless Network Type	Intel PRO/Wireless 3945ABG	
	Wireless Bluetooth	Integrated	
	Keyboard Type	English & Russian	
	Input Device Type	Touch Pad	
	Card Reader Provided	SD, MMC, Memory Stick / Stick PRO	
	Interface Provided	2x USB 2.0, VGA, LAN, Audio	
	O/S Provided	Microsoft Windows 7	
	Battery Type	6 cell 48.8 WHr Li-Ion Battery	
	Power Supply	External AC Adapter	
	Case	Nylon Case	
	Standard Warranty	3-years by Authorized Distributor	
Netbook (Dell, Toshiba, Sony or Equal)			
1.8	ENERGY STAR®	ENERGY STAR Version 5.0 compliance	1
	Processor type and speed	Intel® Atom® Processor N450 (1.66GHz, 512K L2 Cache)	
	Memory	1GB DDR2 SDRAM	
	Video Type	Intel® Integrated Graphics Media Accelerator 500	
	Display Size	10.1" Widescreen Display	
	Display Max. Resolution	1366x768	
	Audio Type	Integrated	
	Speakers Type	Integrated	
	Hard Drive Type	250GB, 2.5inch, 5400RPM SATA Hard Drive	
	Optical Drive Type	DVD±RW	
	Network Speed	10 / 100 Mbps	
	Wireless Network Type	Wireless 802.11n	
	Wireless Bluetooth	Integrated	
	Keyboard Type	English & Russian	
	Input Device Type	Touch Pad	
	Interface Provided	2x USB 2.0, VGA, LAN, Audio	
	O/S Provided	Genuine Windows® 7 Starter for Small Notebook PCs, 32bit	
	Battery Type	56WHr Lithium-Ion Battery (6-cell)	
	Power Supply	External AC Adapter	
Case	Nylon Case		
Standard Warranty	3-years by Authorized Distributor		
LOT # 2: Peripheral equipment (WIDELY RECOGNIZED BRANDS: HP, Canon, Epson, Infocus, APC, Netgear or EQUAL)			
Item #	Black & White Laser Printer 1 - low performance (HP or Equal)	Quantity	
2.1	Print speed, black (normal quality mode)	Up to 24 ppm	1
	Print resolution, black	Up to 600 x 600 dpi (1200 dpi effective output)	
	Monthly duty cycle	Up to 8000 pages	
	Recommended monthly print volume	250 to 2000	
	Connectivity	USB	
	Supported operating systems	Microsoft® Windows® 7	

	ENERGY STAR® Qualified	Yes	
	Cables	Yes, 1 USB	
	Warranty	1-year Limited Warranty by Authorized Distributor	
	Black & White Laser Printer 2 - medium performance (HP or Equal)		
2.2	Print speed, black (normal quality mode)	Up to 42 ppm	1
	Print resolution, black	Up to 1200 x 1200 dpi	
	Duplex Printing	Automatic (standard)	
	Monthly duty cycle	Up to 100,000 pages	
	Recommended monthly print volume	1500 to 5000	
	Connectivity	USB, Ethernet	
	Networking	Standard	
	Supported operating systems	Microsoft® Windows® 7	
	ENERGY STAR® Qualified	Yes	
	Warranty	1-year Limited Warranty by Authorized Distributor	
	Black & White Laser Printer 3 – high performance (HP or Equal)		
2.3	Print speed, black (normal quality mode)	Up to 52 ppm	1
	Print resolution, black	Up to 1200 x 1200 dpi	
	Duplex Printing	Automatic (standard)	
	Monthly duty cycle	Up to 225,000 pages	
	Recommended monthly print volume	3000 to 15000	
	Connectivity	USB, Ethernet	
	Networking	Standard	
	Supported operating systems	Microsoft® Windows® 7	
	ENERGY STAR® Qualified	Yes	
	Warranty	1-year Limited Warranty by Authorized Distributor	
	Color Laser Printer (HP or Equal)		
2.4	Print speed, color (normal quality mode)	Up to 30 ppm	1
	Print resolution, color	Up to 1200 x 600 dpi	
	Duplex Printing	Automatic (standard)	
	Monthly duty cycle	Up to 75,000 pages	
	Recommended monthly print volume	1500 to 5000	
	Connectivity	USB, Ethernet	
	Networking	Standard	
	Supported operating systems	Microsoft® Windows® 7	
	ENERGY STAR® Qualified	Yes	
	Warranty	1-year Limited Warranty by Authorized Distributor	
	Black and White Laser Multifunction device (All-in-One) 1 – low performance (HP, Canon or Equal)		
2.5	Functions	Print, copy, scan, fax	1
	Print speed, black (normal quality mode)	Up to 24 ppm	
	Print resolution, black	Up to 600 x 600 x 2 dpi	
	Scan color/black	Up to 3 ppm	

	Scanner resolution	Up to 1200 dpi	
	Automatic document feeder	Yes	
	Fax speed	3 sec per page	
	Fax resolution	Up to 300 x 300 dpi	
	Copy speed	Up to 24 cpm (ADF 15 cpm)	
	Maximum number of copies	Up to 99 copies	
	Copy scaling	25 to 400%	
	Monthly duty cycle	Up to 8,000 pages	
	Recommended monthly print volume	250 to 2000	
	Connectivity	USB, Ethernet	
	Networking	Standard	
	Supported operating systems	Microsoft® Windows® 7	
	ENERGY STAR® Qualified	Yes	
	Warranty	1-year Limited Warranty by Authorized Distributor	
	Black and White Laser Multifunction device (All-in-One) 2 – medium performance (HP, Canon or Equal)		
2.6	Functions	Print, copy, scan, fax	1
	Print speed, black (normal quality mode)	Up to 35 ppm	
	Print resolution, black	Up to 1200 x 1200 dpi	
	Duplex Printing	Automatic (standard)	
	Scan color/black	Up to 32 ipm (600 x 300 mono) / Up to 12 ipm (600 x 300 color)	
	Scanner resolution	Up to 600 dpi	
	Automatic document feeder	Yes	
	Fax speed	Up to 100	
	Fax resolution	Up to 300 x 300 dpi	
	Copy speed	Up to 35 cpm	
	Maximum number of copies	Up to 1000 copies	
	Copy scaling	25 to 400%	
	Monthly duty cycle	Up to 75,000 pages	
	Recommended monthly print volume	2000 to 6000	
	Connectivity	USB, Ethernet	
	Networking	Standard	
	Supported operating systems	Microsoft® Windows® 7	
	ENERGY STAR® Qualified	Yes	
	Warranty	1-year Limited Warranty by Authorized Distributor	
	Black and White Laser Multifunction device (All-in-One) 3 – high performance (HP, Canon or Equal)		
2.7	Functions	Print, copy, send-to email/network folder, fax, advanced paper handling (stapler/stacker), Multitasking capability	1
	Print speed, black (normal quality mode)	Up to 35 ppm	
	Print resolution, black	Up to 1200 x 1200 dpi	
	Duplex Printing	Automatic (standard)	
	Scan color/black	Up to 35 ppm	
	Scanner resolution	Up to 600 dpi	

	Automatic document feeder	Yes	
	Digital sending features	Send-to-network folder, LDAP & SMTP authentication, LDAP addressing	
	Supported file formats	PDF, JPG, TIFF, MTIFF	
	Fax resolution	Up to 300 x 300 dpi	
	Copy resolution, black	Up to 600 x 600 dpi	
	Maximum number of copies	Up to 1000 copies	
	Copy scaling	25 to 400%	
	Monthly duty cycle	Up to 155000 pages	
	Recommended monthly print volume	3000 to 12500 pages	
	Connectivity	USB, Ethernet	
	Networking	Standard	
	Supported operating systems	Microsoft® Windows® 7	
	ENERGY STAR® Qualified	Yes	
	Warranty	1-year Limited Warranty by Authorized Distributor	
Scanner (HP, Canon or Equal)			
2.8	Scanner type	Flatbed, ADF	1
	Scan resolution, optical	Up to 2400 dpi	
	Bit depth	48-bit	
	Scan speed	Up to 8 ppm/4 ipm	
	Automatic document feeder capacity	Yes	
	Scannable media types	Paper (banner, inkjet, photo, plain), envelopes, labels, cards (greeting, index), 3-D objects, 35 mm slides and negatives (using transparent materials adapter), iron-on transfers	
	Scan size, maximum	ADF: 8.5 x 14 in (one-sided); 8.5 x 12 in (two-sided) Flatbed: 8.5 x 11 in	
	Preview scan speed	Up to 10 sec	
	Button functions	5 front-panel buttons (Copy, E-mail, File document, Scan document, Scan photo)	
	Connectivity, standard	1 Hi-Speed USB 2.0	
	Compatible Operating Systems	Microsoft® Windows® 7	
	ENERGY STAR® Qualified	Yes	
	Cable	Yes, 1 USB	
	Warranty	1-year Limited Warranty by Authorized Distributor	
LCD Projector (Epson, Infocus or Equal)			
2.9	Projection System	3LCD panel, 1 lens projection system	1
	Panel	0.63 inch XGA panel, 2,359,256 (1024x768x3) pixels	
	Projection lens	1.2 times zoom lens, f=18.63 to 22.36 mm F 1.65 to 1.80	
	Lamp	200W Ultra High Pressure Lamp	
	Color Light Output	2400 lumens	
	Screen Coverage	40 to 300 inches (viewable area measured diagonally)	
	Color system	NTSC 3.58, PAL, SECAM, NTSC 4.43, PAL-M, PAL-N, PAL60	
	USB	USB Type A connector x1	
	Network	RJ-45 IEEE 802.11	
	Case	Nylon Case	
	Warranty	1-year Limited Warranty by Authorized Distributor	

	DLP Projector (Epson, Infocus or Equal)		
2.10	Native Aspect Ratio:	16x10	1
	Supported Aspect Ratio:	16x10, 16:9, 4:3, 5:4	
	Brightness: (max ANSI lumens)	High Bright: 2200 Lumens Eco Mode: 1650 Lumens	
	Contrast Ratio:	1800 : 1 Full On/Full Off	
	Display Technology:	DLP by Texas Instruments: 0.65" WXGA DMD with Brilliant Color	
	Data Compatibility:	VGA (640x480), SVGA (800x600), XGA (1024x768), SXGA (1280x1024), SXGA+ (1400x1050), WXGA (1280x800), WXGA+ (1440x900), WSXGA+ (1680x1050), UXGA (1600x1200), WUXGA (1920x1200)	
	Video Compatibility:	Full NTSC, PAL, SECAM, 480i, 576i, 480p, 576p, 720p, 1080i, 1080p/60	
	Native Resolution:	WXGA	
	Projector Placement:	Front Projection, Rear Projection	
	Lamp Wattage:	High Bright: 165 Watts Eco Mode: 132 Watts	
	Lamp Life:	High Bright: 3000 Hours Eco Mode: 4000 Hours	
	Standard Lens Zoom:	1.1 : 1	
	Standard Lens Throw Ratio:	1.55 - 1.7 (Distance/Width)	
	Standard Lens Image Offset Ratio:	112%	
	Native Aspect Ratio:	16x10	
	Supported Aspect Ratio:	16x10, 16:9, 4:3, 5:4	
	Case	Nylon Case	
	Warranty	1-year Limited Warranty by Authorized Distributor	
	Projection Screen on tripod		
2.11	Projection Screen	On tripod, 1.8 x 1.8 m	1
	UPS 1 - medium performance (APC or Equal)		
2.12	UPS	Back-up, 600 VA, 230V Output / 230V Input	1
	Warranty	1-year Limited Warranty by Authorized Distributor	
	UPS 2 - high performance (APC or Equal)		
2.13	UPS	Smart, 1000 VA, 230V Output / 230V Input	1
	Warranty	1-year Limited Warranty by Authorized Distributor	
	ADSL modem + router (Netgear or Equal)		
2.14	ADSL modem + router	ADSL 2+ modem, router with 4 port Ethernet and 802.11/bg or 802.11/bg wireless	1
	Warranty	1-year Limited Warranty by Authorized Distributor	

BID SUBMISSION FORM

To: UNDP CO in Uzbekistan

Dear Sir / Madam,

Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver [*description of goods*] in conformity with the said bidding documents for the sum of [*total bid amount in words and figures*] as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

We agree to abide by this Bid for a period of 120 days from the date fixed for opening of Bids in the Invitation to Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any Bid you may receive.

Dated thisday of[*year*].

.....
Signature [*in the capacity of*]

Duly authorized to sign the Bid for and on behalf of

PRICE SCHEDULE AND DELIVERY DATA

1. The Price Schedule must provide a detailed cost breakdown for each item.
2. Technical descriptions for each proposed item must provide sufficient detail to allow UNDP to determine compliance of Bid with specifications as per Schedule of Requirements and Technical Specifications of this ITB.
3. All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.
4. The format shown on the following pages should be used in preparing the Price Schedule. The format uses a specific structure which may or may not be applicable but are indicated to serve as examples.
5. All prices must be expressed in USD. The prices shall remain in effect for a period of three years from Entry into Force of the Long-term Agreement(s).

No	Description	Unit Price USD	Qty	Transportation cost per item	Price including transportation cost	CIP / FCA	Delivery time
LOT-1							
1.1							
1.2							
1.3							
1.4							
1.5							
1.6							
1.7							
1.8							
	Total amount for Lot 1				US \$		
LOT-2							
2.1							
2.2							
2.3							
2.4							
2.5							
2.6							
2.7							
2.8							
2.9							
2.10							
2.11							
2.12							
2.13							
2.14							
	Total amount for Lot 2				US \$		

NOTE : All prices must be expressed in USD

(CIP – Tashkent for imported goods or FCA – Tashkent, Uzbekistan UNDP CO for locally available goods). Please specify the applicable delivery condition.

Note that there are mandatory delivery times of 10 days for items FCA and 6 weeks for items CIP.

Signature of Bidder

Stamp of Company

Vendor profile form

Your company is required to complete all parts of this form and submit it together with brochures, certificates, etc to UNDP CO in Uzbekistan along with your Bid.

Parent company (legal name)				
Street name and no.				
City				
Postal code				
Country				
Phone no.:				
Fax. no.:				
E-mail:				
web-site:				
Sales Manager (name)				
E-mail:				
Direct phone no.				
Director (Name)				
E-mail:				
Direct phone no.				
Other contact (Title & Name)				
E-mail:				
Direct phone no.				
Year of Establish				
Number of full-time employees				
Licensing Authority				
Licence number (VAT no./TAX I.D.)				
Nature of business – tick in one box below:				
Importer:	Wholesaler:	Retailer:	Manufacturer:	Authorised agent:
Bank name				
Branch name				
Bank account no.				
Account name				
Bank swift or IBAN				
Street name and no.				
City and Postal code				
Country				

CERTIFICATION

I, the undersigned, warrants that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible

Name.....Title / Function.....

Signature.....Date:.....