**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: | **RFQ25/03056: Supply of IT Equipment for the National Forensic Institutions** | 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? | | ☐ Yes ☐ 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):* | | ☐ Yes ☐ 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):* | | ☐ Yes ☐ No | | | |
| Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)* | | ☐ Yes ☐ 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)* | | ☐ Yes ☐ No | | | |
| Is your company a member of the UN Global Compact | | ☐ Yes ☐ No | | | |
| Bank Information | | Bank Name: Click or tap here to enter text.  Bank Address: Click or tap here to enter text.  IBAN: Click or tap here to enter text.  SWIFT/BIC: Click or tap here to enter text.  Account Currency: Click or tap here to enter text.  Bank Account Number: Click or tap here to enter text. | | | |
| **Previous relevant experience:**  **2 (two) contracts in the field of supply of IT equipment completed in the past 3 (three) years** | | | | | |
| **Name of previous contracts** | **Client & Reference Contact Details including e-mail** | | **Contract Value** *(please indicate currency)* | **Period of activity**  *(month/ year)* | **Types of activities undertaken** |
|  |  | |  |  |  |
|  |  | |  |  |  |

**Bidder’s Declaration**

| **Yes** | **No** |  |
| --- | --- | --- |
| ☐ | ☐ | **Requirements and Terms and Conditions:** I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them. |
| ☐ | ☐ | 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. |
| ☐ | ☐ | **Ethics**: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer. |
| ☐ | ☐ | 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 wehave read the United Nations Supplier Code of Conduct :<https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and acknowledge that it provides the minimum standards expected of suppliers to the UN. |
| ☐ | ☐ | **Conflict of interest:** I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organization’s Point of Contact. |
| ☐ | ☐ | **Prohibitions and Sanctions:** l/We hereby declare that our firm, ultimate beneficial owners, 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. |
| ☐ | ☐ | **Bankruptcy**: l/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. |
| ☐ | ☐ | **Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity. |
| ☐ | ☐ | I/We understand and recognize that you are not bound to accept any Quotation you receive, and wecertify that the goods offered in our Quotation are new and unused. |
| ☐ | ☐ | By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorized 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: | **RFQ25/03056: Supply of IT Equipment for the National Forensic Institutions** | Date: Click or tap to enter a date. |

Bidders must include all costs related to the performance of the services in their quotation price (delivery of all goods and equipment, transport costs, unloading at the delivery site, installation etc.)

***Bidders shall fill up the financial offer table for the all the items they are applying.***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Currency of the Quotation: USD US Dollars for international vendors or MDL Moldovan Leu for local vendors (VAT exclusive)**  **INCONTERMS DDP Chisinau** | | | | | | |
| **Item No** | **Description** | **UOM** | **Qty** | **Unit price**  ***[please insert currency]*** | **Transportation, Insurance, and other Costs *[please insert currency]*** | **Total price**  ***[please insert currency]*** |
| **1** | **DESKTOP COMPUTER WITH MONITOR** | **pcs** | **30** |  |  |  |
| **2** | **DIGITAL CAMERA** | **pcs** | **65** |  |  |  |
| **3** | **MULTI-FUNCTION PRINTER (MONOCHROME)** | **pcs** | **17** |  |  |  |
| **4.1** | **QR CODE PRINTER** | **pcs** | **18** |  |  |  |
| **4.2** | **QR CODE HANDHELD SCANNER** | **pcs** | **28** |  |  |  |
| **5** | **NETWORK ATTACHED STORAGE** | **pcs** | **10** |  |  |  |
| **6.1** | **BLUERAY DRIVE** | **pcs** | **12** |  |  |  |
| **6.2** | **BD-R DL MEDIA** | **pcs** | **550** |  |  |  |
| **Total Final and All-inclusive Price *[please insert currency]*** | | | | |  |  |

**Compliance with Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **You Responses** | | |
| **Yes, we will comply** | **No, we cannot comply** | **If you cannot comply, pls. indicate counter - offer** |
| Minimum Technical Specifications | ☐ | ☐ | Click or tap here to enter text. |
| Delivery Term (INCOTERMS): DDP | ☐ | ☐ | Click or tap here to enter text. |
| Delivery Lead Time: 60 days | ☐ | ☐ | Click or tap here to enter text. |
| Warranty:   * **36 months for Item #1** * **24 months for Item #2, #3, #4.1, #4.2, #5, #6.1, #6.2** | ☐ | ☐ | Click or tap here to enter text. |
| Validity of Quotation: 90 days | ☐ | ☐ | Click or tap here to enter text. |
| Payment terms | ☐ | ☐ | Click or tap here to enter text. |

|  |  |
| --- | --- |
| I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted. | |
| *Exact name and address of company*  Company NameClick or tap here to enter text.  Address: 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. |

**ANNEX 4: TECHNICAL RESPONSIVENESS TABLE**

*Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form and 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: | **RFQ25/03056: Supply of IT Equipment for the National Forensic Institutions** | Date: Click or tap to enter a date. |

Bidders shall supplement the information provided in the tables below with detailed description of the offered goods, including Product Data Sheet.

***Bidders shall fill up the financial offer table for all the items they are applying to.***

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Technical requirements** | **Conformity**  (Yes/No) | **Offered Brand, Model and Exact**  **characteristics**  *(Technical characteristics should not be less/worse than those listed in Annex 1: Schedule of Requirements)* |
| **Brand/ model** *(please indicate)* |
| **Item #1 Workstations** | | | |
| 1. | **DESKTOP COMPUTER WITH MONITOR**   * Brand name recognized internationally * Form factor: Tower, Small Form Factor, Micro Form Factor (monitor and computer should be same brand) * CPU: 6-cores, Launch date - Q1'24 or after; Default TDP (Thermal Design Power): 65W; Base frequency: 1.6 GHz * CPU release date: 2024 or newer * Memory: 16GB; Type: DDR5 * Storage: 1TB, M.2, PCle NVMe, SSD * Network: Ethernet LAN: 10/100/1000 Mbps (RJ 45 connector) * Graphics card: integrated, * Audio card: Integrated * Bluetooth: 5.1 * Ports: 1x Headphone/Microphone Combo (3.5 mm); 1x Video output port compatible with External Monitor; 2xUSB Type-A v.2.0 or high, 1xUSB Type-C * External Monitor: Display: 23.8” IPS, 2K, 1x Video input port compatible with central unit * Accessories: USB optical mouse: USB Keyboard: with US and Russian keyboard layout.   *Note: The accessories are not expected to be of the same brand as desktop.*   * Preinstalled software: MS Windows 11 Pro (En); MS Office Home & Business 2021 (En); * Warranty: 36 months (The warranty must be official and visible on the manufacturer's website using the device's serial number. the option keep your drive or similar should be provided.) |  |  |
|  | | | |
| **#** | **Technical requirements** | **Conformity**  (Yes/No) | **Offered Brand, Model and Exact**  **characteristics**  *(Technical characteristics should not be less/worse than those listed in Annex 1: Schedule of Requirements)* |
| **Brand/ model** *(please indicate)* |
| **Item #2 Cameras** | | | |
| 2. | **DIGITAL CAMERA**   * Camera: at least 20Mpx * Lens Mount and Optical Image Stabilizer on compatible lenses (Image Stabilizer or Vibration Reduction); Lens 18-55mm f/3.5-5.6 included. * Video recording: Full HD * Microphone: integrated * Bluetooth: 5.0 * Wi-Fi: IEEE802.11b/g/n * Ports: Hi-Speed USB, HDMI mini output * Slot for microSD card * microSD card 128Gb included * Warranty: 24 months |  |  |

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| **#** | **Technical requirements** | **Conformity**  (Yes/No) | **Offered Brand, Model and Exact**  **characteristics**  *(Technical characteristics should not be less/worse than those listed in Annex 1: Schedule of Requirements)* |
| **Item #3 Printers** | | | |
| 3. | **MULTI-FUNCTION PRINTER (MONOCHROME)**   * Printer/Copier/Scanner with A4; * Print technology: Laser; * Print resolution: min. 600 x 600 dpi; * Automatic Duplex Printing, * Scanner type Flatbed, ADF, * Duplex ADF scanning: Yes, single pass duplexing ADF, * Scan size min. (ADF): 216 x 356 mm, * Scan size min. (flatbed): 216 x 297 mm, * Optical scan resolution: min. 600 dpi, * Enhanced Scan Resolution: min. 600 dpi, * Hardware resolution: min. 600 x 600 dpi; * Print speed: min. 38 ppm A4 – single sided, * Copy Speed: min. 38 ppm A4 – single sided (b&w), * LAN: RJ45, Wi-Fi 802.11 b/g/n, Wi-Fi Direct * PCL Support, SMB, FTP, SMTP (scan to e-mail), * Starter cartridge included in the delivery set. * Warranty: 24 months |  |  |

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| **#** | **Technical requirements** | **Conformity**  (Yes/No) | **Offered Brand, Model and Exact**  **characteristics**  *(Technical characteristics should not be less/worse than those listed in Annex 1: Schedule of Requirements)* |
| **Item #4 QR devices** | | | |
| 4.1 | **QR CODE PRINTER**   * Maximum label width (mm): 62mm * Resolution: 300 DPI * Image upload from PC: Yes * Technology: Direct thermal * Connectivity: USB * Accessories: Include 10 thermal paper rolls per printer. Each roll must support label dimensions of 52 mm x 40 mm and contain at least 500 labels per roll. * Warranty: 24 months |  |  |
| 4.2 | **QR CODE HANDHELD SCANNER**   * Motion Tolerance: Up to 400 cm/s 157 in/s for 13 mil UPC at optimal focus * Brightness: 0 to 100,000 lux * Scan Pattern: Area Image NEWLINE 1280 x 800-pixel array * Decode Capability: 1D/2D, QR code * Host System Interface: USB, length of cable - 2 meters * Warranty: 24 months |  |  |

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| **#** | **Technical requirements** | **Conformity**  (Yes/No) | **Offered Brand, Model and Exact**  **characteristics**  *(Technical characteristics should not be less/worse than those listed in Annex 1: Schedule of Requirements)* |
| **Item #5 External storage** | | | |
| 5 | **NETWORK ATTACHED STORAGE**   * 1 CPU Quad-core 2.0 GHz; * RAM 4 Gb; * Support RAID: 0, 1, 5, 6, 10 * Supported protocols: CIFS, AFP, FTP, NFS, WebDAV, iSCSI * Possibility to integrated in a domain controller * Compatible Drive Type: 3.5" SATA HDD, 3.5" SATA SSD, M.2 2280 NVMe SSD; * Hot Swappable Drive; * 2xRJ-45 1GbE LAN Port; * 2xUSB 3.2 Gen 1 ports; * Pre-installed 4 x SATA HDD 8TB. + 1 NVME 500GB (for cache) * Warranty: 24 months |  |  |

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| **#** | **Technical requirements** | **Conformity**  (Yes/No) | **Offered Brand, Model and Exact**  **characteristics**  *(Technical characteristics should not be less/worse than those listed in Annex 1: Schedule of Requirements)* |
| **Item #6 Media devices** | | | |
| 6.1 | **BLUERAY DRIVE**   * Type: Writer * BD-R XL support * Connectivity: USB 3.1 * 6X BD-R DL * 8x DVD-R * 24x CD-R * Warranty: 24 months |  |  |
| 6.2 | **BD-R DL MEDIA**   * Type: BlueRay BD-R DL * Type: Recordable once * Capacity: 50GB |  |  |