**Annex A**

**INVITATION TO BID FOR THE ESTABLISHMENT OF FRAME AGREEMENT(S) FOR SUPPLY AND DELIVERY OF IT EQUIPMENT**

**SCOPE OF WORK AND PROPOSED REQUIREMENTS to UNHCR ITB 2020-05**

The office of the United Nations High Commissioner for Refugees (UNHCR) invites your company to make a firm offer for the Supply and delivery of IT Equipment for its Representation in Ukraine.

**Terms of delivery:** DAP 16 Lavrska Str, Kyiv, 01015, Ukraine

The Supplier(s) will supply IT equipment at UNHCR office located in Kyiv.

**Delivery lead time:** within 45 calendar days from the date of issuance of the purchase order

**Quality:** Availability of internationally recognized quality certificate of manufacturing company together with a copy of quality certificate for the finished equipment

**Warranty obligations:** The bidder should indicate defects and liability period with terms of warranty

**Payment:** within 30 calendar days upon written confirmation of goods acceptance by UNHCR.

**TECHNICAL SPECIFICATION FOR IT EQUIPMENT:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No#** | **Description** | **Technical Specifications** | **Quantities Immediately**  **Required** | **Estimated QTS Required for 2 years** |
| 1 | MFU **HP** Black duplex printing  **or better\*** | Up to 38 ppm black and color  USB 2.0, Ethernet, and Wi-Fi with NFC  256 MB NAND Flash, 256 MB DRAM  Windows, Mac, Linux  Monthly Duty Cycle: Up to 80,000 pages | 10 | 20 |
| 2 | MFU **HP** Color duplex printing  **or better\*** | Printing: 600 x 600 dpi  Copying 600 x 600 dpi  Scanning: 1200 x 1200 dpi  printing speed 24 pages per min  Connectivity: Ethernet; USB | 5 | 10 |
| 3 | Printer  **HP or better\*** | PRINT  Print speed, black: 41 - 50  Color output: Black and white  PRINTING MEDIA HANDLING  Finished output handling: Sheetfed  Envelope input capacity: Up to 10 envelopes  Output capacity: Up to 250 sheets  Maximum output capacity (sheets): Up to 350 sheets  Media type and capacity, tray 3: Sheets (75 g/m²): 500 (optional tray)  Standard output capacity (transparencies): Up to 75 sheets  Media type and capacity, tray 1: Sheets (75 g/m²): 100; envelopes: 10  Media type and capacity, tray 2: Sheets (75 g/m²): 500  Paper handling input, standard: 100-sheet multipurpose tray, 500-sheet input tray 2, 50-sheet Automatic Document Feeder (ADF)  Paper handling input, optional : Optional 500-sheet tray (add up to 1 trays)  Input capacity: Up to 600 sheets  Paper handling output, standard: 250-sheet output bin, 100-sheet rear output bin  Standard output capacity (envelopes): Up to 10 envelopes  Maximum input capacity (sheets): Up to 1100 sheets  SCAN SPEED  Scan speed (normal, letter): Up to 19 ppm (black & white), up to 15 ppm (color)  Scan speed (normal, A4): Up to 19 ppm (black & white), up to 14 ppm (color)  Scan speed duplex (normal, A4): Up to 35 ipm (black & white ), up to 13 ipm (color)  Scan speed duplex (normal, letter): Up to 36 ipm (black & white), up to 14 ipm (color) | 1 | 2 |
| 4 | Tablet  **or better\*** | NETWORK  Technology: GSM / HSPA / LTE  BODY  Dimensions: 127.6 x 214.7 x 9.9 mm (5.02 x 8.45 x 0.39 in)  Weight: 415 g (Wi-Fi) / 419 g (LTE) (14.64 oz)  SIM: Nano-SIM, Stylus, IP68 dust/water resistant (up to 1.5m for 30 mins)  MIL-STD-810G compliant\*  DISPLAY  Type: LCD  Size: 8.0 inches, 185.6 cm2 (~67.7% screen-to-body ratio)  Resolution: 800 x 1280 pixels, 16:10 ratio (~189 ppi density)  PLATFORM  OS: Android 7.1.1 (Nougat)  Chipset: Exynos 7870 Octa (14 nm)  CPU: Octa-core 1.6 GHz Cortex-A53  GPU: Mali-T830 MP1  MEMORY  Card slot: micro SDXC (dedicated slot)  Internal: 16GB 3GB RAM, eMMC 5.1  MAIN CAMERA  Single: 8 MP, AF  Features: LED flash, HDR, panorama  Video: 1080p@30fps  SELFIE CAMERA  Single: 5 MP  Video  SOUND  Loudspeaker Yes, with stereo speakers  3.5mm jack Yes  COMMS  WLAN: Wi-Fi 802.11 a/b/g/n/ac, dual-band, Wi-Fi Direct, hotspot  Bluetooth: 4.2, A2DP, LE  GPS: Yes, with A-GPS, GLONASS  NFC: Yes  Radio: No  USB  USB: Type-C 2.0  FEATURES  Sensors: Fingerprint (front-mounted), accelerometer, gyro, proximity, compass  ANT+  BATTERY  Type: Li-Ion 4450 mAh, removable | 12 | 24 |
| 5 | Smartphone **or better\*** | Weight: 150g  Dimensions: 142.2 x 69.9 x 7.9mm  OS: Android 10  Screen size: 5.8-inch  Resolution: 1080 x 2280  CPU: Octa-core chipset  RAM: 6/8GB  Storage: 128/256GB  Battery: 3,100mAh  Rear camera: 16MP + 12MP  Front camera: 10MP | 20 | 40 |
| 6 | UPS **1000VA APC or better\*** | Output power capacity 670Watts / 1.0 kVA  Nominal Output Voltage 230V  Output Voltage Distortion Less than 5% at full load Output Frequency (sync to mains) 50/60Hz +/- 3 Hz  Topology Line Interactive | 3 | 6 |
| 7 | External hard drive 2.5" USB 3.2 Gen 1 2TB **or better\*** | 2TB Capacity  USB 3.2 Gen 1  256-Bit AES Hardware Encryption  Bus-Powered, No External Power Required  WD Software Included  Preformatted NTFS for Windows 10 & 8.1  Mac Compatible with Reformatting  Color: black | 4 | 8 |
| 8 | Flash USB 3.0 memory stick 128 GB **or better\*** | Memory - 128 GB  USB 3.0 | 20 | 40 |
| 9 | Keyboard **Logitech or better\*** | Product dimensions:  Length: 450 mm +/- 2 mm  Width: 155 mm +/- 2 mm  Depth/Height: 23.5 mm +/- 1 mm (including footpad and keycap protrusion)  Product weight: 550 g +/- 10 g  Cable length: 1.5 meters  Interface: USB compatible  Key Life: 10,000,000 keystrokes (excludes number lock key)  Key type: low profile  Agency and regulatory Marks: CE, TUV, WEEE, FCC, UL/cUL, VCCI, BSMI, EPUP, KCC  Color: black | 110 | 110 |
| 10 | Mouse **Logitech or better\*** | Connectivity Technology: Wired  Tracking: Optical  OS Support: Windows Vista 7/8/10, Linux 2.4+, Mac OS X 10.3.9 or later, Chrome OS  Buttons: Two plus scroll wheel  Dimensions: 11.5(L) x 6(W) x 3.5(H) cm  Weight: 100 g  Cable length: 180cm  Color: Black  Resolution: 00dpi  Interface: USB  Color: black | 110 | 110 |
| 11 | **Speakerphone** | Connections: USB Connector, USB 2.0 Compatible  Controls: Volume Up/Down and Microphone Mute  Supported Operating Systems: Windows XP, Windows Vista, Windows 7  Speaker Bandwidth: 190Hz to 20kHz | 1 | 2 |
| 12 | Monitor **LCD 34" or better\*** | Dimensions (WxDxH) - with stand: 32.04 in x 8.91 in x 16.44 in ~ 20.97 in  In-Plane Switching (IPS) Technology  HDMI, DisplayPort & Mini DisplayPort  2560 x 1080 Resolution at 60 Hz  1000:1 Typical Contrast Ratio  300 cd/m² Brightness  5 ms Response Time (GtG)  16.7 Million Colors  Tilt, Swivel & Height-Adjustable Stand  Built-In Dual 9W Speakers  R3800 Curvature | 6 | 12 |
| 13 | AA size alkaline batteries | Alkaline batteries similar to Energizer, Duracell or better | 50 | 100 |
| 14 | AAA size alkaline batteries | Alkaline batteries similar to Energizer, Duracell or better | 50 | 100 |
| 15 | Cable USB to USB-C 1m |  | 20 | 40 |

\* better means that if any of the products are out of the production line and the model is replaced by a newer or updated one, the supplier can supply UNHCR with the updated product at the same price.

**General tasks required of the supplier(s):**

* The supplier(s) should have a well-equipped stock which can ably meet UNHCR requirements.
* The suppliers (s) should be able to provide the supply during working hours 9 a.m. – 6 p.m. and between Monday and Friday;
* All requirements will be packed in the standard manufacturer’s package;
* All requirements to be transported in the Manufacturer recommended transport mode and manner;
* In event of defects, the Supplier(s) is expected to replace default items at no additional cost to UNHCR within acceptable timeframe;
* In case if necessary, the Supplier(s) is expected to show to UNHCR specific handling instructions for each product and demonstrate handling and installation procedures to UNHCR’s designated Technician(s);
* The Supplier(s) is expected to provide post sales technical guidance to UNHCR’s Technicians and should have designated qualified technical support on call with adequate backup mechanism.
* The Supply requirements to UNHCR, Representation in Ukraine, will be indicated in individual purchase orders;
* The Supplier(s) will be requested to supply and deliver within (seven) 45 calendar days after receiving the purchase order;
* Each supply will be under a warranty of a minimum of one (1) year;
* Transporting the supplies to the intended place of use (Delivered at a Place – DAP Incoterm 2020) will apply.

**Performance Evaluation**

UNHCR expects to monitor the performance of the supplier (s) according to the following Key Performance Indicators (KPI):

- Performance of the supplied items (expected to meet minimum manufactures’ standards)

- Timely availability of adequate technical support to UNHCR’s designated Technicians

- Supply of high-quality supplies within timelines stated in the TOR

- Timely invoicing

- Proper sign-off of waybills/acts of acceptance by UNHCR responsible staff

- Acknowledgement of good performance by the contractor will be supported by detailed monthly reports showing the type of supplies to UNHCR office.