



Letter of Invitation

May 8, 2017 *Empowered lives.
Resilient nations.*

UNDP/AFG/RFQ/2017/ 00000001343

Subject: Camera Accessories and MacBook

Dear Mr. /Ms: Bidder

The United Nations Development Programme (UNDP) Afghanistan Country Office hereby invites you to submit a Quotation to this Request for Quotation (RFQ) for the above-referenced subject.

This RFQ includes the following documents:

- Letter of Invitation
- Annex 1 - RFQ Bid Data Sheet
- Annex 2 - Technical Specifications
- Annex 3 - Price Schedule
- General Terms and Conditions
- E-tendering Instructions Manual for Bidders
- FAQ for Bidders

Your offer, comprising of following documents stated in this RFQ, should be submitted to UNDP Afghanistan in accordance with the Annex 1 (RFQ Data Sheet) through the **"UNDP ATLAS E-tendering system"** (<https://etendering.partneragencies.org>).

- Scanned copy of duly filled, signed and company stamped Technical Specification/ Compliance Sheet (Annex-2 and Table 1)
- Scanned copy of duly filled, signed and company stamped Annex-3 (Price schedule)
- Excel version of duly filled Annex -3
- Details of two (two) contracts for similar Services in the last three years, including contract description, contract value, clients name and contact details with national or international organizations
- Valid Business License
- Company profile

The step by step instructions for registration of bidders and proposal submission through the UNDP ATLAS E-tendering system is available in the **"Instructions Manual for the Bidders"**, attached with this RFQ. Should you require any training on the UNDP ATLAS E-tendering system or face with any difficulties when registering your company or submitting your proposal, please send an email to the E-tendering helpdesk at etendering.af@undp.org or call [+93728999758](tel:+93728999758) during office hours to request for help.

The proposers are advised to use Internet Explorer (Version 10 or above) to avoid any compatibility issues with the e-tendering system.

United Nations Development Programme

Country office for Afghanistan



No hard copy or email submissions will be accepted by UNDP.

Bid submission deadline: Please refer to E-tendering system.

Kindly go through this invitation letter and other documents attached here to this RFQ. Should you have any questions or require any clarification, please feel free to email your questions/clarifications to the procurement officer at procurement.af@undp.org. The subject of the email should be UNDP/AFG/RFQ/2017/00000001343

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UNDP looks forward to receiving your quotation and thanks you in advance for your interest in UNDP procurement opportunities.

Yours sincerely,

Head of Procurement Unit
May 8, 2017

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. RFQ.AFG/UNDP/2017/0000001343



No	Item Description	Quantity	Unit of measure	Technical Specifications of Equipment offered	Unit price USD	Total Price USD	Remark
1	Camera Lens: EF 70- 30mm f/4 -5.6 ISII USM	1	pcs	[Please replace here with offered technical specificaion]		0	
	• GoPro Hero 5 Black (video camera)	1	pcs			0	
	• Karma Grip for GoPro (Handheld and wearable stabilizer)	1	pcs			0	
	• One Tripod (Traveler Carbon Fiber Tripod with Center Ball Head, minimum height: 60 inches)	1	pcs			0	
	• iPhone/smartphone mount for Tripod (for live streaming thru smartphones or FB live videos)	1	pcs			0	
	• Compact Directional Mic for Smartphones (For live streaming or FB Live)	1	pcs			0	
	• Movo WS-G10m Universal Furry Outdoor Microphone Windscreen (Cover for mics to remove noise)	1	pcs			0	
	• Hard drive for archiving, Seagate IronWolf 10TB NAS Hard Drive 7200 RPM 256MB Cache or Samsung 16TB	1	pcs			0	
	• Sony - Portable Digital Stereo Voice Recorder – Black, Model: ICDUX560BLK OR Sony ICD-UX533 Digital Flash Voice Recorder.	1	pcs			0	
	• 3 Sennheiser headphones (HD 202 II Professional)	3	pcs			0	
	• 64 GB CF chip (Sandisk)	1	pcs			0	
	CF card chip reader (Transcend USB 3.0 Super Speed Multi-Card Reader for SD/SDHC/SDXC/MS/CF Cards) OR (Lexar Professional USB 3.0 Dual-Slot Reader)	1	pcs			0	
	MacBook Pro- Silver: • 2.0GHz dual-core Intel Core i5 processor, Turbo Boost up to 3.1GHz • 8GB 1866MHz memory • 256GB PCIe-based SSD • Intel Iris Graphics 540 • Two Thunderbolt 3 ports • Backlit Keyboard (English) & User's Guide	2	system			0	
Grand Total						0	

Annex 2



Technical Specifications

A/N	Description / Specifications of Goods	Statement on compliance/deviations Yes/No
1.	Camera Lens: EF 70- 30mm f/4 -5.6 ISII USM	
2.	• GoPro Hero 5 Black (video camera)	
3.	• Karma Grip for GoPro (Handheld and wearable stabilizer)	
4.	• One Tripod (Traveler Carbon Fiber Tripod with Center Ball Head, minimum height: 60 inches)	
5.	• iPhone/smartphone mount for Tripod (for live streaming thru smartphones or FB live videos)	
6.	• Compact Directional Mic for Smartphones (For live streaming or FB Live)	
7.	• Movo WS-G10m Universal Furry Outdoor Microphone Windscreen (Cover for mics to remove noise)	
8.	• Hard drive for archiving, Seagate IronWolf 10TB NAS Hard Drive 7200 RPM 256MB Cache or Samsung 16TB	
9.	• Sony - Portable Digital Stereo Voice Recorder – Black, Model: ICDUX560BLK OR Sony ICD-UX533 Digital Flash Voice Recorder.	
10.	• 3 Sennheiser headphones (HD 202 II Professional)	
11.	• 64 GB CF chip (Sandisk)	
12.	CF card chip reader (Transcend USB 3.0 Super Speed Multi-Card Reader for SD/SDHC/SDXC/MS/CF Cards) OR (Lexar Professional USB 3.0 Dual-Slot Reader)	
13.	MacBook Pro- Silver: 2 SYSTE, • 2.0GHz dual-core Intel Core i5 processor, Turbo Boost up to 3.1GHz • 8GB 1866MHz memory • 256GB PCIe-based SSD • Intel Iris Graphics 540 • Two Thunderbolt 3 ports • Backlit Keyboard (English) & User's Guide	



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TABLE 1: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows:	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Time Line: DAP two weeks after Award of the contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delivery Address: UNOCA Compound- Jalalabad Road. Kabul, Afghanistan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Validity of Quotation: 60 days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Provisions of the UNDP General Terms and Conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier's Authorized Person]

*[Designation
[Date]]*

ANNEX 1

RFQ Data Sheet

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s: Camera Accessories and MacBook

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP UNDP Country Office Afghanistan	
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> UNDP	
Exact Address/es of Delivery Location/s (identify all, if multiple)	Anti-Corruption Justice Center (ACJC) – Camp Falcon	
UNDP Preferred Freight Forwarder, if any		
Distribution of shipping documents (if using freight forwarder)	N/A	
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	3- 4 weeks after issuance of the Purchase Order (PO) Duration of the contract for two months (May & June)	
Delivery Schedule	<input checked="" type="checkbox"/> Required	
Packing Requirements	<input checked="" type="checkbox"/> Standard	
Mode of Transport	N. A	N/A
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	<input checked="" type="checkbox"/> N/A	
Deadline for the Submission of Quotation	Please refer to E-tendering system	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English	
Documents to be submitted	<input checked="" type="checkbox"/> Scanned copy of duly filled, signed and company stamped Technical Specification/ Compliance Sheet (Annex-2 and Table 1) <input checked="" type="checkbox"/> Scanned copy of duly filled, signed and company stamped Annex-3 (Price schedule) <input checked="" type="checkbox"/> Excel version of duly filled Annex -3 <input checked="" type="checkbox"/> Details of 2 contracts for similar Services/ equipment in the last three years, including contract description, contract value, clients name and contact details with national or international organizations <input checked="" type="checkbox"/> Valid Business License <input checked="" type="checkbox"/> Company Profile	
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.	
Partial Quotes	<input checked="" type="checkbox"/> Not permitted	
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of goods and acceptance of the invoice	

Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: If the Supplier fails to deliver any or all the goods or perform any of the services within the time period specified in the Purchase Order, UNDP may, without prejudice to any other rights and remedies deduct from the total price stipulated in this Order an amount of 0.5% per day of the value of the Contract up to a period of 20 days or 10% of the total contract value, hereafter UNDP AFGHANISTAN has the right to cancel the order.
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Compliance with the Technical Specifications (Annex II) <input checked="" type="checkbox"/> Compliance with the details as stipulated in under Annex 2 Table 1) of this RFQ <input checked="" type="checkbox"/> Compliance with delivery time <input checked="" type="checkbox"/> Minimum two (2) contracts in three years with relevant experience in provision of similar in services / equipment
UNDP will award to:	<input checked="" type="checkbox"/> Only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Conditions for Release of Payment	<input checked="" type="checkbox"/> If a contractor was awarded and a contract was issued, payment will be made within 30 days after acceptance of the invoice. <input checked="" type="checkbox"/> Written Acceptance of Goods by UNDP based on full compliance with Purchase Order
Contact Person for Inquiries (Written inquiries only)	<u>procurement.af@undp.org</u> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the proposers

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected. The system automatically calculates the final bid prices by multiplying the unit price by the quantity. In the event when the Bidder put a quantity that is different from the quantity required, if the Bid is substantially responsive, UNDP will re-calculate the Bidders total price based on the correct quantity and using the unit prices offered by the Bidder. Unit prices cannot be changed.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received

the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued because of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your quotation.

Yours sincerely,

Head of Procurement Unit
May 8, 2017