



**REQUEST FOR QUOTATION (RFQ)**  
**24.2 MP DSLR Camera with Underwater Housing**

	DATE: September 5, 2018
	REFERENCE: PHL-RFQ-2018-195

Dear Sir / Madam:

We kindly request you to submit your **VAT-EXCLUSIVE** quotation for the supply and delivery of **24.2 MP DSLR Camera with Underwater Housing**. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before September 12, 2018 and via (choose appropriate box) ☒ e-mail, ☒ courier mail or ☐ facsimile to the address below:

**United Nations Development Programme**  
**15th Floor North Tower, Rockwell Business Center Sheridan**  
**United corner Sheridan Street, Highway Hills, Mandaluyong City 1550 Philippines**  
**The Procurement Unit**  
**procurement.ph@undp.org**

Quotations submitted by email must be limited to a maximum of 4 MB, virus-free and no more than 3 email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

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

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input checked="" type="checkbox"/> DAP <input type="checkbox"/> Other	
Customs clearance, if needed, shall be done by:	<input type="checkbox"/> UNDP <input checked="" type="checkbox"/> Supplier/Offeror <input type="checkbox"/> Freight Forwarder	
Exact Address/es of Delivery Location/s (identify all, if multiple)	<b>Biodiversity Management Bureau, DENR  Ninoy Aquino Parks and Wildlife Center Quezon Ave Entrance  1100 Diliman, Quezon City, Philippines</b>	
UNDP Preferred Freight Forwarder, if any	n/a	
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)	<input checked="" type="checkbox"/> 30-45 days from the issuance of the Purchase Order (PO) <input type="checkbox"/> As per Delivery Schedule attached [if delivery will be staggered] Time : Time Zone of Reference :	
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required	
Packing Requirements		
Mode of Transport	<input type="checkbox"/> AIR <input checked="" type="checkbox"/> SEA	<input checked="" type="checkbox"/> LAND <input type="checkbox"/> OTHER
Preferred Currency of Quotation	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency : Philippine Peso	
Value Added Tax on Price Quotation	<input type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 1 year <input type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others	
Deadline for the Submission of Quotation	COB, Wednesday, September 12, 2018, Philippine Time	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others	

Documents to be submitted <sup>1</sup>	<input checked="" type="checkbox"/> <b>Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;</b> <input type="checkbox"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users; <input type="checkbox"/> Confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected; <input type="checkbox"/> Quality Certificates (ISO, etc.); <input checked="" type="checkbox"/> <b>Latest Business Registration Certificate ;</b> <input type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied ; <input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods". <input type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); <input checked="" type="checkbox"/> <b>Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;</b> <input type="checkbox"/> Others
Period of Validity of Quotes starting the Submission Date	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> <b>90 days</b> <input type="checkbox"/> 120 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 <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>
Payment Terms	<input checked="" type="checkbox"/> <b>100% upon complete delivery of goods (within 30 days of acceptance of goods and receipt of original invoice)</b> <input type="checkbox"/> Others <i>[pls. specify]</i>

<sup>1</sup> First 2 items in this list are mandatory for the supply of imported goods

Liquidated Damages	<input checked="" type="checkbox"/> Will not be imposed <input type="checkbox"/> Will be imposed under the following conditions : Percentage of contract price per day of delay : _____ Max. no. of days of delay : _____ After which UNDP may terminate the contract.
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> <b>Technical responsiveness/Full compliance to requirements and lowest price</b> <input type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> <b>Full acceptance of the PO/Contract General Terms and Conditions</b> <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</i> <input checked="" type="checkbox"/> <b>Earliest Delivery / Shortest Lead Time</b> <input type="checkbox"/> Others
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier <input type="checkbox"/> One or more Supplier, depending on the following factors
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP <input type="checkbox"/> Other Type/s of Contract
Contract General Terms and Conditions	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimi contracts (services only, less than \$50,000)  Applicable Terms and Conditions are available at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days <input type="checkbox"/> Others
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection <input type="checkbox"/> Complete Installation <input type="checkbox"/> Passing all Testing <input type="checkbox"/> Completion of Training on Operation and Maintenance <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements <input type="checkbox"/> Others

Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a> <input type="checkbox"/> Others  Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only)	Name] : <b>Kristel Aberilla</b> [Designation] : <b>Procurement Associate</b> [Phone] : <b>+632.902.9900</b> [Email] : <a href="mailto:marie.kristel.aberilla@undp.org">marie.kristel.aberilla@undp.org</a>  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.

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 as a result 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 indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> .

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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

**Thank you and we look forward to receiving your quotation.**

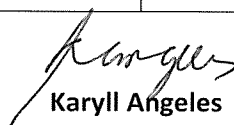
Sincerely yours,



**Karyll Angeles**  
**Procurement Associate**  
September 5, 2018

## Technical Specifications

No.	Description / Specifications of Goods	Quantity	Unit of Measure	Latest Delivery Date
1	<p><b><u>24.2MP DSLR camera with underwater housing</u></b></p> <p><b><u>CAMERA:</u></b></p> <ul style="list-style-type: none"> <li>- 24.2 MP(Effective Pixels: 24.2 million)</li> <li>- CMOS image sensor type</li> <li>- Image Sensor format: ISO 25,600 (two full stops), ISO range up to BW1 (51,200) and BW2 (102,400), 6 fps or higher shooting capacity</li> <li>- Sensor Size: 23.5 mm x 15.6 mm</li> <li>- Storage Media: (SD, SDHC, SDXC)</li> <li>- Top Continuous Shooting Speed at full resolution: 6 frames per second</li> <li>- ISO Sensitivity: ISO 100 -25,600</li> <li>- Movie: Full HD 1,920x1,080 / 60 fps (1.3x image area only)</li> <li>- Battery / Batteries: Lithium-ion Battery</li> <li>- Type: Single-lens reflex digital camera</li> <li>- Lens Mount: bayonet type, 23.5 mm x 15.6 mm sensor size</li> <li>- File Format Still Images JPEG</li> <li>- Compatible Lenses: Autofocus (AF) lenses, including type G, E, and D lenses (some restrictions apply to PC lenses)</li> <li>- Shutter Speed 1/8000 to 30 sec. in steps of 1/3 or 1/2 EV Bulb</li> <li>- ISO Sensitivity ISO 100- 25,600</li> <li>- Autofocus Sensitivity -3 to +19 EV (ISO 100, 20°C/68°F)</li> <li>- Built-in Flash Yes; Creative Lighting System (CLS)</li> <li>- Movie Maximum recording time 10 minutes at 1080 50/60p high quality setting (1.3x image area only)</li> <li>- Movie File Format MOV</li> <li>- Communication Unit for wired LAN connection, or wirelessly connect to an FTP server or computer with the UT-1 with the optional WT-5A/B/C/D</li> <li>- Camera Control Pro 2 software</li> <li>- Rechargeable Li-ion Battery delivers approx. 1,110 images* and approx. 80 minutes* of video</li> <li>- built-in WiFi and Near Field Communication (NFC)</li> <li>-1 year warranty</li> </ul> <p><b><u>UNDERWATER CAMERA COMPATIBLE HOUSING</u></b></p> <ul style="list-style-type: none"> <li>- 200 ft (60m) depth rating; all important camera functions are accessible, slightly negative buoyancy in fresh water</li> <li>- Dome Port 28-105mm; fixed length port with 6-inch diameter dome</li> <li>- control is provided to switch between Normal and Macro focal ranges</li> </ul>	2	Sets	1-30 days after issuance of PO

  
**Karyll Angeles**  
**Procurement Associate**  
 September 5, 2018

## Annex 2

### FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>2</sup>

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>3</sup>)*

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. \_\_\_\_\_:

**TABLE 1 : Offer to Supply Goods Compliant with Technical Specifications and Requirements**

Item No.	Description of Goods	Pls. check (✓) this box if you will comply with the specifications on the left	Qty	Unit of Measure	Latest Delivery Date	Unit Price VAT-EXCLUSIVE	Total Price per Item VAT-EXCLUSIVE
1	<p><b><u>24.2MP DSLR camera with underwater housing</u></b></p> <p><b><u>CAMERA:</u></b></p> <ul style="list-style-type: none"> <li>- 24.2 MP(Effective Pixels: 24.2 million)</li> <li>- CMOS image sensor type</li> <li>- Image Sensor format: ISO 25,600 (two full stops), ISO range up to BW1 (51,200) and BW2 (102,400), 6 fps or higher shooting capacity</li> <li>- Sensor Size: 23.5 mm x 15.6 mm</li> <li>- Storage Media: (SD, SDHC, SDXC)</li> <li>- Top Continuous Shooting Speed at full resolution: 6 frames per second</li> <li>- ISO Sensitivity: ISO 100 -25,600</li> <li>- Movie: Full HD 1,920x1,080 / 60 fps (1.3x image area only)</li> <li>- Battery / Batteries: Lithium-ion Battery</li> <li>- Type: Single-lens reflex digital camera</li> <li>- Lens Mount: bayonet type, 23.5 mm x 15.6 mm sensor size</li> </ul>		2	Sets			

<sup>2</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>3</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes



	<ul style="list-style-type: none"> <li>- File Format Still Images JPEG</li> <li>- Compatible Lenses: Autofocus (AF) lenses, including type G, E, and D lenses (some restrictions apply to PC lenses)</li> <li>- Shutter Speed 1/8000 to 30 sec. in steps of 1/3 or 1/2 EV Bulb</li> <li>- ISO Sensitivity ISO 100- 25,600</li> <li>- Autofocus Sensitivity -3 to +19 EV (ISO 100, 20°C/68°F)</li> <li>- Built-in Flash Yes; Creative Lighting System (CLS)</li> <li>- Movie Maximum recording time 10 minutes at 1080 50/60p high quality setting (1.3x image area only)</li> <li>- Movie File Format MOV</li> <li>- Communication Unit for wired LAN connection, or wirelessly connect to an FTP server or computer with the UT-1 with the optional WT-5A/B/C/D</li> <li>- Camera Control Pro 2 software</li> <li>- Rechargeable Li-ion Battery delivers approx. 1,110 images* and approx. 80 minutes* of video</li> <li>- built-in WiFi and Near Field Communication (NFC)</li> <li>-1 year warranty</li> </ul> <p><b><u>UNDERWATER CAMERA COMPATIBLE HOUSING</u></b></p> <ul style="list-style-type: none"> <li>- 200 ft (60m) depth rating; all important camera functions are accessible, slightly negative buoyancy in fresh water</li> <li>- Dome Port 28-105mm; fixed length port with 6-inch diameter dome</li> <li>- control is provided to switch between Normal and Macro focal ranges</li> </ul>						
			<b>Total Prices of Goods<sup>4</sup></b>				
			Add : Cost of Transportation				
			Add : Cost of Insurance				
			Add : Other Charges (pls. specify)				

<sup>4</sup> Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

**TABLE 2 : Estimated Operating Costs (if applicable)**

List of Consumable Item/s (Include fast moving parts, if any)	Estimated Average Consumption	Unit of Measure	Unit Price	Total Price per Item

**TABLE 3 : 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 Lead Time			
Estimated weight/volume/dimension of the Consignment:			
Country/ies Of Origin <sup>5</sup> :			
Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance			
b) Minimum one (1) year warranty on both parts and labor			
c) Service Unit to be Provided when the Purchased Unit is Under Repair			
d) Brand new replacement if Purchased Unit is beyond repair			
e) Others			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements [pls. specify]			

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]

<sup>5</sup> If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UNDP if awarded the PO/contract.