



REQUEST FOR QUOTATION (RFQ)

To: Bidders	DATE: October 26, 2018
	REFERENCE: RFQ 07/2018

Dear Sir / Madam:

We kindly request you to submit your quotation for **Stealth CAM Trail Camera**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Your password protected Quotation should be submitted on or before 6.00 PM (Bangkok time), November 12, 2018 and via e-mail, to address below:

procurement.th@undp.org

Email Subject: **Quotation for RFQ 07/2018: Stealth CAM Trail Camera**

For any clarifications please contact: Pinyada Janthana pinyada.janthana@undp.org

Please **DO NOT** send your offer to pinyada.janthana@undp.org otherwise it may be rejected.

Quotations submitted by email must be limited to a maximum of 5 MB, virus-free and no more than 2 email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain the Bidders' responsibility to ensure that the quotation will reach the e-mail address 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 checked="" type="checkbox"/> DAP, UNDP Bangkok, Thailand
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Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror
Exact Address of Delivery Location	United Nations Development Programme 12th Floor, United Nations Service Building, Rajdamneon Nok Avenue, Pranakorn, Bangkok 10200
Latest Expected Delivery Date and Time: <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> Within 3 months from the date of issuance of the Purchase Order (PO)/Contract
Delivery Schedule	<input checked="" type="checkbox"/> Required
Preferred Currency of Quotation ²	<input checked="" type="checkbox"/> Local Currency: THB for the suppliers based in Thailand or USD for others
Value Added Tax on Price Quotation ³	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> One year Warranty
Deadline for the Submission of Quotation	COB, 6:00 PM, Monday, November 12, 2018
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted ⁴	<ul style="list-style-type: none"> • Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; • Certificate of Incorporation/ Business Registration • Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any • Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of

	<p>non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures</p> <ul style="list-style-type: none"> • Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder • Certification or authorization to act as Agent/Distributor of CAM on behalf of the Manufacturer, or Power of Attorney. • Export Licenses, if applicable
Period of Validity of Quotes starting the Submission Date	<p><input checked="" type="checkbox"/> 90 days</p> <p>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.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms ⁵	<input checked="" type="checkbox"/> 100% payment after satisfactory completion of services and delivery of goods
Liquidated Damages	N/A
Evaluation Criteria <i>[check as many as applicable]</i>	<p><input checked="" type="checkbox"/> Technical responsiveness / Full compliance to requirements and lowest price⁶</p> <p><input checked="" type="checkbox"/> Full acceptance of the PO / Contract General Terms and Conditions</p> <p><input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time</p> <p><input checked="" type="checkbox"/> Brand new model (Not refurbished items, Not even some parts)</p>
UNDP will award to:	<input checked="" type="checkbox"/> One supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days
Conditions for Release of Payment	<input checked="" type="checkbox"/> 100% payment after satisfactory completion of services and delivery of goods

Annexes to this RFQ	<input checked="" type="checkbox"/> Specification of goods and services (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) 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)	<p>Written inquiries must be submitted via the email address Email: procurement.th@undp.org by 6.00 PM (Thailand Standard Time), 5 November 2018.</p> <p>Mandatory subject of Email: <i>Quotation for RFQ 07/2018: Stealth CAM Trail Camera</i></p> <p>Inquiries received after the above date and time shall not be entertained.</p> <p>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.</p>

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 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 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.

Sincerely yours,



Ei Cho Nyunt

OIC, Transactional Services Team

Annex 1

Item No.	Description	QTY
1	<i>Specifications: (Brand New Item)</i> Stealth CAM Trail Camera - Sends wireless images to smartphone or computer - 12.0 megapixel with 3 resolutions - 1080p HD video recording with H.264 compression - 16:9 wide-image ratio - Time lapse with PIR override	80 units

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁷

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁸)

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 07/2018**

TABLE 1: Offer to Supply Stealth CAM Trail Camera Compliant with Technical Specifications and Requirements

Item No.	Description/Specification of Goods	Quantity	Unit Price	Total Price per Item
1	Stealth CAM Trail Camera as per specifications in Annex 1 (exclusive of VAT (for local vendors only) and other applicable indirect taxes; UNDP will provide required document for application of tax exemption)	80		
2	Delivery cost	1		
	Total Prices of Offers			
	Total Final and All-inclusive Price Quotation			

TABLE 2: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows :	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time			
Compliance of Specifications			

⁷ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Validity of Quotation for 90 days			
All Provisions of the UNDP General Terms and Conditions			

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 3



UNDP GTCs for Contracts (Goods and-or Services).pdf