

**REQUEST FOR QUOTATION (RFQ)**

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| NAME & ADDRESS OF FIRM  UNDP BIH; Zmaja od Bosne bb ; Sarajevo | DATE: March 21, 2019 |
| REFERENCE: **UNDPBiH/RFQ/030/19** |

Dear Sir / Madam:

We kindly request you to submit your quotation for **Delivery of video equipment to the Municipality of Gradiska**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before: April 3, 2019**, 14.00 CET** and via  *e-mail or courier mail* to the address below:

**United Nations Development Programme**

Zmaja od Bosne bb, Sarajevo 71000

General Service

[registry.ba@undp.org](mailto:registry.ba@undp.org)

Fax: (33) 552 330

Quotations submitted by email must be limited to a maximum of 10 MB. 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.

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 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,**

UNDP BIH

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| Delivery Terms [INCOTERMS 2010]  *(Pls. link this to price schedule)* | DAP |
| Customs clearance, if needed, shall be done by: | Supplier  UNDP  Freightforwarder |
| Exact Address/es of Delivery Location/s (identify all, if multiple) | Municipality of Gradiška  Vidovdanska 1a, 78400 Gradiška  Bosnia and Herzegovina |
| Latest Expected Delivery Date and Time *(if delivery time exceeds this, quote may be rejected by UNDP)* | 30 days from the issuance of the Purchase Order (PO) |
| Delivery Schedule | Required |
| Mode of Transport | LAND |
| Preferred Currency of Quotation | Local Currency: BAM or United States Dollars or EUR |
| Value Added Tax on Price Quotation | Must be exclusive of VAT and other applicable indirect taxes; (VAT and custom stated separately) |
| After-sales services required | Warranty for minimum period of 2 years as specified in Annex 1. |
| Deadline for the Submission of Quotation | 14.00 CET Wednesday, April 03, 2019 |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language | One of the BiH official languages and/or English |
| Documents to be submitted | * Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; * Latest Business Registration Certificate by the offeror; * Latest Internal Revenue Certificate / Tax Clearance; * Reference list; * Catalogue of offered items; * Statement regarding warranty, service and after-sales support (2-years warranty); * Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List. |
| Period of Validity of Quotes starting the Submission Date | 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 | Not permitted |
| Payment Terms | 100% upon complete delivery of goods to the end beneficiaries |
| Evaluation Criteria | Technical responsiveness/Full compliance to requirements and lowest price  Full acceptance of the PO/Contract General Terms and Conditions |
| UNDP will award to: | One and only one supplier |
| Type of Contract to be Signed | Purchase Order |
| Special conditions of Contract | Cancellation of PO/Contract if the delivery/completion is delayed by 10 days from agreed delivery date |
| Conditions for Release of Payment | Written Acceptance of Goods based on full compliance with RFQ requirements |
| Annexes to this RFQ | Specifications of the Goods Required (Annex 1)  Form for Submission of Quotation (Annex 2)  General Terms and Conditions / Special Conditions (Annex 3) Link: [English version](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-2493)  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) | *UNDP BIH - GENERAL SERVICES registry.ba@undp.org*  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. |

**Annex 1**

**Technical Specifications**

|  |  |  |
| --- | --- | --- |
| **Items to be Supplied\*** | **Quantity** | **Description / Specifications of Goods** |
| **Portable Video Mixer and Streaming Studio** | **1** | **Specification: (equal or better)**  Simultaneous Live Streaming, Editing & Recording  Broadcast quality HD / SD H.264 network streaming  Support different bitrate for recording and streaming  6 Video Inputs (SDI x 4 + HDMI x 2)  5 Video Output: (SDI x 2 + HDMI x 3)  2 Audio Inputs XLR Analogue  Flexible Mix/Effects Processor with:   * 2 Upstream Keyers supporting Chroma Key & Linear/Luma Key * 2 DSK supporting Linear & Luma Key Modes * 1 PIP (assignable to any of the 4 keyers) * Wipe, Mix & Cut Transitions * Full M/E Preview function   Any Input (1-6) can be used as a Frame store (Stills Store)  XPT (Cross Point Assignment)  Tally output  GPI Output  Streaming 1x RJ-45 (100/1000M Ethernet)  Computer Output Ethernet  Storage 1 SD card slot  Display 17.3-inch (1600x900)  Easy to use On-screen Menu System for quick setting of parameters  Warranty: 2 years |
| **Video camera - camcorder/video kamera - camcorder** | **1** | **Specification: (equal or better)**  **IMAGING**  Image Sensor 1-Chip 1" CMOS Sensor  Sensor Resolution 20.00 MP  Effective Sensor Resolution 14.2 MP  Gain -3 to 33 dB  Minimum Illumination 1.7 lux  White Balance Range 2,300 to 15,000K  **LENS**  Focal Length 8.0 to 120mm  Optical Zoom Ratio Minimum 10x  Digital Zoom Up to 48x  Maximum Aperture f/2.8 to 4.5  Filter Size Minimum 58mm  Image Stabilization Optical  Focus Control Autofocus, Manual Focus  **CAMERA**  Shutter Speed 1/6 to 1/10,000 sec  Built-In ND Filter Mechanical Filter Wheel with 2 Stop (1/4), 4 Stop (1/16), 6 Stop (1/64) ND Filters  Built-In Microphone Type Stereo, Omnidirectional  Recording Media Minimum 1 x SDXC Card Slot  **RECORDING**  UHD 4K (3840x2160) up to 30fps  HD up to 120 fps  Rec. modes: AVC/H.264, AVCHD 2.0, MPEG-4, MPEG-2  Minimal color depth: 8 bit  Chroma subsampling: 4:2:0, 4:2:2  Slow and Quick Motion Function (Frame Rate selectable)  Variable Frame Rates 1080i: 120 fps, 1080i: 100 fps,  1080i: 1 to 60 fps, 1080i: 1 to 50 fps  Audio Recording: 2 channel, 24 bit, 48 kHz (Linear PCM, AAC-LC)  **INTERFACE**  Video Connectors: Minimum1xRCA (Composite) Output,  1xHDMI Output, 1xBNC (3G-SDI) Output  Audio Connectors: 1 x Stereo 2RCA Output, 1 x 1/8" (3.5 mm) Stereo Headphone Output, 2 x 3-Pin XLR Mic/Line Level (+48 V Phantom Power) Input  Other I/O: 1 x USB Micro-B  Wireless Interfaces: 2.4 GHz Wi-Fi  **DISPLAY**  Display Type: Minimum LCD  Screen Size: 3.5"  Screen Resolution: 1,560,000 Dots  **EVF**  Screen Size .39"  EVF Resolution 1,440,000 Dots  **BATTERY**  Type: Info-Lithium  Capacity: min. 4000 mAh  Warranty: 2 years |
| **Battery / Baterija** | **1** | Additional Info-Lithium Battery with min 6300 mAh |
| **Memory Card / Memorijska kartica** | **2** | Type: SD card – SDXC/Class 10/V30/UHS - I  Capacity: Minimum 128 GB |
| **Custom-Fit Camera Case / Namjenska torba za kameru** | **1** | 1000-denier Cordura nylon case with minimum 1.0" thick interior foam padding.  Bottom panel is reinforced with 8mm hollow core plastic.  Slip Not fabric adds an extra layer of protection against water, dirt and grime with an easy wipe-off surface.  Non-skid bottom panel. Quick access main compartment & camera stabilizing cradle.  Suede leather-covered hand grips.  Removable, adjustable shoulder strap with suede leather-covered pad. "D" rings to attach shoulder strap.  Abrasion-resistant Cordura material.  Non-skid, waterproof bottom.  Comfortable shoulder strap.  Easy access to camera & accessories. |
| **Video cable / Video kablovi** | **3** | Length: 50 m, with BNC connectors. |
| **Tripod** | **1** | Aluminum trisection tripod with fluid head  Minimum load capacity 5kg (10lbs)  Levers for easy grip  Independent leg spread  Balance plate sliding range min 80mm  Counterbalance  Max working height 160cm  Head mount type with 16 screws |

*\*Pls. attach delivery schedule, if relevant, and cluster by lot, if partial bids will be allowed. Specify delivery locations if goods multiple destinations.*

*[Enter name of authorized staff]*

*[Designation]* [*Click here to enter a date]*

**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery)***

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-030-19**:

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Description/Specification of Goods** | **Qty** | **Latest Delivery Date** | **Unit Price** | **Total Price per Item** |
| 1 | **Mixing Console/ Mikseta** | **1** |  |  |  |
| 2 | **Video camera/video kamera** | **1** |  |  |  |
| 3 | **Battery/Baterija** | **1** |  |  |  |
| 4 | **Memory Card/Memorijska kartica** | **2** |  |  |  |
| 5 | **Custom-Fit Camera Case/Namjenska torba za kameru** | **1** |  |  |  |
| 6 | **Video cable/Video kablovi** | **3** |  |  |  |
| 7 | **Tripod** | **1** |  |  |  |
|  | **Total Prices of Goods** | | | |  |
|  | Add : Cost of Transportation | | | |  |
|  | Add : Cost of Insurance | | | |  |
|  | Add : Other Charges (pls. specify): VAT, Custom and any other possible costs separately | | | |  |
|  | **Total Final and All-Inclusive Price Quotation** | | | |  |

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

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| --- | --- | --- | --- | --- |
| **List of Consumable Item/s** *(Include fast moving parts, if any)* | **Estimated Average Consumption** | **Unit of Measure** | **Unit Price** | **Total Price per Item** |
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**TABLE 3 : Offer to Comply with Other Conditions and Related Requirements**

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| --- | --- | --- | --- |
| **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: |  |  |  |
| Warranty and After-Sales Requirements |  |  |  |
| 1. Minimum two (2) year warranty on both parts and labor |  |  |  |
| 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]*

**Annex 3**

**General Terms and Conditions**

General Terms and Conditions (for Goods and/or Services)

Link: [English version](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-2493)