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**REQUEST FOR QUOTATION (RFQ)**

**(Goods)**

**NATIONAL COMPETITION**

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| NAME & ADDRESS OF FIRM | DATE: October 30, 2019 |
| REFERENCE: 2019/UNDP-MMR/PN/138 |

Dear Sir / Madam:

We kindly request you to submit your quotation for **Providing Training Aid Materials to government counterparts -2 CICS (Central Institute of Civil Service), Union Civil Service Board**, 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 **November 18, 2019** and via courier services, hand deliver or emailto the address below:

**United Nations Development Programme**

No.6, Natmauk Road, Tamwe Township

Ref: 2019/PROC/UNDP-MMR/RFQ/138

***bids.mm@undp.org***

* + For hard copy quotations, please send your quotations in sealed envelopes to **The United Nations Development Programme, No. 6 Natmauk Road, Tamwe Township, Yangon, PO Box. 650, 11211, Yangon** as early as possible before the deadline of **November 18, 2019 5:00 PM**
* For electronic submission, please send only the duly completed Quotation Documents with above-mentioned RFQ No. to bids.mm@undp.org (Please protect the Quotations with password and send the password within 24 hours after closing the deadline for submission;
* UNDP takes no responsibility for effective delivery of the electronic document.
* Please note, if your file was successfully sent to bids.mm@undp.org you should receive the message subjected ‘Success! Your proposal was sent to the secured e-mail’. If upon submission you do not receive the confirmation message, please contact [mmr.procurement@undp.org](mailto:mmr.procurement@undp.org)

for clarifications.

Quotations submitted by email must be limited to a maximum of 2MB, virus-free and no more than two 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.

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

|  |  |
| --- | --- |
| Delivery Terms | ☒ DAP (Delivered at Place) UNDP office, Yangon |
| Customs clearance, if needed, shall be done by: | NA |
| Exact Address/es of Delivery Location | No.6, Natmauk Road, Tamwe Township, Yangon. |
| Latest Expected Delivery Date and Time *(if delivery time exceeds this, quote may be rejected by UNDP)* | ☒ **Within 45 days from the issuance of the Purchase Order (PO)** |
| Delivery Schedule | ☒Required |
| Preferred  Currency of Quotation | ☒Local Currency: Myanmar Kyats |
| Value Added Tax on Price Quotation | ☒ Must be inclusive of VAT and other applicable indirect taxes |
| After-sales services required | ☒Warranty on Parts and service for minimum period of 1 year  ☒Technical Support |
| Deadline for the Submission of Quotation | 17:00 hour, 18 November 2019 |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language | ☒ English |
| Documents to be submitted | ☒ Duly Accomplished Forms as provided in Annex 2, and in accordance with the list of requirements in Annex 1;  ☒ Latest Business Registration Certificate  ☒ Quality Certificates (ISO, etc.) ( if applicable )  ☒ Detailed product specification |
| 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 | ☒ Permitted but supplier has to submit full required quantity for each item |
| Payment Terms | ☒ Within 30 days from receipt and inspection of goods and acceptance of invoice. |
| Liquidated Damages | 0.3% of the contract (PO) price per day for delay, up to a maximum of 10% of the final price of the Contract (PO) price. Next course of action, thereafter, the contract may be terminated. |
| Evaluation Criteria | ☒ Evaluation will be conducted by item wise  ☒ Technical responsiveness/Full compliance to requirements and lowest price  ☒ Full acceptance of the PO/Contract General Terms and Conditions  ☒ Price meeting the budget  ☒ Meet the defined delivery time (within 8 days from the issuance of the Purchase Order (PO)) |
| UNDP will award to: | ☒ One or more Supplier |
| Type of Contract to be Signed | ☒ Purchase Order |
| Conditions for Release of Payment | ☒ Written Acceptance of Goods based on full compliance with RFQ requirements/technical specifications |
| 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).  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) | Moung Kee Aung, Procurement Analyst  [moung.kee.aung@undp.org](mailto:moung.kee.aung@undp.org)  Aye Thidar Kyaw, Procurement Assistant  [aye.thidar.kyaw@undp.org](mailto:aye.thidar.kyaw@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. |

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.**

**Annex 1**

***Technical Specifications***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
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| **Sr No.** | **Items to be Delivered\*** | **Quantity** | **Description / Specifications of Goods** | Installation Site | Delivery Location |
| **1** | Copier | 4 | Feeder, Send Kit,  Copy Size;  Scan ;  BW: 100 x 100 dpi, 150 x 150 dpi, 200 x 100dpi, 200 x 200 dpi, 200 x 400 dpi, 300 x 300 dpi, 400 x 400 dpi, 600 x 600 dpi CL:100 x 100 dpi,150 x 150 dpi, 200 x 200 dpi, 300 x 300dpi  Cassette 1,3 and 4: A3, A4, A4R, A5R Custom size: 139.7 to 297mm x 182 to 432mm Cassette 2: A3, A4, A4R, A5R, Stack Bypass: A3, A4, A4R, A5R, Custom size: 99 to 297mm x 148 to 432 mm  Resolution;  Reading: 600dpi × 600dpi Copying: 600dpi × 600dpi Printing: 600dpi × 600dpi, 1200dpi x 1200dpi  Number of Tones: 256 Gradations  Copy /Print;  A4:45ppm (BW) A3:22ppm (BW)  Zoom/Enlargement ;  Zoom: 25-400% Fixed: 25%, 50%, 70%, 100%, 141%, 200%, 400%  Multiple Copies/Prints ;  1-999 sheets  Paper Capacity :  Cassette 1: 550 sheets (80g/m2), (250 sheets for the  Cassette 2: 550 sheets Stack Bypass: 100 sheets (A4,A4R,A5;80g/m2), 50 sheets(A3;80g/m2) Optional: 550 sheets x 2 cassettes (80g/m2) 550 sheets x 1 cassette Paper Deck: None Total capacity: 2,300 sheets  Memory : 512MB  Interface ;  Ethernet (100Base-TX/10Base-T), USB Host I/F 2.0 x 1 port, USB Device 1.0 x 1 port 220-240V AC, 50/60Hz, 4.2A (45/35 ppm model), 220-240V AC, 50/60Hz, 3.3A (35/30/20 ppm model)  Power Supply;  220-240V AC, 50/60Hz, 4.2A (45/35 ppm model), 220-240V AC, 50/60Hz, 3.3A (35/30/20 ppm model) | (2 ) Phaung Gyi  (2 ) Zee Pin Gyi | Yangon |
| **2** | Duplo (Digital Duplicator) | 4 | |  |  | | --- | --- | | Type | Table top | | Master Making | Thermal Digital | | Master Making Speed | 45 seconds (A4/B4) | | Resolution | Scan 　300dpi×360dpi Print 　300dpi×360dpi | | Scanning Method | Automatic document feeder | | Printing Method | Stencil Print | | Document Type | Sheet | | Document Size | MAX 　273×393mm MIN 　100×148mm | | Paper size | MAX 　273×393mm MIN 　100×148mm | | Image area | MAX.250×350mm | | Feeder / Stacker capacity | 500 sheets (80gsm) | | Paper weight | 53 - 128gsm | | Zoom | 【AB size】100% Preset reduction/enlargement 　70, 81, 86, 115, 122, 141% 　Margin 　x94% | | Image modes | Text, Photo | | Print speed | 130sheets per minute | | Registration adjustment | Vertical 　±10mm Horizontal 　±10mm | | Ink supply method | Fully automatic | | Master feeding method | Fully automatic | | Master ejection method | Fully automatic | | Color Print | By replacing Drum unit | | Online | Optional USB interface (USB2.0 Full-Speed) (Standard for DP-A125ll) Windows 7(32bit/64bit),  Windows 8.1(32bit/64bit)(Desktop application only), Windows 10(32bit/64bit)(Desktop application only), Mac OS X Lion 10.7 Optional print server FS-100U2 Windows 7(32bit/64bit),  Windows 8.1(32bit/64bit)(Desktop application only), Windows 10(32bit/64bit)(Desktop application only), Mac OS X Lion 10.7 | | Other function | Feed pressure adjustment(3 steps), 2in1 | | Power source | 【Ratings】 　　100-240V, 50/60Hz, 1.5-0.7A 【Power consumption】 Maximum Printing speed 　MAX. 125W Master making 　40W Standing by 　11.7W | | Dimensions | In use 1,075(W)×610(D)×475(H）mm Folded 　610（W）×610（D）×475（H）mm | | Weight | 41kg | | (2) Phaung Gyi  (2 ) Zee Pin Gyi | Yangon |
| **3** | **Motorize Screen** | 8 | **120 “ x 120” Motorize Screen** |  | Yangon |
| **4** | Color Printer | 6 | Performance   |  |  | | --- | --- | |  |  | | Maximum Resolution | 600 x 600 dpi | | Print Speed | Letter: 19 ppm A4: 18 ppm | | First Print Out Speed | Black, A4: 11.5 seconds Color, A4: 13 seconds | | Print Color | CYMK: cyan, magenta, yellow, black | | Toner Cartridge Compatibility | Yellow LaserJet Toner Cartridge (~2,300 pages) | | Duplex Printing | Automatic | | Printer Duty Cycle | Monthly: 30,000 pages Recommended Volume: 250 to 2,500 pages |   Media Handling   |  |  | | --- | --- | | Paper Handling | Multipurpose tray Output bin | | Paper Types | Paper (brochure, inkjet, plain), photo paper (borderless, premium, panoramic, plus tab), envelopes, labels, cards (greeting, index), transparencies | | Paper Sizes | Multipurpose Tray: 3.0 x 5.0 to 8.5 x 14.0" (7.6 x 12.7 to 21.6 x 35.6 cm) | | Media Weight | Uncoated/Matte: 52-163 gsm Postcards: Up to 175 gsm  Matte: 200 gsm Glossy: 220 gsm | | Paper Capacity | Multipurpose Tray: 150 sheets Output Bin: 100 sheets |   Connectivity   |  |  | | --- | --- | | Interface | USB 2.0 Ethernet (10/100/1000Base-TX) Wi-Fi with NFC (802.11b/g/n) | | Wireless Printing Features | ePrint, Apple AirPrint, Mopria-certified, Wireless Direct | | Direct Printing | 1 x USB host port | | Compatible Operating Systems | Windows XP SP3 (32/64-bit), Vista (32/64-bit), 7 (32/64-bit), 8/8.1 (32/64-bit), 10 (32/64-bit) Mac OS X 10.7-10.10 iOS, Android, Windows 8 RT Debian (5.0, 5.0.1, 5.0.2, 5.0.3), Fedora (9, 9.0, 10, 10.0, 11.0, 11, 12, 12.0), UX 11, Solaris 8/9, Linux (9.4, 9.5), Red Hat Enterprise Linux 5.0, SUSE Linux (10.3, 11.0, 11, 11.1, 11.2), Ubuntu (8.04, 8.04.1, 8.04.2, 8.10, 9.04, 9.10, 10.04) | | PC System Requirements | CD/DVD-ROM drive or internet connection Dedicated USB or network connection 200 MB available hard disk space | | Mac System Requirements | Internet connection Dedicated USB or network connection 1 GB available hard disk space | | Processor | 800 MHz | | Memory | 256 MB | | Printer Language | PCL 6, PCL 5c, postscript level 3 emulation, PCLm, PDF, URF, Native Office |   General Attributes   |  |  | | --- | --- | | Control Panel | 3" (7.6 cm) color LCD touchscreen 3 buttons (home, help, back) | | Power Requirements | 100-127 VAC, 60 Hz | | Power Consumption | Active Printing: 375 W Ready: 8.7 W Sleep: 1.7 W Auto-Off: 0.1 W Off: 0.1 W | | Operating Conditions | Recommended Humidity: 10 to 80%, relative | | Storage Conditions | Humidity: 0 to 95%, relative | | Dimensions | 15.4 x 16.4 x 9.3" (39.2 x 41.2 x 23.6 cm) | | (3) Phaung Gyi  (3) Zee Pin Gyi | Yangon |
| **5** | Laser Printer | 6 | PRINT  Print speed, black 21 - 30  Color output Black and white  CATEGORY  Product type Laser printers  Family brand LaserJet  USAGE  Perfect For Home  FEATURES  Functions Print scan and copy  PRINTING MEDIA HANDLING  Envelope input capacity Occasional use only  Output capacity Up to 250 Sheets  Maximum output capacity (sheets) Up to 250 Sheets  Media type and capacity, tray 3 Optional Tray 3; Sheets: 250; Mid-weight: 190; Light: 250  Standard output capacity (transparencies) No  Media type and capacity, tray 1 Sheets: 100; Mid-weight: 80; Heavy: 20; Light: 100; Cardstock: 20  Media type and capacity, tray 2 Sheets: 250; Mid-weight: 190; Light: 250  Media type and capacity, ADF Optional: 100 sheets  Paper handling input, standard Tray 1: 100 sheet, Tray 2: 250 sheet  Paper handling input, optional Optional 250 sheets  Input capacity Up to 350 Sheets  Paper handling output, standard Up to 250 Sheets  Standard output capacity (envelopes) Occasional use only  Maximum input capacity (sheets) Up to 600 Sheets  Paper handling output, optional No  DISPLAY SPECIFICATIONS  Display 4-Line LCD  SCAN SPEED  Scan speed (normal, letter) Up to 30 ppm (With ADF Accessory)  Scan speed (normal, A4) Up to 30 ipm (With ADF Accessory)  Scan speed duplex (normal, A4) Up to 12 ipm (With ADF Accessory)  Scan speed duplex (normal, letter) Up to 12 ipm (With ADF Accessory)  PRINT SPEED  Print speed black (normal, letter) Up to 23 ppm  Print speed black (normal, A3) Up to 12 ppm  Print speed black (normal, A4) Up to 23 ppm  Print speed Print speed up to 23 ppm (black)  Print speed black (normal, tabloid) Up to 12 ppm  COPY SPEED  Copy speed (black, normal quality, A4) Up to 23 cpm  Copy speed black (normal, letter) Up to 23 cpm  BATTERY AND POWER  Power AC 220 - 240V: 50/60Hz, Normal Operation 550W, Ready 80W, Max/Peak 1.1kWh, Sleep/Power Off 1W/0.2W, TEC 0.998kwh  Power Consumption TEC: 0.998 kWh  Power supply type Internal (Built-in) power supply  PRINTER SPECIFICATIONS  Multitasking supported Yes  Duty cycle (monthly, letter) Up to 50,000 pages per month  Functions Print, Copy, Scan  Internal Storage None  Print languages PCL5E, PCL6  Paper trays, maximum 3  Duty cycle (monthly, A4) Up to 50,000 pages per month  Paper trays, standard 2  Recommended monthly page volume 5000  Print technology Laser  Fonts and typefaces 49 Scalable Fonts (Include OCR-A / OCR-B) / 1 Bitmap  Print colour Monochrome  Target user and print volume For teams up to 10 users; Prints up to 5,000 pages/month  SCANNER SPECIFICATIONS  Scan size (ADF), maximum Optional ADF: 297 x 432 mm  Scan file format TIFF, JPEG, PDF, BMP  Color scanning Yes  Scan size, minimum 140 x 130 mm  Auto document feeder capacity Optional, 100 sheets  Scanner type D-CIS  Scan size, maximum 297 x 432 mm  Levels of grayscale 256 Levels  Scan input modes TWAIN, WIA; Scan to PC (Local, Network) from ADF or Platen  Scan size ADF (minimum) Optional, 140 x 130 mm  Bit Depth 2  Twain version 2.1  Duplex ADF scanning Yes  Scan technology D-CIS  DIMENSIONS  Dimensions without stand (W x D x H) 560 x 540 x 413 mm  Package dimensions (W x D x H) 734 x 721 x 678 mm  Maximum dimensions (W x D x H) 960 x 1090 x 933 mm  WEIGHTS  Weight 25 kg (includes supplies)  Package weight 31.5 kg  CONNECTIVITY AND COMMUNICATIONS  Connectivity, standard High speed USB 2.0  Network capabilities Built-in Ethernet 10/100 Base-TX network  Wireless capability No  SYSTEM COMPONENTS  Control panel 4-Line LCD, 4 Quick-launch buttons  PROCESSOR  Processor speed 600 MHz  SCAN RESOLUTION  Scan Resolution, Hardware Up to 600 x 600 dpi  Enhanced scanning resolution Up to 4800 x 4800 dpi  Scan Resolution, Optical Up to 600 x 600 dpi  MEMORY  Memory 128 MB  Memory, maximum Memory (Onboard) Standard/Maximum: 128 MB  BOX CONTENTS  Cable included USB  SUPPORTED PRINTING MEDIA  Media sizes supported A3, A4, A5, B4, B5, Oficio 216 x 340, 8K, 16K  Media size, tray 3 Optional Tray 3: A3, A4, A5, B4, B5, Oficio 216 x 340, 8K, 16K  Media size, tray 1 A3, A4, A5, B4, B5, Oficio 216x340, 8K, 16K  Media size, tray 2 A3, A4, A5, B4, B5, Oficio 216 x 340, 8K, 16K  Media weight, supported Tray 1: 60 to 163 g/m²; Tray 2: 60 to 110 g/m²; Optional Tray 3: 60 to 110 g/m²; Optional ADF: 60 to 195 g/m²  Media types Plain, Mid-weight, Light, LaserJet, Colored, Preprinted, Recycled, Intermediate, Letterhead, Prepunched  Media sizes supported, key A4; A3  Media size (ADF) Optional ADF: A3, A4, A5, B4, Legal, Letter, 11 x 17, Statement  PRINT RESOLUTION  Print quality black (normal) Up to 600 x 600 dpi  Print quality black (best) Optical: 600 x 600 dpi; Optical: 1200 x 1200 dpi  RACK AND POWER SPECIFICATIONS  Typical electricity consumption (TEC) number 0.998kWh  Number of users 3-10 Users  PRINT AREA  Maximum print area 297 x 914 mm  Right margin (A4) 7 mm  Top margin (A4) 6 mm  Bottom margin (A4) 6 mm  Left margin (A4) 7 mm  ADVANCED FEATURES  Scanner advanced features Scan to PC  Copier smart software features ID Copy, Book Copy, N-UP, Reduce/Enlarge  Printer smart software features 4 line LCD, 4 Quick-set button  Copy  COPIER SPECIFICATIONS  Copies, maximum Up to 999 copies  Copy reduce / enlarge settings 25 to 400%  Copier settings 600 x 600 dpi x 2 bit; Originals content settings: Text, Text/Photo, Photo, Map; Recuce/Enlarge scaling: 25 to 400% ; Copy qty settings: 1 to 999; Darkness controls: 11 levels (Light, Normal, Dark); Colation: Yes (Limited); N-up: A3: 2/4/8/16-up; A4: 2/4/8-up  SECURITY MANAGEMENT  Security management Embedded Web Server: password protection, configurable login failure policy, configurable auto logout, IPv4 address protection, secure browsing via SSL/TLS  COMPATIBILITY  Accessories LaserJet 250 Sheet Media Tray\* (W7U01-67906), LaserJet 100 Sheet Reverse ADF Accessory\* (W7U01-67907).\*Installable via service authorized provider only.  MULTIMEDIA AND INPUT DEVICES  Resolution Up to 600 x 600 dpi | (3) Phaung Gyi  (3) Zee Pin Gyi | Yangon |
| **6** | Projector | 12 | * Display:  |  |  | | --- | --- | | Type: | DLP Lamp | | Resolution Type: | WXGA (1280x800) | | Resolution: | 1280 x 800 | | Brightness (Lumens): | 3,600 ANSI | | Display Size (in.): | 30 - 300 in. / 0.76 - 7.62 m | | Throw Distance: | 3.3 - 36 ft / 1 - 11 m | | Throw Ratio: | 1.55-1.70 | | Keystone: | Vertical (± 30º) / Horizontal (± 20º) | | Lens: | 1.1x optical zoom | | Light Source (watt): | 200 | | Light Source Life, Normal (hours): | 5000 | | Light Source Life, Dynamic Eco-Mode (hours): | 15000 | | Color Depth: | 1.07B Color (R/G/B 10bit) | | Dynamic Contrast Ratio: | 22,000:1 | | Aspect Ratio: | 16:10 |   Video Signal:   |  |  | | --- | --- | | Frequency Horizontal: | 15K~102kHz | | Frequency Vertical: | 23~120Hz |   Compatibility:   |  |  | | --- | --- | | PC Resolution (max): | 1920 x 1080 | | PC Resolution (min): | 640 x 480 | | Mac® Resolution (max): | 1920 x 1080 | | Mac® Resolution (min): | 640 x 480 |  * Connector:  |  | | --- | | USB 2.0 Type A(2), USB Reader(1), Ethernet LAN (RJ45)(1), 3.5mm Audio Out(1), 3.5mm Audio In(1), Control (RS-232)(1), HDMI(1), VGA In(1), VGA Out(1), Composite RCA Video In(1), Mini USB(1), Wifi( PJ-WPD-200 (Optional)) | |  | Yangon |
| **7** | Wireless Collar Microphone | 30 | |  |  | | --- | --- | | Product Composition | Wireless transmitter WM-5325 …1, Lavalier microphone YP-M5310 …1, Diversity wireless tuner WT-5810 …1 | | Frequency Range | 576 - 865 MHz (\*1), UHF | | Tone Frequency | 32.768 kHz | | Operating Temperature | -10 ℃ to +50 ℃ (14 ゜F to 122 ゜F) | | Accessory | AC adapter (\*2) …1, Screw driver …1, Strage case …1, Neck strap …1 | |  | Yangon |
| **8** | Wireless Hand Microphone | 20 | |  |  | | --- | --- | | Product Composition | Handheld wireless microphone WM-5225 …1 Diversity wireless tuner WT-5810 …1 | | Frequency Range | 576 - 865 MHz (\*1), UHF | | Tone Frequency | 32.768 kHz | | Operating Temperature | -10 ℃ to +50 ℃ (14 ゜F to 122 ゜F) | | Accessory | AC adapter (\*2) …1, Screw driver …1 Microphone holder W3/8 (with stand adapter) …1," Strage case …1 | |  | Yangon |
| **9** | Power Point Presenter (Pointer) | 20 | Availability on any projectors (good quality) |  | Yangon |
| **10** | Tablet PC | 100 | Network GSM/HSPA/LTW  SIM : Nano-SIM  Display :Type-IPS LCD capacitive touchscreen, 16M colors  Size : 10.1 inches, 295.8 cm2 (~80.7% screen-to-body ratio)  Resolution : 1200 x 1920 pixels, 16:10 ratio (~224 ppi density)  Android : 9.0  OS :Octa-core (2x1.8 GHz Cortex-A73 & 6x1.6 GHz Cortex-A53)  Memory : microSD, up to 1 TB (dedicated slot)  Internal 32GB (min) RAM – 3GB  Camera:8MP(Min)  Battery: Non-removable Li-Po 4000 mAh battery(min) |  | Yangon |
| **11** | Amplifier | 10 | * **Power Source** -240 V AC, 50/60 Hz   **Rated Output** = 220 – 230 V AC or 240 V AC, 50/60 Hz  **Power/Current Consumption**- 240 W (532 W (rated output), 220 W (EN60065) (when Under 60 mA (when power switch is OFF)  **Frequency Response** - 50 – 20,000 Hz (±3 dB)  **Distortion** - Under 2% at 1 kHz, rated power  **Input** - MIC 1 – 6: –60 dB\*1, 600 Ω, electronically-balanced, combined type of XLR-3-31 equivalent and phone jack AUX 1 – 2: –20 dB\*1, 600 Ω, electronically-balanced, combined type of XLR-3-31 equivalent and phone jack (Either MIC 5 or AUX 1, and either MIC 6 or AUX 2 selectable) AUX 3 – 4: –20 dB\*1, 10 kΩ, unbalanced, RCA pin jack AUX 5: –20 dB\*1, 10 kΩ, unbalanced, combined type of XLR-3-31 equivalent and phone jack PWR AMP IN: 0 dB\*1, 600 Ω, unbalanced, RCA pin jack (An equalizer or other signal processor connectable between LINE OUT and PWR AMP IN terminals)  **Output** - REC: 0 dB\*1, 600 Ω, unbalanced, RCA pin jack LINE: 0 dB\*1, 600 Ω, unbalanced, RCA pin jack SPEAKER SELECTOR: 2 zone, high impedance\*2 (100 V line), individual selector key, M4 screw terminal\*3 DIRECT SPEAKER OUT: High impedance\*2 (100 V line), M4 screw terminal\*3, Low impedance (4 – 16 Ω), M4 screw terminal\*3 Note: Both Low and High impedance terminals cannot be used at the same time.  **Phantom Power** - ON or OFF for each MIC 1 – 6 with switch setting  **S/N Ratio** ((Band Pass: 20 – 20,000 Hz)- Over 100 dB (Master volume: min), Over 76 dB (Master volume: max) Over 60 dB (MIC 1 – MIC 4) Over 53 dB (MIC 5, MIC 6) Over 76 dB (AUX 1 – AUX 5)  **Tone Control**- Bass: ±10 dB at 100 Hz, Treble: ±10 dB at 10 kHz  **Control Input-** REMOTE VOLUME: M3 screw terminal\*3 POWER REMOTE: No-voltage make contact input Open voltage: 28 V DC (when the unit's power is OFF) Short-circuit: Under 10 mA, M3 screw terminal\*3  **Indicator**- 5-point LED output level meter, Power indicator LED, Zone indicator LEDs  **Operating Temperature**- –10°C to +40°C  **Finish- Panel:** ABS resin, black, hair line Case: Steel plate, black  **Dimensions-** 420 (w) x 107.7 (h) x 367 (d) mm  **Weight** - 13.5 kg |  | Yangon |

**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. 2019/PROC/UNDP-MMR/RFQ/138:

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No.** | **Description/Specification of Goods** | **Quantity** | **Able to supply**  **( Yes/No)** | **If no, please specify** |
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**TABLE 2 : Price Quotation**

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| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description/Specification of Goods** | **Quantity** | **Unit Price**  **(MMK)** | **Total Price per Item**  **(MMK)** | **Delivery Date** |
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|  |  |  |  |  |  |

*[Name and Signature of the Supplier’s Authorized Person]*

*[Designation]*

*[Date]*

**Annex 2**

**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 (within 45 days after issuance of Purchase Order) |  |  |  |
| Country/ies of Origin: |  |  |  |
| Warranty and After-Sales Requirements |  |  |  |
| 1. Immediately replace with supplier own cost for the new one if newly procured item is mal-functioning on test run |  |  |  |
| 1. Minimum one (1) year warranty on both parts and labor for Item No. 1, 4, 5, 6 |  |  |  |
| 1. Service Unit to be Provided when the Purchased Unit is Under Repair |  |  |  |
| Validity of Quotation (60 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**

**General Terms and Conditions**

|  |
| --- |
|  |

**1. ACCEPTANCE OF THE PURCHASE ORDER**

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind UNDP unless agreed to in writing by a duly authorized official of UNDP.

**2. PAYMENT**

* 1. UNDP shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.
  2. Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.
  3. Unless authorized by UNDP, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
  4. The prices shown in this Purchase Order may not be increased except by express written agreement of UNDP.

**3. TAX EXEMPTION**

3.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNDP's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP to determine a mutually acceptable procedure.

3.2 Accordingly, the Supplier authorizes UNDP to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

**4. RISK OF LOSS**

Risk of loss, damage to or destruction of the goods shall be governed in accordance with Incoterms 2010, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.

**5. EXPORT LICENCES**

Notwithstanding any INCOTERM 2010 used in this Purchase Order, the Supplier shall obtain any export licences required for the goods.

**6. FITNESS OF GOODS/PACKAGING**

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by UNDP, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

**7. INSPECTION**

7.1 UNDP shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.

7.2 Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

**8. INTELLECTUAL PROPERTY INFRINGEMENT**

The Supplier warrants that the use or supply by UNDP of the goods sold under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold UNDP and the United Nations harmless from any actions or claims brought against UNDP or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

**9. RIGHTS OF UNDP**

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNDP may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

* 1. Procure all or part of the goods from other sources, in which event UNDP may hold the Supplier responsible for any excess cost occasioned thereby.
  2. Refuse to accept delivery of all or part of the goods.
  3. Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of UNDP.

**10. LATE DELIVERY**

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with UNDP to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by UNDP.

**11. ASSIGNMENT AND INSOLVENCY**

* 1. The Supplier shall not, except after obtaining the written consent of UNDP, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.
  2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNDP may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

**12. USE OF UNDP OR UNITED NATIONS NAME OR EMBLEM**

The Supplier shall not use the name, emblem or official seal of UNDP or the United Nations for any purpose.

**13. PROHIBITION ON ADVERTISING**

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to UNDP without specific permission of UNDP in each instance.

**14. CHILD LABOUR**

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

**15. MINES**

The Supplier represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

**16. SETTLEMENT OF DISPUTES**

**16.1 Amicable Settlement. T**he Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.

**16.2 Arbitration.**  Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

**17. PRIVILEGES AND IMMUNITIES**

Nothing in or related to these General Terms and Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of the United Nations, including its subsidiary organs.

**18. SEXUAL EXPLOITATION:**

18.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

18.2 UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor’s personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor’s personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

1. **OFFICIALS NOT TO BENEFIT:**

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

**20. AUTHORITY TO MODIFY:**

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possess the authority to agree on behalf of UNDP to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Agreement signed by the Contractor and jointly by the UNDP Authorized Official.