



**REQUEST FOR QUOTATION (RFQ)**  
**For Supply and Delivery of Equipment including Projector, Printer and DSLR Camera**

NAME & ADDRESS OF FIRM	DATE: November 27, 2019
	REFERENCE: UNDP/RFQ/46/2019

Dear Sir / Madam:

We kindly request you to submit your quotation for **Supply and Delivery of Equipment including Projector, Printer and DSLR Camera**, 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 **5:00PM, December 4, 2019** in sealed envelope by *courier mail or hand delivery* to the address below:

**United Nations Development Programme**  
**Ref: UNDP/RFQ/46/2019**  
**The Registry, Reception, UN House**  
***Pulchowk, Lalitpur, Nepal***

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.

Please take note of the following requirements and conditions pertaining to the above mentioned services:

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> <b>Other: Local delivery inclusive of taxes, duties and VAT</b>	
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> <b>Supplier/Offeror</b>	
Exact Address/es of Delivery Location/s (identify all, if multiple)	<b>1. UNDP Country Office Nepal</b> <b>UN House, Pulchowk, Lalitpur.</b>  <b>2. UNDP Field Office</b> <b>Surkhet, Nepal</b>	
UNDP Preferred Freight Forwarder, if any	<b>Not applicable</b>	
Distribution of shipping documents (if using freight forwarder)	<b>Not applicable</b>	
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> <b>4-5 weeks.</b>	
Delivery Schedule	<input checked="" type="checkbox"/> <b>Required</b>	
Packing Requirements		
Mode of Transport	<input checked="" type="checkbox"/> <b>AIR</b>	<input checked="" type="checkbox"/> <b>Road</b>
		<input type="checkbox"/> <b>OTHER</b>
Preferred Currency of Quotation <sup>1</sup>	<input checked="" type="checkbox"/> <b>Local Currency: Nepalese Rupees (NPR.) inclusive of VAT</b>	
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> <b>Must be inclusive of VAT and other applicable indirect taxes</b>	
After-sales services required	<input checked="" type="checkbox"/> <b>Warranty as mentioned in the specification.</b>	
Deadline for the Submission of Quotation	<b>5:00PM, Wednesday, December 04, 2019 Nepal Standard Time</b>	
All documentations, including catalogs, instructions and	<input checked="" type="checkbox"/> <b>English</b>	

<sup>1</sup> Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

operating manuals, shall be in this language	
Documents to be submitted	<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 checked="" type="checkbox"/> <b>Detailed Specifications and catalogues for all the quoted items;</b> <input checked="" type="checkbox"/> <b>Copy of Certificates for authorized dealership/s in Nepal or Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer) for Projector and Printer;</b> <input checked="" type="checkbox"/> <b>Latest Business Registration Certificate;</b> <input checked="" type="checkbox"/> <b>Latest VAT/PAN Registration Certificate;</b> <input checked="" type="checkbox"/> <b>Latest Tax Clearance Certificate;</b> <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>
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> <b>90 days</b>  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"/> <b>Permitted <u>[Bidders can submit bid for any of the Package A or Package B. However partial bids within a package is not permissible.]</u></b>
Payment Terms	<input checked="" type="checkbox"/> <b>Payment will be made after successful completion of delivery of the equipment.</b>
Liquidated Damages	
Evaluation Criteria	<input checked="" type="checkbox"/> <b>Technical responsiveness/Full compliance to requirements and lowest price<sup>2</sup></b>  <input checked="" type="checkbox"/> <b>Full acceptance of the PO/Contract General Terms and Conditions [this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</b>

<sup>2</sup> UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

UNDP will award to:	<input checked="" type="checkbox"/> <b>One or more Supplier, depending on the following factors: The order will be awarded to the technically qualified lowest bidder for each Package</b>
Type of Contract to be Signed	<input checked="" type="checkbox"/> <b>Purchase Order</b>
Special conditions of Contract	<input checked="" type="checkbox"/> <b>Cancellation of PO/Contract if the delivery/completion is delayed by 30 days.</b>
Conditions for Release of Payment	<input checked="" type="checkbox"/> <b>Written Acceptance of completion of the services, based on full compliance with RFQ requirements</b>
Annexes to this RFQ	<input checked="" type="checkbox"/> <b>Schedule of Requirement and Specifications (Annex 1)</b> <input checked="" type="checkbox"/> <b>Form for Submission of Quotation (Annex 2)</b> <input checked="" type="checkbox"/> <b>General Terms and Conditions / Special Conditions (Annex 3).</b>  Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact address for Inquiries (Written inquiries only) <sup>3</sup>	<i>Procurement Unit</i> <i>UNDP Nepal</i> <i>Email: <a href="mailto:query.procurement.np@undp.org">query.procurement.np@undp.org</a></i> Written inquiries must be submitted mentioning RFQ Ref: UNDP/RFQ/46/2019(SA), on or before 11:00AM, 2 <sup>nd</sup> December 2019.  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.

<sup>3</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

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

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

**Sincerely yours,**

*Niraj Shrestha*  
*Assistant Resident Representative (Operations)*  
*UNDP Nepal*  
November 27, 2019

## Annex 1

### **Schedule of Requirements and Specifications for Projectors and Printers**

#### **PACKAGE A**

<b>Schedule of Requirement</b>				
<b>S.no.</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Requirement</b>
<b>1</b>	<b><u>Lamp-free Digital Projector</u></b> Light source: LED Hybrid Instant On and Instant Off Native Resolution: WXGA (1200x800) Compressed Resolution: Up to UXGA (1600x1200) ANSI Lumens: 3000 or more Contrast Ratio: 1800:1 or more Lens: Manual focus/zoom, Vertical Keystone adjustment Optical Zoom: 2x Image size: up to 300" diagonal or more Video compatibility: HD, PAL, NTSC Connection Ports: HDMI, VGA, Composite AV, USB, Audio Internal RAM: 2GB Light Life: 20,000 Hours Built-in Speaker Remote Control, VGA Cable, RGB Cable, Power cord Carrying Bag Weight: Less than 2.5kg Warranty: 2 years  <u>Accessories:</u> HDMI 1.4 Cable, 3 meters Mini-HDMI to HDMI adaptor	<b>sets</b>	<b>2</b>	<b>Delivery and installation of one Projector and one Colour Printer in Package A should be UNDP Field Office, Surkhel and rest of the items in UNDP Country Office, UN House, Pulchowk.</b>
<b>2</b>	<b><u>Presentation Pointer</u></b> USB Wireless (min 30 feet range) Laser pointing Windows 10 support	<b>sets</b>	<b>2</b>	
<b>3</b>	<b><u>Laser Colour Duplex Network Printer</u></b> Print size: A4/Letter Duplex printing Print Speed: 40 ppm or higher Print resolution: 1200x1200 dpi or higher Memory: 512MB or more Monthly print volume: 75,000 pages or higher Paper handling: 500 sheet input tray Connectivity: Gigabit Ethernet, High Speed USB 2.0, OS Driver: Windows 7/8/10, Server 2008/2012/2016 R2, 32/64-bit, Mac OS X v10.x Remote Web Management Support (HTTP/HTTPS) Energy star certified Warranty: 1 year	<b>sets</b>	<b>1</b>	

	<u>Accessories:</u> <ul style="list-style-type: none"> <li>a. Black Toner cartridge</li> <li>b. Cyan Toner cartridge</li> <li>c. Magenta Toner Cartridge</li> <li>d. Yellow Toner Cartridge</li> </ul>		
<b>4</b>	<b><u>Portable External Hard Disk Drive</u></b> 1 TB 2.5", USB 3.0 Windows 8/10, Mac Support 1-year warranty	<b>Sets</b>	<b>1</b>
<b>5</b>	<b><u>Mini Digital Voice Recorder</u></b> 4 GB Internal storage MicroSD expansion slot Stereo Mic-in, Headphone port Supported Audio format: MP3 Built-in USB connectivity 1-year warranty  <u>Accessories:</u> 32GB MicroSD Card	<b>Sets</b>	<b>2</b>

## **PACKAGE B**

<b>Schedule of Requirement</b>				
<b>S.no.</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Requirement</b>
<b>1</b>	<b><u>DSLR Camera with Lense</u></b> Lens: Lens 18-135mm, f/3.5-5.6 (same camera manufacturer) Image sensor: CMOS, APS-C, built-in dust remover ISO up to 16000 or more Pixels: 24 MP Aspect Ratio: 3:2, 4:3, 16:9 Image format: JPEG, RAW (14-bit) Continuous shooting: 10 fps minimum Shutter speed: 1/8000 sec to 30 sec In-camera RAW image processing Video recording: MP4/MOV, Full HD @ 60fps, Up to 30 min Audio: Built-in Stereo Mic Focus mode: Auto, Manual Fixed Viewfinder pentaprism, 95% or more coverage LCD monitor: 3" Touchscreen, TFT, Brightness adjustment, Vari angle Display features: Indexing, AF point & Grid display, Highlight alert, Image protection, Copying, Rating, Browsing, Slideshow, Zooming, Movie playback with audio Built-in-Flash, External Flash shoe	<b>set</b>	<b>1</b>	<b>Supply and delivery of all the items in Package B should be completed at earliest possible to UNDP Country Office, UN House, Pulchowk.</b>

<p>Memory Card slot, Recording media: SD/SDHC/SDXC, UHS-I</p> <p>Connectivity: USB 3, Mini HDMI (Type C), Microphone/Headphone Jack, External Mic</p> <p>Lithium-Ion Rechargeable Battery, 1800mAh (minimum 500 shots) or higher</p> <p>Battery charger</p> <p>OS compatibility: Windows 8/10, Mac OS 10.x</p> <p>Warranty: 1 year</p> <p><u>DSLR Camera accessories (1 year warranty):</u></p> <p>a. 64GB SD Card, Class 10, 80MB/s</p> <p>b. 128GB SD Card, Class 10, 80Mb/s</p> <p>c. Extra battery pack</p> <p>d. Camera Leather Case (from Same camera brand)</p> <p>e. Camera Tripod:</p> <p>Carbon fiber and aluminum alloy, Less than 1.5 kg</p> <p>Height up to 60", Independent Leg Spread</p> <p>-45 to 90 degree tilting, 360 degree panning</p> <p>Bubble level</p> <p>g. Flash (inclusive of required set of Alkaline batteries):</p> <p>Maximum Guide No. 32(ISO 100, 50mm), 2-stage zoom</p> <p>Bounce flash shooting support</p> <p>Normal flash range: up to: 20m</p>			
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*Niraj Shrestha*  
*Assistant Resident Representative (Operations)*  
*UNDP Nepal*  
November 27, 2019



## FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>4</sup>

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>5</sup>)*

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer bid for **Supply and Delivery of Equipment including Projector, Printer and DSLR Camera** in conformity with the requirements of UNDP as per RFQ Reference No. UNDP/RFQ/46/2019:

**TABLE 1 : Offer**

### PACKAGE A

Item No.	Description/Specification of Goods	Brand Name and Model No. of the quoted items	QTY	Unit Price in NPR.	Total Price in NPR.
1	Supply and delivery of <b>Digital Projector</b> in accordance with the Schedule of Requirement and Specifications – Annex 1		2		
2	Supply and Delivery of <b>Presentation Pointer</b> in accordance with the Schedule of Requirement and Specifications – Annex 1		2		
3	Supply and Delivery of <b>Colour Printer</b> in accordance with the Schedule of Requirement and Specifications – Annex 1		1		
4	Supply and Delivery of <b>External Hard Drive</b> in accordance with the Schedule of Requirement and Specifications – Annex 1		1		
5	Supply and Delivery of <b>Digital Voice Recorder</b> in accordance with the Schedule of Requirement and Specifications – Annex 1		2		
6	Transportation and delivery charge of two equipment to Surkhet, if any				
	TOTAL				
	VAT 13%				

<sup>4</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>5</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

	<b>TOTAL PRICE FOR PACKAGE A in Nepalese Rupees inclusive of 13% VAT</b>				
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### **PACKAGE B**

Item No.	Description/Specification of Goods	Brand Name and Model No. of the quoted items	QTY	Unit Price in NPR.	Total Price in NPR.
1	Supply and Delivery of <b>DSLR Camera</b> in accordance with the Schedule of Requirement and Specifications – Annex 1		1		
	TOTAL				
	VAT 13%				
	<b>TOTAL PRICE FOR PACKAGE B in Nepalese Rupees inclusive of 13% VAT</b>				

**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
<b>NOT APPLICABLE</b>				

**TABLE 3 : 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			
Estimated weight/volume/dimension of the Consignment:	NA		
Country/ies Of Origin <sup>6</sup> :			
Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance	NA		
b) Warranty as mentioned above			
c) Service Unit to be Provided when the Purchased Unit is Under Repair	NA		
d) Brand new replacement if Purchased item is not working at the time of delivery	NA		
e) Others			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>	NA		

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>6</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.

## **Annex 3**

### **General Terms and Conditions**