

REQUEST FOR QUOTATION (RFQ)

VIDEO AND PHOTOGRAPHY EQUIPMENTS

16 December 2014
RFQ-ROAP-2014-012

Dear Sir / Madam:

We are seeking **Video and Photography Equipment** for the Communications Unit of UN Women Regional Office for Asia and the Pacific (ROAP) and kindly request you to submit your quotation as per specifications, detailed in Annex 1 of this RFQ.

Quotations may be submitted on or before 23 December 2014, 23:59 hrs and via *e-mail*, to the address below:

procurement.bangkok@unwomen.org

Quotations submitted by email must be limited to a maximum of 10 MB, virus-free and no more than 3 email transmissions. They must be signed and in .pdf format, 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 UN WOMEN after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Conditions	
Payment Terms	30 days upon invoice
Validity of Quotation	■ 90 DAYS
Preliminary Examination - Completeness of quotation.	■ Partial bids permitted.
Value Added Tax on Price Quotation	Must be exclusive of VAT and other applicable indirect taxes
Contact Person for Inquiries (Written inquiries only)	Thanapat.Kamolweerakochakorn@unwomen.org and Pairach.Homthong@unwomen.org
General Conditions of Contract	For <u>Goods</u>

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 UN WOMEN after it has received the quotation. At the time of award of Contract or Purchase Order,

UN WOMEN 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 Contract or Purchase Order that will be issued as a result of this RFQ shall be subject to the General Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Conditions of UN WOMEN herein attached.

The UN Women has set out a vendor protest procedure intended to afford an opportunity to appeal to persons or firms not awarded a purchase order or contract in a competitive procurement process. **It is not available to non-responsive or non-timely proposers/bidders or when all proposals/bids are rejected.** 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.unwomen.org/en/about-us/procurement/vendor-protest-procedure>

Thank you and we look forward to receiving your quotation.

Sincerely yours,

Procurement Unit
*UN Women Regional Office
for Asia and the Pacific*

ANNEX 1: SPECIFICATIONS

No.	Description	Minimum Specifications	Quantity
Digital DSLR with Full HD VDO recording with 18x135 IS STM Kit lens			
1.	Digital DSLR with Full HD VDO recording with 18x135 IS STM Kit lens	<ul style="list-style-type: none"> • Digital Single-lens Reflex AF/AE camera with built-in flash • Recording media: SD memory card, SDHC memory card, SDXC memory card • Image sensor size Approx. 22.5 x 15.0mm • Compatible with Canon EF lenses • CMOS Image Sensor Approx. 20.20 megapixels • Image type JPEG, RAW (14-bit Canon original) and RAW+JPEG simultaneous recording possible • Live View Shooting • Aspect ratio settings 3:2, 4:3, 16:9, 1:1 • Dual Pixel focusing system CMOS AF system • Movie Shooting format MOV • Movie compression MPEG-4 AVC / H.264 Variable (average) bit rate • Audio recording format Linear PCM • Recording size and frame rate 1920 x 1080 (Full HD): 30p / 25p / 24p • Focusing With Live View shooting • ISO speed from ISO 100 - ISO 6400 set automatically with expandable to H (equivalent to ISO 12800). • Time code Supported • Drop frames Compatible with 60p / 30p • Video snapshots Settable to 2sec. / 4sec. / 8sec. • Sound recording Built-in stereo microphone, • External stereo microphone terminal provided • Sound-recording level adjustable, wind filter provided, attenuator provided • Grid display Three types • Still photo shooting while recording is possible 	1
2.	DSLR battery (2 packs) LP-E6+ or equivalent	LP-E6 Rechargeable Lithium-Ion Battery Pack (7.2V, 1800mAh) <ul style="list-style-type: none"> • This item must be usable for Item No. 1 	2 packs
3.	Lens: Canon-EF-50MM-F18-II or equivalent	Canon-EF-50MM-F18-II or equivalent <ul style="list-style-type: none"> • Focal Length & Maximum Aperture: 50mm 1:1.8 • Lens Construction: 6 elements in 5 groups • Diagonal Angle of View: 46° • Focus Adjustment: Overall linear extension system with Micromotor • Closest Focusing Distance: 0.45m / 1.5 ft. • Filter Size: 52mm • Max. Diameter x Length, Weight: 2.7" x 1.6", 4.6 oz. / 68.2 x 41.0mm, 130g • This item must be compatible with item no. 1 	1
4.	Lens: Canon-EF-70-200MM-F28L-IS-II-USM or equivalent	Canon-EF-70-200MM-F28L-IS-II-USM or equivalent <ul style="list-style-type: none"> • This item must be compatible with item no. 1 	1

		<p>Maximum format size: 35mm full frame</p> <p>Focal length: 70-200mm</p> <p>35mm equivalent focal length (APS-C) 112-320mm</p> <p>Diagonal Angle of view (FF): 34° - 12°</p> <p>Diagonal Angle of view (APS-C): 23° - 8°</p> <p>Maximum aperture: F2.8</p> <p>Minimum aperture: F32</p> <p>Lens Construction</p> <ul style="list-style-type: none"> • 23 elements/19 groups • 5 UD elements • 1 Fluorite element <p>Number of diaphragm blades: 8, rounded</p> <p>Minimum focus: 1.2m</p> <p>Maximum magnification: 0.21x at 200mm</p> <p>AF motor type</p> <ul style="list-style-type: none"> • Ring-type Ultrasonic Motor • Full-time manual focus <p>Focus method: Internal</p> <p>Zoom method: Internal</p> <p>Image stabilization</p> <ul style="list-style-type: none"> • 4 stops claimed • Dual mode - Normal and panning <p>Filter thread</p> <ul style="list-style-type: none"> • 77mm • Does not rotate on focus <p>Supplied accessories</p> <ul style="list-style-type: none"> • Front and rear caps • ET-87 Hood • LZ1324 Soft Case <p>Weight: 1490 g (3.3 lb)</p> <p>Dimensions: 89 mm diameter x 199 mm length (3.5 x 7.8 in)</p>	
5.	SD (SDXC/SDHC) Class 10	(Read/Write >25Mb/s) 64G	3 packs
6.	Multi-channel portable Digital Recorder with accessories	<ul style="list-style-type: none"> • Recording media: 64GB–128GB SDXC cards • Inputs: Up to 4 XLR/TRS combo jacks with changeable capsule for XY mic, MS mic or Shotgun Mic with individual gain control • Output: 3.5mm stereo jack (1 lineout + 1 phone out) with built-in speaker • Recording format: up to 44.1/48/96kHz for WAV and 48-320kbps/44.1kHz for MP3 • Display: Full color LDC/LED display • Other interface: USB 2.0 (or above) with audio device mode and storage device mode. • Power source: AA battery, USB and AC adapter • Additional Accessories: Shotgun Mic capsule (1 set) and 3.5mm (female) to XLR (male) converter (4 sets) 	1
7.	Wireless Microphone	<ul style="list-style-type: none"> • Sturdy metal housing (transmitter and receiver) • 42 MHz bandwidth: 1680 tunable UHF frequencies for interference-free reception • Enhanced frequency bank system with up to 12 compatible frequencies • Adaptive-diversity reception for high reception quality 	1

		<ul style="list-style-type: none"> • Pilot tone squelch for eliminating RF interference when transmitter is turned off • Automatic frequency scan feature searches for available frequencies • Enhanced AF frequency range • Increased range for audio sensitivity • Wireless synchronization of transmitters via infrared interface • Illuminated graphic display (transmitter and receiver) • HDX compander for crystal-clear sound • Transmitter and receiver feature battery indication in 4 steps <p>Delivery Includes</p> <ul style="list-style-type: none"> • 1 EK 100 G3 diversity receiver • 1 SK 100 G3 bodypack transmitter • 1 ME 2 clip-on microphone (omni-directional) • 1 CL 1 jack cable • 1 CL 100 XLR cable • 1 CA 2 camera adaptor • 4 AA batteries 	
8.	NAS Storage device (Minimum 4GB)	<p>NAS Storage device (Minimum 4GB)</p> <ul style="list-style-type: none"> • NAS Seagate (STBP300) or equivalent • CNS3420 Dual Core 700MHz CPU 256MB flash memory for OS with 512MB DRAM and LCD display panel or equivalent • Four (4) Serial ATA II channels with Hot swappable/lockable trays • USM Interface : 1x USM port • Interface: 2x USB 3.0 ports and 2x Gigabit Ethernet ports • OS Support :Windows 7 & 8 + OSX and Linux • 4x 2TB HDD (NAS/SATA II/Hot swap)" 	1
9.	Portable Background Stand with 3 color sheets	<p>Portable Background Stand with 3 color sheets backdrop for portrait & interview shot</p> <ul style="list-style-type: none"> • Dimension: 1.6 x 2.7 M. • Background color: Green, White and Black • Material: cloth or paper 	1
10.	LED lighting for VDO with stand (3 sets)	<p>LED lighting for VDO with stand (3 sets)</p> <ul style="list-style-type: none"> • Number of LED: at least 600 or equivalent to at least 3,000 LM per set • Light adjustable knob (preferred by voltage control but optional) • Adjustable color temperature with reflector • Power source: AA batteries or AD adapter or Lithium Ion batteries 	3 sets
11.	Professional photo printing quality Inkjet Printer	<p>Maximum Printable media size: A3</p> <p>Printable media: Photo Paper, Printable CD, T-Shirt transfer etc.</p>	1
12.	Fluid head tripod kit for Video recording with 1.2m slider and carry bag	<p>Fluid head tripod kit for Video recording with 1.2m slider with carry bag</p> <p>FLUID HEAD SPECIFICATIONS :</p> <p>Closed length : 72.0 cm</p> <p>Column cross section : Three-faceted</p> <p>Maximum height : 154.0 cm</p> <p>Minimum height : 67.5 cm</p> <p>Load capacity : 4 kg</p> <p>Weight : 3.15 kg</p> <p>Pan: 360 degree</p> <p>Tilt/Up Down: -60/+90 degree</p>	1

