



REQUEST FOR QUOTATION (RFQ)

UNDP-RFQ-2020-025

Supply of Video Recording Equipment, IT Equipment, Audio System and Accessories and Studio Equipment & Accessories

NAME & ADDRESS OF FIRM	DATE: 14-January-2020
	REFERENCE: UNDP-RFQ-2020-025

Dear Sir / Madam:

We kindly request you to submit your quotation for Supply of Video Recording Equipment, IT Equipment, Audio System and Accessories and Studio Equipment & Accessories as per specification given at Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Your offer, comprising of a Technical Bid and Price Schedule, should be submitted in accordance with Annex 2, through e-Tendering online system <https://etendering.partneragencies.org> on or before **Tuesday, 28th January 2020 by 12:30 pm PST or 2:30 am EST.**

You are kindly requested to indicate whether your company intends to submit a quotation by clicking on "Accept Invitation" button no later than **Friday, 24th January 2020 [12:30 PM Pakistan Standard Time or 02:30 am EST]**. If that is not the case, UNDP would appreciate your indicating the reason, for our records

Any requests for clarification about the contents of RFQ shall be sent via fax (+51-2600254 & 55) or to the email address at pakistan.procurement.info@undp.org. Answers to questions/inquiries will be forwarded to all the prospective bidders.

Important notes on submission

1. Submissions must be in the form of PDF files and should be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned goods:

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> DAP Peshawar – Pakistan
Exact Address/es of Delivery Location/s (identify all, if multiple)	House # 8-C, Railway Road, University Town Peshawar. Contact Person: Izzat Ali
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> 15 th March 2020
Delivery Schedule	<input checked="" type="checkbox"/> Not Required
Mode of Transport	<input checked="" type="checkbox"/> LAND
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Local Currency (Pak Rupee)
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes (the quotation submitted should indicate the price and tax portion separately). The United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility 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 the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with UNDP to determine a mutually acceptable procedure.
After-sales services required	<input checked="" type="checkbox"/> Required Vendor will be responsible for providing the Standard Warranty locally including replacement of faulty equipment.

Deadline for the Submission of Quotation	<p>Tuesday, 28th January 2020 (12:30 pm Pakistan Standard Time) or 2:30 AM EST</p> <p>To be submitted in e-Tendering system: https://etendering.partneragencies.org</p> <p>Note: Detailed instructions on how to register, submit, modify or cancel a bid in the eTendering system are provided in the e-Tendering System Bidder User Guide and Instructional videos available on this link:</p> <p>http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p> <p>File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</p> <p>All files must be free of viruses and not corrupted.</p>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents must be submitted with the quotation	<p><input checked="" type="checkbox"/> Properly filled-in Annex-II and III with company stamp and signature;</p> <p><input checked="" type="checkbox"/> Statement on letterhead that bidder is not listed in the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council</p> <p><input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured;</p> <p><input checked="" type="checkbox"/> Tax Registration (NTN & STRN)/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder;</p> <p><input checked="" type="checkbox"/> Satisfactory Performance Certificates from the Top 3 – Clients the past three (3) years.</p> <p><input checked="" type="checkbox"/> Provide Copy of 3 PO/Contracts for supply of Similar Equipment in past three (3) years.</p> <p><input checked="" type="checkbox"/> Bidder must provide Pictures, Technical Data Sheet, or Brochure of all the quoted items.</p> <p><input checked="" type="checkbox"/> Authorization as seller/reseller/service provider for the products/services offered. Bidder should provide the authorization letter from manufacturer's (Where applicable).</p>
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>

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Bid Security	<input checked="" type="checkbox"/> Not Required
Acceptable forms of Bid Security	<input checked="" type="checkbox"/> N/A
Partial Quotes	<input checked="" type="checkbox"/> Allowed The Tender is divided into Four (04) Lots. The bidders may apply for one, more than one or all Lots. Evaluation of bids and award of Purchase Orders will be made on Lot-wise basis
Payment Terms	100% within 15 days upon delivery of equipment and UNDP's acceptance of equipment as mentioned in the Purchase Order.
Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: 0.33% of contract for every day of delay, up to a maximum duration of 1 calendar month. Thereafter, the contract may be terminated".
Evaluation method to be used in selecting the most responsive Bid	<input checked="" type="checkbox"/> Non-Discretionary "Pass/Fail" Criteria on the Technical Requirements; and <input checked="" type="checkbox"/> Lowest price offer of technically qualified and responsive Bid.
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to the Specifications/requirements [Must meet the requirements (Y/N)]. <input checked="" type="checkbox"/> Written confirmation to deliver all the quoted items within the delivery period of 45 days from the date of issuance of Purchase Order. [Must meet the requirements (Y/N)]. <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> More than one bidder, depending on the following factors: Award for each lot would be made to the "Lowest priced technically responsive, eligible and qualified" bidder. As bidders may submit bids for several lots and may be lowest priced for several lots, therefore one bidder may get Purchase Order for several lots where bidder is the lowest priced.
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Performance Security	<input checked="" type="checkbox"/> Not Required
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO if delivery is delayed by one month.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods
Annexes to this RFQ	<input checked="" type="checkbox"/> Schedule of Requirement & Technical Specifications (Annex 1) <input checked="" type="checkbox"/> Price Schedule (Annex 2) <input checked="" type="checkbox"/> Bid Submission form (Annex 3) <input checked="" type="checkbox"/> UNDP General Terms & Conditions (Annex 4) Non-acceptance of the terms of the General Conditions of Contract (GTC) shall be grounds for disqualification from this procurement process.

Contact Person for Inquiries (Written inquiries only)	Mr. Ali Saeed Procurement Officer pakistan.procurement.info@undp.org Any delay in UNDP's response shall not be 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.
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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 4.

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

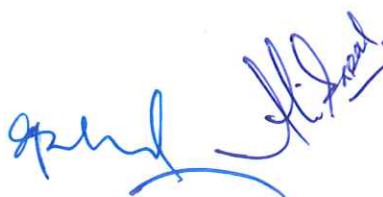
Thank you and we look forward to receiving your quotation.

Sincerely yours,



Ignacio Artaza

Resident Representative (a.i)
United Nations Development Programme



Annex 1

Schedule of Requirements – Requested Items Specification and Bidders statement regarding deviations – **This form must be filled, signed and submitted with Bid**

RFQ Reference Number UNDP-RFQ-2020-025					
Item No.	Short Description	Requested Items' Specifications	Qty	Offered Brand, Model and Part number	Description/pecification of equipment offered and Suppliers statement on deviations
Lot 1 - Video Recording Equipments					
1	Camera	1 Digital DSLR Camera with original two spare batteries Specification: Megapixels: 30.4 Sensor: 36 x 24 mm Autofocus: 61 Points Video Focusing: Dual Pixel CMOS AF with Face Detection and Tracking AF ISO Sensitivity: Auto 100-32000 Shutter Speed: 30-1/8000 sec Viewfinder: Pentaprism, Coverage: 100% Movie: MOV 4K Storage: Compact Flash and SD/SDHC/SDXC and UHS-I Other requirements: microphone input, headphone jack, HDMI Output, Wi-Fi, Water/ Dust resistance, GPS and NFC	01		
2	Camcorder	HDV Camcorder Specification Sensor: 1/3 inch-type, progressive 3 ClearVid CMOS Sensor system Recording Format: HDV 1080/50i/25p, DVCAM, DV SP 576/50i (PAL) Lens: 20x (optical), f = 4.1 to 82mm, f = 29.5 to 590 mm at 16:9 mode, f = 36.1 to 722 mm at 4:3 mode, filter diameter: 72mm Filter: Build in filter (Clear, 1/4, 1/16, 1/64) Shutter speed: Auto: 1/50 - 1/2000 Manual: 1/4 - 1/10000 Picture quality: Approx. 1,037,000 pixels (effective), approx. 1,120,000 pixels (total) Input/output connectors: 10-pin connector A/V OUT jack i. Link interface (IEEE 1394,4-pin), XLR 3-pin female x 2ch, Stereo mini jack, HDMI connector Memory card: 64GB compatibly with HDV Batteries: two additional batteries	01		
3	Drone	Quadcopter with 20-megapixel 4K Ultra HD camera, rechargeable intelligent flight battery, and flight controller Body: Titanium/magnesium core makes for a lightweight, durable, maneuverable aircraft, built-in RTK antenna	01		

		Flight time: minimum 30 minutes (Adapt to flight conditions with three flight modes (Position, Sport, or Attitude) , Front-facing obstacle sensing GPS/GLONASS positioning allows super-accurate navigation Flight controller: with twin joysticks and built-in touchscreen Weight: 3.01 lbs Camera: 20-megapixel camera with 1" CMOS sensor Recording: 4K video at up to 60 frames per second (Full HD at up to 120 fps) Fast shutter speeds: down to 1/8000 sec. ISO range: 100-6400 (Accessories must include portable remote controller with 4.3-mile transmission range, rechargeable intelligent flight two batteries, micro USB cable, battery charger and carrying case)			
4	Tripod Stand:	Tripod Stand: Professional for camcorder	01		
5	Lenses	<u>DSLR Lens</u> <u>Specification</u> lens: Fish eye lens 14–24mm Lens construction: 17 elements in 11 groups F:2.8 Minimum aperture: F22 Minimum focusing distance: 26cm*/10.2 in. * At 24mm end of the zoom range Weight: 1,150g/40.60z Maximum Magnification ratio: 1:5.4 Compatible with DSLR camera	01		
6	Lenses	<u>DSLR Lens</u> <u>Specification</u> Lens: 24-70mm F:4 Angle of view: (74° - 29°. 53° - 19°30', 84° - 34°) Minimum aperture: 22 Image stabilizer: 4 stops IS Weight: 600 Maximum diameter: 83.4x93 AF actuator: Ring USM Compatible with DSLR camera	01		
7	Lenses	<u>DSLR Lens</u> <u>Specification</u> Lens: 50mm F:1.2 Aperture: 1.2-16 Angle of view: Horizontal(40°), Vertical (27°), Diagonal (46°) Weight: 580 Filter diameter (mm): 72 Compatible with DSLR camera	01		

8	DSLR Flash Gun	Professional DSLR Flash Gun (compatible with mentioned DSLR camera) – Flash Gun should be of same brand of Camera at item # 1	01		
9	DSLR Flash Gun	Professional DSLR Flash Gun compatible with mentioned DSLR camera) – Any brand	01		
10	Pocket Wizard Camera Accessories	Pocket Wizard wireless triggering system-The Pocket Wizard Plus III Transceiver needed compatible with mentioned DSLR camera)	01		
11	Tripod Camera Accessories	Professional Tripods and monopod- Element Big Aluminium Traveller Tripod compatible with mentioned DSLR camera)	01		
12	Tripod Camera Accessories	Professional Tripods and monopod - 682B Pro self-standing Monopod compatible with mentioned DSLR camera)	01		
13	Memory Card Camera Accessories	Professional 4K recording Memory card 128GB + card Reader compatible with mentioned DSLR camera)	03		
14	Sound Cables Camera Accessories	Sound cables with male and female connectors compatible with mentioned DSLR camera)	05		
15	Camera Bag Camera Accessories	Professional DSLR + lenses kit camera bag compatible with mentioned DSLR camera)	01		
16	Glide Cam Camera Accessories	Glide cam HD4000 compatible with mentioned DSLR camera)	01		
17	Body camera mount Camera Accessories	Body camera mount compatible with mentioned DSLR camera)	01		
18	Small Camera Slider	Small camera slider (GVM 48 motorized) compatible with mentioned DSLR camera)	01		
Lot # 2 - IT Equipment					



01	Computers Qty: 02	6 Core, 12MB Cache, 3.6Ghz, 4.8Ghz Turbo w/UHD Graphics 630, Windows 10 Pro for Workstations (4 Cores Plus) Multi - English, French, Spanish, (Windows 10 Pro for business), Graphic Card (CUDA Cores 640, Peak Single Precision FP32 Performance 1.894 TFLOPS, GPU Memory 4 GB GDDR5, Memory Interface 128-bit, Memory Bandwidth 80 GB/s, System Interface PCI Express 3.0 x16, Display Connectors mDP 1.4 (4) , 4GB, 4 maps to DP adapter, 16GB 2x8GB DDR 4 2666MHz ECC Memory, 2.5" 512GB SATA Class 20 Solid State Drive, 2TB HDD SATA, 24 inch LED	02		
02	Laptop (Qty: 01)	Intel Core i7-9750H, GeForce RTX 2070 (FULL SIZE), 16GB DDR4 RAM, 250GB NVMe SSD system drive, supplemental 1TB HDD. laptop with keyboard, mouse, cooling pad and laptop bag)	01		
03	Extra Memory and Accessories	Cloud storage: Wireless access with gigabyte RJ45 Ultra 8 TB	01		
04	Wireless Router	Wireless Router Antennas: 4 Frequencies: 2.4 GHz and 5GHz Wireless standard: 802.11n or 802.11ac Speed: AC1200 Security: WPA2	01		
05	CREATIVE PEN TABLETS	CREATIVE PEN TABLETS 8.82 x 5.83" Active Area 8192 Levels of Pen Pressure Sensitivity Multi-Touch Support USB & Bluetooth 4.2 Connectivity Resolution 5080 lpi Wireless Connectivity Bluetooth Buttons Customizable Yes	01		
06	External Hard Drive	External Hard drives: 4TB	02		
07	Power Extension Cord	Powerful Extension 12 Ports	04		
08	LED Smart Tv	LED Screen 55" Smart TV	01		
09	Headphones	Professional studio type Headphones	03		
10	UPS System 3 KVA	Upgraded generation smart and intelligent inverters Integrated wifi interface with Android app Upgraded MPPT based charge controller up to 4000W Efficiently work Battery Equalization Data logging and storage function Energy prioritization according to the timer Conformal coating to prevent from dust and humidity Specifications	01		

		Capacity 3200W Voltage Range 170-280 VAC Surge Power 6400VA Efficiency (Peak) 90% - 93% Transfer Time 15ms (For Workstations and Personal Computers), 20ms (For office Appliances) Waveform Pure Sine Wave Battery Voltage 24 VDC Overcharge Protection 31 VDC Voltage stabilizer			
11	UPS Batteries	A class Dry batteries 200 amp	02		
12	Surge Protector	Pure sign wave UPS Pro Battery Backup & Surge Protector for Electronics and Computers (compact) 220 volts	02		
13	Software:	Subscriptions or purchase of Adobe creative cloud (License 1: Photoshop, premier pro, after effect, Adobe x D) licencing for one year	01		
14	Software:	Subscriptions or purchase of Adobe creative cloud (License 2: Premier pro, Adobe photoshop, Adobe after effect) licencing for one year	01		
15	Software:	Subscriptions or purchase of Adobe creative cloud (License 3: Photoshop, illustrator and XD) licencing for one year	01		
Lot 3 – Audio System and Accessories					
01	Audio System (Qty: 01)	<p>Professional Sound Recorder</p> <p>4-Channel Mode, MTR mode, capable of recording the loudest and heaviest performances, up to 140 dB SPL without distortion. Take a line-level* stereo feed from the mixing console and capture room ambience with the X/Y microphones.</p> <p>Inputs</p> <p>Which offers two locking XLR/TRS combo jacks, each with switchable phantom power. Additionally, there is a mic/line input via the stereo 1/8" input jack.</p> <p>Outputs</p> <p>Monitor your performance with headphones or connect to external devices using the stereo 1/8" line output with dedicated volume control.</p>	01		



02	Audio Mic (Qty: 01)	Uni Plus Multi Directional Mic (with boom rod)	01		
03	Omni-Directional EQ System	For Mobile Journalist, Videographer Camera-Mount Receiver camera-mount wireless lavalier microphone omni-directional EW system having 566 to 608 MHz	01		
Lot # 4 - Studio Equipment's/ Accessories					
01	Studio Lightening Reflectors	Reflectors (Yellow and white)	01		
02	Studio Lightening (Baby Spot Lights)	Colour trans plus baby spot lights (4 yellow and 4 white) with stands	04		
03	Studio Lightening (Main Spot Light)	Main spot lights with stands	08		
04	Studio Lightening (Studio Light Strobes)	Professional Studio lights strobes (1 set) with stands plus soft box	02		
05	Studio Lightening (LED)	LEDs for panel and compact lightening	01		
06	Studio Lightening (Backdrop)	Backdrop 8x8	01		
07	Studio Lightening (Green Screen)	Green Screen (15x10)	01		
08	Studio Lightening (Black Curtains)	Black curtains (15x10)	01		

Price Schedule Form

(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. **UNDP-RFQ-2020-025**:

Table 1:

Lot 1 - Video Recording Equipment's							
Sr. No	Item Description	Specifications	Qty	Unit Price (without Tax)	Tax %age	Unit Price (including Tax)	Total Price (Including Tax)
1	Camera	As per Annex-1	1				
2	Camcorder	As per Annex-1	1				
3	Drone	As per Annex-1	1				
4	Tripod Stand:	As per Annex-1	1				
5	Lenses (14-24 mm)	As per Annex-1	1				
6	Lenses (24-70 mm)	As per Annex-1	1				
7	Lenses (50mm)	As per Annex-1	1				
8	DSLR Flash Gun	As per Annex-1	1				
9	DSLR Flash Gun	As per Annex-1	1				
10	Pocket Wizard Camera Accessories	As per Annex-1	1				
11	Tripod Camera Accessories	As per Annex-1	1				
12	Tripod Camera Accessories	As per Annex-1	1				
13	Memory Card Camera Accessories	As per Annex-1	3				
14	Sound Cables Camera Accessories	As per Annex-1	5				
15	Camera Bag Camera Accessories	As per Annex-1	1				
16	Glide Cam Camera Accessories	As per Annex-1	1				
17	Body camera mount Camera Accessories	As per Annex-1	1				
18	Small Camera Slider		1				



Transportation & Insurance (If Any)				
Grand Total (Lot 1) (DAP Peshawar-Pakistan)				

Lot # 2 - IT Equipment							
Sr. No	Item Description	Specifications	Qty	Unit Price (without Tax)	Tax %age	Unit Price (including Tax)	Total Price (Including Tax)
1	Computers	As per Annex-1	2				
2	Laptop	As per Annex-1	1				
3	Extra Memory & Accessories	As per Annex-1	1				
4	Wireless Router	As per Annex-1	1				
5	Creative Pen Tablet	As per Annex-1	1				
6	External Hard Drive	As per Annex-1	2				
7	Power Extension Cord	As per Annex-1	4				
8	LED Smart TV 55"	As per Annex-1	1				
9	Headphones	As per Annex-1	3				
10	UPS System 3 KVA	As per Annex-1	1				
11	UPS Batteries	As per Annex-1	2				
12	Surge Protector	As per Annex-1	2				
13	Software	As per Annex-1	1				
14	Software	As per Annex-1	1				
15	Software	As per Annex-1	1				
Transportation & Insurance (If Any)							
Grand Total (Lot 2) (DAP Peshawar-Pakistan)							

Lot 3 – Audio System and Accessories							
Sr. No	Item Description	Specifications	Qty	Unit Price (without Tax)	Tax %age	Unit Price (including Tax)	Total Price (Including Tax)
1	Audio System	As per Annex-1	1				
2	Audio Mic	As per Annex-1	1				
3	Omni-Directional EQ System	As per Annex-1	1				
Transportation & Insurance (If Any)							
Grand Total (Lot 3) - DAP Peshawar-Pakistan							

Lot # 4 - Studio Equipment's/ Accessories							
Sr. No	Item Description	Specifications	Qty	Unit Price (without Tax)	Tax %age	Unit Price (including Tax)	Total Price (Including Tax)
1	Studio Lightening Reflectors	As per Annex-1	1				
2	(Baby Spot Lights)	As per Annex-1	4				
3	Studio Lightening (Main Spot Light)	As per Annex-1	8				
4	Studio Lightening (Studio Light Strobes)	As per Annex-1	2				
5	Studio Lightening (LED)	As per Annex-1	1				
6	Studio Lightening (Backdrop)	As per Annex-1	1				
7	Studio Lightening (Green Screen)	As per Annex-1	1				
8	Studio Lightening (Black Curtains)	As per Annex-1	1				
Transportation & Insurance (If Any)							
Grand Total (Lot 4) - DAP Peshawar-Pakistan							

IMPORTANT NOTE:

For price comparison of each item(s) offered by the bidders, Unit Cost must be:

For local vendors - The bid must be inclusive of all applicable tax(s). UNDP will not provide any tax exemption to local vendors.

Table 2:

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 (45 Days)			
Validity of Quotation (90 Days)			
Confirmation of Standard Manufacturer Warranty of Offered Item(s) where			

applicable.			
Acceptance of All Provisions of the UNDP General Terms and Conditions			

Authorized Signature *[In full and initials]*: _____
 Name and Title of Signatory: _____
 Name of Firm: _____
 Contact Details: _____



Bid Submission Form

(This should be written in the Letterhead of the Bidder. Except for indicated fields, no changes may be made in this template.)

Insert: Location
Insert: Date

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to supply the goods and related services required for [insert: title of goods and services required as per RFQ] in accordance with your Request for Quotation dated Insert: bid date. We are hereby submitting our Bid for _____ which includes the Technical Bid and Price Schedule.

We hereby declare that:

- a) All the information and statements made in this Bid are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby fully accept the Schedule of Requirements and Technical Specifications describing the duties and responsibilities required of us in this RFQ, and the General Terms and Conditions of UNDP's Standard Contract for this RFQ.

We agree to abide by this Bid for [insert: period of validity as indicated in Data Sheet].

We undertake, if our Bid is accepted, to initiate the supply of goods and provision of related services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this Bid, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Contact Details: _____

[please mark this letter with your corporate seal, if available]
