



## REQUEST FOR QUOTATION (RFQ) (Goods)

	DATE: June 3, 2020
	REFERENCE: SALW Project / 00114727 (SVK10)

Dear Sir / Madam:

We kindly request you to submit your quotation for **"Procurement of 3 Crime scene 3D Scanner"**, 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 **June 19, 2020, 14:00 hrs** and via courier mail to the address below:

United Nations Development Programme  
Str. "Skenderbej", Gurten Center, 2nd floor, Tirana, Albania  
E-mail for clarification purposes: [procurement.al@undp.org](mailto:procurement.al@undp.org)  
Fax No: +355 42250286  
Tel No: + 355 4 2276600

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 supply of the abovementioned good/services

Delivery Terms [INCOTERMS 2020] (Pls. link this to price schedule)	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input type="checkbox"/> DAP <input checked="" type="checkbox"/> Other_DDU
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Customs clearance <sup>1</sup> , if needed, shall be done by:	<input type="checkbox"/> UNDP <input type="checkbox"/> Supplier/Offeror <input checked="" type="checkbox"/> <b>Freight Forwarder</b>	
Exact Address/es of Delivery Location/s (identify all, if multiple)	United Nations Development Programme Str. "Skenderbej", Gurten Center, 2nd floor, Tirana, Albania	
UNDP Preferred Freight Forwarder, if any <sup>2</sup>	N/A	
Distribution of shipping documents (if using freight forwarder)	N/A	
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> <b>60 days</b> from the issuance of the Purchase Order (PO) <input type="checkbox"/> As per Delivery Schedule attached [if delivery will be staggered] Time : [pls. indicate] Time Zone of Reference : [pls. indicate]	
Delivery Schedule	<input checked="" type="checkbox"/> <b>Required</b> <input type="checkbox"/> Not Required	
Packing Requirements		
Mode of Transport	<input type="checkbox"/> AIR <input checked="" type="checkbox"/> SEA	<input checked="" type="checkbox"/> LAND <input type="checkbox"/> OTHER [pls. specify]
Preferred Currency of Quotation <sup>3</sup>	<input checked="" type="checkbox"/> <b>United States Dollars for international suppliers</b> <input type="checkbox"/> Euro <input checked="" type="checkbox"/> <b>Local Currency for local suppliers</b>	
Value Added Tax on Price Quotation <sup>4</sup>	<input checked="" type="checkbox"/> <b>Must be inclusive of VAT and other applicable indirect taxes</b> <input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	<input checked="" type="checkbox"/> <b>Warranty on Parts and Labor for minimum period of 2 years</b> <input checked="" type="checkbox"/> <b>Service Unit to be Provided when the Purchased Units is /are Under Repair</b> <input checked="" type="checkbox"/> <b>Brand new replacement if Purchased Unit/s is/are beyond repair</b> <input type="checkbox"/> Others [pls. specify]	
Deadline for the Submission of Quotation	<b>19 June 2020, 14.00 hrs</b>	



All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> <b>English</b> <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others <i>[pls. specify, including dialects, if needed]</i>
Documents to be submitted <sup>5</sup>	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users; <input checked="" type="checkbox"/> Confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected; <input checked="" type="checkbox"/> Quality Certificates (ISO, etc.); <input checked="" type="checkbox"/> Latest Business Registration Certificate ; <input type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied ; <input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods". <input checked="" type="checkbox"/> Agreement with a local service provider for warranty coverage during the warranty period is preferable. <input checked="" type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; <input type="checkbox"/> Others <i>[pls. specify as many as required]</i>
Period of Validity of Quotes starting the Submission Date	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> <b>90 days</b> <input type="checkbox"/> 120 days  <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>
Partial Quotes	<input checked="" type="checkbox"/> <b>Not permitted</b> <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>

Payment Terms <sup>6</sup>	<input checked="" type="checkbox"/> <b>100% upon complete delivery of goods</b> <input type="checkbox"/> Others <i>[pls. specify]</i>
Liquidated Damages	N/A
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> <b>Technical responsiveness/Full compliance to requirements and lowest price<sup>7</sup></b> <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> <b>Full acceptance of the PO/Contract General Terms and Conditions</b> <input type="checkbox"/> Earliest Delivery / Shortest Lead Time <sup>8</sup> <input type="checkbox"/> Others <i>[pls. specify]</i>
UNDP will award to:	<input checked="" type="checkbox"/> <b>One and only one supplier</b> <input type="checkbox"/> One or more Supplier, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Suppliers]</i>
Type of Contract to be Signed	<input checked="" type="checkbox"/> <b>Purchase Order and Contract for Goods/Services</b> <input type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilized for Long-Term Agreement <sup>9</sup> and if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Other Type/s of Contract <i>[pls. specify]</i>
Contract General Terms and Conditions	<input checked="" type="checkbox"/> <b>General Terms and Conditions for contracts (goods and/or services)</b> <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)  Applicable Terms and Conditions are available at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 90 days <input type="checkbox"/> Others <i>[pls. specify]</i>
Conditions for Release of Payment	Passing Inspection <i>[specify method, if possible]</i> <input type="checkbox"/> <b>Complete Installation</b> <input checked="" type="checkbox"/> <b>Passing all Testing</b> <i>[specify standard, if possible]</i> <input checked="" type="checkbox"/> <b>Completion of Training on Operation and Maintenance</b> <i>[specify no. of trainees, and location of training, if possible]</i>



	<input checked="" type="checkbox"/> <b>Written Acceptance of Goods based on full compliance with RFQ requirements</b> <input type="checkbox"/> Others <i>[pls. specify]</i>
Annexes to this RFQ <sup>10</sup>	<input checked="" type="checkbox"/> <b>Specifications of the Goods Required (Annex 1)</b> <input checked="" type="checkbox"/> <b>Form for Submission of Quotation (Annex 2)</b> <input checked="" type="checkbox"/> <b><u>General Terms and Conditions / Special Conditions</u></b> <input type="checkbox"/> Others <i>[pls. specify, if any]</i>  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) <sup>11</sup>	<i>Procurement Unit, UNDP Albania</i>  <i>E-mail: <a href="mailto:procurement.al@undp.org">procurement.al@undp.org</a></i>  Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.

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

<sup>10</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>11</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.

(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 indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

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:

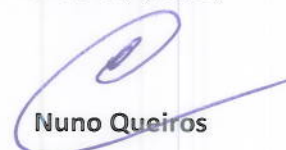
<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

**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,



Nuno Queiros

**Deputy Resident Representative**



## Technical Specifications

1	<b>3D Scanner</b> [Brand Name/Model of offered item]		Quantity	3
			Offered Unit price	
			Offered Price for Full Quantity	
	Required specification		Offered specification (Bidder to fill out with sufficient details)	
	Weight	< 5.5 kg		
	Dimensions	Maximum 250cm X 230cm X 120cm		
	Battery life	4 hours or more		
	Battery power consumption	< 30 W		
	Temperature operation range	-5 °C to 40 °C		
	Operative altitude	Up to 1800 m ASL		
	Field of view	- Horizontal 360° - Vertical 300° or more		
	Minimal scanning distance	1 m or less		
	Maximal scanning distance	70 m or more		
	Maximal scanning (measurement) speed	0.5 million pts/sec or more		
	Angular accuracy (Beam divergence)	< 0.06°		
	Range accuracy (error)	Not more than 3 mm		
	Laser Class	Laser Class 1		
	Laser radiation wavelength	Above IR, preferably 1550 nm		
	Color camera resolution	Total 150 Megapixel or more		
	High Dynamic Range (HDR)	3 brackets or more		
	Sensors	- Compass - Height sensor (Altimeter) - GNSS (e.g., GPS)		
	Data storage	Removable (USB flash, SD card)		
	Interfaces	WLAN		
	Scanner operation control	Touchscreen control, WLAN, Access by mobile devices		

	Min.warranty (parts/labour/on-site next day)	2/2/2 (warranty covers 2-year parts, 2-year labor and 2-year onsite warranty);		
<b>Additional requirements:</b>				
	The 3D scanners have to be delivered together with scan data (point cloud) processing software (multiuser processing software for all three scanners)			
	Stand (tripod), if the 3D scanner is not a free-standing device			
	Training for up to 20 participants			
	On-line (telephone) support			
	Annual maintenance service available with an additional fee (to be agreed)			
	Regular access to upgrades			

2	<b>Software for 2D and 3D presentation/animation and forensic reconstruction</b> [Brand Name/Model of offered item]		Quantity	3
			Offered Unit price	
			Offered Price for Full Quantity	
	Required specification		<b>Offered specification (Bidder to fill out with sufficient details)</b>	
	Possibility to present (animate) scenes in Virtual Reality (VR)			
	Ballistic reconstruction functionalities, such as bullet trajectory reconstruction			
	Vehicle animation functionality			
	Bloodstain pattern (blood spatter) analysis functionality			



	<p>Software for animation and reconstruction shall require the following minimal computer configuration:</p> <ul style="list-style-type: none"> <li>- Operative system: Windows 10 (64-bit version only)</li> <li>- Processor: Intel Core i7 or equivalent - Memory: 8GB+</li> <li>- Hard disk/ SSD: 10GB+ space available</li> <li>- Computer mouse with ball</li> <li>- Graphic Card – NVIDIA or AMD (or a graphic card from another producer with characteristics equivalent to those of the models listed below):</li> </ul> <p>AMD Radeon™ R9 270 or equivalent/ AMD Radeon™ HD 7850 or equivalent / AMD Radeon™ R9 280+ or equivalent</p> <p>or</p> <p>NVIDIA® GeForce® GTX 760 or equivalent / NVIDIA® GeForce® GTX 770 or equivalent / NVIDIA® GeForce® GTX 770+ or equivalent (desktop) or NVIDIA® GeForce® GTX 760M or equivalent, or 770M+ / AMD Radeon™ HD 8870M+ or equivalent (laptop)</p>	
	<p>The selected bidder shall include in the financial offer a two-days operational training on the use and maintenance of the equipment. Therefore, the financial offer should include cost of travel, accommodation, subsistence and daily fee for at least 1 trainer</p>	

## Annex 2

### FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>12</sup>

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>13</sup>)

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. \_\_\_\_\_:

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

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
	<b>Total Prices of Goods<sup>14</sup></b>				
	Add : Cost of Transportation				
	Add : Cost of Insurance				
	Add: Cost of Training				
	Add : Other Charges (pls. specify)				
	<b>Total Final and All-Inclusive Price Quotation</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

<sup>12</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>13</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

<sup>14</sup> Pricing of goods should be consistent with the INCO Terms 2020 indicated in the RFQ