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
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:

Para [INCOTERMS 2020]
(Pls. link this to price schedule)

☐ FCA
☐ CPT
☐ CIP
☐ DAP
X Other DDU
| Custom clearance*, if needed, shall be done by: | □ UNDP  
| | □ Supplier/Offeror  
| | **X** Freight Forwarder  
| **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** | 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)** | ✗ **60 days** from the issuance of the Purchase Order (PO)  
| | □ As per Delivery Schedule attached [if delivery will be staggered]  
| | Time: [pls. indicate]  
| | Time Zone of Reference: [pls. indicate]  
| **Delivery Schedule** | ✗ Required  
| | □ Not Required  
| **Packing Requirements** |  
| **Mode of Transport** | □ AIR  
| | ✗ LAND  
| | **SEA**  
| | □ OTHER [pls. specify]  
| **Preferred Currency of Quotation** | ✗ United States Dollars for international suppliers  
| | □ Euro  
| | ✗ Local Currency for local suppliers  
| **Value Added Tax on Price Quotation** | ✗ Must be inclusive of VAT and other applicable indirect taxes  
| | □ Must be exclusive of VAT and other applicable indirect taxes  
| **After-sales services required** | ✗ Warranty on Parts and Labor for minimum period of 2 years  
| | ✗ Service Unit to be Provided when the Purchased Units is /are Under Repair  
| | ✗ Brand new replacement if Purchased Unit/s is/are beyond repair  
| | □ Others [pls. specify]  
| **Deadline for the Submission of Quotation** | **19 June 2020, 14.00 hrs**
### All documentations, including catalogs, instructions and operating manuals, shall be in this language

- English
- French
- Spanish
- Others *(pls. specify, including dialects, if needed)*

### Documents to be submitted

- Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;
- 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;
- 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;
- Quality Certificates (ISO, etc.);
- Latest Business Registration Certificate;
- Latest Internal Revenue Certificate / Tax Clearance;
- Manufacturer’s Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);
- Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer);
- Evidence/Certification of Environmental Sustainability (“Green” Standards) of the Company or the Product being supplied;
- Complete documentation, information and declaration of any goods classified or may be classified as “Dangerous Goods”.
- Agreement with a local service provider for warranty coverage during the warranty period is preferable.
- Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier);
- Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;
- Others *(pls. specify as many as required)*

### Period of Validity of Quotes starting the Submission Date

- 60 days
- 90 days *
- 120 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

- Not permitted
- Permitted *(pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.))*
| Payment Terms | ☑ 100% upon complete delivery of goods  
☐ Others [pls. specify] |
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<tbody>
<tr>
<td>Liquidated Damages</td>
<td>N/A</td>
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</tbody>
</table>
| Evaluation Criteria | ☑ Technical responsiveness/Full compliance to requirements and lowest price  
 ☑ Comprehensiveness of after-sales services  
 ☑ Full acceptance of the PO/Contract General Terms and Conditions  
 ☐ Earliest Delivery / Shortest Lead Time  
 ☐ Others [pls. specify] |
| UNDP will award to: | ☑ One and only one supplier  
 ☐ One or more Supplier, depending on the following factors:  
 [Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Suppliers] |
| Type of Contract to be Signed | ☑ Purchase Order and Contract for Goods/Services  
 ☐ Contract Face Sheet (Goods and/or Services) UNDP (this template is also utilized for Long-Term Agreement and if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)  
 ☐ Other Type(s) of Contract [pls. specify] |
| Contract General Terms and Conditions | ☑ General Terms and Conditions for contracts (goods and/or services)  
 ☐ General Terms and Conditions for de minimis contracts (services only, less than $50,000)  
| Special conditions of Contract | ☑ Cancellation of PO/Contract if the delivery/completion is delayed by 90 days  
 ☐ Others [pls. specify] |
| Conditions for Release of Payment | Passing Inspection [specify method, if possible]  
 ☐ Complete Installation  
 ☑ Passing all Testing [specify standard, if possible]  
 ☑ Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] |
| Written Acceptance of Goods based on full compliance with RFQ requirements |
| Others [pls. specify] |

Annexes to this RFQ
- Specifications of the Goods Required (Annex 1)
- Form for Submission of Quotation (Annex 2)
- General Terms and Conditions / Special Conditions
- Others [pls. specify, if any]

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)
- Procurement Unit, UNDP Albania
- E-mail: procurement.al@undp.org

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

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10 Where the information is available in the web, a URL for the information may simply be provided.
11 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

Thank you and we look forward to receiving your quotation.

Sincerely yours,

Nuno Queiros

Deputy Resident Representative
## Technical Specifications

<table>
<thead>
<tr>
<th>Required specification</th>
<th>Offered specification (Bidder to fill out with sufficient details)</th>
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<tbody>
<tr>
<td>Weight</td>
<td>&lt; 5.5 kg</td>
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<tr>
<td>Dimensions</td>
<td>Maximum 250cm X 230cm X 120cm</td>
</tr>
<tr>
<td>Battery life</td>
<td>4 hours or more</td>
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<tr>
<td>Battery power consumption</td>
<td>&lt; 30 W</td>
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<tr>
<td>Temperature operation range</td>
<td>-5 °C to 40 °C</td>
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<tr>
<td>Operative altitude</td>
<td>Up to 1800 m ASL</td>
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</table>
| 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) |
<p>| Data storage | Removable (USB flash, SD card) |
| Interfaces | WLAN |
| Scanner operation control | Touchscreen control, WLAN, Access by mobile devices |</p>
<table>
<thead>
<tr>
<th>Min.warranty (parts/labour/on-site next day)</th>
<th>2/2/2 (warranty covers 2-year parts, 2-year labor and 2-year onsite warranty)</th>
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<tbody>
<tr>
<td><strong>Additional requirements:</strong></td>
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<tr>
<td>The 3D scanners have to be delivered together with scan data (point cloud) processing software (multiuser processing software for all three scanners)</td>
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<td>Stand (tripod), if the 3D scanner is not a free-standing device</td>
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<td>Training for up to 20 participants</td>
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<td>On-line (telephone) support</td>
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<td>Annual maintenance service available with an additional fee (to be agreed)</td>
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<td>Regular access to upgrades</td>
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<tr>
<th>2</th>
<th><strong>Software for 2D and 3D presentation/animation and forensic reconstruction [Brand Name/Model of offered item]</strong></th>
<th><strong>Quantity</strong></th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Offered Unit price</strong></td>
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<td></td>
<td><strong>Offered Price for Full Quantity</strong></td>
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<td></td>
<td><strong>Offered specification (Bidder to fill out with sufficient details)</strong></td>
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<tr>
<td></td>
<td><strong>Required specification</strong></td>
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<td></td>
<td>Possibility to present (animate) scenes in Virtual Reality (VR)</td>
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<td>Ballistic reconstruction functionalities, such as bullet trajectory reconstruction</td>
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<td>Vehicle animation functionality</td>
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<td>Bloodstain pattern (blood spatter) analysis functionality</td>
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Software for animation and reconstruction shall require the following minimal computer configuration:
- Operative system: Windows 10 (64-bit version only)
- Processor: Intel Core i7 or equivalent - Memory: 8GB+
- Hard disk/ SSD: 10GB+ space available
- Computer mouse with ball
- Graphic Card – NVIDIA or AMD (or a graphic card from another producer with characteristics equivalent to those of the models listed below):
  AMD RadeonTM R9 270 or equivalent / AMD RadeonTM HD 7850 or equivalent / AMD RadeonTM R9 280+ or equivalent
  or
  NVIDIA® GeForce® GTX 760 or equivalent / NVIDIA® GeForce® GTX 770DIA® GeForce® GTX 770+ or equivalent (desktop) or NVIDIA® GeForce® GTX 760M or equivalent, or 770M+ / AMD RadeonTM HD 8870M+ or equivalent (laptop)

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
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. ________:

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

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description/Specification of Goods</th>
<th>Quantity</th>
<th>Latest Delivery Date</th>
<th>Unit Price</th>
<th>Total Price per Item</th>
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Total Prices of Goods
- Add: Cost of Transportation
- Add: Cost of Insurance
- Add: Cost of Training
- Add: Other Charges (pls. specify)

Total Final and All-Inclusive Price Quotation

|          |          |          |          |          |                     |

TABLE 2: Estimated Operating Costs (if applicable)

<table>
<thead>
<tr>
<th>List of Consumable Item/s (Include fast moving parts, if any)</th>
<th>Estimated Average Consumption</th>
<th>Unit of Measure</th>
<th>Unit Price</th>
<th>Total Price per Item</th>
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12 This serves as a guide to the Supplier in preparing the quotation and price schedule.
13 Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes
14 Pricing of goods should be consistent with the INCO Terms 2020 indicated in the RFQ