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REQUEST FOR QUOTATION (RFQ) Establishing a Virtual Communication/Conferencing Facility (VCF)

NAME & ADDRESS OF FIRM	DATE: June 18, 2020
	REFERENCE: UNDP/ RFQ/15/2020

Dear Sir / Madam:

We kindly request you to submit your quotation for **Establishing a Virtual Communication/Conferencing Facility (VCF), Package 1 for Parliament Support Project in Provinces no. 2 and 5 and Package B for NHRC in its Kathmandu based HQ and district offices**, 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, July 2, 2020** by *e-mail*, to procurement.np@undp.org with subject line "Quotation for establishing virtual communication/conferencing facility (ref: UNDP/RFQ/15/2020)- {Bidder's Name}"

Quotations submitted by email must be limited to a maximum of **35 MB** (each transmission), virus-free and no more than **5** email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

5 email Tran They must be 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 UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. *If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.*

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

Delivery Terms [INCOTERMS 2010] <i>(Pls. link this to price schedule)</i>	<input checked="" type="checkbox"/> DDP at each of the delivery locations in Province No. 2 and 5. <input type="checkbox"/> Other
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror for DDP



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	<input type="checkbox"/> Freight Forwarder	
Exact Address/es of Delivery Location/s (identify all, if multiple)	As mentioned in Term of Reference/Technical Specifications – Annex 1	
UNDP Preferred Freight Forwarder, if any	N/A	
Distribution of shipping documents (<i>if using freight forwarder</i>)	N/A	
Latest Expected Delivery Date and Time (<i>if delivery time exceeds this, quote may be rejected by UNDP</i>)	<input checked="" type="checkbox"/> 2 months from signing of the Contract/issuance of Purchase Order (PO)	
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required	
Packing Requirements		
Mode of Transport		<input checked="" type="checkbox"/> LAND
Preferred Currency of Quotation	<input type="checkbox"/> United States Dollars or <input checked="" type="checkbox"/> Local Currency : NPR	
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes	
After-sales services required	<input checked="" type="checkbox"/> Warranty on the equipment for at least one year <input checked="" type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others	
Deadline for the Submission of Quotation	Thursday, July 02, 2020 and 1700hrs (local time)	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English	



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Documents to be submitted	<p><input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2 and in accordance with the Terms of Reference and Technical Specifications in Annex 1;</p> <p><input checked="" type="checkbox"/> Specifications, Catalogues/Brochures of the offered Equipment;</p> <p><input checked="" type="checkbox"/> Latest Business Registration Certificate;</p> <p><input checked="" type="checkbox"/> Latest Tax (VAT/PAN) Registration Certificate;</p> <p><input checked="" type="checkbox"/> Latest Tax Clearance Certificate;</p> <p><input checked="" type="checkbox"/> The company should have at least 5 years of experience on their respective field of expertise and engagement.</p> <p><input checked="" type="checkbox"/> List of similar projects completed in the past;</p> <p><input checked="" type="checkbox"/> Client certificate for successful completion of similar projects from at least two clients;</p> <p><input checked="" type="checkbox"/> CV of the lead expert;</p> <p><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;</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>
Partial Quotes	<p><input checked="" type="checkbox"/> Bidders may quote either for Package 1 or for Package 2 or for both the Packages. However, partial quote within one single package will not be allowed.</p>
	<p><input checked="" type="checkbox"/> 100% after delivery, installation, training, and commissioning.</p>



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Payment Terms	
Liquidated Damages	Liquidated Damages for delay of supply would be: 0.5% of contract for every day of delay, up to a maximum duration of 1 calendar month. Thereafter, the contract may be terminated by UNDP without notice.
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input type="checkbox"/> Others
UNDP will award to:	<input checked="" type="checkbox"/> One supplier per package or one supplier for both the packages
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days <input type="checkbox"/> Others
Conditions for Release of Payment	Written Acceptance of Goods and services based on full compliance with RFQ requirements by the Project or UNDP.
Annexes to this RFQ	<input checked="" type="checkbox"/> Terms of Reference and Technical Specifications of the items required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3). <input type="checkbox"/> Others Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.



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<p>Contact Person for Inquiries (Written inquiries only)</p>	<p><i>Procurement Unit</i> <i>UNDP Nepal</i> <i>Email: query.procurement.np@undp.org</i></p> <p>Written inquiries must be submitted mentioning RFQ Ref: UNDP/RFQ/15/2020, on or before 5:00PM, 24 June 2020. UNDP shall respond to the inquiries through a bulletin posted on UNDP Website: http://www.np.undp.org/content/nepal/en/home/operations/procurement.html. Inquiries received after the above date and time shall not be entertained.</p> <p>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</p>
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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 3.



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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,


Shiva Prakash Adhikari
Procurement Associate
UNDP Nepal



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Annex 1

PACKAGE 1

 <p><i>Empowered lives. Resilient nations.</i></p>	<p style="text-align: center;">UNITED NATIONS DEVELOPMENT PROGRAMME TERMS OF REFERENCE AND TECHNICAL SPECIFICATION FOR <u>PACKAGE 1</u></p>
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I. Information

Title: Establishing a Virtual Communication/Conferencing Facility (VCF) in Provinces no. 2 and 5:

Department/Unit: Parliament Support Project-PSP

Reports to: National Project Manager

Duty Station: Kathmandu with field visits

Place of project implementation: Provincial Assemblies and concerned districts

Duration of Assignment: 60 Days from the date of contract/PO



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II. Background Information

Digital technology is fundamentally transforming the world in which we live, posing new challenges and creating exciting opportunities for individuals and organizations alike. It has disrupted old models and invented new ones, changing the organizing principles of every business.

Parliament is not immune to these seismic changes. The internet is having a massive social impact in Nepal, which has significant implications for our democracy. The media and a small size civic technology community is already consuming parliamentary data to create new and innovative ways for the electorate to engage with their elected representatives and in the democratic process. This inevitably challenges some of our established processes and ways of doing things. Technology is a huge enabler and in Parliament we are already starting to embrace it. Provincial parliaments have even weaker facilities, and some are yet to create their permanent structures. The geographic composition with remote districts in them, provinces have a great need to introduce ICT for routine and easy communication with the public. The documentation of the parliaments is still dominantly traditional. The committees both in federal and provincial parliaments have been operating with minimal ICT at application. Even the mass notification to MPs seems to be not much in use. Committees are found using manual or telephonic communication with individual MPs whenever they must. The digital orientation at parliament is still a way far in many instances, such as live streaming, video conferencing, webinars etc. They lack the required infrastructural set up and the skilled human resources to operationalize the facilities. This calls for reforms in traditional means of communication and other knowledge management facilities.

It is in this background; PSP seeks to support provincial assemblies towards a reform in their functional capabilities by introducing innovative tools of ICT. The Project has already assisted the Federal Parliament in creating a dynamic and interactive website, broadcasting the parliament activities through YouTube, and in operationalizing the internal broadcasting system, among other supports. Similar efforts continue in provincial assemblies as well.

To this end, PSP aims at installing a video conferencing facility in provinces namely Province 1, 2, 5 and Bagmati province and two committee of Federal Parliament (Public Account committee & Sustainable Development and Good Governance Committee), however, due to the budget constraint Provincial Assembly of Province number 2 and 5 are prioritized for the first phase.

For this purpose, PSP is looking for a service provider base on the ToR.

III. Objectives of Assignment

The objectives of the assignment will be as follows:

- **To establish a Virtual Communication/Conference Facility (VCF) in Provincial Assembly of Province No. 2, and 5, allowing the two-way connection with district headquarters facility of all the districts in provinces Location of installation is attached in Annex-A and Annex-B.**

IV. Scope of work Expected Results/Deliverables/Final Products Expected

1. **Scope of work:** The 2 provinces will have a functional VCR established and the districts will have communication facility installed to relate to these rooms. This communication facility is expected to chart a course of action for provincial assemblies to make them more open and engaging with people while also



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seeking to enhance their management efficiency by way of introducing digital technology. The technology will also help cut down the time and other related resources that one must invest in in-person travel to district locations in hilly stations. List of Equipment is attached in Annex-3.

2. Duties and Responsibilities:

- Consult and coordinate with authorities of the concerned assemblies and project towards building consistent approach at work and seek ownership over the project.
- **Procure, transport, and install the equipment in the provinces (both hardware and software) and districts falling in them. (please see the annex for software and hardware specifications)**
- **Provide technical support for conducting a testing session between the Room and other-end centers in districts. Propose the best possible way out to make it cost effective.**
- **Ensure the possibility of Live Streaming, YouTube broadcast, notifications, chat facility, cloud storage facility to maintain all meeting records in audio and video format for archiving.**
- **Provide operational trainings to the assembly staff (on both hardware and software) and end-user responsible in districts as required so that they can conduct desired conferencing on their own. Purpose the cost-effective way of training to the staff.**
- **Provide technical backstopping towards operationalizing the facilities for the first year of operation (mandatory until 31 August 2021 and voluntary beyond).**
- Work under supervision of PSP Team Leaders, communicate with PAOs and Assembly Secretary on a regular basis and take the required actions.

V. Payment modality: 100% after delivery, installation, training, and commissioning in Assembly's office of Province 2, 5 and concerned District Headquarters and submission of Receiving and Inspection Report (RIR) and completion report.

VI. Requirements

Describe the required degree of expertise and qualifications, including specialized knowledge, language needs, experience, selection criteria, qualifications and performance or other standards the Contractor must fulfil.

VII. Recruitment Qualifications

Organization experience	The service provider will have a minimum of 5 years' experience on their respective field of expertise and engagement. They will have a good experience of having conducted similar projects, particularly in government machinery.
Resource person Experience: (Indicate the extent (in years), type and level of experience)	The service providers will have a sound experience in ICT and similar field of work. The lead expert will have at least Masters' Degree in ICT
Language Requirements:	Resource person will be proficient in English and Nepali language.



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Annex-A

Location of Installation of Province 2

S/No.	Name of District	Location/Place of Installation of VCF	Remark
1.	Dhanusha	Provincial HQ, Janakpurdham	Office of Provincial Assembly Secretariat
2.	Parsa	Birgunja,	Office of the District Coordination Committee
3.	Bara	Kalaya	"
4.	Rautahat	Gaur	"
5.	Sarlahi	Malangawa	"
6.	Mahottari	Jaleswor	"
7.	Dhanusha	Janakpur	"
8.	Siraha	Siraha-Bazar	"
9.	Saptari	Rajbiraj	"



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Annex-B

Location of Installation of Province 5

S/No.	Name of District	Location/Place of Installation of VCF	Remark
1.	Rupandehi	Provincial HQ, Butwal	Office of Provincial Assembly Secretariat
2.	Nawalparasi (west)	Parasi	Office of the District Coordination Committee
3.	Rupandehi	Bhairahawa	"
4.	Kapilvastu	Taulihawa	"
5.	Palpa	Tansen	"
6.	Arghakhanchi	Sandhikharkha	"
7.	Gulmi	Tamghas	"
8.	Rukum (East)	Rukumkot	"
9	Rolpa	Liwang	"
10	Pyuthan	Pyuthan (Khalanga)	"
11	Dang	Ghorahi	"
12	Banke	Nepalgunj	"
13	Bardia	Gulariya	"



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Annex-C

VCF Specification and QTY

Item No	Specification	Quantity	Remarks
A & B	FOR COMMUNICATION CENTER in Province headquarter		
A.1/ B.1	TV <i>International recognized brand</i> 65" Full HD LED TV <i>Minimum 2 HDMI port</i> <i>Remote Control</i> <i>1 year warranty</i> <i>3 meter HDMI cable</i> <i>Wall-mount bracket</i> <i>Warranty: 1 year</i>	2	Each Installation in Provincial Assembly Secretariats of Province headquarter of Province 2 and 5.
A.2/B.2	DESKTOP COMPUTER International recognized brand Processor: 8th Generation processor Intel Core i5 8400 or higher RAM: 8GB DDR4 2400MHz Graphics: Integrated Intel HD 630 Hard Drive: 500GB SATA-3 7200rpm Audio: Dual speakers NIC: Gigabit Ethernet Monitor: not required Ports: On front panel: 2x or more USB 3.0, SD card reader, Audio/Mic On back panel: 2x USB 3.0, 2x USB 2.0, HDMI, VGA, Audio, RJ45 WiFi: 802.11ac, Bluetooth 4.0 OS: Genuine Microsoft Windows 10 Professional 64-bit (pre-installed) USB 2.0 Keyboard, USB 2.0 Optical Mouse (same brand as PC) ENERGY STAR certified Warranty: 1 year	2	"
A.3/B.3	CONFERENCE CAMERA <i>Designed for Boardroom</i> <i>Plug-and-play USB connectivity</i> <i>Resolution: 1080p@60/30, 720p@60/30</i> <i>S/N ratio: >50dB</i> <i>10x optical zoom, 12x digital zoom</i> <i>Lens 4.7m to 47mm</i> <i>Pan: ±160° or more, Tilt: -30°+80° or more,</i> <i>FoV: 60° or more</i> <i>Auto/Manual Focus, Backlight, White Balance, AGC</i> <i>Camera Presets 32 or more</i> <i>Remote Control</i>	2	"



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	USB 3.0 extension cable, 3 meter OS compatibility: Windows 8.1/10, Mac OS 10.x Certified for video conferencing apps (Skype for Business, Team, Zoom, WebEx, GotoMeeting, BlueJeans etc.) Warranty: 1 year		
A.4/B.4	CONFERENCE PHONE Plug-and-play USB connectivity Omni-directional 4 built-in mic, 360° coverage Mic Range: 3 meter or above Speaker output: 89dB or higher Echo/Noise Cancellation, AGC, Full Duplex Buttons: Off-hook, Hang up, Mic Mute Unmute, Volume Up/Down Port: USB, Aux, In/Out, Mic Extension, Power Universal Power adaptor, USB cable Warranty: 1 year	2	"
A.5/B.5	UPS (LINE INTERACTIVE) International recognized brand Output Power capacity: 1000VA, 600W or more Waveform: Simulated Sinewave Auto Voltage Regulation (AVR) Nominal Input/Output Voltage: 230V Transfer to Battery time: 4 msec or less Backup time up to 15 min at half load Battery type: SMF, 12V/7AH Recharge Time: 4 to 6 Hours less to 90% capacity Cold start support Output connectors: 3 or more (for connector type C, D) CE Certified, ROHS Compliant Warranty: 2 years	2	"
	POWER EXTENSION CORD, BRANDED with in-built surge protector Minimum 6A, 1500W, 240V 5 Universal socket outlet UK/US/EU/AU plug compatible Cable length - 2 meter 1 year warranty	2	"
C/D	FOR DISTRICT		
C.1/ D.1	TV International recognized brand 40" Full HD LED non-Smart TV Minimum 2 HDMI port Remote Control 1 year warranty 3 meter HDMI cable	20	Each set Installation in the office premises of District Coordination Committees



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	Wall-mount bracket		
C.2/ D.2	DESKTOP COMPUTER <i>International recognized brand</i> <i>Processor: 8th Generation processor Intel Core i5 8400 or higher</i> <i>RAM: 8GB DDR4 2400MHz</i> <i>Graphics: Integrated Intel HD 630</i> <i>Hard Drive: 500GB SATA-3 7200rpm</i> <i>Audio: Dual speakers</i> <i>NIC: Gigabit Ethernet</i> <i>Monitor: not required</i> <i>Ports: On front panel: 2x or more USB 3.0, SD card reader, Audio/Mic</i> <i>On back panel: 2x USB 3.0, 2x USB 2.0, HDMI, VGA, Audio, RJ45</i> <i>WiFi: 802.11ac, Bluetooth 4.0</i> <i>OS: Genuine Microsoft Windows 10 Professional 64-bit (pre-installed)</i> <i>USB 2.0 Keyboard, USB 2.0 Optical Mouse (same brand as PC)</i> <i>ENERGY STAR certified</i> <i>Warranty: 1 year</i>	20	"
C.3/ D.3	WEB CAMERA <i>Table Mount Webcam designed for 4-6 group people</i> <i>Plug-and-play USB connectivity</i> <i>Resolution: 1080p/720p @30 fps, H.264/AVC</i> <i>Autofocus, PTZ, FOV: 90° or above</i> <i>Digital zoom: 4x</i> <i>Integrated full duplex speakerphone with minimum 10 feet range</i> <i>Auto Echo and Noise cancellation</i> <i>In-built Omnidirectional Microphone with minimum 8 feet diameter range</i> <i>Call answer/end, volume, mute</i> <i>Remote Control, 3m range</i> <i>USB Extension Cable, 3 meter</i> <i>Certified for video conferencing apps (Skype for Business, Team, Zoom, WebEx, GotoMeeting, BlueJeans etc.)</i> <i>OS compatibility: Windows 7/8.1/10, Mac OS 10.x</i> <i>Warranty: 1 year</i>	20	"
C.4/ D.4	UPS (LINE INTERACTIVE) <i>International recognized brand</i> <i>Output Power capacity: 1000VA, 600W or more</i> <i>Waveform: Simulated Sinewave</i> <i>Auto Voltage Regulation (AVR)</i> <i>Nominal Input/Output Voltage: 230V</i>	20	"



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	Transfer to Battery time: 4 msec or less Backup time up to 15 min at half load Battery type: SMF, 12V/7AH Recharge Time: 4 to 6 Hours less to 90% capacity Cold start support Output connectors: 3 or more (for connector type C, D) CE Certified, ROHS Compliant Warranty: 2 years		
	POWER EXTENSION CORD, BRANDED with in-built surge protector Minimum 6A, 1500W, 240V 5 Universal socket outlet UK/US/EU/AU plug compatible Cable length - 2 meter 1 year warranty	20	“
E	Logistical costs to procure, transport and install the required equipment in Provincial Assemblies (Province No. 2 and province no. 5) and their districts, including operational trainings to the Assembly staff and DCC staffs and end-user responsible in district	1 lump-sum	
F	Software: ZOOM with enterprise plan license	2	For two provinces



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PACKAGE 2

SPECIFICATION FOR VIDEO CONFERENCING EQUIPMENT FOR NHRC

**For the HQ (1 Set) – Delivery place: NHRC, Harihar Bhawan, Pulchowk,
Lalitpur**

1A. CONFERENCE CAMERA

Designed for Conference Room
Plug-and-play USB 3.0 connectivity
Other connectivity: IP/HDMI/RJ45
USB Resolution: FHDp@60/50/30/25 fps, HD@60/50/30/25 fps
S/N ratio: >50dB
Lux :0.01
12x optical zoom & 2x digital zoom
Lens 4m to 47mm
Pan: $\pm 170^\circ$ or more, Tilt: -30° to $+90^\circ$ or more, FoV: 72° or more
H.264/H.265 Video Encoding
Auto/Manual Focus, Backlight, White Balance, AGC
Camera Presets 32 or more
Remote Control
USB cable
OS compatibility: Windows 7/8.1/10, Mac OS 10.x
Certified for video conferencing apps (Skype for Business, Team, Zoom, WebEx, GotoMeeting, BlueJeans etc.)
Warranty: 1 year
USB Extension Cable (Male-to-Female Adapter), 3 meter
Wooden Base for fixing on the wall to place the Conference camera above the TV

1B. CONFERENCE PHONE

Designed for Conference Room
Plug-and-play USB connectivity
Omni-directional 4 built-in mic, 360° coverage
Mic Range: 3 meter or above
Speaker output: 89dB or higher
Echo/Noise Cancellation, AGC, Full Duplex
Buttons: Off-hook, Hang up, Mic Mute Unmute, Volume Up/Down
Port: USB, Aux, In/Out, Mic Extension, Power
Universal Power adaptor, USB cable
USB Extension Cable (Male-to-Female Adapter), 3 meter
EXTENSION MIC - 2 Units
Warranty: 1 year



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1C. TV

International recognized brand
65" Full HD LED TV
Minimum 2 HDMI port
Remote Control
1 year warranty
3 meter gold-plated HDMI cable
Wall-mount bracket
Warranty: 1 year

1D. DESKTOP COMPUTER

International recognized brand
Processor: 8th Generation processor Intel Core i5 8400 or higher
RAM: 16GB DDR4 2400MHz
Graphics: Integrated Intel HD 630
Hard Drive: 500GB SATA-3 7200rpm
Audio: Dual speakers
NIC: Gigabit Ethernet
Monitor: not required
Ports: On front panel: 2x or more USB 3.0, SD card reader, Audio/Mic
On back panel: 2x USB 3.0, 2x USB 2.0, HDMI, VGA, Audio, RJ45
WiFi: 802.11ac, Bluetooth 4.0
OS: Genuine Microsoft Windows 10 Professional 64-bit (pre-installed)
USB 2.0 Keyboard, USB 2.0 Optical Mouse (same brand as PC)
ENERGY STAR certified
Warranty: 1 year

1E. UPS (LINE INTERACTIVE)

International recognized brand
Output Power capacity: 1000VA, 600W or more
Waveform: Simulated Sinewave
Auto Voltage Regulation (AVR)
Nominal Input/Output Voltage: 230V
Transfer to Battery time: 4 msec or less
Backup time up to 15 min at half load
Battery type: SMF, 12V/7AH
Recharge Time: 4 to 6 Hours less to 90% capacity
Cold start support
Output connectors: 3 or more (for connector type C, D)
CE Certified, ROHS Compliant
Warranty: 1 year

1F. POWER EXTENSION CORD, BRANDED

with in-built surge protector
Minimum 6A, 1500W, 240V
5 Universal socket outlet
UK/US/EU/AU plug compatible
Cable length - 2 meter
1 year warranty



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FOR REMOTE SITES (9 Units), Delivery places: NHRC offices in – (i) Khotang, (ii) Biratnagar, (iii) Janakpur, (iv) Butwal, (v) Nepalgunj, (vi) Jumla (vii) Sanepa, (viii) Dhangadhi and (ix) Pokhara

2A. WEB CAMERA

Designed for Boardroom (4 to 10 people)
Plug-and-play USB 3.0 connectivity
Resolution: 1080p/720p @30 fps
Autofocus, White Balance
View angle: 70°, FOV: 108°
Digital zoom: 4x
Auto Echo and Noise cancellation
Certified for video conferencing apps (Skype for Business, Team, Zoom, WebEx, GotoMeeting, BlueJeans etc.)
OS compatibility: Windows 7/8.1/10, Mac OS 10.x
Warranty: 1 year
USB 3.0 extension Cable (Male-to-Female Adapter), 3 meter
Wooden Base for fixing on the wall to place Web camera above the TV

2B. MICROPHONE/SPEAKER USB

Designed for Board room (8 to 10 people)
Plug-and-play USB connectivity
3 Bi-directional mic (360 degree)
Speaker output: 89dB or higher
Built in AEC, AGC, ANS
Range: up to 3 meter
USB Cable
Warranty: 1 year
USB Extension Cable (Male-to-Female Adapter), 3 meter

2C. TV

International recognized brand
40" Full HD LED non-Smart TV
Minimum 2 HDMI port
Remote Control
1 year warranty
3 meter gold-plated HDMI cable
Wall-mount bracket

2D. LAPTOP COMPUTER

Intel Core i5-8250U 8th Generation Processor
14/13" HD Anti-Glare, LED Backlight Display
16GB DDR4 2400MHz SO-DIMM
500GB SATA Hard disk
Intel Integrated UHD 620 Graphics



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720p HD webcam
 Spill-resistant Backlit keyboard, Touchpad
 Fingerprint Reader, Stereo Speakers
 Dual Band Wireless, Bluetooth 4.1
 Ports: 3 USB ports, HDMI, RJ-45, Headphone/Microphone Combo jack, microSD card reader
 Li-ion Battery (up to 10 hours or more) power backup
 Genuine MS Windows 10 Professional 64-bit OS, factory pre-installed
 Less than 1.76 kg
 Energy Star
 AC Adapter, Power cord
 USB 2.0 Mouse (same brand as laptop)
 1 Years Warranty
 Laptop Security Lock
 Carrying bag (Back pack)

2E. UPS (LINE INTERACTIVE)

International recognized brand
 Output Power capacity: 1000VA, 600W or more
 Waveform: Simulated Sinewave
 Auto Voltage Regulation (AVR)
 Nominal Input/Output Voltage: 230V
 Transfer to Battery time: 4 msec or less
 Backup time up to 15 min at half load
 Battery type: SMF, 12V/7AH
 Recharge Time: 4 to 6 Hours less to 90% capacity
 Cold start support
 Output connectors: 3 or more (for connector type C, D)
 CE Certified, ROHS Compliant
 Warranty: 1 year

2F. POWER EXTENSION CORD, BRANDED

with in-built surge protector
 Minimum 6A, 1500W, 240V
 5 Universal socket outlet
 UK/US/EU/AU plug compatible
 Cable length - 2 meter
 1 year warranty

Shiva Prakash Adhikari
 Procurement Associate, UNDP
 June 18, 2020



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Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery²)

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/15/2020**:

PACKAGE 1

TABLE 1 : Offer for Establishing a Virtual Communication/Conferencing Facility (VCF) in Provinces no. 2 and 5 for Parliament Support Project (PSP)

SN	Description	Qty	Brand/Model No. of the offered Item	Unit Cost (NPR)	Total (NPR.)	Remarks
A. Communication Center in Assembly Secretariat of Province 5, Butwal						
A.1	Television	1				System set up in Butwal
A.2	Desktop Computers without only monitor	1				
A.3	Conference Camera	1				
A.4	Conference phone	1				
A.5	UPS	1				
				Total A		
B. Communication Center in Assembly Secretariat of Province 2, Janakpur						
B.1	Television	1				System set up in Janakpur
B.2	Desktop Computers without only monitor	1				
B.3	Conference Camera	1				
B.4	Conference phone	1				
B.5	UPS	1				

¹ This serves as a guide to the Supplier in preparing the quotation and price schedule.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes



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				Total B		
C. Basic conferencing facilities in district centers in Province 5						
C. 1	Television	12				12 Districts headquarter (Annex A)
C. 2	Desktop Computers without only monitor	12				
C.3	Web Camera	12				
C.4	UPS	12				
				Total C		
D. Basic conferencing facilities in district centers in Province 2 .						
D.1	Television	8				8 districts headquarter (Annex B)
D.2	Desktop Computers without only monitor	8				
D.3	Web Camera	8				
D.4	UPS	8				
				Total D		
E. Delivery, Installation and Trainings						
E. 1	Logistical Cost	1				Includes cost of supply, delivery, installation and training in province 5 and 2
E. 2	Zoom System Service Licence (Yearly)	2		Total E		For one year
	Total cost before VAT (A + B + C + D + E)					
	13% VAT charge					
	Grand Total with VAT					



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PACKAGE 2

TABLE 1 : Offer for Establishing a Virtual Communication/Conferencing Facility (VCF) in NHRC HQ, Pulchowk, Lalitpur and its 9 district offices

SN	Description	Qty	Brand/Model No. of the offered Item	Unit Cost (NPR)	Total (NPR.)	Remarks
A. Communication Center in NHRC HQ, Pulchowk, Lalitpur						
1.A	Conference Camera	1				System set up in NHRC HQ at
1.B	Conference Phone	1				
1.C	TV	1				
1.D	Desktop Computer	1				
1.E	UPS (Line Interactive)	1				
1.F	Power Extension Cord, Branded	1				
				Total A		
B. Basic conferencing facilities in Remote Sites (9 sets) for NHRC district offices						
2.A	Web Camera	9				9 NHRC offices in Khotang, Biratnagar, Janakpur, Butwal, Nepalgunj, Jumla, Sanepa, Dhangadhi and Pokhara
2.B	Microphone/Speaker USB	9				
2.C	TV	9				
2.D	Laptop Computer	9				
2.E	UPS (Line Interactive)	9				
2.F	Power Extension Cord, Branded	9				
				Total B		
C. Delivery, Installation and Trainings						
3	Logistical Cost	1				Includes cost of supply, delivery, installation and training for NHRC – 10 sets
				Total C		
	Total cost before VAT (A + B + C)					
	13% VAT charge					
	Grand Total with VAT					



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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 Within 60 days from the date of contract/purchase order			
Estimated weight/volume/dimension of the Consignment:	NA	NA	
Country/ies Of Origin ³ :			
Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance			
b) Minimum ONE year warranty on items to be supplied and technical support			
c) Brand new replacement if Purchased item is not working within warranty period	NA	NA	
Validity of Quotation – 90 days			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>			

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]

³ 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.



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Annex 3

General Terms and Conditions