REQUEST FOR QUOTATION (RFQ)
SUPPLY OF IT EQUIPMENT

	DATE: September 10, 2020
	REFERENCE: rfq-st02.2020

Dear Sir / Madam:

The United Nations Development Program (UNDP) in São Tomé and Príncipe, kindly request you to submit your quotation for SUPPLY OF IT EQUIPMENT in São Tomé and Príncipe, 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 September 27, 2020 through e-tendering:

https://etendering.partneragencies.org
BU Code: STP10
Event ID no. 0000007104

Requests submitted by email must be limited to a maximum of 10 MB and they must be free from any form of virus or corrupted contents.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. kindly ensure that your quotes 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] *(Pls. link this to price schedule)*	☒CIP ☐DAP ☐Other

Customs clearance[1], if needed, shall be done by:	☐UNDP ☒Supplier/Offeror ☐Freight Forwarder
Exact Address/es of Delivery Location/s (identify all, if multiple)	International Airport of Sao Tome and Príncipe
UNDP Preferred Freight Forwarder, if any[2]	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)*	☒ 45 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[3]	☒United States Dollars ☐Euro ☒Local Currency : STN
Value Added Tax on Price Quotation[4]	☐ 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 1 year ☒Technical Support ☐Provision of Service Unit when pulled out for maintenance/ repair ☐ Others *[pls. specify]*
Deadline for the Submission of Quotation	COB, *Sunday, September 27, 2020* e-tendering time
All documentations, including catalogs, instructions and operating manuals, shall be in this language	☒ English ☐ French ☒ Portuguese ☐ Others *[pls. specify, including dialects, if needed]*
Documents to be submitted[5]	☒ Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;

---

[1] *Must be linked to INCO Terms chosen.*
[2] *Depends on INCO Terms. The suggestion to use a UNDP preferred courier is only for purposes of familiarity with procedures and documentary requirements applicable to the UNDP when clearing with customs.*
[3] *Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.*
[4] *This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.*
[5] *First 2 items in this list are mandatory for the supply of imported goods*

	☐ 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". ☒ 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[6]	☒ 100% upon complete delivery of goods ☐ Others *[pls. specify]*

Liquidated Damages	☐ Will not be imposed
	☒ Will be imposed under the following conditions:
	    Percentage of contract price per day of delay: 60 days
	    Max. no. of days of delay: 90 days
	After which UNDP may terminate the contract.

---

[6] *UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of $30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank checque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.*

Evaluation Criteria *[check as many as applicable]*	☒ Technical responsiveness/Full compliance to requirements and lowest price[7] ☒ Technical capacitation for installations of the equipment proved Comprehensiveness of after-sales services ☒ Full acceptance of the PO/Contract General Terms and Conditions *[this is a mandatory criterion and cannot be deleted regardless of the nature of services required]* ☐ Earliest Delivery / Shortest Lead Time[8]
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. <u>Please do not choose this option without indicating the parameters for awarding to multiple Suppliers</u>]*
Type of Contract to be Signed	☒ Purchase Order ☐ Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement[9] 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) Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
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	Original AWB Received Complete Installation ☐ Passing all Testing *[specify standard, if possible]* ☒ Written Acceptance of Goods based on full compliance with RFQ requirements ☐ Others *[pls. specify]*

---

[7] *UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.*

[8] *This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).*

[9] *Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation*

Annexes to this RFQ[10]	☒ Specifications of the Goods Required (Annex 1) ☒ Form for Submission of Quotation (Annex 2) ☒ General Terms and Conditions / Special Conditions: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html ☐ 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)[11]	*Wadson da Cruz* procurement.st@undp.org 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.

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

---

[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.*

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,
Katarzyna Wawiernia
RR
September 10, 2020

Technical Specifications

Nº de Ord	Description / Specifications of Goods	Quantity	Latest Delivery Date	Lot of material
	Recording Audio System			
1	**Discussion device (Microphone)** Allows participants to speak and listen to the course of the works Can be used by a participant or the president Allows the chairman to mute participants' microphones "Possibility to speak" indicator "Ask for the word" indicator Cable lock function Immune to GSM Integrated speaker Microphone: with micro active LED indicators and flexible stem (38 cm long) Headphone jack with integrated volume control	42 Units		
2	**Control unit** Provides power to all elements of the system - up to 80 discussion devices per control unit Intuitive control of microphone operating mode and loudspeaker volume using the capacitive buttons on the front panel Advanced configuration and control via integrated web browser and tablet Native support for automatic control of HD cameras Internal recording up to eight hours External USB recording up to 128 GB (> 4000 hours) Integrated DAFS (Digital Audio Feedback Suppression) Optimized for courtrooms with four individual microphone outputs Headphone jack and built-in loudspeaker for monitoring activities Energy saving mode for minimizing costs and extended service life To place on a table or rack mount The control unit is also available as a basic version without recording and DAFS functions The application programming interface (API) allows you to create customized applications for remote control of the system	4 Units		Lot 1
3	**Extension unit** A single extension unit can power up to 85 devices of debate Up to 85 discussion devices per CCSD-EXU Up to 245 discussion devices using multiple CCSD-EXU's Same look and feel as the CCSD-CU(RD) Automatically switches on when the Control Unit is switched on	4 Units		
4	**Speakers** XLA 3200 W active linear speakers Slim Metal Design Uniform Sound Distribution Voice Evacuation Compliant 45W Peak Power Screw Terminal Input Wall Bracket Included	8 units		

5	**Mixer** Plena 120 W amplifier / mixer 12 channel 6 microphone/line inputs plus 3 music source inputs 70 V, telephone and a call station input with priority & VOX 2 zones and announcement only output Voice-activated emergency override High output power 120 and 240 Watts 2-tone chime built in (7 more chimes optional with call station) Outputs for line out, music only out and insert point 24 V backup power with built-in 24 V charger Separate tone controls for microphones and music sources	4 units		Lot 2
6	**HD Camera** HD dome for conferences 1080P Resolution for sharp images Fully configured Quad Streaming IR Version to veiw 15 mtr distance Region of Interest and E-PTZ	4 units		Lot 2

	Area based encoding Edge recording, Storage slot for 2TB			
7	**Integrus Radiators** 8 channels, with inputs for 8 audio channels Infrared receivers Issuer The emitter is the center of the Integrus system LBB 4511/00 covers up to 1300 m2 (one carrier, 8 standard quality channels) LBB 4512/00 covers up to 2600 m2 (one carrier, 8 standard quality channels) Automatic gain control ensures the IREDs (infrared emitting diodes) function with maximum efficiency Power output selection for efficiency and economy Safety eye	**4 units**		**Lot 2**
8	**Receiver and Headphone** Receptor Integrus with headphones Attractive and ergonomic design Clear two-digit LCD display Battery and reception status indicator Integrated electronics for optimum charging performance Available in 4, 8 or 32 channel versions Choice of style to meet every need Gold-plated connectors ensure superior audio quality Comfortable to wear and listen through	**8 units**		**Lot 2**
9	**DVR Videojet multi 4000** VIDEOJET multi 4000 16 BNC Video Inputs Supports Network-Attached iSCSI Storage H.264 and MJPEG Video Codecs Two-Way Audio Motion Detection Gigabit Ethernet Interface Complies with ONVIF 1.02 and Profile S Device Firmware Supports ONVIF 2.2	**4 units**		**Lot 2**
10	**Surveillance Cameras IP** Up to 2 megapixel (1920 × 1080) resolution Standard video compression with high compression ratio Progressive scan CMOS, capture motion video without incised margin Support dual stream, and the substream for mobile surveillanc High performance and long service life Infrared LED, Approx. 20 to 30 meters IR rangeIR cut filter with auto switchPoE (Power over Ethernet) Ingress Protection level: IP66 Electronic shutter for different surveillance environments	**16 units**		**Lot 2**
11	**Face Recognition** 2 MP Dual-Lens Camera; 1080p; Auto-Focus; Suggested Person Recognition Height: 140 cm to 190 cm 7-inch LCD Touch Screen; Ratio: 16:9; Resolution: 1280p × 600p RS-485 × 1, Wiegand × 1, USB × 1, Lock × 1, Door Magnetic Sensor × 1, Alarm Input × 2, Alarm Output × 1, Tamper × 1, Exit Button × 1 10,000; JPG and JPEG Format 12 VDC/3 A (Without Adapter; Centralized Power Supply); 36W 330 mm × 140 mm × 45 mm (12.99" × 5.51" × 1.77")	**4 units**		**Lot 2**
12	**TV LED** 75 inches Screen size UHD / 4K Image System Android Smart TV 3840 x 2160 Resolution Flat Screen Appearance USB 3 slots, HDMI 4 slots, COMPOSITE 1 slots 96.30 x 167.30 x 5.40 TV Size I Million Contrast Ratio 1 MS Response Time HDR 178 Degrees Viewing angle	**4 units**		**Lot 3**
13	**TV Suport** Tripod support for TV larger than 75" inches	**4 units**		

14	**Switch** 6 door PoE Easy installation 4 Fast Ethernet PoE + ports and 2 Fast Ethernet ports 1.2 Gbps switching capacity 60W PoE Budget Wall mount design Rugged metal switch	**4 units**		**Lot 3**
15	**Sound booth** High-quality acoustic booth for simultaneous interpretation system	**4 units**		**Lot 3**
16	**Adhesive Trough** 10X10 MM DEDRA 2M WHITE	**120 units**		**Lot 3**
17	**Technical track (Network gutters)** Legrand DLP-S universal trunking 190x50mm	**70 units**		
18	**UTP Cat 6 cables** cable to connect DVR cameras	**300 m**		
19	**RJ45 plugs** Plugs cat 6 to connect DVR cameras	**100**		

20	**Laptop** 15.6-inch pro line computer Windows 10 Pro 64-bit operating system. Intel © Core ™ I7--10510U processor. 8 GB of DDR4 RAM 256 GB SSD PCIe Storage NVIDIA GeForce MX330 battery life up to 8 hours	**4 units**		
21	**Accessories** • Cable extensions electrical/Power strip 5 outlet/3 meters; • Electrical Installation cables/Phase, neutral and ground/ 50 meters; • Rack mounting brackets/19"/ • Cable ties ; • Cable clamps ; • Cable HDMI 20 meters ;	**3 units** **1 unit** **10 units** **100 units** **10 units** **1 unit**		
22	**Earphone** Type: closed Conductor: 40mm Frequency response: 10-20 KHz Impedance: 32 Ω Sensitivity: 101dB Maximum input power: 500mW Connection: gold-plated 3.5 mm stereo mini jack	**2 units**		

23	**Video Conference System**
	Bandwidth
	   • H.320 - 512 kbps, H.323/SIP - 2 Mbps
	Video Standards
	   • H.261, H.263, H.263+, H.263++, H.264
	Firewall Traversal
	   • Tandberg Expressway Technology, Auto NAT, H.460.18, H.460.19 Firewall Traversal
	Video Features
	   • Native 16:9 Widescreen, Advanced Screen Layouts, Picture in Picture (PIP), Picture outside Picture & Large POP, Side by Side, PC Zoom, Intelligent Video Management, Simultaneous videoconference & local PC mode, Local Auto Layout
	Video Inputs
	   • 1 x 9 PinDSUB: Main PrecisionHD Camera
	   • 1 x DVI: PC
	   • 1 x MiniDin, S-video: auxiliar y/document camera
	   • 1 x RCA/Phono, composite: VCR
	   • 1 x RCA/Phono, composite: document camera/aux
	Video Input Resolutions:
	   • 800 x 600 (@ 60, 72, 75, 85 Hz), 1024 x 768 (@ 60, 70, 75 Hz), 1280 x 720 (HD720P) (@ 50, 60 Hz), 1280 x 1024 @ 60 Hz
	Video Outputs
	   • 1 x MiniDin, S-video: main monitor
	   • 1 x RCA/Phono, composite: main monitor or VCR
	   • 1 x RCA/Phono, composite: dual monitor or VCR
	   • 1xDVI-1/XGA: main or second monitor
	XGA Output:
	   • 800 x 600 @ 75 Hz, 1024 x 768 @ 60 Hz, 1280 x 768
		2 units		**Lot 4**

	- (WXGA) @ 60 Hz, 1280 x 720 (HD720p) @ 60 Hz - VESA Monitor Power Management Video Formats - NTSC, PAL, VGA, SVGA, XGA, W-XGA, SXGA, High Definition 720p Audio Standards - G.711, G.722, G.722.1, G.728, 64 bit & 128 bit MPEG4, AAC-LD Audio Features - CD-Quality 20KHz Mono and Stereo, Telephone add-on via MultiSite, Two separate acoustic echo cancellers, Audio mixer, Automatic Gain Control (AGC), Automatic Noise Reduction, Audio level meters, Active lip synchronization Audio Inputs - 2 x microphone, 24V phantom powered, XLR connector - 1 x RCA/Phono, Line Level: auxiliar y (or VCR Stereo L) - 1 x RCA/Phono, Line Level: VCR/DVD (Stereo R) Audio Outputs - 1 x RCA/Phono, S/PDIF (mono/stereo) or Analog - Line Level: main audio or Analog Stereo L - 1 x RCA/Phono, Line Level: VCR or Analog Stereo R Network Features - Auto H.320/H.323 dialing, SIP Support, Automatic Downspeeding, Programmable network profiles, Intelligent Call Management, Maximum call length timer, Automatic SPID and line number configuration Network Interfaces - 4 x ISDN BRI (RJ-45), S-inter face - 1 x LAN/Ethernet (RJ-45) 10/100 Mbit (LAN/DSL/cable modem) - 1 x PC card slot (PCMCIA) for wireless LAN - 1 x USB for future usage **PrecisionHD Camera Specifications** - 7x zoom Pan-Tilt-Zoom Camera - Wide angle field of view - 1280 x 720 pixels progressive @ 30fps - Height: 16.9"/42.9cm - Width: 5.7"/14.5cm - Depth: 9.0"/22.8cm Weight: 7.7 lbs/3.5 kg			
24	**UPS 3000KVA** Output Power Capacity Sealed Lead-Acid Battery DB-9 RS232, SmartSlot Interface Ports Hot-Swappable Batteries InfraStruXure Manager Compatible LED Status Indicators Rack/Tower Convertible / Audible Alarms Power Conditioning	4 units		Lot 4

Pls. attach delivery schedule, if relevant, and cluster byQ lot, if partial bids will be allowed. Specify delivery locations if goods multiple destinations.

[Enter name of authorized staff]
[Designation]
[Click here to enter a date]

FORM FOR SUBMITTING SUPPLIER'S QUOTATION[12]
(This Form must be submitted only using the Supplier's Official Letterhead/Stationery[13])

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. rfq-st02.2020:

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
	Total Prices of Goods[14]				
	Add : Cost of Transportation				
	Add : Cost of Insurance				
	Add : Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation				

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

TABLE 3 : Offer to Comply with Other Conditions and Related Requirements

	Your Responses

---

[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 indicated in the RFQ*

Other Information pertaining to our Quotation are as follows :	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time			
Estimated weight/volume/dimension of the Consignment:			
Country/ies Of Origin[15]:			
Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance			
b) Minimum one (1) year warranty on both parts and labor			
c) Service Unit to be Provided when the Purchased Unit is Under Repair			
d) Brand new replacement if Purchased Unit is beyond repair			
e) Others			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements *[pls. specify]*			

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]

---

[15] *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.*