



**REQUEST FOR QUOTATION (RFQ)
577-2020-UNDP-UKR-RFQ-EUP**

All interested	DATE: November 19, 2020
	REFERENCE: 577-2020-UNDP-UKR-RFQ-EUP

Dear Sir / Madam:

We kindly request you to submit your Quotation for **procurement of television equipment for Press Centre of the Verkhovna Rada of Ukraine**, as detailed in Annex 1 of this RFQ. When you prepare your Quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted before **23:59 (Kyiv time) December 6, 2020, Sunday** via *e-mail* to the address below:

**United Nations Development Programme
tenders.ua@undp.org
Procurement Unit**

Quotations submitted by e-mail must be limited to a maximum of **7 MB**, virus-free and no more than 5 -mail transmissions. *Files larger than 7 MB will not be delivered, and therefore the Quotation will not be considered.* The contents of the electronic message and all attachments must be free of virus or malware threats and shall not have corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your Quotation reaches the address above on or before the deadline. *Please ensure that you received an autoreply from above-mentioned e-mail address indicating that the message was received.* Quotations that are received by UNDP after the deadline stated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Quotation by e-mail, kindly ensure that they are signed and in the *.pdf format.

Please note the following requirements and conditions on the supply of the above-mentioned services:

Delivery Terms [INCOTERMS 2010]	DAP, Kyiv, Ukraine.
Customs clearance, if needed, shall be done by:	Not applicable
Address/es service provision	The Verkhovna Rada of Ukraine, 5 Hrushevskoho str., Kyiv, Ukraine. Delivery procedure details will be provided to contract awarded bidder
Latest Expected Delivery Date and Time (<i>if the delivery time exceeds this, a quote may be rejected by UNDP</i>)	22 January, 2021. Shorter delivery terms are highly desirable.
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Packing Requirements	The Contractor shall package the Goods for delivery in accordance with the highest standards of television equipment packaging, relevant to the quantities and modes of transport of the Goods. The packing must ensure safe delivery with no damage during transportation.
Preferred Currency of Quotation ¹	<input checked="" type="checkbox"/> United States Dollars. Due to fluctuations in the national currency, it is recommended to indicate the price in dollars. In this case of local Ukrainian suppliers, UNDP provides payments in UAH at the official exchange rate of UNDP at the date of payment. Exchange rate information is available at http://treasury.un.org <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency: UAH
Value Added Tax on Price Quotation	<input type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes (<i>VAT amount should be indicated in a separate line</i>) <input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	- Equipment must have official warranty service centres in Ukraine; - Supplier/s must provide after-sale services
Deadline for the Submission of Quotation	23:59 Kyiv time on Sunday, December 06, 2020
Language of documents submission	<input checked="" type="checkbox"/> English or Ukrainian / Russian (registration documents/licenses/ technical passport etc. may be in original language with no translation)
Documents to be submitted	<input checked="" type="checkbox"/> Company Profile , which should not exceed ten (10) pages but should include information about previous relevant contracts and projects, list of top clients; <input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if the Bidder enjoys any such privilege; <input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation; <input checked="" type="checkbox"/> Detailed specification of proposed equipment in full adherence to the TOR and its appendices.

¹ 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.

	<input checked="" type="checkbox"/> At least 2 (two) reference letters for the company from the previous customers/clients/partners reflecting the nature of. <input checked="" type="checkbox"/> Confirmation of warranty provided and addresses of service centers in Ukraine; <input checked="" type="checkbox"/> Dealership authorisation, if any. <input checked="" type="checkbox"/> Form for submitting proposal filled in and signed as per template attached in Annex 2 <input checked="" type="checkbox"/> A financial proposal as per template attached in Annex 2. NB. company/organization must provide one bid. No multiple bids for the same lot are allowed. Bids from connected companies (same owner/beneficiary) will not be considered.
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 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	<input type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Quotations are allowed: by lots. The number/s of lots to be clearly indicated in submission e-mail subject. The proposal for each lot should contain all requested positions, otherwise will not be considered.
Payment Terms ²	<input checked="" type="checkbox"/> 30 days net, the goods to be accepted by signing Acceptance act by UNDP
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness / Full compliance to requirements and lowest price ³ <i>Submitted offers will be reviewed on "Pass" or "Fail" basis to determine compliance with the below criteria/requirement/s:</i> <ul style="list-style-type: none"> • Offers must be submitted within the stipulated deadline • Offers must meet required Offer Validity • Offers have been signed by the proper authority • Offers include requested company/organization documentation as mentioned above in the <i>Documents to be submitted</i> section • Offers must comply with general requirements: <ol style="list-style-type: none"> a) Properly registered company/organization. Corresponding type of commercial activity in equipment supply to be clearly indicated in registration documents. b) At least 3 years of professional experience in supply of similar products; <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions https://www.undp.org/content/dam/nepal/docs/Reports_2020/Procurement/General-Terms-Conditions-for-de-minimis-Contracts-Services-only-Sept%202017-below-USD%2050000.pdf
UNDP will award to:	<input type="checkbox"/> One supplier only <input checked="" type="checkbox"/> One or more Suppliers, depending on the following factors: by lots
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for goods / Purchase Order <input type="checkbox"/> Long-Term Agreement

² 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 cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

³ 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.

	<input type="checkbox"/> Other Type/s of Contract: Contract for Professional Services
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO / Contract if the delivery/completion is delayed by 30 days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Mutual Written Acceptance of Goods / Services based on full compliance with RFQ requirements. Upon provision of originals of the invoice, the act of acceptance and tax invoice (if applicable).
Annexes to this RFQ	<input checked="" type="checkbox"/> Terms of Reference with Appendix (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions - Available through the Link: https://www.undp.org/content/dam/nepal/docs/Reports_2020/Procurement/General-Terms-Conditions-for-de-minimis-Contracts-Services-only-Sept%202017-below-USD%2050000.pdf 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) ⁴	Procurement Unit UNDP procurement.ua@undp.org; +38 044 2539363 Please do not use this e-mail for submission of your proposal and do not duplicate it to this address! For clarifications only! The bids submitted to any other address than tenders.ua@undp.org will be disqualified. 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 bidders.

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 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 full 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 if the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its 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 number 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 / Contract that will be issued under 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.

⁴ 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. If 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/procurement/business/protest-and-sanctions.html>.

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:

https://popp.undp.org/UNDP_POPP_DOCUMENT_LIBRARY/Public/AC_Anti-Fraud_UN%20Supplier%20Code%20of%20Conduct_english.pdf#search=code%20of%20conduct

Thank you, and we look forward to receiving your Quotation.

Manal Fouani

Sincerely yours,

*Ms. Manal Fouani,
Deputy Resident Representative UNDP in Ukraine*

November 19, 2020

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REQUEST FOR QUOTATION (RFQ) 577-2020-UNDP-UKR-RFQ-EUP ANNEX 1**Specification**

On the procurement of television equipment for Press Centre of the Verkhovna Rada of Ukraine
EU-UNDP Parliamentary Reform Project (PRP)

Background Information

The EU-UNDP Parliamentary Reform Project (PRP) is aimed at strengthening the functioning of the Ukrainian Parliament, the Verkhovna Rada of Ukraine, its working bodies, MPs and Secretariat (VRU), to become a progressively more effective, accountable and transparent institution in carrying out its constitutional responsibilities of legislation, oversight, and representation with positive influence on the overall process of EU-Ukraine Association Agreement implementation. The project strategy is aligned with the priorities of the EU's Single Support Framework for Ukraine 2018 – 2020, the Government of Ukraine – UN Partnership Framework 2018–2022, and the UNDP Country Programme Document 2018 – 2022. It is built on achievements and lessons learnt of the EU-UNDP Rada for Europe project (2016-2018) and will continue to support parliamentary reform, including through promoting the implementation of the recommendations of the 2016 Needs Assessment Mission (NAM). For the continuation of parliamentary reform, top level leadership and political ownership is key, which will be assured through continuous high-level consultations with relevant stakeholders and full transparency of project implementation.

The project is an EU-funded initiative strongly connected to UNDP's Democratic Governance Programme and comprises of three components. Component One, #Rada4Reforms, will focus on fostering the parliament's role in the overall reform process with a particular emphasis on improvement of the legislative process and parliamentary oversight, by providing comprehensive expert support to the implementation of the VRU Roadmap for Internal Reform and Capacity Building, improving the quality draft law expertise and impact assessment, and enhancing parliamentary monitoring.

Component Two, #RadaPro, will support the professional modernization of the parliamentary Secretariat, through the finalisation and implementation of its strategic development plan and comprehensive human resource development, including in the Committee Secretariats, along the lines of broader public administration reform (PAR) and the law "On Civil Service".

Component Three, #Transparent&Service-OrientedRada, by making use of new technologies for communications, civic education and participation in coherence will build stronger transparency and accountability links between parliament and citizens with special focus of increasing public trust to the Ukrainian Parliament.

In the context of Component 3 and considering that concept and design of the Press Centre developed for the implementation of the Communication Strategy of the Verkhovna Rada of Ukraine were approved by the Order of the Head of Secretariat of the Verkhovna Rada of Ukraine #81 of 22 June 2020 and taken as a framework for its establishment, PRP provides technical assistance in purchase of the television equipment, listed in the Technical Specification.

Delivery Terms:

DAP, Kyiv, Ukraine.

Address of delivery: Verkhovna Rada of Ukraine, 5 Hrushevskoho str., Kyiv, Ukraine Delivery procedure details will be provided to contract awarded bidder.

Latest expected delivery date:

Items should be delivered and installed no later than 22 January, 2021. Shorter delivery terms are highly desirable.

Additional requirements:

- The price of the goods must include the cost of installation and delivery of all goods to the above mentioned address;
- Warranty period for the equipment should be not less than 12 months after installation;
- Equipment must have official warranty service centres in Ukraine;
- Supplier/s must provide after-sale services

Quality assurance and acceptance:

Joint quality assurance team of UNDP (Project Coordinator, EU-UNDP Parliamentary Reform Project) and representatives of the organizational department of the Secretariat of the Verkhovna Rada of Ukraine should accept installed equipment. Acceptance acts to be signed by both UNDP and Supplier upon quality assurance team confirmation.

Requirements to the organization/company

- Duly registered company/organization
- At least 3 years of experience in supply of similar products
- Full acceptance of UNDP General Terms and Conditions
- At least 2 positive references from previous clients in past 2 years.

Payment terms

- Upon delivery, installation and acceptance of items by UNDP;
- Delivery in several stages may be considered in terms of established deadline upon confirmation by UNDP, payments linked to delivered goods cost.

Technical Specification**Lot 1**

#	Item	Specifications	Q-ty	Notes
1	Robotic cameras	- format – Full HD 1080 / 50p, 1080 / 50i; - matrix – 1 inch; - drive – PTZ; - horizontal resolution 850 TVL - video output interface – 3G-SDI – 2 pcs; - optical scaling – not less than 12 x; - external synchronization; - ability to connect a remote control panel via IP; - support for PoE + (IEEE802.3at)	4	
2	Camera controller	- control interface – IP - minimum number of connections – 8 - pre-installation – at least 20 for each camera - ability to record and reproduce the movement of the camera - full control of cameras and drive system	1	

		- display of camera settings on the display		
3	Set of beam fastening carrying 14 kg for cameras	Cable-reduction pantograph, 2.0 meters with 2 safety cables for each. Mounting diameter 2 ”	4	
4	Tripods carrying 8 kg and necessary adapters to install the cameras		4	
5	Multiplexing, demultiplexing blades	OpenGear blade Sound multiplexing, demultiplexing of sound in SDI on one of each type	2	
6	Blades for transmission and reception of signals on fiber-optic lines	Portable 3G/HD/SD Dual Channel Optical Transmitter and Receiver with independent power supply, two of each type	4	
7	Frame synchronization blocks	Two-channel intelligent frame synchronizer and converter	2	
8	The case for installation of blocks	Case for installation of OpenGear units with forced cooling and additional power supply	1	
9	Input, output modules for a matrix	Modules for eight SD/HD/3G inputs and eight HD-SDI outputs for PLATINUM MX matrix, one of each type	2	
10	Control panel for matrix		1	

Lot 2

#	Item	Specifications	Q-ty	Notes
1	LED screen with rack and construction. Construction to include: Two support poles, each individually adjustable in height. Poles equipped with wheels. Screen installation	Screen: 2,400 x 1,350 mm, 1,579 pixels, resolution 1,520 * 864 pixels. Screen consists of 16 sections, size of 1 section is 600*337.5mm Screen size expandable to a resolution of 4k. Control system: 1) Signal type – 3G-SDI, HDMI, DP. 2) Simultaneous output of up to 4 different signals, in picture in picture modes anywhere on the screen and at any time (RealTime) without using additional video processors. 3) Video processing – scaling, cropping, colour correction of all signals. 4) 1,000 levels of brightness control 5) Video delay in the path up to 2 frames. 6) Fiber optic data network without	1	

		using converters. 7) Control interfaces – USB 2.0, DMX.		
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* This equipment requires professional installation by the supplier.

REQUEST FOR QUOTATION (RFQ) 577-2020-UNDP-UKR-RFQ-EUP ANNEX 2**FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁵***(This form must be submitted only using the Supplier's Official Letterhead/Stationery⁶)*

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. **577-2020-UNDP-UKR-RFQ-EUP**:

TABLE 1: BRIEF COMPANY PROFILE

BRIEF COMPANY PROFILE	
The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:	
Full registration name	
Year of foundation	
Legal status	
Legal address	
Actual address	
Bank information	
VAT payer status	
Contact person name	
Contact person e-mail	
Contact person phone	
Company's core activities	
Profile – describing the nature of the business, the field of expertise, licenses, certifications, accreditations (If any);	Please indicate here
Business Licenses – Registration Papers, Tax Payment Certification, etc	EDRPOU, ID tax number Copies of State registration and Tax registration should be attached
Certificates and Accreditation	Please indicate here applicable, including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
Please provide contact details of at least two previous partners for reference	Please attach the signed reference letters (if any).
Company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.	Please confirm (Answers: Yes, we are in the list/No, we are not in the list)

⁵ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁶ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

TABLE 2: Financial proposal

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price, Currency (excl. VAT)	Total Price per Item, Currency (excl. VAT)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
	Add : Cost of Transportation/other (DAP, address as indicated above)				
	Total Prices of Goods excl. VAT				
	Total Final and All-Inclusive Price Quotation				

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>
The validity of the Quotation (min. 60 days)			
Warranty for the equipment not less than 12 months			
Presence of service centers in Ukraine			
All Provisions of the UNDP General Terms and Conditions. http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html			

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]