



## REQUEST FOR QUOTATION (RFQ)

Procurement of Thermographic Cameras and accessories for DPU delivery to UNDP Zambia and UNDP Kenya.

RFQ Reference: GP500294-1	Date: 19 April 2021
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### SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ General Instructions

Section 3: RFQ DataSheet

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in the RFQ. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

UNDP PSU

Signature: \_\_\_\_\_

Name: Samuel Cotarelo Estevez

Title: Procurement Associate

Date: 14/04/2021

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Introduction</b>	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
<b>Cost of preparation of quotation</b>	UNDP shall not 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.
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></p>
<b>Gifts and Hospitality</b>	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p>
<b>Conflict of Interest</b>	<p>UNDP requires every prospective Supplier 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. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p><a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Eligibility</b>	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by</p>

	<p>these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP. Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative [amend in case of other eligibility requirements].</p>
<b>Joint Venture, Consortium or Association</b>	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
<b>Manufacturer Authorization</b>	<p>Authorization to represent manufacturer/developer: all main manufacturers' authorizations in relation to items listed in Section 1 should be included.</p> <p>Bidder must be an authorized seller/reseller/service provider for the products/services offered, and shall expressly warrant its status in the Offer.</p> <p>Supplier should provide the authorization letter from manufacturer's if not its own product, for each offered product in the proposal.</p>
<b>Only one Bid</b>	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>b) they have the same legal representative for purposes of this RFQ; or</li> <li>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process.</li> <li>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</li> <li>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</li> </ul>
<b>Duties and taxes</b>	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must be exclusive of VAT and other applicable indirect taxes</p>
<b>Price variation</b>	<p>No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.</p>
<b>Right not to accept any quotation</b>	<p>UNDP is not bound to accept any quotation, nor award a contract or Purchase Order</p>
<b>Right to vary requirement at time of award</b>	<p>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.</p>
<b>Publication of Contract Award</b>	<p>UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.</p>
<b>Policies and procedures</b>	<p>This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a></p>

<b>UNGM registration</b>	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.
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### SECTION 3: RFQ DATA SHEET

<b>Deadline for the Submission of Quotation</b>	<b>May 10th, 2021, Close of Business (1800) CEST, Copenhagen</b>  If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a> .
<b>Method of Submission</b>	Quotations must be submitted as follows: <input checked="" type="checkbox"/> Dedicated Email Address  Bid submission address: <b>samuel.cotarelo@undp.org</b> <ul style="list-style-type: none"> <li>▪ File Format: Soft format – Electronic – email submission</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. Filenames must be clear and self-explanatory on what the file contains</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: Maximum 10 MB per Email</li> <li>▪ Mandatory subject of email: RFQ GP500294 – [name of company]</li> <li>▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”.</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The bidder should receive an email acknowledging email receipt.</li> </ul>
<b>Special Conditions of Contract</b>	<input checked="" type="checkbox"/> Liquidated damages  Delayed delivery beyond the agreed delivery date might cause payment by the Supplier of liquidated damages in an amount of 1 % per day of delay, up to a 10%, of the value of the Purchase Order. Thereafter, UNDP has the right to cancel the Purchase Order.
<b>Currency of Quotation</b>	Quotations shall be in USD. Eventual payments would be conducted in the same currency.
<b>Language of quotation</b>	English Including documentation including catalogues, instructions and operating manuals.
<b>Documents to be submitted</b>	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Company Profile. <input checked="" type="checkbox"/> Registration certificate. <input checked="" type="checkbox"/> Documentation/Contracts regarding previous experience as requested in Annex 2.
<b>Quotation validity period</b>	Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.

<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Not permitted
<b>Alternative Quotes</b>	<input type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted <b>If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote”</b>
<b>Payment Terms</b>	<input checked="" type="checkbox"/> 100% within 30 days after satisfactory receipt of goods, works and/or services , approval issued by End User and/or UNDP Country Office, and payment documentation having been received by UNDP
<b>Contact Person for correspondence, notifications and clarifications</b>	E-mail address: Samuel.cotarelo@undp.org
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 4 (four) days before the submission deadline. 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.
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price technically compliant offer
<b>Evaluation criteria</b>	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 – Including after sales, training and warranty services <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Lowest Priced technically compliant offer
<b>Type of Contract to be awarded</b>	<input checked="" type="checkbox"/> Purchase Order
<b>Expected date for contract award.</b>	<b>17 May 2021</b>

## ANNEX 1: SCHEDULE OF REQUIREMENTS

### Technical Specifications for Goods:

Item No	Minimum technical requirements	Unit	Quantity
<b>General technical requirements</b>			
All equipment and components must be of the required level of technology, new, and according to specifications. Furthermore, all equipment and components must respond to current quality standards in international markets, be manufactured by reputed and consolidated international brands, be fully adequate to the use, and prove reliable and fully compatible as a system.			
All equipment should have internationally recognized standards/environmental certificates.			
All equipment, items and parts must be adequate for continued use in the destination conditions, Bidder demonstrating professional understanding of the intended use by offering fit for purpose items.			
Upon delivery LTA holder must provide accurate serial numbers for major components. Serial numbers must be provided in electronic format (MS Excel or MS Access).			
Licensing: for all equipment (where applicable) must be registered for the respective end user (details to be provided at PO stage)			
Language Support: All information and documentation must be in English language			
Electrical Power: Output voltage range: as per Standard in Zambia and Kenya; All equipment must be able to operate in environmental conditions in Zambia and Kenya			
1	<b>Thermal Imaging System</b>  Two sensors providing displaying synchronised live thermal image and real image (positive RGB). <ul style="list-style-type: none"> <li>Sensors: <ul style="list-style-type: none"> <li>Minimum IR sensor native resolution 384*228 pixels</li> <li>Maximum IR pixel size 20 µm</li> <li>Min. RGB (CCD/CMOS) Sensor resolution: 2 MegaPixels</li> </ul> </li> <li>Image Frequency: min. 20Hz</li> <li>Audio warning of body temperatures higher than prescribed level</li> <li>Alarm Function: Save Alarm Mode Sound/Visual alarm</li> <li>Temperature detection max. 2s.</li> <li>Temperature detection at 1.5-3m.</li> <li>Adjustable threshold of High Body temperature</li> <li><b>IFOV: less than 1.5 mrad</b></li> <li><b>The Cameras must be able to consistently measure body temperature by focusing at the subject's tear duct (i.e., a small area of no more than 0.5*0.5 cm) from a distance of 3 Meters.</b></li> <li>Accuracy: Tolerance of measurement result is less than 0.3°C (with the use of Black Body)</li> <li>Minimum FOV 24°[H] × 18° [V]</li> <li>Maximum weight 3Kg. Compact form factor, Compatible with tripod (UNC ¼"-20 mount)</li> <li>All equipment must be compliant with international standards: <ul style="list-style-type: none"> <li>US FDA 510K registered or equivalent European standard</li> </ul> </li> </ul>	EA	6

	<ul style="list-style-type: none"> <li>Equipment compliant with ISO 13485 or equivalent</li> <li>RoHS, Energy star, FCC or equivalent standards.</li> </ul> <ul style="list-style-type: none"> <li><b>Camera is to include the following accessories:</b> <ul style="list-style-type: none"> <li>Blackbody for live temperature calibration, fully compatible with Item 1.</li> <li>Anti-reflecting roll-up background (including stand and all necessary accessories to assemble).</li> </ul> </li> <li><b>Warranty:</b> three years on-site replacement manufacturer's warranty, serviced by a local/regional representative appointed by Manufacturer.</li> </ul> <p><b>Cameras to be supplied with controller Software/Drivers for real time display of camera stream incl. above functionalities compatible with Item 3 (Windows OS)</b></p>		
2	<p><b>Tripod</b></p> <ul style="list-style-type: none"> <li>Material – Aluminum</li> <li>Tripod Mounting UNC ¼"-20 (fully compatible with Item 1)</li> <li>Three-way moving/ ball-head</li> <li>Flip leg locks</li> <li>Size: <ul style="list-style-type: none"> <li>Collapsed: 50 cm (max)</li> <li>Extended: 150 cm (min)</li> </ul> </li> <li>Weights: less than 3 kgs</li> <li>Maximum Height Extension: 120cm – 150cm (+/-10% variation accepted)</li> <li>Minimum Load Capacity: 3kg (enough to safely hold item 1)</li> </ul> <p><b>Minimum 3 years, on-site replacement manufacturer's warranty.</b></p>	EA	6
3	<p><b>Terminal (Laptop Pc)</b></p> <p>Enough to operate live video feed from Item 1 at a minimum of 30 FPS continuously for 8 hours (performance-wise).</p> <p><b>Processor:</b> Single CPU, 6 Core, 2.4 GHz, 8MB cache with Hyper Threading technology or similar performance.</p> <p><b>Storage:</b> 256GB SSD PCIe</p> <p><b>Memory:</b> Minimum 16 GB DDR4</p> <p><b>Audio:</b> High-Definition Audio</p> <p><b>Network:</b> Integrated 1Gbps Ethernet</p> <p><b>Display:</b> Minimum 15,6", FullHD, 16:9</p> <p><b>Interface Ports:</b> Minimum 2xUSB 3.0, 1xHDMI or DP (1080p) <b>Fully compatible with Item 1 and 4</b></p> <p><b>Keyboard:</b> US/English</p> <p><b>Accessories:</b> nylon bag and USB mouse</p> <p><b>Windows 10 Pro</b> preinstalled</p> <p><b>Warranty:</b> three years on-site replacement manufacturer's warranty, serviced by a local/regional representative appointed by Manufacturer.</p>	EA	6

4	<p><b>High Efficiency Uninterruptible Power Supply and corresponding Connecting Cables (UPS)</b></p> <p><b>Fully compatible with Items 1 and 3 for continuous operation with no electricity supply for 5 hours</b></p> <p>Minimum Capacity: 1800kWatts/1800VA  Replaceable battery  Minimum Input voltage range: 160-286V  Smart UPSs: should be able give feedback on battery health, failure, early warnings and allow for graceful shutdowns when needed.</p> <p>Battery:</p> <p>3 Hours recharge time.</p> <p>Minimum 3 years battery life</p> <p>Weight: &lt; 30kg</p> <p>Operating Temperature: 0 - 45°C</p> <p>Operating relative humidity: 0-95%</p> <p>RoHS Compliant</p> <p>Energystar, FCC, CE or equivalent</p> <p><b>Warranty: 3 years on-site replacement manufacturer's warranty (except Battery – Minimum 2 years manufacturer warranty on Battery)</b></p>	EA	6
5	<p><b>User Training</b></p> <ul style="list-style-type: none"> <li>Conduct a 1-day training (physical or virtual depending on the Covid-19 situation) on the Operation of the Thermographic cameras, set up and operation in relevant environments/venues, calibration, blackbody usage to the relevant governmental stakeholder in each country with a demonstration kit prepared by the firm.</li> </ul>	EA -day.	2
6	<p><b>Technical Support</b></p> <p>2 Months dedicated hotline and email address, with same day turnover for support requests:</p> <ul style="list-style-type: none"> <li>Same day acknowledgement via email</li> <li>Hotline open during business hours (0900-1800)</li> </ul> <p>As part of the technical support, Manufacturer is requested to provide the local representative with advanced training on the operation and maintenance of the devices, as well as advanced user training on the software.</p> <p>This training should be enough to qualify the local appointed representative to solve any basic user queries.</p> <p>A detailed Service Level Agreement will be signed between awarded Bidder and UNDP at Purchase Order stage.</p>	EA Month (per Location)	2

#### Delivery Requirements



Delivery Requirements	
<b>Delivery date and time</b>	<p>Bidder shall deliver the goods in maximum 2 months (60 calendar days) after Contract signature.</p> <p>Bidder to indicate (for information purposes) earliest possible delivery time at DPU destination, including earliest possible delivery of training.</p> <p>3 units are to be delivered to Zambia and 3 to Kenya, details as per below.</p>
<b>Delivery Terms (INCOTERMS 2020)</b>	DPU
<b>Customs clearance (must be linked to INCOTERM)</b>	<p>Shall be done by:</p> <p><input checked="" type="checkbox"/> UNDP</p>
<b>Exact Address(es) of Delivery Location(s)</b>	<p>Ms. Margaret Mbugua, Head of Procurement United Nations Development Programme (UNDP), UN offices in Nairobi (UNON), UN Gigiri Complex, P.O. Box 30218-00100 Nairobi Kenya Email: margaret.mbugua@undp.org</p> <p>And,</p> <p>Mr. Oswald Mussenge  UN House, Long-Acres, Alick Nkhata Road P.O. BOX 31966 Lusaka, Zambia Oswald.mussenge@undp.org 00260 978325455</p>
<b>Distribution of shipping documents (if using freight forwarder)</b>	<p>1 (one) set of digital copies upon shipping to UNDP PSU in Copenhagen</p> <p>Attn: Samuel Cotarelo - Samuel.cotarelo@undp.org</p> <p>1 (one) set of original documents in advance (at least 3 days prior to arrival) to Ms. Margaret Mbugua, Head of Procurement United Nations Development Programme (UNDP), UN offices in Nairobi (UNON), UN Gigiri Complex, P.O. Box 30218-00100 Nairobi Kenya Email: margaret.mbugua@undp.org</p> <p>And 1 (one) set of original documents in advance (at least 3 days prior to arrival) to [Zambia]</p> <p>1 (one) set of originals with the cargo</p>

<b>Packing Requirements</b>	<p>Each Camera must be packed in the original box from manufacturer, including cables and original accessories. The box should be wrapped in plastic foil. The original boxes must be of sturdy quality, to ensure that the items packed inside will not get damaged during transportation.</p> <p>Other packaging requirements as per UNDP General Terms and Conditions available at <a href="https://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">https://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>
<b>Training on Operations and Maintenance</b>	1-day training to the user (government staff). Bidder is requested to quote for 1 (one) day of training, and additionally to advise on the suggested duration of the training, if different than one day.
<b>Warranty Period</b>	<p>3-year on-site replacement.</p> <p>Warranty claims shall be channelled through appointed local representative at first level and derived to the Manufacturer's warranty department when necessary.</p> <p>When necessary, on-site replacement of any equipment due to warranty claims shall be fulfilled within maximum five (5) working days after positive diagnosis.</p>
<b>After-sales service and local service support requirements</b>	<p>The Manufacturer shall appoint a local representative (i.e. a local company with physical offices at destination) to act as liaison and first tier support for warranty claims and technical support requested.</p> <p>Technical support will be in the form of a dedicated hotline and email address, with same day reply for support requests and 48 hours resolution time.</p> <p>Manufacturer is requested to provide the local representative with relevant training on the operation and maintenance of the devices, as well as relevant training on the software.</p> <p>This training should be enough to qualify the local appointed representative to solve any basic user queries.</p> <p>A detailed Service Level Agreement will be signed between awarded Bidder and UNDP at Purchase Order stage.</p>
<b>Preferred Mode of Transport</b>	Air freight

## ANNEX 2: QUOTATION SUBMISSION FORM

*Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

### Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
<b>Previous relevant experience:</b>  <b>Bidders are Required to fill in the table below with corresponding information and provide copies of at least three Purchase orders contracts awarded and executed during the last 3 (three) years for similar or relevant to the scope of this RFQ.</b>				
<b>Contract scope</b>	The scope of said contracts must involve the delivery, installation, and training of thermographic cameras for elevated temperature detection, either fixed or portable <b>in a high turnover environment</b> . The Company is to provide client's contact details who may be contacted for further information on those contracts, copies of Purchase orders to be provided; Bidder is encouraged (but not required) to attach an explanatory document providing further details for their different experiences.  <b>Capacity building and Knowledge transfer is desirable but not an evaluation criterion, Bidders are encouraged to provide details.</b>			
<b>Minimum contract value</b>	<b>Minimum US\$10,000 for every Purchase order</b>			
<b>Name of previous contracts</b>	<b>Client &amp; Reference Contact Details including e-mail</b>	<b>Contract Value</b>	<b>Period of activity</b>	<b>Types of activities undertaken</b>

#### Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of

Yes	No	
		Conduct : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: \_\_\_\_\_

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

### ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

<b>Currency of the Quotation:</b> Click or tap here to enter text.					
<b>INCOTERMS:</b> Click or tap here to enter text.					
Item No	Description	UOM	Qty	Unit price	Total price
1.	Thermal Imaging System	EA	6		
2.	Tripod	EA	6		
3.	Terminal (Laptop Pc)	EA	6		
4.	UPS	EA	6		
5.	User Training	Day	2		
6.	Technical Support (Kenya)	Month	2		
7.	Technical Support (Zambia)	Month	2		
Total Price					
Transportation and Insurance Price (Kenya)					
Transportation and Insurance Price (Zambia)					
<b>Total Final and All-inclusive Price to DPU Kenya and Zambia (Incoterms 2020)</b>					

#### Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. explain deviations and indicate counter – offer
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty and After-Sales Requirements	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

**Other Information:**

Estimated weight/volume/dimension of the Consignment:	Click or tap here to enter text.
Country/ies of Origin: <i>(if export licence required this must be submitted if awarded the contract)</i>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company NameClick or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.:Click or tap here to enter text. Email Address:Click or tap here to enter text.	Authorized Signature: Date:Click or tap here to enter text. Name:Click or tap here to enter text. Functional Title of Authorised Signatory:Click or tap here to enter text. Email Address: Click or tap here to enter text.