



RFQ Reference: RFQ/UNDP/ICT/ 0000157887/037/2021 – ICT Equipment (operations)	Date: 16 November 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 Instructions and Data

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 Section 2. 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:

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

Name: Martin Stephanus Kurnia

Title: Head of Procurement

Date: 16 November 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 <u>UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</u></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>Deadline for the Submission of Quotation</b>	<p><b>Please refer to etendering system with event id IDN10 – 0000010998</b></p> <p>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>.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering</p> <p><input type="checkbox"/> Dedicated Email Address</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>For eTendering method, click the link <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> and insert Event ID information.</p> <p><b>The Event ID for etendering system: IDN10 – 0000010998</b></p> <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: <a href="https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders">https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders</a>.</p>
<b>Cost of preparation of quotation</b>	<p>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.</p>
<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</p>

	<p>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>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for Works</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [15 days]</p> <p><input type="checkbox"/> Others [pls. specify]</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 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.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
<b>Currency of Quotation</b>	<p>Quotations shall be quoted in</p> <p><input checked="" type="checkbox"/> United States Dollars or Local Currency : IDR (Mandatory for Local Bidders)</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>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> <p>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</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>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;</p> <p>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</p> <p>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.</p>
<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</p>

	<p>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:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
<b>Language of quotation</b>	<p><input checked="" type="checkbox"/> English</p> <p><input type="checkbox"/> Others:.</p>
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><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</p> <p><input type="checkbox"/> Company Profile.</p> <p><input checked="" type="checkbox"/> Registration certificate;</p> <p><input type="checkbox"/> Completed and signed CVs for the proposed key Personnel;</p> <p><input checked="" type="checkbox"/> Other 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>
<b>Quotation validity period</b>	<p>Quotations shall remain valid for 90 (ninety) days from the deadline for the Submission of Quotation.</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>Partial Quotes</b>	<p><input type="checkbox"/> Not permitted</p> <p><input checked="" type="checkbox"/> Permitted : allowed (per LOT basis), Bidders may submit 1 (one) or more LOTS but not Sub LOT/Partial LOT</p>
<b>Alternative Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted</p> <p>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”</p>
<b>Payment Terms</b>	<p><input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p> <p><input type="checkbox"/> Other <del>Click or tap here to enter text.</del></p>
<b>Conditions for Release of Payment</b>	<p><input checked="" type="checkbox"/> Passing Inspection by Complete Installation</p> <p><input checked="" type="checkbox"/> Passing all Testing</p> <p><input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements</p> <p><input checked="" type="checkbox"/> Upon received of original invoice</p>
<b>Contact Person for correspondence, notifications and clarifications</b>	<p>E-mail address: <b>rida.trisna@undp.org; fathia.shabrina@undp.org</b></p> <p>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.</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>
<b>Clarifications</b>	<p>Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated by email.</p>
<b>Evaluation method</b>	<p><input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer</p> <p><input type="checkbox"/> Other <del>Click or tap here to enter text.</del></p>
<b>Evaluation criteria</b>	<p><input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1</p> <p><input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract</p> <p><input checked="" type="checkbox"/> Comprehensiveness of after-sales services</p> <p><input type="checkbox"/> Earliest Delivery /shortest lead time</p>

	<input checked="" type="checkbox"/> Others as required in Annex 1 – Terms of Reference
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	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.
<b>Type of Contract to be awarded</b>	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> <a href="#">Contract Face Sheet</a> (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> <a href="#">Contract for Works</a> <input type="checkbox"/> Other Type/s of Contract [pls. specify]
<b>Expected date for contract award.</b>	<b>22 December 2021</b>
<b>Publication of Contract Award</b>	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.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<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.
<b>Other Information</b>	<p>Detailed requirement/specification as well as other requirements are listed in the RFQ available on UNDP ATLAS e-Tendering system” (<a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a>) as written in the method of submission. If you have not registered in the system before, you can register by logging in using:</p> <p><b>Username: event.guest</b>  <b>Password: why2change</b></p> <p>The step by step instructions for registration of bidders and quotation submission through the UNDP ATLAS e-Tendering system is available in the attached “Instructions Manual for the Bidders”. Should you require any training on the UNDP ATLAS e-Tendering system or face any difficulties when registering your company or submitting your quotation, please send an email to <a href="mailto:rida.trisna@undp.org">rida.trisna@undp.org</a>; <a href="mailto:fathia.shabrina@undp.org">fathia.shabrina@undp.org</a></p> <p>Please note that ATLAS has following minimum requirements for password:  1. Minimum length of 8 characters;  2. At least one capital letter; and  3. At least one number.</p> <p>New proposer registering for the first time, the system will not accept any password that does not meet the above requirement, and thus registration cannot be completed.</p> <p>For existing vendor whose current password does not meet the abovementioned password requirements, the system will prompt you to change your password upon signing in. Please change your password in accordance with the abovementioned password requirements to be able to login to the system.</p> <p>The user guide and video are available to you in the UNDP public website in this link: <a href="https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html">https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html</a></p> <p>You are advised to use Internet Explorer (Version 10 or above) to avoid any incompatibility issues with the e-tendering system.</p>

## Annex 1



## Specifications of the Goods Required

## LOT 1 – Laptop and IT Equipment

No	Specs Hardware	Quantity
1.	<b>Laptop ThinkPad Yoga X390 (or Equivalent)</b> <i>Processor Up to 8th Generation Intel® Core™ i7-8565U Processor</i> <i>Operating System Windows 10 Professional original</i> <i>Display 13.3" FHD (1920 x 1080) IPS, anti-reflection, touchscreen, 300 nits</i> <i>Graphics Integrated Intel® UHD Graphics</i> <i>Memory 16 GB DDR4 2400MHz</i> <i>Storage 512GB PCIe SSD</i> <i>I/O (Input / Output) Ports:</i> <i>2 x USB 3.1 Gen 1** (one Always On)</i> <i>1 x USB 3.1 Gen 1 Type-C (Power Delivery, DisplayPort, Data transfer)</i> <i>1 x USB 3.1 Gen 2 Type-C / Intel Thunderbolt 3 (Power Delivery, DisplayPort, Data transfer)</i> <i>RJ45 Ethernet support via optional dongle</i> <i>MicroSD card</i> <i>Headphone and microphone combo jack</i> <i>Smartcard reader (Optional)</i> <i>(Original Warranty by Lenovo Indonesia)</i>	14
2	<b>Nitro PDF Professional</b> <i>(Original License)</i>	20
3	<b>LG Monitor 27MP500-B Anti-Glare (or equivalent)</b> <i>(Original Warranty by LG Indonesia)</i>	2
4	<b>LG Monitor 24MK600M Anti-Glare (or equivalent)</b> <i>(Original Warranty by LG Indonesia)</i>	3
5	<b>Mobile Phone Samsung Galaxy A52s 8, 128 (or equivalent)</b> <i>(Original Warranty by Samsung Indonesia/SEIN)</i>	5
6	<b>Intel NUC 10 Performance Kit (NUC10i5FNH)</b> <i>DDR4 SO-DIMM RAM 8GB</i> <i>SSD 256GB</i> <i>Wireless</i> <i>Include Original Windows 10 Pro</i>	3
7	<b>Modem Router Wireless Wifi 4G LTE TP-LINK TL-MR100 unlock All Operator (or equivalent)</b>	2
8	<b>Webcam Logitech C922 with Privacy Cover (or equivalent)</b>	3

**LOT 2 – MacBook and Audio Video Devices**

No	Specs Hardware	Quantity
1.	<b>MacBook Pro 13 Inch M1 (2020)</b> <b>16GB Memory 512SSD</b> <i>(Original Warranty by Apple Indonesia)</i>	2
2.	<b>Jabra Headset EVO 40 MS Stereo W44K or equivalent</b> <i>(Include case and USB remote control)</i>	108
3.	<b>Jabra Speak 810 or equivalent</b> <i>Connectivity</i> <i>USB/Bluetooth/3.5 mm jack</i> <i>Bluetooth® standard</i> <i>Bluetooth® 4.2 – Bluetooth® Low Energy (BTLE)</i> <i>Bluetooth Core</i> <i>Bluetooth version 4.1</i> <i>Wireless range</i> <i>Up to 30 m</i> <i>Supported Bluetooth® profiles</i> <i>A2DP (v1.2), Hands-free</i>	4
4.	<b>Logitech Meetup Video Conference or equivalent</b> <i>(Original Warranty by Logitech)</i>	4
5.	<b>Jabra Panacast 50 Video Conference or equivalent</b> <i>(Original Warranty by Jabra)</i>	1

**LOT 3 – Multimedia and Streaming Equipment**

No	Specs Hardware	Quantity
1.	<b>PODcast Live Equipment (4 Person)</b> <b>RODECaster Pro 8 faders to control audio levels or equivalent</b> <i>Include:</i> <ul style="list-style-type: none"> <li>- <i>Microphone RODE Podmic Output Impedance 320Ω, Frequency Range 20Hz ~ 20kHz, XLR Connection, Sensitivity -57.0dB re 1 Volt/Pascal (1.60mV @ 94 dB SPL) +/- 2 dB @ 1kHz (4 Units)</i></li> <li>- <i>Headphone ATH MX30, Type Closed back, Frequency Response 15 - 22k Hz, Connector 3,5mm, Impedance 47 ohms (4 Units)</i></li> <li>- <i>Tripod for Camera DSLR 3 Units</i></li> <li>- <i>Accessories</i></li> </ul>	1

	<i>4 XLR Cables 5m (Male to female), 4 Professional mic studio arm mount to desk, 1 Micro SD 32gb, 4 mini HDMI to HDMI Cable 5m</i>	
2.	<b>Video Switcher ATEM Black Magic Mini Pro or equivalent</b> <i>Total Video Inputs=4, Total Outputs = 2, Total Aux Outputs = 1, Total Audio Inputs = 2 x 3.5mm stereo mini jack. HDMI Video Inputs = 4 x HDMI type A Ethernet= Ethernet supports 10/100/1000 BaseT Computer Interface  1 x USB Type-C 3.1 Gen 1 for external drive recording, webcam out, software control, software updates and panel connection.</i>	1
3	<b>Camera Sony Alpha 7 or equivalent</b> <i>Sony E-mount lenses, 35 mm full frame (35.8 x 23.9mm) Exmor™ CMOS sensor, 24.3MP, Output Format RAW, RAW &amp; JPEG, JPEG Extra fine, JPEG Fine, JPEG Standard, RAW OUTPUT 14 bit, Recording Format AVCHD 2.0 / MP4 / XAVC S (up to 1920 x 1080/60p 50Mbps), 3.0" type TFT LCD 1,229k-Dot Tilting LCD Monitor Built-in stereo microphone, Photo: ISO 50-25000 Movie: ISO 50-25000, XGA 2.36M-Dot OLED Electronic Viewfinder, Built-In Wi-Fi Connectivity with NFC, Memory Card, 128GB V60 UHS-II 1667X Up To 250MB/s Memory Card</i>  <i>Include:</i> <ul style="list-style-type: none"> <li>- Include bag</li> <li>- Memory card 64 GB Class10</li> <li>- SONY HDMI cable connector</li> </ul>	1
4.	<b>Camera Fuji X100v Mirrorless or equivalent</b> <i>Camera Mirrorless 26.1MP, Video Recording UHD 4K, Maximum Aperture f/2, USB, Micro-HDMI, USB-C, CMOS Sensor, Bluetooth, Wi-Fi, 4K Video Recording, Viewfinder, Touch Screen, Memory Card 128GB V60 UHS-II 1667X Up To 250MB/s "</i>  <i>Include :</i> <ul style="list-style-type: none"> <li>- Case</li> <li>- Memory card 64GB Class10</li> <li>- HDMI Cable Connector</li> </ul>	1
5.	<b>Lighting System GoDox (SL60W) or equivalent</b>	2

	<p><i>Power: 60Ws - Color temperature: 5600±300K - CRI: &gt;90-92 - R9: &gt;70 TLCI (Qa): &gt;90 - 100% illuminance (LUX): 2400?1m? - 100% Luminous Flux: 13000Lm - Lighting Brightness Range: 10%-100% - Wireless group control: 6 Groups - Cooling Fan: Yes - Display Panel: LCD display panel - Mount: Bowens Mount - Temperature Display: Yes - Dimension: 25x12x13cm - Net Weight: Approx.: 1.8kg</i></p>	
6.	<p><b>Video Streaming PC Mac Mini M1 (2020), 8GB, 256SSD</b>  <i>Mac Mini Apple M1 Chip, RAM 16GB , 512GB SSD, Built-in speakers, 3.5mm headphone jack, 2 Port Thunderbolt 3, HDMI 2.0 port, Two USB-A ports (up to 5Gb/s), Gigabit Ethernet port (configurable to 10 Gb Ethernet), Wi-Fi 6 802.11ax, Bluetooth 5.0, (Original Warranty by Apple Indonesia)</i></p>	1
7.	<p><b>Microphone Clipon Saramonic for Interview or equivalent</b>  <i>Saramonic Blink 500 Pro B2 Wireless Omni Lavalier Mic B2 Pro - DOUBLE MIC</i></p>	2
8.	<p><b>Type C to HDMI Adaptor Include Card Reader with Ethernet Verbatim or equivalent</b>  <i>Adaptor Apple MacBook series and other Type-C devices</i>  <i>Comes with 6 ports including Ethernet, HDMI, SD card slot, Type-C PD charging and 2 USB3.0 Ports</i>  <i>Able to connect with a variety of storage media or accessories such as USB, Portable Hard Drive or mouse</i>  <i>Equip with PD Charging Port, supports up to 60W</i></p>	2
9.	<p><b>Digital Soundcard</b>  <b>Scarlet Focusrite 18i20 or equivalent</b>  <i>Channels of I/O Analog:</i>  <i>8 Inputs / 10 Outputs at 192 kHz</i>  <i>Digital:</i>  <i>10 Inputs / 10 Outputs</i>  <i>Max Sample Rate/Resolution 192 kHz / 24-Bit</i>  <i>Display and Indicators 8 x Multi-Segment LED Meters (Input Level)</i>  <i>2 x LEDs (+48V)</i>  <i>2 x LEDs (Input Selection)</i>  <i>8 x LEDs (Pad)</i>  <i>1 x LED (Host Connection)</i>  <i>1 x LED (MIDI)</i>  <i>1 x LED (Output Selection)</i>  <i>1 x LED (Dim)</i></p>	1

	1 x LED (Mute) Connectivity	
10	<b>DryBox Cabinet for Camera Krisbow 32x33x47 Cm Ad040 – Black or equivalent</b>	1

#### A. WARRANTY SCHEME

##### For all items :

- Manufacture standard warranty for each item & if different will be rejected
- Immediately replace with supplier own cost for the new one if newly procured item is malfunctioning on test run
- Unit to be provided when the purchase unit is under repair

#### B. DELIVERY TIME from the issuance of the Purchase Order (PO) is mandatory:

ALL ITEM SHOULD BE DELIVER TO UNDP Office Menara Thamrin for hardware check and software installation according to UNDP standard.

**For LOT 1: the delivery time should be 25 (twenty-five) weeks**

**For LOT 2-3: the delivery time should be 16 (sixteen) weeks**

#### C. LOCAL SERVICE

The Supplier should describe the after-sales service that is available locally, technical support and availability of spare part in Indonesia.

#### Delivery Requirements

Delivery Requirements	
<b>Delivery date and time</b>	<b>For LOT 1: the delivery time should be 25 (twenty-five) weeks</b> <b>For LOT 2-3: the delivery time should be 16 (sixteen) weeks</b>
<b>Delivery Terms (INCOTERMS 2020)</b>	DAP
<b>Customs clearance (must be linked to INCOTERM)</b>	<input type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation (where applicable) <input checked="" type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
<b>Exact Address(es) of Delivery Location(s)</b>	UNDP Office Menara Thamrin Building, 7th Floor, Jl. M. H. Thamrin Kav. 3 - Jakarta
<b>Distribution of shipping documents (if using freight forwarder)</b>	N/A
<b>Packing Requirements</b>	N/A
<b>Training on Operations and Maintenance</b>	N/A
<b>Warranty Period</b>	•Manufacture standard warranty for each item & if different will be rejected
<b>After-sales service and local service support requirements</b>	YES
<b>Preferred Mode of Transport</b>	Other as proposed by bidders

**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) <i>(If yes, provide a Copy of the valid Certificate):</i>	<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? <i>(If yes, provide a Copy of the valid Certificate):</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? <i>(If yes, provide a Copy)</i>	<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 <i>(If yes, provide a Copy)</i>	<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: 3 contracts</b>				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

**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 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.

Currency of the Quotation: Click or tap here to enter text.					
INCOTERMS: Click or tap here to enter text.					
NO	Description	Qty	UOM	Unit price	Total price
<b>LOT 1 - Laptop and IT Equipment</b>					
1.	<b>Laptop ThinkPad Yoga X390 (or Equivalent)</b> <i>Processor Up to 8th Generation Intel® Core™ i7-8565U Processor</i> <i>Operating System Windows 10 Professional</i> <i>Display 13.3" FHD (1920 x 1080) IPS, anti-reflection, touchscreen, 300 nits</i> <i>Graphics Integrated Intel® UHD Graphics</i> <i>Memory 16 GB DDR4 2400MHz</i> <i>Storage 512GB PCIe SSD</i> <i>I/O (Input / Output) Ports:</i> <i>2 x USB 3.1 Gen 1** (one Always On)</i> <i>1 x USB 3.1 Gen 1 Type-C (Power Delivery, DisplayPort, Data transfer)</i> <i>1 x USB 3.1 Gen 2 Type-C / Intel Thunderbolt 3 (Power Delivery, DisplayPort, Data transfer)</i> <i>RJ45 Ethernet support via optional dongle</i> <i>MicroSD card</i> <i>Headphone and microphone combo jack</i> <i>Smartcard reader (Optional)</i> <i>(Original Warranty by Lenovo Indonesia)</i>	14	EA		
2	<b>Nitro PDF Professional (Original License)</b>	20	EA		
3	<b>LG Monitor 27MP500-B Anti-Glare or equivalent</b> <i>(Original Warranty by LG Indonesia)</i>	2	EA		
4	<b>LG Monitor 24MK600M Anti-Glare or equivalent</b> <i>(Original Warranty by LG Indonesia)</i>	3	EA		
5	<b>Mobile Phone Samsung Galaxy A52 8, 128 or equivalent</b> <i>(Original Warranty by Samsung Indonesia/SEIN)</i>	5	EA		
6	<b>Intel NUC 10 Performance Kit (NUC10i5FNH)</b> <i>DDR4 SO-DIMM RAM 8GB</i> <i>SSD 256GB</i> <i>Wireless</i> <i>Include Original Windows 10 Pro</i>	3	EA		
7	<b>Modem Router Wireless Wifi 4G LTE TP-LINK TL-MR100 unlock All Operator or equivalent</b>	2	EA		
8	<b>Webcam Logitech C922 with Privacy Cover or equivalent</b>	3	EA		
Total Price					
Cost of Transportation					
Cost of Insurance					

Other Charges (pls. specify)	
<b>Total Final and All-inclusive Price</b>	

Currency of the Quotation: Click or tap here to enter text. INCOTERMS: Click or tap here to enter text.					
NO	Description	Qty	UOM	Unit price	Total price
<b>LOT 2 - MacBook and Audio Video Devices</b>					
1.	<b>MacBook Pro 13 Inch M1 (2020) 16GB Memory 512SSD</b> <i>(Original Warranty by Apple Indonesia)</i>	2	EA		
2.	<b>Jabra Headset EVO 40 MS Stereo W44K or equivalent</b> <i>(Include case and USB remote control)</i>	108	EA		
3.	<b>Jabra Speak 810 or equivalent</b> <i>Connectivity USB/Bluetooth/3.5 mm jack Bluetooth® standard Bluetooth® 4.2 – Bluetooth® Low Energy (BTLE) Bluetooth Core Bluetooth version 4.1 Wireless range Up to 30 m Supported Bluetooth® profiles A2DP (v1.2), Hands-free</i>	4	EA		
4.	<b>Logitech Meetup Video Conference or equivalent</b> <i>(Original Warranty by Logitech)</i>	4	EA		
5.	<b>Jabra Panacast 50 Video Conference or equivalent</b> <i>(Original Warranty by Jabra)</i>	1	EA		
Total Price					
Cost of Transportation					
Cost of Insurance					
Other Charges (pls. specify)					
<b>Total Final and All-inclusive Price</b>					

<b>Currency of the Quotation:</b> Click or tap here to enter text. <b>INCOTERMS:</b> Click or tap here to enter text.					
NO	Description	Qty	UOM	Unit price	Total price
<b>LOT 3 - Multimedia and Streaming Equipment</b>					
1.	<b>PODcast Live Equipment (4 Person)</b> <b>RODECaster Pro 8 faders to control audio levels or equivalent</b> <i>Include:</i> <ul style="list-style-type: none"> <li>- Microphone RODE Podmic Output Impedance 320Ω, Frequency Range 20Hz ~ 20kHz, XLR Connection, Sensitivity - 57.0dB re 1 Volt/Pascal (1.60mV @ 94 dB SPL) +/- 2 dB @ 1kHz (4 Units)</li> <li>- Headphone ATH MX30, Type Closed back, Frequency Response 15 - 22k Hz, Connector 3,5mm, Impedance 47 ohms (4 Units)</li> <li>- Tripod for Camera DSLR 3 Units</li> <li>- Accessories 4 XLR Cables 5m (Male to female), 4 Professional mic studio arm mount to desk, 1 Micro SD 32gb, 4 mini HDMI to HDMI Cable 5m</li> </ul>	1	EA		
2.	<b>Video Switcher ATEM Black Magic Mini Pro or equivalent</b> <i>Total Video Inputs=4, Total Outputs = 2, Total Aux Outputs = 1, Total Audio Inputs = 2 x 3.5mm stereo mini jack. HDMI Video Inputs = 4 x HDMI type A Ethernet= Ethernet supports 10/100/1000 BaseT Computer Interface 1 x USB Type-C 3.1 Gen 1 for external drive recording, webcam out, software control, software updates and panel connection.</i>	1	EA		
3	<b>Camera Sony Alpha 7 or equivalent</b> <i>Sony E-mount lenses, 35 mm full frame (35.8 x 23.9mm) Exmor™ CMOS sensor, 24.3MP, Output Format RAW, RAW &amp; JPEG, JPEG Extra fine, JPEG Fine, JPEG Standard, RAW OUTPUT 14 bit, Recording Format AVCHD 2.0 / MP4 / XAVC S (up to 1920 x 1080/60p 50Mbps), 3.0" type TFT LCD 1,229k-Dot Tilting LCD Monitor Built-in stereo microphone, Photo: ISO 50-25000 Movie: ISO 50-25000, XGA 2.36M-Dot OLED Electronic Viewfinder, Built-In Wi-Fi Connectivity with NFC, Memory Card, 128GB V60 UHS-II 1667X Up To 250MB/s Memory Card</i>  <i>Include:</i> <ul style="list-style-type: none"> <li>- Include bag</li> <li>- Memory card 64 GB Class10</li> <li>- SONY HDMI cable connector</li> </ul>	1	EA		

4.	<b>Camera Fuji X100v Mirrorless or equivalent</b> <i>Camera Mirrorless 26.1MP, Video Recording UHD 4K, Maximum Aperture f/2, USB, Micro-HDMI, USB-C, CMOS Sensor, Bluetooth, Wi-Fi, 4K Video Recording, Viewfinder, Touch Screen, Memory Card 128GB V60 UHS-II 1667X Up To 250MB/s "</i>  <i>Include :</i> <ul style="list-style-type: none"> <li>- Case</li> <li>- Memory card 64GB Class10</li> <li>- HDMI Cable Connector</li> </ul>	1	EA		
5.	<b>Lighting System GoDox (SL60W) or equivalent</b> <i>Power: 60Ws - Color temperature: 5600±300K - CRI: &gt;90-92 - R9: &gt;70 TLCI (Qa): &gt;90 - 100% illuminance (LUX): 2400?1m? - 100% Luminous Flux: 13000Lm - Lighting Brightness Range: 10%-100% - Wireless group control: 6 Groups - Cooling Fan: Yes - Display Panel: LCD display panel - Mount: Bowens Mount - Temperature Display: Yes - Dimension: 25x12x13cm - Net Weight: Approx.: 1.8kg</i>	2	EA		
6.	<b>Video Streaming PC Mac Mini M1 (2020), 8GB, 256SSD</b> <i>Mac Mini Apple M1 Chip, RAM 16GB , 512GB SSD, Built-in speakers, 3.5mm headphone jack, 2 Port Thunderbolt 3, HDMI 2.0 port, Two USB-A ports (up to 5Gb/s), Gigabit Ethernet port (configurable to 10 Gb Ethernet), Wi-Fi 6 802.11ax, Bluetooth 5.0, (Original Warranty by Apple Indonesia)</i>	1	EA		
7.	<b>Microphone Clipon Saramonic for Interview or equivalent</b> <i>Saramonic Blink 500 Pro B2 Wireless Omni Lavalier Mic B2 Pro - DOUBLE MIC</i>	2	EA		
8.	<b>Type C to HDMI Adaptor Include Card Reader with Ethernet Verbatim or equivalent</b> <i>Adaptor Apple MacBook series and other Type-C devices</i> <i>Comes with 6 ports including Ethernet, HDMI, SD card slot, Type-C PD charging and 2 USB3.0 Ports</i> <i>Able to connect with a variety of storage media or accessories such as USB, Portable Hard Drive or mouse</i> <i>Equip with PD Charging Port, supports up to 60W</i>	2	EA		

9	<b>Digital Soundcard</b> <b>Scarlet Focusrite 18i20 or equivalent</b> <i>Channels of I/O Analog:</i> <i>8 Inputs / 10 Outputs at 192 kHz</i> <i>Digital:</i> <i>10 Inputs / 10 Outputs</i> <i>Max Sample Rate/Resolution 192 kHz / 24-Bit</i> <i>Display and Indicators 8 x Multi-Segment LED</i> <i>Meters (Input Level)</i> <i>2 x LEDs (+48V)</i> <i>2 x LEDs (Input Selection)</i> <i>8 x LEDs (Pad)</i> <i>1 x LED (Host Connection)</i> <i>1 x LED (MIDI)</i> <i>1 x LED (Output Selection)</i> <i>1 x LED (Dim)</i> <i>1 x LED (Mute)</i> <i>Connectivity</i>	1	EA		
10	<b>DryBox Cabinet for Camera Krisbow 32x33x47</b> <b>Cm Ad040 – Black or equivalent</b>	1	EA		
Total Price					
Cost of Transportation					
Cost of Insurance					
Other Charges (pls. specify)					
<b>Total Final and All-inclusive Price</b>					

**Compliance with Requirements**

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications as specified in Annex 1 for each LOT	<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: <ul style="list-style-type: none"> <li>For LOT 1: the delivery time should be 25 (twenty five) weeks</li> <li>For LOT 2-3: the delivery time should be 16 (sixteen) weeks</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty and After-Sales Requirements: warranty on license for minimum period of as specified by manufacture for each item.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation: 90 days	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms : 100% upon complete delivery goods and received of original invoice	<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 Name: Click 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.
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