**REQUEST FOR QUOTATION (RFQ)**

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| --- | --- |
| UNDP BIH  Zmaja od Bosne bb; Sarajevo | DATE: 23/11/2021 |
| REFERENCE: RFQ/202/21 |

Dear Sir / Madam:

We kindly request you to submit your quotation for **Supply and delivery of audio&video equipment,** as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **06th December 2021, 10:00 CET** via e-mailto the address below:

**United Nations Development Programme**

[registry.ba@undp.org](mailto:registry.ba@undp.org)

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

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

|  |  |
| --- | --- |
| Delivery Terms [INCOTERMS 2010]  *(Pls. link this to price schedule)* | DAP; |
| Customs clearance, if needed,  shall be done by: | UNDP  Supplier/Offeror  Freight Forwarder |
| Exact Address/es of Delivery Location/s (identify all, if multiple) | UN Building, Zmaja od Bosne bb, 71000 Sarajevo |
| UNDP Preferred Freight Forwarder, if any | n/a |
| Distribution of shipping documents *(if using freight forwarder)* | n/a |
| Latest Expected Delivery Date and Time (*if delivery time exceeds this, quote may be rejected by UNDP)* | ASAP |
| Delivery Schedule | Statement regarding delivery schedule indicating latest delivery date upon receipt of purchase order |
| Packing Requirements | n/a |
| Mode of Transport | LAND |
| Preferred Currency of Quotation | Local Currency: BAM or EUR or USD |
| Value Added Tax on Price Quotation | Must be exclusive of VAT and other applicable indirect taxes; (VAT and custom stated separately) |
| Deadline for the Submission of Quotation | 06. December, 10:00 CET |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language | Local language and/or English |
| Documents to be submitted | 🗹 Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;  🗹 Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation  🗹 Catalogue with indicated offered items and specification;  🗹 Documents confirming that the Bidder is an authorized distributor or reseller of the offered goods  🗹 Statement regarding warranty, service and after-sales support  🗹 Statement regarding latest delivery date upon receipt of purchase order  🗹 Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; |
| After-sales services required | Warranty on products as per Annex 1 specification |
| Period of Validity of Quotes starting the Submission Date | 60 days |
| Partial Quotes | 🗹 Partial Quotes are permitted |
| Payment Terms | After delivery |
| Evaluation Criteria  *[check as many as applicable]* | Technical responsiveness/Full compliance to requirements  Lowest priced technically responsive quotation |
| UNDP will award to: | One or more suppliers, depending on following factors:   * Technical responsiveness/Full compliance to requirements. * Lowest price offer for technically qualified/responsive Bid |
| Type of Contract to be Signed | Purchase Order |
| Special conditions of Contract | Cancellation of PO/Contract if the delivery/completion is delayed by 10 working days from agreed delivery date |
| Conditions for Release of Payment | Written Acceptance of Goods based on full compliance with RFQ requirements |
| Annexes to this RFQ | Specifications of the Goods Required (Annex 1)  Form for Submission of Quotation (Annex 2)  General Terms and Conditions / Special Conditions (Annex 3) Link: [English version](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-2493)  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) | *UNDP BIH - GENERAL SERVICES* [*registry.ba@undp.org*](mailto:registry.ba@undp.org)  Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. |

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements. The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP’s re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP’s own estimated cost if sourced from its own freight forwarder and insurance provider. At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation.

At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 2.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP’s vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/procurement/protest.shtml>

**UNDP encourages every prospective Vendor to** avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link: <http://www.un.org/depts/ptd/pdf/conduct_english.pdf>

**Thank you and we look forward to receiving your quotation.**

Sincerely yours,

UNDP BIH

**Annex 1**

**TECHNICAL SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **No.** | **Item** | **Qty** |
| 1. | **HDMI Matrix (offers are optional, you can offer one or more)**    a). Atlona AT-HDR-H2H-88M 4K HDR  b). Kramer VS-88UHDA  c). Kanex PRO 4K/60 HDBaseT™ 8X8 | 1 |
| 2. | **PTZ Cameras (offers are optional, you can offer one or more)**  a). Sony SRG-X400 1080p PTZ Camera with HDMI  b). Marshall HD PTZ Camera with IP,3G/HD-SDI HDMI | 3 |
| 3. | **PTZ remote control panel (offers are optional, you can offer one or more)**  a). Sony RM-IP10 IP  b). Marshall VS-PTC-IP PTZ IP | 1 |
| 4. | **HDMI Distribution (offers are optional, you can offer one or more)**  a). Atlona AT-RON-444  b). Kramer VM-4H2  c). Kanex PRO 4K UHD HDMI | 2 |
| 5. | **VIDEO Mixer (offers are optional, you can offer one or more)**  a) Blackmagic ATEM Mini Pro ISO  b) Blackmagic ATEM Mini | 2 |
| 6. | **HDMI Extender HDbaseT (offers are optional, you can offer one or more)**  a). Atlona AT-AVA-EX70C-BP-KIT  b). Kramer TP-580Rxr  c). Kanex PRO UltraSlim 4K/60 HDMI 2.0 Extender over HDBaseT | 1 |
| 7. | **USB Audio adapter (offers are optional, you can offer one or more)**  a). Tascam USB Audio Interface US-1x2  b). Presonus AudioBox iOne  c). Behringer UMC22 | 3 |
| 8. | **Audio distribution**  Drawmer DA6 AUDIO DISTRIBUTION | 1 |

**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery)***

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. **RFQ-202-21**:

**TABLE 1 : Offer to Supply Goods Compliant with Technical Specifications and Requirements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Description/Specification of Goods** | **Qty** | **Latest Delivery Date** | **Unit Price** | **Total Price per Item** |
| 1.1 | Atlona AT-HDR-H2H-88M | 1 |  |  |  |
| 1.2 | Kramer VS-88UHDA | 1 |  |  |  |
| 1.3 | Kanex PRO 4K/60 HDBaseT | 1 |  |  |  |
| 2.1 | Sony SRG-X400 1080p PTZ Camera with HDMI | 3 |  |  |  |
| 2.2 | Marshall HD PTZ Camera with IP,3G/HD-SDI HDMI | 3 |  |  |  |
| 3.1 | Sony RM-IP10 IP | 1 |  |  |  |
| 3.2 | Marshall VS-PTC-IP PTZ IP | 1 |  |  |  |
| 4.1 | Atlona AT-RON-444 | 2 |  |  |  |
| 4.2 | Kramer VM-4H2 | 2 |  |  |  |
| 4.3 | Kanex PRO 4K UHD HDMI | 2 |  |  |  |
| 5.1 | Blackmagic ATEM Mini Pro ISO | 2 |  |  |  |
| 5.2 | Blackmagic ATEM Mini | 2 |  |  |  |
| 6.1 | Atlona AT-AVA-EX70C-BP-KIT | 1 |  |  |  |
| 6.2 | Kramer TP-580Rxr | 1 |  |  |  |
| 6.3 | Kanex PRO UltraSlim 4K/60 HDMI 2.0 Extender over HDBaseT | 1 |  |  |  |
| 7.1 | Tascam USB Audio Interface US-1x2 | 3 |  |  |  |
| 7.2 | Presonus AudioBox iOne | 3 |  |  |  |
| 7.3 | Behringer UMC22 | 3 |  |  |  |
| 8 | Drawmer DA6 AUDIO DISTRIBUTION | 1 |  |  |  |
|  | **Total Prices of Goods** | | | |  |
|  | Add : Cost of Transportation (if not included in price of goods) | | | |  |
|  | Add : Cost of Insurance (if not included in price of goods) | | | |  |
|  | Add : Other Charges (pls. specify): VAT, Custom and any other possible costs separately | | | |  |
|  | **Total Final and All-Inclusive Price Quotation** | | | |  |

**TABLE 2 : Estimated Operating Costs (if applicable)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **List of Consumable Item/s** *(Include fast moving parts, if any)* | **Estimated Average Consumption** | **Unit of Measure** | **Unit Price** | **Total Price per Item** |
|  |  |  |  |  |
|  |  |  |  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Other Information pertaining to our Quotation are as follows:** | **Your Responses** | | |
| ***Yes, we will comply*** | ***No, we cannot comply*** | ***If you cannot comply, pls. indicate counter proposal*** |
| Delivery Lead Time |  |  |  |
| Estimated weight/volume/dimension of the Consignment: |  |  |  |
| Country/ies Of Origin: |  |  |  |
| Warranty and After-Sales Requirements |  |  |  |
| As per Annex 1 |  |  |  |
| All Provisions of the UNDP General Terms and Conditions |  |  |  |
| Other requirements *[pls. specify]* |  |  |  |

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

*[Name and Signature of the Supplier’s Authorized Person]*

*[Designation]*

**Annex 3**

**General Terms and Conditions**

General Terms and Conditions (for Goods and/or Services)

Link: [English version](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-2493)