REQUEST FOR QUOTATION (RFQ)



RFQ Reference: RFQ/LBY/PEPOL/2022/018

Supply of media electronics equipment's to HNEC, Libya

Date: 29 April 2022

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: Shohrukh Abdulloev

Title: Head of Procurement Unit

Date: 29 April 2022

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	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>				
	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.				
	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.				
Deadline for	08 th May 2022, 10.00 hours, Tripoli time				
the					
Submission	If any doubt exists as to the time zone in which the quotation should be submitted, refer to				
of Quotation Method of	http://www.timeanddate.com/worldclock/. Quotations must be submitted as follows:				
Submission	□ E-tendering				
300111331011	☐ L-tendering ☐ Dedicated Email Address				
	☐ Courier / Hand delivery				
	☐ Other Click or tap here to enter text.				
	·				
	Bid submission address: tenders.ly@undp.org				
	■ File Format: PDF Format				
	 File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. 				
	 All files must be free of viruses and not corrupted. 				
	Max. File Size per transmission: 5MB				
	• Mandatory subject of email: RFQ/LBY/PEPOL/2022/018 - Supply of media electronics equipment's to HNEC, Libya. 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.				
	It is recommended that the entire Quotation be consolidated into as few attachments as possible.				
Cost of preparation of quotation	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.				
Supplier Code of Conduct, Fraud,	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 principles on labor, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct				
Corruption,	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 http://www.undp.org/content/undp/en/home/operations/accountability/audit/office of audit andinvestigation.html#anti				
Gifts and Hospitality	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.				

Conflict of UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to Interest 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. 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. 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. General Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the **Conditions of General Conditions of Contract** Contract Select the applicable GTC: ☑ General Terms and Conditions / Special Conditions for Contract. ☑ General Terms and Conditions for de minimis contracts (services only, less than \$50,000) ☐ General Terms and Conditions for Works Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy Special ☐ Cancellation of PO/Contract if the delivery/completion is delayed by [10 days] **Conditions of** ☐ Others [pls. specify] Contract Eligibility 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. 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. **Currency of** Quotations shall be quoted in United States Dollars (US\$) Quotation Joint If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium Venture, or Association for the Bid, they shall confirm in their Bid that: (i) they have designated one party to act Consortium 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 Association 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. Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.

	T
Only one Bid	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.
	Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the
	following:
	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
	b) they have the same legal representative for purposes of this RFQ; or
	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.
	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
	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.
Duties and	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the
taxes	United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations,
tuxes	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:
	All prices must:
	□ be inclusive of VAT and other applicable indirect taxes
	□ be exclusive of VAT and other applicable indirect taxes
Language of	English
quotation	Including documentation including catalogues, instructions and operating manuals.
Documents	Bidders shall include the following documents in their quotation:
to be	
submitted	
	Schedule of Requirements in Annex 1.
	☐ Cover Letter: A cover letter that lists the lead contact person with contact information.
	☐ ☑ Valid business license.
	☐ Technical data Sheet including brochures/specifications relevant to the required goods.
	☐ Copies of Contracts/POs and Completion Certificates, similar to the current RFQ.
Quotation	Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.
validity	,
period	
Price	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market
variation	factors shall be accepted at any time during the validity of the quotation after the quotation has been
	received.
Partial	
Quotes	☐ Permitted.
Alternative	
Quotes	□ Permitted
	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, Click or tap here to enter text. 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"
Payment	☐ 100% within 30 days after receipt of goods, works and/or services and submission of payment
Terms	documentation.
1611113	Other Click or tap here to enter text.

Conditions	☐ Passing Inspection
for Release	☐ Passing all Testing [specify standard, if possible]
of	☐ Completion of Training on Operation and Maintenance [specify no. of trainees, and location of
Payment	training, if possible
	☑ Written Acceptance of Goods, based on full compliance with RFQ requirements
	☐ Others [pls. specify]
Contact	E-mail address: procurement.ly@undp.org
Person for	Attention: Quotations shall not be submitted to this address but to the address for quotation
corresponde	submission above. Otherwise, offer shall be disqualified.
nce,	Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission,
notifications,	unless UNDP determines that such an extension is necessary and communicates a new deadline to the
and	Proposers.
clarifications	
Clarifications	Requests for clarification from bidders will not be accepted any later than 01 day before the
	submission deadline.
Evaluation	☑The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
method	
Evaluation	□ Full compliance with all requirements as specified in Annex 1
criteria	⊠ Full acceptance of the General Conditions of Contract
	☑ Delivery is within maximum 10 days after PO issuance to HNEC Office Sidi Almasri area, Tripoli-
	Libay.
	☑Minimum 1 year warranty for the quoted items.
	Minimum 1 year warranty for the quoted items.
Right not to	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
accept any	
quotation	
Right to vary	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or
requirement	decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of
at time of	the total offer, without any change in the unit price or other terms and conditions.
award	
Type of	□ Purchase Order
Contract to	Contract Face Sheet (Goods and-or Services) (this template is also utilized for Long-Term
be awarded	Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO,
	etc.)
	□ Contract for Works
	Other Type/s of Contract [pls. specify]
Expected	15 May 2022
date for	
contract	
award.	
Publication	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO
of Contract	and the corporate UNDP Web site.
Award	
Policies and	This RFQ is conducted in accordance with <u>UNDP Programme and Operations Policies and Procedures</u>
procedures	
UNGM	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the
registration	appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org.
	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.

ANNEX 1: SCHEDULE OF REQUIREMENTS

No	Items	Details	Quantity	Notes
1	Electronics - decoder	DVR (QTY: 1): Tech Specifications: 64 channels (total 64 of cameras). With audio ports. Built-in storage drive — 2 TB capacity, upgradable; and Resolution: 1080p. Description: All cameras connect to the single DVR. This hardware device will capture raw video feed transmitted from the cameras simultaneously and process it into a digital format for live access, storage, and playback later. b.HDMI Cabling: 10m. cable x 5 Tech Specifications: Hi-Speed 48 Gbps Will support 4K resolution @ 120 Hz Will support 4k resolution @ 60 Hz Capacity to clearly display every particle Will support max 32 audio channels Item must be compatible with the equipment in use at present: HIKVISION. (Specs will be provided upon request) Preferences: Nickel plating Nylon-braided cord Aluminum alloy shell After the solicitation for the supply of one (1) decoder and related materials as detailed above, specific budget lines may be re-aligned	1	
2	Electronics — Flat screens	Smart interactive electronic (high quality) display flat screens through which the celebration logo and illustrations for women participation in the electoral process are displayed. Touchscreen. Built-in CPU/software. a) Flat LCD screen. b) 43 Inches size. c) Floor/stand type. d) Android operating system. e) Programmable to suit SWU purpose. 180cms x 80cms (LxW with stand) f) 1920*1080 or 3840 x 2160 image resolution. g) Loudspeakers installed. h) USB and flash memory support.	5	

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:	RFQ/LBY/PEPOL/2022/018	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?	☐ Yes ☐ 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):	☐ Yes ☐ 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):	⊠ Yes □ No		
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	☐ Yes ☐ 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)	☐ Yes ☐ No		

Is your company a member of the UN Global Compact		☐ Yes ☐ 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.			
		Previous releva	ant experience:	Two contracts	
contracts Con		& Reference act Details ding e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
		Requirements and Terms and Conditions: 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.
		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.
		Ethics : 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.
		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: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
		Conflict of interest: 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 Organization's Point of Contact.
		Prohibitions, Sanctions: 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.
		Bankruptcy : 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.
		Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.

Yes	No	
		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.
		By signing this declaration, the signatory below represents, warrants and agrees that he/she has been
		authorized 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 -Works

Bidders are requested to complete this form, sign it and return it as part of their quotation 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:	RFQ/LBY/PEPOL/2022/018	Date: Click or tap to enter a date.

Technical Offer

Provide the following: A brief description of your qualification, capacity and expertise that is relevant to the Scope of Specs.

	Item	Technical specifications	Compliance YES/NO	Please fill-in
1	Electronics -	DVR (QTY: 1):		
	Decoder	Tech Specifications: 64 channels (total 64 of cameras).		
		With audio ports.		
		Built-in storage drive – 2 TB capacity, upgradable; and Resolution: 1080p.		
		Description: All cameras connect to the single DVR. This hardware device will capture raw video feed transmitted from the cameras simultaneously and process it into a digital format for live access, storage, and playback later.		
		b.HDMI Cabling: 10m. cable x 5		
		Tech Specifications: Hi-Speed 48 Gbps		
		Will support 4K resolution @120 Hz		
		Will support 4k resolution @ 60 Hz		
		Capacity to clearly display every particle		
		Will support max 32 audio channels		
		Item must be compatible with the equipment in use at present: HIKVISION. (Specs will be provided upon request)		
		Preferences:		
		Nickel plating		
		Nylon-braided cord		
		Aluminum alloy shell		

		After the solicitation for the supply of one (1) decoder	
		and related materials as detailed above, specific budget	
		lines may be re-aligned as necessary.	
	Clastus wise flat	Consult interceptive electronic (birds evelta) display flat	
2	Electronics - flat	Smart interactive electronic (high quality) display flat	
	screens	screens through which the celebration logo and	
		illustrations for women participation in the electoral	
		process are displayed. Touchscreen. Built-in	
		CPU/software.	
		a) Flat LCD screen.	
		b) 43 Inches size.	
		c) Floor/stand type.	
		d) Android operating	
		system.	
		e) Programmable to	
		suit SWU purpose.	
		180cms x 80cms	
		(LxW with stand)	
		f) 1920*1080 or 3840 x 2160 image resolution.	
		g) Loudspeakers installed.	
		h) USB and flash memory support.	

Financial Offer

Currency of Quotation: **United States Dollars**

Financial proposal						
Items			No. of units	Cost per unit (USD)	Total (USD)	
1	Electronics - decoder		1			
2	Electronics - Flat screens		5			
	Grand Total					

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time			Click or tap here to enter text.
Validity of Quotation			Click or tap here to enter text.
Payment terms			Click or tap here to enter text.
Other requirements [pls. specify]			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.					
Exact name and address of company	Authorized Signature:				
Company NameClick or tap here to enter text.	Date:Click or tap here to enter text.				
Address: Click or tap here to enter text.	Name:Click or tap here to enter text.				
Click or tap here to enter text.	Functional Title of Authorised				
Phone No.:Click or tap here to enter text.	Signatory:Click or tap here to enter text.				
Email Address:Click or tap here to enter text.	Email Address: Click or tap here to enter text.				