



**REQUEST FOR QUOTATION (RFQ)**  
**(Supply of Emergency Radios)**  
**(Advertisement)**

DATE: 01<sup>st</sup> August 2022  
 REFERENCE: RFQ/FJI/045/2022

Dear Sir / Madam:

We kindly request you to submit your quotation for Supply of Radios as detailed in Annex 1 of this RFQ.

Quotations must be submitted via email to the following address:

Email: [etenderbox.pacific@undp.org](mailto:etenderbox.pacific@undp.org)

Quotations submitted by email and must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

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. If you are submitting your quotation by email, kindly ensure that they are signed or stamped.

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

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP Freight /clearance cost to be included if vendor is not based in Republic of Marshall Islands (RMI)
Customs clearance <sup>1</sup> , if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror
Exact Address/es of Delivery Location/s (identify all, if multiple)	Republic Of Marshall Islands <i>IOM, Suboffice , Majuro, Republic of Marshall Islands.</i>

<sup>1</sup> Must be linked to INCO Terms chosen.

Latest Expected Delivery Date and Time ( <i>if delivery time exceeds this, quote may be rejected by UNDP</i> )	<input checked="" type="checkbox"/> 1-2 month from PO Issuance
Delivery Schedule	<input checked="" type="checkbox"/> Required (Indicate by when the items can be delivered)
Mode of Transport	Bidders may choose whichever is preferred
Preferred Currency of Quotation <sup>2</sup>	<input checked="" type="checkbox"/> US Dollars
Value Added Tax on Price Quotation <sup>3</sup>	Pay VIP
Warranty	6 Months minimum wherever applicable
Deadline for the Submission of Quotation	19 August 2022 (New York Time)
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted <sup>4</sup> (Mandatory)	<input checked="" type="checkbox"/> Quotation in accordance with the list of requirements in Annex 1
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 days
Partial Quotes	<input checked="" type="checkbox"/> Not Permitted
Payment Terms <sup>5</sup>	<input checked="" type="checkbox"/> 100% upon complete delivery of goods

<sup>2</sup> Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

<sup>3</sup> This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

<sup>4</sup> First 2 items in this list are mandatory for the supply of imported goods

<sup>5</sup> UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <sup>6</sup> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criterion and cannot be deleted regardless of the nature of services required]</i> <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time <sup>7</sup>
UNDP will award to:	<input checked="" type="checkbox"/> Only one Supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Conditions for Release of Payment	Upon receipt and verification of items by IOM team in Majuro.
Annexes to this RFQ <sup>8</sup>	<input checked="" type="checkbox"/> Technical Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Technical and Financial Form <input checked="" type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a>  <b>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</b>
Contact Person for Inquiries (Written inquiries only) <sup>9</sup>	<p>Vinay Singh  Finance and Administrative Associate  <a href="mailto:vinay.singh@undp.org">vinay.singh@undp.org</a></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>

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.

<sup>6</sup> UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

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 3.

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:

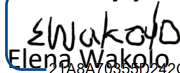
<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

**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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

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

Sincerely yours,

  
Elena Wakolo

21A876350242C...  
Procurement Associate

## Terms of Reference for the Distribution of Emergency Radios

### 1. Background Information

Radio is one of the most popular and trusted media with affordable access to many regions. Radio provides tailored content in local languages, reaches the largest number of people and also provides space for tailored content, strengthening social cohesion and cultivating a sense of community. During the COVID-19 pandemic, it has played a critical role in delivering information, especially in rural and remote areas.

Bridging the gap between traditional and state-of-the-art technologies, radio now offers a variety of content through different devices and formats, such as podcasts and multimedia websites. Digital access to information is far from being equal, with huge differences remaining between regions and between communities. In comparison, radio remains affordable and can be listened to everywhere, even when electricity or connectivity is not reliable. It is also diverse and inclusive. Community radio, for instance, reaches out to those under-represented in the mainstream and social media, who may feel better understood and fairly portrayed and consequently trust their local station.

In RMI, radio is the main widely used mass communication medium that allows the public including the outer island communities to obtain weather reports, hear news from around the world and learn about national news and upcoming events. There is a national radio station- V7AB, under the Ministry of Culture and Internal Affairs, that reaches all the atolls and islands, and it is where all the relevant news and announcements are made.

### 2. Objectives

The Climate Security Project is providing radio to the public to support its outreach and awareness programs as well as supporting ongoing efforts to improve early warning systems in RMI which is a key element of disaster risk reduction.

### 3. Distribution of Radios

The Climate Security Project (CSP) is planning to procure and distribute 300 emergency radios to the public. The CSP upholds the need to ensure the fair distribution of radios to the public. Hence, the CSP intends to provide emergency radios to all the disaster committee members for each of the CSP 7 sites. The table below summarizes how the Climate Security Project will distribute the 300 radios to the public specifically the island communities selected by CSP's Disaster Committees.

Through partnership with the Pacific Resilience Project 2 on Community based Risks Management systems, CSP will distribute the radios to members of the Disaster Committees for each of the sites.

<b>CSP Sites</b>	<b># of emergency radios</b>
Mejatto	45
Kili	40
Ebon	45
Jaluit	45
Likiep	45
Utrik	40
Ujae	40
<b>TOTAL</b>	<b>300</b>

The CSP will provide/hand over these emergency radios to the respective elected local leaders of the eight island communities in Funafuti so that they distribute these emergency radios to their community members. Local leaders will be encouraged to distribute these emergency radios to the most vulnerable groups such as people with disabilities and the elderly.

### 4. Specifications for the Emergency Radio

- ✓ AM/FM
- ✓ 1 W LED torch
- ✓ Micro USB Cellphone Charger
- ✓ Three powered ways: Solar powered, hand-crank dynamo, USB charger
- ✓ Frequency range: AM 520~1700 KHz / FM 87~108 MHz / WB 162.400~162.550 MHz
- ✓ Built-in battery: 1000 mAh Li-ion

## 5. Anticipated outputs:

- i) Climate security advocacy and outreach activities (important messages) reached the majority of the population of Marshall Islands
- ii) Greater understanding on the critical climate security risks faced by low-lying coral atolls such as Marshall Islands.
- iii) Strengthened early warning systems (communication)

## 6. Linkages to specific project outputs:

<b>Output 3.1</b>	Greater awareness and reflection of positions on climate fragility and security for Pacific SIDS and low-lying Atoll Nations in relevant fora.
Activity: 3.1.3	Develop an agreed joint Regional Advocacy Strategy for targeting key fora and events

## 7. Workplan Budget line:

The cost of this activity (procurement of radios) should be charged from Activity 3.1.3 budget line.

Annex 1

Technical Specifications

ITEM	QTY	UNIT	Description
1. Emergency Radio with specifications below	300	Each	<div>✓ AM/FM</div> <div>✓ 1 W LED torch</div> <div>✓ Micro USB Cellphone Charger</div> <div>✓ Three powered ways: Solar powered, hand-crank dynamo, USB charger</div> <div>✓ Frequency range: AM 520~1700 KHz / FM 87~108 MHz / WB 162.400~162.550 MHz</div> <div>✓ Built-in battery: 1000 mAh Li-ion</div>

**Annex 2****Technical and Financial Offer – Goods**

*Bidders are requested to complete this form, sign it and return it as part of their bid along or prepare a quotation on company letter head based on this format.*

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.	Emergency Radios with 3 way powered charging options (solar, hand cranked and USB)	1	300		
Total Price					
Indicate the following cost only if applicable or already inclusive in the Unit cost					
Transportation Price					
Insurance Price					
<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	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS-DAP)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time (Max 1-2 month)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty and After-Sales Requirements (6 months)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation (60 days)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms (30 days)	<input type="checkbox"/>	<input type="checkbox"/>	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 Company Name Click or tap here to enter text. Address: Phone No.: Email Address: Click or tap here to enter text.	Authorized Signature: _____ Date: Name: Functional Title of Authorised Signatory: Email Address: