



REQUEST FOR QUOTATION (RFQ)

ADVERTISEMENT	DATE: October 11, 2016
	REFERENCE: RFQ/12/2016

Dear Sir / Madam:

We kindly request you to submit your quotation for the **Supply and Delivery of IT Equipments, and others for Biodiversity Project**, 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 **October 21, 2016- 23:59 hr. Cabo Verde Time**, and via *e-mail, courier mail, or hand delivery* to the address below:

The Joint Office of UNDP, UNFPA and UNICEF
Av. OUA, Achada Santo António, Praia, Cape Verde
Operations Unit

Email address for electronic submissions: procurement.cv@cv.jo.un.org

Marking of Quotations: Quotations submitted via email or in sealed envelopes should be marked in the subject of email and Quotations as follows: **"Company's name, RFQ/12/2016"**.

Quotations submitted by email must be limited to a maximum of 8 MB, virus-free and no more than 1 (one) email transmissions. They 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 and in the .pdf format, and free from any virus or corrupted files.

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"/> DDU UN Office Achada Santo António, Praia, Cabo Verde
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror

Exact Address/es of Delivery Location/s (identify all, if multiple)	Edifício das Nações Unidas, Av. OUA, Achada Santo Antonio, Praia, Ilha de Santiago
UNDP Preferred Freight Forwarder, if any	N/A
Distribution of shipping documents (if using freight forwarder)	N/A
Latest Expected Delivery Date and Time	<input checked="" type="checkbox"/> 2 to 3 weeks from the issuance of the Purchase Order (PO)
Delivery Schedule	<input checked="" type="checkbox"/> Required
Packing Requirements	Environmental friendly packing, as per International Standard for shipment and handling of IT equipments or related equipment, including Markings.
Mode of Transport	<input checked="" type="checkbox"/> AIR
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> or any convertible currency; however local suppliers will be paid in local currency (CVE). Local suppliers who choose to submit offers in USD will be paid in local currency at the UN Exchange rate at the time of payment.
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 1 Year <input checked="" type="checkbox"/> Technical Support <input checked="" type="checkbox"/> Non Local Bidders should provide contact details of local company who will provide after-sale services in Praia or provide another solution and comprehensive plan for after –sales in case of absence of local representative
Deadline for the Submission of Quotation	<u>23:59H, Friday, October 21, 2016</u> Cabo Verde Time
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English, or <input checked="" type="checkbox"/> Portuguese <input checked="" type="checkbox"/> Bidders are requested to provide a detail description and technical brochures of materials to be supplied. Please provide this quotation based on ability to provide original and good quality.
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Quality Certificates of the Equipments (ISO, etc.); <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 days

	In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of goods
Liquidated Damages	N/A
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ¹ <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Comprehensiveness of after-sales services
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 Days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Complete Delivery <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3). 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)	<i>Procurement Associate</i> <u>unoffice.cv@one.un.org</u> 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.

¹ 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.

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 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

Thank you and we look forward to receiving your quotation.

Sincerely yours,


Ilaria Carnevali
Deputy Resident Representative
October 11, 2016

Technical Specifications

Items to be Supplied*	Quantity	Description / Specifications of Goods Brand new items, unused, and of the most recent or current models. The products should comply with national and or / international standards.
Field Mapping Rugged Tablet, including Mapping Software and Carry Case	11	<p>Minimum Requirements:</p> <p>Processor 1.2 GHz Intel® Core Duo™ Processor U2500 Memory 512 MB SDRAM DDR2 standard Storage 80 GB removable hard disk drive, Display 10.4-inch sunlight readable, LED (light-emitting diode) backlight, scratch resistant, chemically strengthened glass Input touchscreen, drift-free operation during temperature changes Operating System Microsoft® Windows XP Tablet PC Expansion PCMCIA card Type III (x2), fully sealed with rugged doors, internal USB 2.0 sealed within unit Interface USB 2.0, LAN (RJ-45 10/100 Ethernet) Wireless LAN integrated IEEE802.11 a/b/g Wi-Fi Bluetooth integrated version 1.2, Class 2 at 2.5 mW Audio AC-97 V.2.2 sound with internal speaker Supply Li-ion (lithium ion) battery: 3 cell, DC 11.1V, 2,200 mAh, Ingress protection IEC 529, IP 66 against dust and rain Docking legacy compatible from all nine tablet product generations (desk, vehicle, wall, port replicators) Carry case durable, shock-absorbing material, fully dockable without removing case Protection 10.4-inch LCD self-adhesive film</p> <p>Equivalent to DSR ARMOR X10 Including Field Map Software</p>
Binocular 7x50 with GPS, Digital Compass & Reticle	10	<ul style="list-style-type: none"> • Integrated Digital Compass, GPS, Time and Date: Integrated LCD provides GPS coordinates, elevation, compass direction, date and time. • Integrated reticle to calculate distance and size of objects. <p>Objective Lens Diameter (mm): 50 mm Magnification (x): 7x Angular Field of View: 7.5° Linear Field of View (@1000 yds): 394 ft / 131m Exit Pupil (mm): 7.1 mm Eye Relief (mm): 23 mm Close Focus: 32.7 ft</p>

		<p>IPD Max: 72 mm IPD Min: 58 mm Optical Coatings: Fully Multi-Coated Prism Glass (Type): BaK-4 Twilight Factor: 18.7</p> <p>Waterproof and Fog proof: Ability to use in all weather conditions. Nitrogen purged to prevent internal fogging of the lenses. Color: Black or Olive Green Include the following Accessories: Objective lens caps, rain guard, carrying case, neck strap, CR123A battery, lens cloth, and instruction manual.</p> <p>Equivalent to Celestron 71422 Cavalry 7x50 GPS Binocular</p>
<p>Handheld GPS, with Digital Camera</p>	<p>6</p>	<p>Garmin eTrex Touch 25</p> <ul style="list-style-type: none"> • Touchscreen - 2.6-inch color, capacitive touchscreen display • Electronic compass - 3-axis tilt-compensated electronic compass • Built-in mapping • Ruggedized for the outdoors - ergonomic, rugged design that stands strong against dust, dirt, humidity and water <p>Including carrying case and rechargeable battery kit</p>
<p>Camera, including battery, carrying case and memory card</p>	<p>6</p>	<ul style="list-style-type: none"> • Built-in Wi-Fi connectivity with NFC allows wireless transferring of images and video • 16.1 megapixel 1/2.3-inch high-sensitivity CMOS sensor • 65x optical zoom, 4x digital zoom and 260x combined zoom with Optical Image Stabilizer • Capture stunning 1080p HD video in MP4 format with a dedicated movie button and zoom while shooting. <p>Including the following: Additional Battery, Carry Case, Memory Card 32 GB, and rechargeable battery kit</p> <p>Equivalent to Canon PowerShot Sx60 HS, Zoom 65x</p>

**Pls. attach delivery schedule, if relevant, and cluster by lot, if partial bids will be allowed. Specify delivery locations if goods multiple destinations.*



Ilaria Carnevali
Deputy Resident Representative
October 11, 2016