



REQUEST FOR QUOTATION (RFQ) (Goods)

INTERNATIONAL PUBLIC ADVERTISEMENT	DATE :November 6, 2014
	REFERENCE: RFQ/2014/Seismometer

Dear Sir / Madam:

We kindly request you to submit your quotation for **Supply and Delivery of Seismic 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 **November 24, 2014, 23:59H Cape Verde time** via *e-mail in pdf format and duly signed, courier or in person*, with the subject **RFQ – Seismometer Equipments**.

1. Hard Copy Submission:

UNDP Cape Verde
Av. OUA, Achada Santo António
C.P. 62 – Praia
Ilha de Santiago
Cabo Verde

2. Soft Copy Submission: (PDF format and Duly signed)

Email: procurement.cv@cv.jo.un.org

Quotations submitted by email must be limited to a maximum of 10MB, virus-free and no more than 2 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] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> CIP Praia, Cape Verde
Exact Address/es of Delivery Location/s (identify all, if multiple)	Edifício das Nações Unidas, Av. OUA, Achada Santo Antonio, Praia, Ilha de Santiago
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> 2 to 3 Weeks from the issuance of the Purchase Order (PO)
Delivery Schedule	<input checked="" type="checkbox"/> Required
Mode of Transport	<input checked="" type="checkbox"/> AIR
Preferred Currency of Quotation ¹	<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"/> Confirm if any other after sales services is available
Deadline for the Submission of Quotation	COB, <u>Monday, November 24, 2014</u> no later than <u>23:59H, (Cape Verde Local Time: GMT -1.00)</u>
All documentations, including catalogs, instructions and operating manuals, shall be in one these language	<input checked="" type="checkbox"/> English <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. <input checked="" type="checkbox"/> Manuals for the equipments should also be in Portuguese Language
Documents to be submitted ²	<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"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users; <input checked="" type="checkbox"/> Company Profile, capability, experience and qualification;

¹ 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.

² First 2 items in this list are mandatory for the supply of imported goods

	<input checked="" type="checkbox"/> Detailed Specifications, including catalog pictures, Manufacturer, model and country of origin should be provided; <input checked="" type="checkbox"/> Quality Certificates (ISO, etc.); <input checked="" type="checkbox"/> Latest Business Registration Certificate ; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability (“Green” Standards) of the Company or the Product being supplied ; <input checked="" type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as “Dangerous Goods”. <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"/> 60 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
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ³ <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</i>
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"/> 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.

³UNDP 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.

Contact Person for Inquiries (Written inquiries only)	<p><i>Pedro Gomes – Procurement Associate/ pedro.gomes@cv.jo.un.org</i></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>
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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,

Octavio Silva
Operations Manager
 November 6, 2014

Technical Specifications

Nº	Item to be Supplied*	Quantity	Description/Specifications of Goods
1	Digital Broadband Seismometer (3 components and Broadband)	3	<ul style="list-style-type: none"> • Flat to velocity response from 60s to 50Hz • Dynamic range equal or superior to 140 dB • Self Noise: below the USGS NLNM • Linearity 111 dB for vertical; > 107 dB for horizontal • Remote and/or automatic control of the centring and blocking of the masses (via digitizer) • Active sensors: "Force balanced" • Output Sensitivity 2x1200 V/m/s
2	Installation Kit		Include in the proposal ALL the necessary accessories for installation (GPS antenna cables, software, etc...) The equipment should arrive ready for connection.
3	Digitizer	3	<ul style="list-style-type: none"> • Resolution 24 bit ADC • Number of inputs channels – 11 channels: 3 for the seismic component and 8 for environmental parameters • Noise relation signal – at least 129mb • Internal clock synchronized by GPS • Automatic control of the masses position • Built-in calibration signals generator • Internal memory of at least 512 Mb • Digital output communication via: TCP / IP, RS-232 • Ability to configure triggering • Power consumption less than or equal to 1.5W • Sampling Frequency from 1 to 200 Hz
4	Installation Kit		Include in the proposal ALL the necessary accessories for installation. The equipment should arrive ready for connection.
<u>N.B.</u>			With the need to maintain compatibility and consistency with existing equipment and systems already in place in the country, the equipments have to be similar to the above specifications or equivalent to the following Seismometer (STS-2.5, PBB-200S, KS-2000M, Trillium 120PA, Guralp 3ESPC), and Digitizer (Q330S+PB44, SMART-24D, Taurus, Guralp DM24), in order to not cause any adverse consequences to the end users.

Octavio Silva

*Operations Manager
November 6, 2014*