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REQUEST FOR QUOTATION (RFQ)

RFQ Reference: UNDP/RWA/RFQ/2021/03, SUPPLY AND INSTALLATION OF WEATHER STUDIO PRODUCTION EQUIPMENT FOR LIVE STREAMING (RE- ADVERTISED)	Date: 12 March 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP RWANDA kindly requests a Quotation from a National Firm to **Supply and Install a Weather studio production equipment for live streaming for METEO RWANDA** as detailed in Annex 1 of this RFQ.

This Request for Quotation (RFQ) 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 **19TH APRIL 2021 – 11:00 am KIGALI TIME** to the following email: **offers.rw@undp.org** or at UNDP Rwanda Office, KN 67 Street No 4; P.O Box 445, Kigali.

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: _____

Name: Varsha Redkar-Palepu

Title: Deputy Resident Representative

Date: April 5, 2021

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>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 UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>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.</p> <p>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.</p>
Deadline for the Submission of Quotation	<p>19th APRIL 2021– 11:00 am KIGALI TIME</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Dedicated Email Address: offers.rw@undp.org</p> <p><input type="checkbox"/> Courier / Hand delivery at UNDP Rwanda Office / Registry Office KN 67 Street No 4; P.O Box 445, Kigali</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p>
Cost of preparation of quotation	<p>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.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>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 labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>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_an_dinvestigation.html#anti</p>
Gifts and Hospitality	<p>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.</p>
Conflict of Interest	<p>UNDP requires every prospective Supplier 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. 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.</p> <p>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</p>

	<p>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.</p> <p>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.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [20 days]</p> <p><input type="checkbox"/> Others [pls. specify]</p>
Eligibility	<p>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.</p> <p>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.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
Currency of Quotation	<p>Quotations shall be quoted in RWF</p>
Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act 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 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.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<p>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.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>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</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>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;</p> <p>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</p> <p>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.</p>

Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, 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:</p> <p>All prices must:</p> <p><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Language of quotation	<p>English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p><input checked="" type="checkbox"/> Company Profile.</p> <p><input checked="" type="checkbox"/> RDB Registration certificate.</p> <p><input checked="" type="checkbox"/> Copy of one (1) contract for similar requirement (the installation of weather studio production equipment for live streaming) in the last 5 years, including contract description, contract value, clients name and contact details with national or international organizations, with at least one contract amount of at-least RWF 10,000,000 for similar requirements</p> <p><input checked="" type="checkbox"/> List and value of projects, for similar requirements performed for the last 5 years plus client's contact details who may be contacted for further information on those contracts.</p> <p><input checked="" type="checkbox"/> Two Statement of satisfactory Performance (Certificates) from the top 2 clients in terms of Contract value in similar field.</p> <p><input checked="" type="checkbox"/> List of company key staff highlighting their names/roles/expertise.</p> <p>The company must have at least one technician holding bachelor's degree in Creative Design (Creative Media), Multimedia Design and Technology, Computer science or a relevant IT field with a valid professional certification in the relevant areas with a minimum of three years of relevant experience to provide support during testing time.</p>
Quotation validity period	<p>Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.</p>
Price variation	<p>No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.</p>
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted</p>
Alternative Quotes	<p><input checked="" type="checkbox"/> Not permitted</p>
Payment Terms	<p>The service provider shall be paid upon completion of the following milestones.</p> <ul style="list-style-type: none"> o 70% after supply and installation of equipment o 30% after 60 days of delivery and equipment certified to work properly
Conditions for Release of Payment	<p><input type="checkbox"/> Passing Inspection</p> <p><input checked="" type="checkbox"/> Passing all Testing</p> <p><input checked="" type="checkbox"/> Written Acceptance of equipment based on full compliance with RFQ requirements</p> <p><input checked="" type="checkbox"/> Submission of correct invoice by the contractor</p>
Contact Person for correspondence, notifications	<p>Focal Person: Nadine Umuhire</p> <p>E-mail address: nadine.umuhire@undp.org</p>

and clarifications	
Clarifications	Requests for clarification from bidders will not be accepted any later than 3 working days (Saturdays and Sundays are not working days) before the submission deadline. Responses to request for clarification will be communicated through addendum through Atlas before submission deadline
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the Lowest priced technically responsive offeror
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with schedule of requirements (technical specifications) as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> full acceptance of warranty as specified in Annex 3 <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time <input checked="" type="checkbox"/> All requested document submitted <input checked="" type="checkbox"/> Inclusive lowest priced technically responsive offer
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	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.
Type of Contract to be awarded	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services)
Expected date for contract award.	30 April 2021
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the 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

Technical Specifications of Equipment:

ITEM N°	DESCRIPTION OF EQUIPMENT	QTY	DETAILED TECHNICAL SPECIFICATIONS
1	Black magic Design HDMI to SDI 6G Mini Converter	1	<ul style="list-style-type: none"> SDI Video Outputs: 2 x SDI Video Outputs. Automatically matches the SD, HD and 6G-SDI HDMI video input. HDMI Video Inputs: HDMI type A in Analog Audio Inputs: 2 channels of professional balanced analog audio with standard 1/4-inch jack connections. Digital Audio Inputs: 4 channels of AES/EBU digital audio.
2	Linco Lincostore Photo Video Studio Light Kit AM169 - Including 3 Color Backdrops (Black/White/Green) Background Screen	1	<ul style="list-style-type: none"> (2) x Pheno Photography Square Studio Photo Silver Umbrella Reflector Softbox (2) x 32" Photo Studio White Premium Soft Umbrella (1) x All-in-one Carrying Bag - the Whole Kit Can Be Put In (1) x 77" High 78" Wide Background Support System + (1) x 5x10 Feet 3 Color Backdrop (Black/White/Green) (4) x 77" High Zenith Light Stand: Sturdy and Lightweight + (4) x Mini cirrus Light Head
3	Sennheiser EW (Evolution wireless G4) 112P G4 – A Omnidirectional Wireless Lavalier Microphone System (2pairs, receiver and transmitter)	2	Brand: Sennheiser Pro Audio Polar Pattern: Omnidirectional Colour: Black Connectivity Technology: Wireless Number of Channels: 12
4	Swann 60 feet RG59 Siamese Combo Cable with BNC connectors and 2.1mm Power Jack for TVI, CVI, AHD and HD-SDI Camera System	1	Connector type: RCA Compatible devices; Television Brand: Swann <ul style="list-style-type: none"> BNC video & 2.1mm power connectors. Plug and play ready Cable functions for BNC or RCA connection and HD-SDI camera system such as Swann SWSHD-810CAM. RG59 Siamese video and power cable. Minimize interference providing long distance signal transmission
5	Sony HXR-NX80 4K HD NXCAM Camcorder (with accessories)	1	Model Name: HXRNX80 Brand: Sony Video Capture Resolution: other Optical Sensor Size: 1 inch Screen Size: 3.46 Inches About this item <ul style="list-style-type: none"> Fast Hybrid Auto Focus with advanced features

			<ul style="list-style-type: none"> • Instant HDR workflow w/ HLG • Super Slow/ S&Q Motion • 2.4 GHz Wi-Fi & Streaming Options • Simple Live Solution when combined with MCX500 Live Producer and RM30BP Remote <p>Accessories:</p> <ul style="list-style-type: none"> ➤ 2 SanDisk 128GB Extreme PRO UHS-I SDXC Memory Card. ➤ 2 Sony NP-FV100A V-Series Rechargeable Battery Pack (3410mAh, 6.8-8.4V) ➤ 2 Magnus VT-4000 Tripod System with Fluid Head ➤ Arco Video Dr. Bag 20 ➤ 2 Sony MDR-7506 Headphones
6	NewTek TriCaster 460 Advanced with 460 Control Surface for keying and Virtual sets	1	<p>Key Features</p> <p>Multi-Camera/-Input/-Format Switching</p> <p>Simultaneously Broadcast, Stream, Record</p> <p>8-Channel Multi-Camera Production</p> <p>TriCaster 460 Control Surface (VIDEO MIXER)</p> <p>4-Channel Local Source Inputs</p> <p>5 Still Buffers & 10 Animation Buffers</p> <p>Integrated Multi-Channel Audio Mixing</p> <p>Visual & Motion Effects</p> <p>Real-Time Automation</p> <p>30+ Virtual Sets with Live Sources</p> <p>2 Output SDI</p> <p>Keyboard and mouse</p> <p>Screen</p>
7	Apple iMac with Retina 5K Display (27-inch, 16GB RAM, 3.8 GHz Intel Core i7 8-Core (10th Gen), 512GB SSD Storage, Radeon Pro 5500 XT (8GB GDDR6)“	1	<ul style="list-style-type: none"> • AMD Radeon Pro 5300 graphics • Ultrafast SSD storage • Two Thunderbolt 3 (USB-C) ports • Four USB-A ports • Gigabit Ethernet port

8	New Apple MacBook Pro (16-inch, 16GB RAM, 512GB Storage, 2.6GHz Intel Core i7)	1	Brand: Apple Operating System: Mac OS CPU Manufacturer: Intel Screen size: 16 Inches Computer memory: 16
9	Intercom System with Keypad	2	Signaling ProtocolsSIP 2.0 (RFC - 3261) Microphone2 x Built-In Microphones Speaker10 W Sound Pressure94 dB (1 kHz at 1 m) Audio CodecsG.711, G.729, G.722, L16 / 16 kHz Power Supply12 VDC ±15%, 2 APoE PoEPoE 802.3af (Class 0 - 12.95 W) LAN10/100Base-TX with Auto-MDIX SwitchPassive Switch: NC/NO Contacts, Max 30 VAC/VDC, 1 A OutputActive Switch: 9 to 13 VDC, 700 mA Maximum PoE: 9 V Adapter: 1 V Less than Source Supported ProtocolsSIP2.0, DHCP opt. 66, SMTP, 802.1x, RTSP, RTP, TFTP, HTTP, HTTPS, Syslog, ONVIF Operating Temperature-40 to 131°F / -40 to 55°C Storage Temperature-40 to 158°F / -40 to 70°C Operating Humidity10 to 95% IP RatingIP69K IK RatingIK10 Dimensions8.5 x 4.3 x 3.3" / 21.7 x 10.9 x 8.3 cm Weight4.4 lb / 2 kg
10	HEVC/H.264 HD Encoder/ Decoder and output video for live streaming (1pair)	1pair/price	Video Input1 x 3G/HD/SD-SDI BNC (75 Ohms) 1 x HDMI Type A BondingTeraLink Input Resolutions1080p 60/59.94/50/30/29.97/25/24/23.98 1080i 60/59.94/50 1080PsF 30/29/25/24/23 576i

			<p>480i</p> <p>720p 60/59.94/50</p> <p>576p (HDMI input only)</p> <p>480p (HDMI input only)</p> <p>NTSC</p> <p>PAL</p> <p>Video CompressionH.264: Baseline, Main, and High Profile</p> <p>H.265: Baseline, Main, and High Profile</p> <p>Supported Video Bit Rates250 kbps to 30 Mbps</p> <p>Test Pattern Generator SupportSupports custom test pattern</p> <p>Format ConversionBuilt-in video scaler and deinterlacer</p> <p>LUT SupportCDL/1024 1D LUT (supports 10-bit color)</p> <p>33x33x33 3D LUT (supports 10-bit color)</p> <p>Network ProtocolsTCP/IP, UDP, HTTP, DHCP, NTP, SSL, IGMP</p> <p>Supported Video Transport ProtocolsRTMP</p> <p>RTP, RTSP, RTSP over HTTP</p> <p>MPEG-TS (requires optional paid license)</p> <p>Wi-Fi2.4/5GHz 802.11 ac/a/b/g/n MiMo</p> <p>Encryption: 802.1x, 802.11i, WPA2, WPA, and WEP 64/128 TKIP 128bit AES</p> <p>Remote ControlTeradek Core</p> <p>Audio CompressionAAC-LC, MPEG Layer 2</p> <p>Audio InputEmbedded audio input</p> <p>Analog line or mic in, adjustable gain</p> <p>Audio OutputHeadphone output</p> <p>ConfigurationWebUI and OLED display with joystick navigation buttons</p> <p>StorageSD card slot</p> <p>USB InterfacePowered USB 2.0 host port</p> <p>Ethernet10/100/1000BASE-T Gigabit</p> <p>Modem SupportUSB 3G/4G modem support (check Teradek website for updated list of compatible modems)</p>
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			<p>Mount Type 1/4"-20 threaded mounting holes allow for horizontal or vertical mounting</p> <p>Power Input 2-pin connector</p> <p>Power Consumption 8 W (max)</p> <p>Auxiliary Power Input 6-28 VDC</p> <p>Dimensions 4.75 x 3 x 1.1 / 12 x 7.6 x 2.8 cm</p> <p>Weight 11.6 oz / 329 g</p>
11	Studio installation	1	<p>The studio installation assignment includes the installation of new supplied Sony HXR-NX80 4K HD NXCAM Camcorder (with accessories) which will replace installed old camera. Camera will be connected with multicaster through HDMI TO SDI converter, the multicaster will be having 4 to 8 input of camera, input Audio and output, Disk storage and Output of HDMI for multiviewer, video mixer and Audio mixer as it is specified in terms of reference, keyboard and mouse, in fact it is the production system for recording, audio, video controlled by video mixer. The intercom system with keypad will be to connect Meteo Rwanda and TV stations through Teradek</p>

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the equipment within 4 weeks after Contract signature.
Delivery Terms (INCOTERMS 2020)	DAP, METEO Compound, Kigali Rwanda
Customs clearance (must be linked to INCOTERM)	<input checked="" type="checkbox"/> Shall be done by the supplier
Exact Address(es) of Delivery Location(s)	METEO KIGALI
Distribution of shipping documents (if using freight forwarder)	.

Packing Requirements	As per manufacturer packing, supplier must ensure the goods are delivered to final destination without any physical damage
Training on Operations and Maintenance	Required during installation
Warranty Period	Standard manufacturer warranty for six months (The bidder must submit warranty certificates)
After-sales service and local service support requirements	Two months after delivery
Preferred Mode of Transport	The supplier may use any mode of transportation as long as the ordered goods are delivered to final destination as per delivery timeline.

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:	Click or tap here to enter text.	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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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):	<input type="checkbox"/> Yes <input type="checkbox"/> No

Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? <i>(If yes, provide a Copy of the valid Certificate):</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Does your Company have a written Statement of its Environmental Policy? <i>(If yes, provide a Copy)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> 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 <i>(If yes, provide a Copy)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> 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 relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value in RWF	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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 Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised 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

Bidders are requested to complete this form, sign it and return it as part of their bid 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:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Currency of the Quotation: RWF				
INCOTERMS: DAP 2020				
Item No	Description	Qty	Unit price in RWF	Total price in RWF
1.	Click or tap here to enter text.			
2				
3				
4				
5				
6				
7				
8				
9				
10				
Total Price				
Studio installation Price				
Transportation Price				
Other Charges (specify)				
Total Final and All-inclusive Price				

Delivery Time:

↑Please state your Delivery lead time

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Offer complies with Minimum Technical Specifications for each equipment	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS 2020, DAP)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty (Standard Manufacturer)	<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	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Other Information:

Estimated weight/volume/dimension of the Consignment:	Click or tap here to enter text.
Country/ies of Origin: <i>(if export licence required this must be submitted if awarded the contract)</i>	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.	
<p><i>Exact name and address of company</i></p> <p>Company Name: Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>