

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: To All eligible companies	DATE: 19 September 2011
	REFERENCE: RFQ_033_2011 (Audio - Visual Equipment)

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items **before close of business on 26 September 2011.**

	Generic description/specification/requirements	Quantity
	Delivery and installation of Broadcasting/transmitting	
1	<p>Camera (body and lens)</p> <ul style="list-style-type: none"> • 18.0 effective megapixel APS-C CMOS sensor • Full HD 1080p video recording at 24/25/30 frame/s • HD 720p and 640×480 video recording at 50/60 frame/s • 3–10× Digital Zoom in video recording • DIGIC 4 image processor • 14-bit analog to digital signal conversion • 3.0-inch (76 mm) Vari-angle 3:2 aspect ratio LCD articulating screen • Live view mode • Built in flash with Speedlite wireless multi-flash support • 9 point AF with centre cross-type sensor sensitive at f/2.8 • Four metering modes, using 63-zones: spot, partial, center-weighted average, and evaluative metering. • Highlight tone priority • EOS integrated cleaning system • sRGB and Adobe RGB colour spaces • ISO 100–6,400 expandable to 12,800 • Continuous drive up to 3.7 frame/s (34 images (JPEG), 6 images (RAW)) • SD, SDHC, and SDXC memory card file storage • RAW and large JPEG simultaneous recording • Eye-Fi support • USB 2.0, HDMI interface • LP-E8 battery <p style="text-align: center;"><i>E.g Canon EOS 600D/Canon EOS 60D/Canon EOS 7D/Canon EOS 5D Mark II</i></p>	1
2	<p>Camera bag</p> <ul style="list-style-type: none"> • Specifically-made bag for a camera and lens • Able to accommodate an above-mentioned camera, lens, and accessories • Water-proof 	1
3	Card	1

	<ul style="list-style-type: none"> • 16 GB in capacity • Compatible with an above-mentioned camera 	
4	Additional Camera Battery <ul style="list-style-type: none"> • LP-E8 battery 	1
5	Tripod <ul style="list-style-type: none"> • Prosumer level • Fluid head • Able to pan and tilt smoothly • Strongly built legs and head 	1
6	Camera filter (to protect a camera lens from scratches and dust) <ul style="list-style-type: none"> • Compatible with an above-mentioned camera 	1
7	Lens hood (conical petal lens hood) <ul style="list-style-type: none"> • Compatible with an above-mentioned camera 	1
8	External Hard Drive (for backup and store media files) <ul style="list-style-type: none"> • 1 TB in storage capacity • Compatible with Mac and PC • Able to 'plug & play' • With Hi-Speed USB 2.0 interface 	1
9	Headphone Sony MDR-V700DJ or equal	1
10	Audio Recorder <ul style="list-style-type: none"> • Built-in X/Y stereo mics record • Able to record on SD or SDHC cards • Able to record in MP3 and WAV formats • 24bit/96kHz Linear PCM recording • LCD screen • USB audio interface • Variable speed playback capability • Built-in mounting joint for tripod and mic stand mounting • USB 2.0 port • XLR inputs with phantom power allow recording with external mics • Supports plug-in power type external mics • USB audio interface capability <p><i>E.g Zoom H4n</i></p>	1
10	Wireless (Lapel) Microphone Transmitter and Receiver <ul style="list-style-type: none"> • Low-interference VHF • The receiver comes with a telescoping antenna • The receiver can connect with the camera's Ext Mic Jack or the audio recorder • The transmitter comes with a clip-on microphone <ul style="list-style-type: none"> • Receiver Technical Specs: <ul style="list-style-type: none"> * Receiver type: Double superheterodyne 	1

	<ul style="list-style-type: none"> * Sensitivity: 2mV @ S/N of 40dB * Battery: 9V Alkaline * Power consumption: 25mA * Monitor output: 1V @ 30W, Modulation frequency: 1kHz, Deviation: +/-7kHz * Mic output: 8mV w/10KW load, Modulation frequency: 1kHz, Deviation: +/-7kHz * Mic output impedance: 300 Ohm * Dimen.: 86(h) x 60(w) x 21.5(d) mm (3.3" x 2.4" x 0.85") <ul style="list-style-type: none"> • Transmitter Technical Specs: <ul style="list-style-type: none"> * Modulation system: FM * Sensitivity: 94dB SPL @ +/- 2.5KHz deviation * Battery: 9V * Power consumption: 30mA * Dimen.: 86(h) x 60(w) x 21.5(d) mm (3.3" x 2.4" x 0.85") <p><i>E.g (Brands) Sennheiser, Sony, Azden (Azden Whdpro/670 On-camera VHF Lavalier/mini Headset Wireless & Directional Microphone)</i></p>	
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Your quotation shall be submitted in sealed envelope or electronically, duly signed and stamped on or **before close of business 26 September 2011** to the following address:

**Address: UNDP Lao PDR
Lane Xang Avenue
Ban Hatsady-Tai
P.O. Box 345
Vientiane, Lao PDR
Tel. 856 21 267777**

Attention: UNDP Procurement/Logistics Unit

In order to speed up the process of submission the Quotations can be also submitted electronically to our secure e-mail box: lao.procurement@undp.org before the indicated deadline.

Marking of Quotations:

- Please **mark** envelop as follows: **Company Name, contact details, "RFQ/033/2011"**.
- **Electronic quotations shall be marked in the subject as follows: "RFQ/033/2011"**.

Request for additional information: If you request additional information please send e-mail to phadthakone.sophavilay@undp.org or diver.rasulov@undp.org for any inquiries.

GENERAL CONDITIONS	
Place of delivery and installation	DAP Delivery at <u>The Community Participation and Communication Support Programme (CPCSP), Department of the Mass Media, Ministry of Information, Culture and Tourism (MICT)</u> "
Delivery period:	Please indicate delivery time in your quotation
Warranty period:	Company must provide at least two years warranty for the supplied equipment.
Currency of the quotation	Companies should quote in USD or Lao KIP . Quotations submitted in another currency will be rejected.

TAX EXEMPTION	All quotations submitted to UNDP shall be without VAT and other direct taxes. Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use.	
Payment Terms	Payment will be made through Bank Transfer within 30 days upon receipt of invoices and certification of satisfactory completion of services by UNDP. Payment to local firms will be made in local currency only.	
Validity of Quotation	Quotation must be valid during 90 DAYS. No changes allowed during this period after submission of the quotations.	
Conversion to single currency	For conversion into single currency for evaluation purposes the applicable UN exchange rate will be used on the date of opening of proposals.	
Completeness of the proposal.	Company shall submit all requested documents.	
Goods and evaluation criteria	The Evaluation Committee will examine the proposals to determine whether they are complete, whether the documents have been properly signed and whether the offer complies with the technical requirements. In case of discrepancy in unit price and total price the unit price shall prevail. The contract will be awarded to the company offered lowest technically responsive offer.	
General Terms and Conditions	See enclosed Annex I-UNDP General Terms and Conditions for Purchase orders	
Mode of Transport	AIR	SEA
	SURFACE	OTHERS
REQUIREMENTS		
<u>Language:</u> All documentation, including installation and operating manuals shall be in:		
<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others		

Please state	
Availability of local service in country of final destination	Details on any warranty/guarantee conditions:
List of recommended consumables and spares incl. Prices and details on local availability:	
<input type="checkbox"/> For a one year period.	
REQUIREMENTS	
<u>Language:</u> All documentation, including installation and operating manuals shall be in:	
<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others	
Electricity: Volt: 220	Hz: 50 phase AC:

Export License: All bidders/vendors must aware that the goods and services are for the benefit of the Government under UNDP's development assistance framework and goods purchased will normally be transferred to the national partners, or to an entity nominated by it, in accordance with UNDP's policies and procedures.

The bidder/vendor shall include in their proposal:

- A statement whether any import or export licenses are required in respect of the goods to be purchased or service to be rendered including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users;

- Confirmation that he has obtained licenses of this nature in the past and have an expectation of obtaining all the necessary licenses should their bid be successful.

NAME, FUNCTIONAL TITLE: Diyer Rasulov, Procurement Specialist, Signature: _____
DATE: 19 September 2011

