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## REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: <b>November 21, 2019</b>
	REFERENCE: <b>RfQ19/02008</b>

Dear Sir / Madam:

We kindly request you to submit your quotation for **provision of image and video processing software for the Police Forensic Centre**, 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 **December 4, 2019, 12.00 p.m. (Moldova local time)** via the etendering system to the address below:

<https://etendering.partneragencies.org>

**Username: event.guest**

**Password: why2change**

**BU Code: MDA10 and Event ID 0000004917**

Once uploaded, Bidders that have accepted the invitation in the system will be notified via e-mail that changes have occurred. It is responsibility of the Bidder to view the respective changes and clarifications in the system.

Quotations shall be submitted in English or Romanian duly signed and stamped and shall be marked with the note **"RfQ19/02008 – Provision of image and video processing software for the Police Forensic Centre"**.

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.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned services:

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror

Exact Address of Delivery Location (identify all, if multiple)	10, Putnei Str., Chisinau, Republic of Moldova
Latest Expected Delivery Date and Time ( <i>if delivery time exceeds this, quote may be rejected by UNDP</i> )	<input checked="" type="checkbox"/> up to 30 calendar days from the issuance of the contract/PO
Delivery Schedule	<input checked="" type="checkbox"/> Required
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars Reference date for determining UN Operational Exchange Rate: December 4, 2019 <a href="https://treasury.un.org/operationalrates/OperationalRates.php">https://treasury.un.org/operationalrates/OperationalRates.php</a>
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"/> Support and updates - <b>3 (three)</b> years for each lot
Deadline for the Submission of Quotation	<b>December 4, 2019, 12:00 p.m. (Moldova local time)</b>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Other languages: Romanian or Russian
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"/> Company profile (short info up to 3 pages); <input checked="" type="checkbox"/> Copy of Company's Registration Certificate (including the annex), existing licenses, patents and other relevant documents <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent if Supplier is not the manufacturer; <input checked="" type="checkbox"/> Detailed technical description of the offered software; <input checked="" type="checkbox"/> Name, address and contact details of the center offering technical support for Moldova; <input checked="" type="checkbox"/> List of certified instructors/instructor who will conduct the certification training for the beneficiary, including the resume(s) with the relevant experience. The language of instruction shall be Russian or Romanian (any translation of training materials and other information into Russian/Romanian should be borne by the winning company); <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 Deadline Date	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 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"/> Permitted, by Lot
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of goods and services

Liquidated Damages	0.5% of contract for every day of delay, up to a maximum duration of 15 calendar days. Thereafter, the contract may be terminated.
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements, described in Annex 1, and lowest price <sup>1</sup> ; <input checked="" type="checkbox"/> Minimum 2 (two) years of experience in supply of ICT hardware and/or software; <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions; <input checked="" type="checkbox"/> Maximum delivery period not to exceed 30 calendar days upon signature of contract/PO issue; <input checked="" type="checkbox"/> Support and updates for the required period - 3 (three) for each lot
UNDP will award to:	<input checked="" type="checkbox"/> One or more suppliers
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract / Purchase Order (PO) for international suppliers
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of Contract/PO if the delivery/completion is delayed by 15 calendar days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection (checking compliance according to the technical specifications); <input checked="" type="checkbox"/> Complete Installation and certification training; <input checked="" type="checkbox"/> Written Acceptance of Goods and services based on full compliance with RFQ requirements
Annexes to this RFQ	<input checked="" type="checkbox"/> Annex 1 - Specifications of the Goods and Services Required <input checked="" type="checkbox"/> Annex 2 - Form for Submission of Quotation <input checked="" type="checkbox"/> Annex 3 - General Terms and Conditions  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)	Liuba Livadari, Project Associate <a href="mailto:liuba.livadari@undp.org">liuba.livadari@undp.org</a>  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.

Services provided 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

<sup>1</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.

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 services 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/procurement/protest.shtml>.

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,

*Corina Oprea*

Corina Oprea,  
Head of Operations

**Annex 1****Technical Specifications**

<b>Item</b>	<b>Description/Minimum specifications</b>	<b>Qty</b>
<b>LOT I</b>		
1.	"Amped FIVE Professional" latest version (perpetual license)	1 license
	Support and upgrade - 3 years	1
	Certification training fee, basic level (no travel costs included) <sup>2</sup> <i>*Both options on-the job training in Chisinau or training abroad are acceptable;</i>	1
2.	"Amped Authenticate" latest version (perpetual license)	1 license
	Support and upgrade - 3 years	1
	Certification training fee, basic level (no travel costs included) <sup>3</sup> <i>*Both options on-the job training in Chisinau or training abroad are acceptable;</i>	1
<b>LOT II</b>		
3.	"DVR Examiner" latest version (perpetual license)	1 license
	Support and upgrade - 3 years	1

*After the training, the trainee will be issued a Certificate confirming the acquired skills for the use of the respective software.*

**Annex 2****FORM FOR SUBMITTING SUPPLIER'S QUOTATION*****(This Form must be submitted only using the Supplier's Official Letterhead/Stationery)***

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. 19/02008:

**TABLE 1: Offer to Supply Goods Compliant with Technical Specifications and Requirements**

Item No.	Description/Specification of Goods	Quantity	Unit Price	Total Price per Item
<b>LOT I</b>				
1.	"Amped FIVE Professional" latest version (perpetual license)	1 license		
	Support and upgrade - 3 years	1		
	Certification training fee, basic level (no travel costs included) <sup>4</sup> <i>*Both options on-the job training in Chisinau or training abroad are acceptable;</i>	1		
2.	"Amped Authenticate" latest version (perpetual license)	1 license		
	Support and upgrade - 3 years	1		
	Certification training fee, basic level (no travel costs included) <sup>5</sup> <i>*Both options on-the job training in Chisinau or training abroad are acceptable;</i>	1		
<b>LOT II</b>				
3.	"DVR Examiner" latest version (perpetual license)	1 license		
	Support and upgrade - 5 years	1		
<b>Total Prices of Goods</b>				
Add: Other Charges (pls. specify)				
<b>Total Final and All-Inclusive Price Quotation</b>				

*After the training, the trainee will be issued a Certificate confirming the acquired skills for the use of the respective software.*

**TABLE 2: Offer to Comply with Other Conditions and Related Requirements**

<b>Other Information pertaining to our Quotation are as follows:</b>	<b>Your Responses</b>		
	<b><i>Yes, we will comply</i></b>	<b><i>No, we cannot comply</i></b>	<b><i>If you cannot comply, pls. indicate counter proposal</i></b>
Delivery Lead Time: up to 30 calendar days upon contract/PO issuance			
After-Sales Requirements			
a) Support and updates for the required period - 3 (three) for each lot			
Validity of Quotation: 90 calendar days			
All Provisions of the UNDP General Terms and Conditions			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

*[Name and Signature of the Supplier's Authorized Person]*

*[Designation]*

*[Date]*