



Request for Quotation (RFQ) for Goods

Purchase of audio and video equipment for media competition awards

RFQ Ref No: UNOPS-EP-2017-G-019

Invitation letter

Dear Sir/Madam,

Subject: Purchase of audio and video equipment for media competition awards
RFQ Case No.: UNOPS-EP-2017-G-019

The United Nations Office for Project Services (hereinafter referred to as UNOPS) is pleased to invite prospective bidders to submit a quotation for the provision of goods/services in accordance with the UNOPS General Conditions of Contract and the Schedule of Requirements as set out in this Request for Quotation (RFQ).

The RFQ consists of the following:

- This RFQ Invitation Letter
- Section I: RFQ Particulars
- Section II: Instructions to Bidders
- Section III: Schedule of Requirements
- Section IV: Returnable Bidding Forms
 - Form A: Quotation Submission Form
 - Form B: Price Schedule Form
 - Form C: Technical Quotation Form
 - Form D: Previous Experience Form

If you are interested in submitting a quotation in response to this RFQ, please prepare your quotation in accordance with the requirements and process as set out in this RFQ and submit it to UNOPS by the deadline for quotation submission set out in the Section I: RFQ Particulars.

We look forward to receiving your quotation.

Approved by:



Name: Marko Vujacic
Title: European PROGRES National Programme Manager
Date: 15.05.2017

Section I: RFQ Particulars

Scope of Quotation	This RFQ refers to the provision of Purchase of equipment for hairdresser and beauty salons in support to Women entrepreneurship , as further described in Section III: Schedule of Requirements.
Contact person for correspondence, notifications and requests for clarifications	All correspondence, notifications and requests for clarifications in relation to this RFQ shall be sent to the following e-mail address: srpc.procurement@unops.org United Nations Office for Project Services Republic of Serbia Operations Centre Skerliceva 4 11000 Belgrade, Serbia ATTENTION: quotations shall not be submitted to the above address but to the address for quotation submission as set out below.
Clarifications	Requests for clarification from bidders will not be accepted by any later than 21 May 2017 . Responses to requests for clarification will be communicated at LBHT web site (http://www.sagradimodom.org) and European Progres website (www.europeanprogres.org) under RFQ Case UNOPS-EP-2017-G-020 (Public Calls).
Quotation validity period	Quotations shall remain valid for acceptance by UNOPS for ninety 90 days for RFQ from the Deadline for Quotation Submission.
Quotation Currenc(ies)	Quotations shall be quoted in RSD (Republic of Serbia Dinars). UNOPS reserves the right not to reject any bids submitted in another currency than the mandatory bidding currency stated above.
Duties and Taxes	All quotations shall be submitted net of any direct taxes, customs duties and indirect taxes and VAT.
Language of quotations	All quotations, information, documents and correspondence exchanged between UNOPS and the Bidders in relation to this RFQ process shall be in English.
Deadline for Quotation Submission	All quotations must be submitted by 12:00, CET on 25 May 2017 .
Quotation submission	Quotations must be submitted as follows: Quotation form must be completed signed and returned to UNOPS. The quotations must be made in accordance with the instructions contained in this request. All quotations must be submitted to the following address Address: Skerliceva 4, 11000 Belgrade, Serbia Or to E-mail: srpc.bids@unops.org Contact person: Nenad Sucurovic Quotations submitted shall be binding and valid for a period of ninety (90) days from the due date stated herein. Any prices accepted during this period will be considered firm/fixed for the resulting purchase order. The supplier agrees to acknowledge the purchase order in the form provided upon award, under the terms and conditions stated therein, and for the agreed amount.

Evaluation method and criteria	<p>Quotations shall be evaluated to determine the lowest price most technically acceptable offer. Evaluation shall be conducted as follows:</p> <ol style="list-style-type: none"> 1. Preliminary Examination. The following eligibility and formal criteria will be reviewed for compliance: <ul style="list-style-type: none"> • Bidder is eligible as defined in Instructions to Bidders, Article 3 • Completeness of the Quotation. All Returnable Bidding Forms and other documentation requested have been provided and are complete • Bidder accepts UNOPS General Conditions of Contract 2. Qualifications of the Bidder will be assessed as per below qualification criteria: <ul style="list-style-type: none"> • Bidder should be in continuous business of supplying similar goods for the last 2 (two) years. • Bidder must also identify and disclose all information regarding any associated entity/s, if any, by providing full legal name and address of those entity/s. Should there be no related entities, the Bidder must provide a statement to that effect. 3. Technical compliance of the offered goods/services. The following technical criteria will be reviewed for compliance compared to UNOPS requirements: <ul style="list-style-type: none"> • Goods/services offered in the quotation are compliant compared to the requirements in Section III: Schedule of Requirements. 4. Financial evaluation. Quotations that are found to be technically acceptable shall be evaluated based on price and UNOPS will award the contract as per the lowest priced, most technically acceptable offer evaluation methodology. <p>At any time during the evaluation process UNOPS may request clarification or further information in writing from Bidders. The Bidder's responses shall not contain any changes regarding the substance, including the technical and financial part of their quotation. UNOPS may use such information in interpreting and evaluating the relevant quotation.</p>
Partial quotations	<p>Bidders shall be allowed to quote prices for one or more lots identified in Section III: Schedule of Requirements, however Bidders must offer 100 % of the items specified for each lot and to 100% of the quantities specified for each item of a lot. Evaluation will be done per lot.</p>
Documents comprising the Quotation	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> • Form A: Quotation Submission Form • Form B: Price Schedule Form • Form C: Technical Quotation Form • Form D: Previous Experience Form • Registration, financial and legal documents: <ul style="list-style-type: none"> - Document from Business Registers Agency; • Previous experience (references): <ul style="list-style-type: none"> - Minimum three contract, which are equal or similar to the equipment required as per this RFQ, in the last three years, listed in the Previous Experience Form • Catalogue, brochure or similar document that will prove the required characteristics of the offered goods.
Type of Contract to be awarded	<p>UNOPS will sign the following contract with the awarded Bidder(s): Purchase order</p>

General Conditions of Contract	<p>In the event of an order, the following conditions of contract will apply: UNOPS General Conditions of Contract for goods The conditions are available at: http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx</p>
Signing of Contract	UNOPS plans to award the Contract by 30 May 2017 .
UNGM registration	<p>Any Contract resulting from this RFQ exercise will be subject to the supplier registration on United Nations Global Marketplace (UNGM) website. Vendors can register their company by accessing the website at www.ungm.org.</p> <p>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</p>

Section II: Instructions to Bidders

1. SCOPE OF QUOTATION

Bidders are invited to submit a quotation for the goods and/or services specified in Section III: Schedule of Requirements, in accordance with this RFQ.

2. INTERPRETATION OF THE RFQ

This RFQ is an invitation to treat and shall not be construed as an offer capable of being accepted or as creating any contractual, other legal or restitutionary rights.

This RFQ is conducted in accordance with the applicable provisions of UNOPS Procurement Manual (latest version of which can be accessed at: <https://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx>) and other relevant Organisational Directives and Administrative Instructions that are referred to in the Procurement Manual. In case of contradictions between this RFQ and the UNOPS Procurement Manual, the UNOPS Procurement Manual shall prevail.

3. BIDDER ELIGIBILITY

Bidders may be a private, public or government-owned legal entity or any association with legal capacity to enter into a binding Contract with UNOPS.

A Bidder shall not be eligible to submit a quotation if and when at the time of quotation submission, the Bidder:

- i. is included in the Ineligibility List, hosted by UNGM, that aggregates information disclosed by UNOPS (UNOPS Ineligibility List) and other Agencies, Funds or Programs of the UN System;
- ii. is included in UN/DPD's suspended and removed vendors list;
- iii. is included in the Consolidated United Nations Security Council Sanctions List, including the UN Security Council Resolution 1267/1989 list;
- iv. is included in the World Bank Corporate Procurement Listing of Non-Responsible Vendors and World Bank Listing of Ineligible Firms and Individuals;

All Bidders are expected to embrace the principles of the United Nations Supplier Code of Conduct, given that it originates from the core values of the Charter of the United Nations. UNOPS also expects all its suppliers to adhere to the principles of the United Nations Global Compact.

4. CLARIFICATION OF THE RFQ

Bidders may request clarification in relation to the RFQ or bid process by submitting a written request to the contact stated in the **Section I: RFQ Particulars**, until the time stated in **Section I: RFQ Particulars**. Explanations or interpretations provided by personnel other than the named contact person, will not be considered binding or official.

5. REMUNERATION FOR AND COSTS OF QUOTATIONS

Bidders shall not be entitled to any remuneration or compensation for the preparation and submission of their quotation.

6. QUOTATION CURRENCY(IES)

The quotation shall be made in the currency(ies) stated in **Section I: RFQ Particulars**. If applicable, for comparison and evaluation purposes, UNOPS will convert the quotations into USD at the official United Nations rate of exchange in force at the time of the deadline for quotation Submission.

UNOPS reserves the right not to reject any quotation submitted in a currency other than the mandatory bidding currency(ies). UNOPS may accept quotations submitted in another currency than stated above if the Bidder confirms during clarification of quotations in writing that it will accept a Contract issued in the mandatory quotation currency and that for conversion the official United Nations operational rate of exchange of the day of RFQ deadline as stated in Section I: RFQ Particulars shall apply. Regardless of the currency of quotations received, the Contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

Rates in quotations shall be fixed. Quotations with adjustable rates shall be disqualified.

7. DUTIES AND TAXES

Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNOPS as a subsidiary organ, 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 in **Section I: RFQ Particulars**.

8. PAYMENT TERMS

UNOPS will ordinarily effect payment within 30 days after receipt of the goods/services and on submission of payment documentation. Time in connection with discounts offered for accelerated payment will be computed from the date of receipt of payment documents by UNOPS. Payment discounts will not be considered in the financial evaluation.

9. PUBLICATION OF CONTRACT AWARD

UNOPS shall publish in its website (<https://data.unops.org>) information regarding the purchase order(s) awarded as a result of this RFQ.

10. ETHICS AND PROSCRIBED PRACTICES

UNOPS requires that all Bidders observe the highest standard of ethics during the entire RFQ process, as well as the duration of any Contract that may be signed as a result of this process. Therefore, all Bidders shall represent and warrant that they:

- (i) have not unduly obtained, or attempted to unduly obtain, any confidential information in connection with the RFQ process and any Contract that may be signed as a result of this RFQ process;
- (ii) have no conflict of interest that would prevent them from entering into a Contract with UNOPS, and shall have no interest in other parties involved in this RFQ process or in the project underlying this RFQ process;
- (iii) have not engaged, or attempted to engage, in any Proscribed Practices in connection with this RFQ process or the Contract that may be awarded as a result of this RFQ process. For the purposes of this provision, Proscribed Practices are defined in the UNOPS Vendor Sanctions Procedures, and include: corrupt practice, fraudulent practice, coercive practice, collusive practice, unethical practice and obstruction.

11. AUDIT

UNOPS may conduct investigations relating to any aspect of the Contract award at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract. The Contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNOPS access to the Contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Contractor's personnel and relevant documentation. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNOPS hereunder

12. BID PROTEST

Any Bidder that believes to have been unjustly treated in connection with this RFQ process or any Contract that may be awarded as a result of such RFQ process may submit a complaint to UNOPS' General Counsel. More information about bid protests can be found on UNOPS' website at www.unops.org.

Section III: Schedule of Requirements

List of goods & quantities:

Lot 1 Audio equipment

Item No	Description	Qty
1	ANALOG AUDIO MIXER	1
2	DIGITAL VOICE RECORDER/DICTAPHONE	2
3	MICROPHONE - 1	1
4	MICROPHONE - 2	2
5	MICROPHONE – 3	1
6	MICROPHONE – 4	2
7	MICROPHONE – 5	1
8	WIRELESS MICROPHONE COMBO SYSTEM	2
9	WIRELESS MICROPHONE SYSTEM	1
10	LAVALIER MICROPHONE FURRY WINDSCREEN	2
11	SHOTGUN MICROPHONE FURRY WINDSCREEN	1
12	HANDHELD MICROPHONE FURRY WINDSCREEN	1
13	HELICOIDAL ANTENNA	2
14	STUDIO TRANSMITTER/RECIEVER LINK	1
15	AUDIO MICROPHONE CABLE	2

Lot 2 Video equipment

Item No	Description	Qty
1	DIGITAL COMPACT PHOTO CAMERA	2
2	DSLR CAMERA KIT (BODY+LENS) – 1	1
3	DSLR CAMERA KIT (BODY+LENS) – 2	1
4	MIRRORLESS DIGITAL CAMERA KIT (BODY+LENS)	1
5	DIGITAL COMPACT PHOTO CAMERA	1
6	LIVE STREAMING CAMCORDER	2
7	HANDHELD CAMCORDER	2
8	DIGITAL CAMCORDER	1
9	DSLR CAMERA FISHEYE LENS – 1	1
10	DSLR CAMERA FISHEYE LENS - 2	1
11	LIGHTING CASE	1
12	CAMCORDER CASE	1
13	ON CAMERA MONITOR AND RECORDER	1

14	HANDHELD GIMBAL STABILIZER	1
15	CAMERA TRIPOD SYSTEM	7
16	DIMMABLE LED LIGHTING UNIT	2
17	FOCUS SPOT HALOGEN LIGHT KIT	1
18	LED LIGHTING UNIT STAND	1
19	LIGHT MOUNTING EXTENSION ARM KIT	1
20	PHOTO VARIABLE FRICTION ARM WITH BRACKET	2
21	LIGHT MOUNTING CLAMP	2

NOTE:

Bidders shall be allowed to quote prices for one or more lots identified in Section III: Schedule of Requirements, however Bidders must offer 100 % of the items specified for each lot and to 100% of the quantities specified for each item of a lot. Evaluation will be done per lot.

- 1) Transportation and offload, assembly and installation of the equipment on the beneficiaries' premises must be included in the price.
- 2) The offered equipment must comply with requirements laid down in the Technical specifications (Form C: Technical Quotation Form - Technical specifications for goods – Comparative Data Table). The required specifications present minimum requirements. Bidders may offer items with more advanced specs and such offers are accepted as appropriate.
- 3) Manufacturer's technical literature submitted with the offer must comply with the written specifications of the Bidder. In the event that there are differences between the submitted manufacturers' literature and written Bidder specification reasons for that must be explained in the Bidder specifications. Manufacturer's technical literature (brochures, booklets, instructions, etc.) should be submitted. The manufacturers' technical literature should be marked in an appropriate manner (i.e. model number).
- 4) Bidder warrants that offered equipment is new and unused. Bidder shall further warrant that none of the supplies have any defect arising from design, materials or workmanship.
- 5) Items must be in compliance with the Serbian Law on safety of products for general use.
- 6) The Contractor will be responsible for providing after sales support through the standard manufacturer's warranty, which cannot be less than one year.

Section IV: Returnable Bidding Forms

Note to Bidders: Instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Bidding Forms as instructed and return them as part of your quotation.

The following returnable forms are part of this RFQ and must be completed and returned by bidders as part of their Quotation.

Form A: Quotation submission form

Bidders are requested to complete this form, sign it and return it as part of their bid submission. 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.

Date: [Insert submission date] _____

Subject: Quotation for the supply of [Insert a brief description of goods/services] in _____ [Name of country/city],
RFQ Case No. [insert RFQ ref number] _____, dated [insert date] _____.

We, the undersigned, declare that:

- a. We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract.
- b. Our quotation shall be valid for the period of time of [insert number of days which shall not be less than the specified in Section I: Bid Particulars, Period of Validity of Bids] _____ from the date fixed for the bid submission deadline as set out in the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- c. We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS;
- d. Our firm confirms that the offeror and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation;
- e. Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the Contract—has not been declared ineligible by UNOPS, nor is included in the suspended/ineligibility list of the UN/PD, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Bidders Article 3, Eligibility;
- f. We embrace the UN Supplier Code of Conduct and adhere to the principles of the UN Global Compact
- g. 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.
- h. We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this RFQ and will not engage in any such activity during the performance of any Contract awarded.

I, the undersigned, certify that I am duly authorized by [insert full name of bidder] _____ to sign this quotation and bind [insert full name of bidder] should

UNOPS accept this quotation:

Name: [complete] _____

Title: [complete] _____

Signature: _____

Provide the name and contact information for the primary contact from your company for this quotation:

Name: [complete] _____

Title: [complete] _____

Email address: [complete] _____

Telephone: [complete] _____

Form B: Price Schedule Form

Bidders shall fill in this Price Schedule Form in accordance with the instructions indicated.

RFQ reference no: [insert RFQ reference No.]

Currency	RSD
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Lot 1 – Audio equipment

Item No	Description	Qty	Unit price DAP (VAT)	Total price DAP (VAT exempted)
1	ANALOG AUDIO MIXER	1		
2	DIGITAL VOICE RECORDER/DICTAPHONE	2		
3	MICROPHONE - 1	1		
4	MICROPHONE - 2	2		
5	MICROPHONE – 3	1		
6	MICROPHONE – 4	2		
7	MICROPHONE – 5	1		
8	WIRELESS MICROPHONE COMBO SYSTEM	2		
9	WIRELESS MICROPHONE SYSTEM	1		
10	LAVALIER MICROPHONE FURRY WINDSCREEN	2		
11	SHOTGUN MICROPHONE FURRY WINDSCREEN	1		
12	HANDHELD MICROPHONE FURRY WINDSCREEN	1		
13	HELICOIDAL ANTENNA	2		
14	STUDIO TRANSMITTER/RECIEVER LINK	1		
15	AUDIO MICROPHONE CABLE	2		

Lot 2 – Video equipment

Item No	Description	Qty	Unit price DAP (VAT)	Total price DAP (VAT exempted)
1	DIGITAL COMPACT PHOTO CAMERA	2		
2	DSLR CAMERA KIT (BODY+LENS) – 1	1		
3	DSLR CAMERA KIT (BODY+LENS) – 2	1		
4	MIRRORLESS DIGITAL CAMERA KIT (BODY+LENS)	1		
5	DIGITAL COMPACT PHOTO CAMERA	1		
6	LIVE STREAMING CAMCORDER	2		
7	HANDHELD CAMCORDER	2		

8	DIGITAL CAMCORDER	1		
9	DSLR CAMERA FISHEYE LENS – 1	1		
10	DSLR CAMERA FISHEYE LENS - 2	1		
11	LIGHTING CASE	1		
12	CAMCORDER CASE	1		
13	ON CAMERA MONITOR AND RECORDER	1		
14	HANDHELD GIMBAL STABILIZER	1		
15	CAMERA TRIPOD SYSTEM	7		
16	DIMMABLE LED LIGHTING UNIT	2		
17	FOCUS SPOT HALOGEN LIGHT KIT	1		
18	LED LIGHTING UNIT STAND	1		
19	LIGHT MOUNTING EXTENSION ARM KIT	1		
20	PHOTO VARIABLE FRICTION ARM WITH BRACKET	2		
21	LIGHT MOUNTING CLAMP	2		

NOTES:

- 1) Transportation, offload, assembly and installation of the equipment on the beneficiaries' premises must be included in the price.
- 2) The offered prices are net of any direct taxes, customs duties and indirect taxes and VAT.

Payment terms 30 days accepted: Yes

a) List of subcontractors or suppliers

Bidder must identify the names of all subcontractors/suppliers who will be providing good/services under this Contract and the type of work being subcontracted, if applicable.

[Full legal name and address of subcontractors]

(A) _____

(B) _____

(C) _____

b) List of legal entities associated to the Bidder

Bidder must also identify and disclose any information regarding all legal entity/s associated to it, by providing their full legal name and address:

[Full legal name and address of the associated legal entity]

(A) _____

(B) _____

(C) _____

In case of no related entities, the Bidder must sign the following statement to that effect:

[Delete or cross out if not applicable]:

I, the undersigned, certify that there are no legal entities associated to the **[insert full name of Bidder]**

_____.

c) Authorization to sign quotation

I, the undersigned, certify that I am duly authorized by **[insert full name of Bidder]**

_____ to sign this quotation and bind

_____ **[insert full name of Bidder]** should UNOPS accept this quotation:

Name : _____

Title : _____

Date : _____

Signature : _____

Form C: Technical Quotation Form

RFQ reference no: [insert RFQ reference No.] _____

Name of Bidder: [insert name of Bidder] _____

Bidders are required to complete the **Comparative Data Tables** included in Section III: Schedule of Requirements to demonstrate compliance with UNOPS requirements and insert them below. Bidders are NOT allowed to make any change in the "UNOPS requirements" columns of the Comparative Data Tables. Such changes might disqualify your quotation.

Technical specifications for goods – Comparative Data Table

Lot 1: Audio equipment

Item No	UNOPS minimum technical requirements	Quantity	Is Bid compliant? Bidder to complete	Details of goods offered. Bidder to complete
1.1	ANALOG AUDIO MIXER <ul style="list-style-type: none"> - Inputs: 6 mono inputs (mic/line, +48V, 3 band EQ); 2 stereo inputs (2 band EQ) - Aux: 2 configurable auxiliary buses - 2 track in/outs: RCA phono stereo playback inputs and record outputs - Inserts: TRS insert sockets and inserts on all mono inputs and mix output - Outs: Mix L, R (XLR), Headphone output - Warranty 	1	Yes / No	
1.2	DIGITAL VOICE RECORDER/DICTAPHONE <ul style="list-style-type: none"> - Built-in memory: 4 GB - Built-in Microphone - Recording format: Mp3 - Output: Headphone Jack 3.5mm - Input: Microphone in 3.5mm - Data I/O: USB Port - Warranty 	2	Yes / No	
1.3	MICROPHONE - 1 <ul style="list-style-type: none"> - Type: Condenser/electret, Handheld/Reporter - Polar pattern: Cardioid - Frequency response: 40-20.000Hz - Output connection: XLR (female) - Warranty 	1	Yes / No	
1.4	MICROPHONE - 2 <ul style="list-style-type: none"> - Type: Condenser/electret; Lavalier - Polar pattern: Omnidirectional - Frequency response: 20-20.000Hz - Output connection: Mini XLR (female) - Warranty 	2	Yes / No	

1.5	MICROPHONE - 3 <ul style="list-style-type: none"> - Type: Condenser/electret - Polar pattern: Cardioid and Hyper-Cardioid switchable - Frequency response: 50-20.000Hz - Sensitivity: 6 mV/Pa - Powering voltage: 9 to 52V (Battery or Phantom power) - Signal to Noise: 73 dB-A - Output connection: XLR (female) - Warranty 	1	Yes / No	
1.6	MICROPHONE - 4 <ul style="list-style-type: none"> - Type: Condenser/Electret; Lavalier - Polar pattern: Omnidirectional - Output connection: Mini TRS 3.5 mm - Warranty 	2	Yes / No	
1.7	MICROPHONE - 5 <ul style="list-style-type: none"> - Type: Condenser/Electret - Polar pattern: Cardioid and Hyper-Cardioid switchable - Frequency response: 20-20.000Hz - Sensitivity; 15 mV/Pa - Powering voltage: +48V - Signal-to-noise ratio: >80dB - Output connection: XLR (female), 2.5cm gold-plated diaphragm - Low cut switch - 10 dB attenuation switchable - Warranty 	1	Yes / No	
1.8	WIRELESS MICROPHONE COMBO SYSTEM (Bodypack transmitter, Plug-on transmitter, Lavalier microphone, Pocket receiver) <ul style="list-style-type: none"> - System type: Adaptive diversity - Transmission/receiving frequencies: 1680 - Bandwidth: 42 MHz - Pilot tone - HDX Comander - Lavalier Frequency response: 80 – 18000 Hz - Lavalier microphone type: Electret - Lavalier microphone polar pattern: Omnidirectional - Lavalier Microphone output connection: 3.5 mm TRS (male) - Lavalier Microphone Max SPL: 130dB - Plug-on transmitter output connection: XLR (female) - AF Sensitivity: 20 mV/Pa - RF output power: 30 mW - Signal-to-noise ratio: > 110 dB(A) - Frequency range: 823 - 865 MHz - Warranty 	2	Yes / No	

1.9	WIRELESS MICROPHONE SYSTEM (Transmitter, Receiver and Lavalier microphone) <ul style="list-style-type: none"> - System type: Non-diversity - Modulation: FM modulation - Frequency range: VHF - 2 selectable operating frequencies - Warranty 	1	Yes / No	
1.10	LAVALIER MICROPHONE FURRY WINDSCREEN	2	Yes / No	
1.11	SHOTGUN MICROPHONE FURRY WINDSCREEN	1	Yes / No	
1.12	HANDHELD MICROPHONE FURRY WINDSCREEN	1	Yes / No	
1.13	HELICOIDAL ANTENNA (Point to point link) <ul style="list-style-type: none"> - Band: 950-1550MHz - Bandwidth: 600 MHz - Average gain: 8.7dBd (10.9dBi) - VSWR (worst value): $\leq 1.28:1$ (-18 dB) - Polarization: right-hand circular - Max Power: 100 W - Connector: N female - Warranty 	2	Yes / No	
1.14	STUDIO TRANSMITTER/RECEIVER LINK (Audio broadcasting microwave transmitter, Audio broadcasting microwave receiver), Transmitter specifications: <ul style="list-style-type: none"> - Frequency range: 1300 – 2600MHZ in 30 MHZ steps - Frequency setting: in 50 or 100KHz steps - Frequency stability: $\pm 1000\text{Hz/year}$ - Frequency generation: PLL synthesizer - Modulation type: direct VCO frequency modulation - Nominal frequency deviation: $\pm 75\text{kHz}$ - Deviation linearity in all frequency range: $\pm 1\text{dB}$; RF output power: 0 to 4.5W - Modulation capability: STEREO (by internal stereo generator) 40Hz to 53kHz - Operating temperature range: -10° to 45°C - Storage temperature range: -40° to 50°C Receiver specifications: <ul style="list-style-type: none"> - Frequency range: 1300 – 2600MHZ in 30 MHZ steps - Frequency setting: in 50 or 100KHz steps - Frequency stability: $\pm 1000\text{Hz/year}$ - Frequency generation: PLL synthesizer - Deviation linearity in all frequency range: $\pm 1\text{dB}$ - Squelch threshold: 40/-100dBm - Squelch threshold step: 1dB - Max RF input signal: 20dBm - RF input selectivity: 60 dB for +/- 140 MHz of input frequency - Multiplex level: 0, 4.1, 6, 12dBm - Operating temperature range: -10° to 45°C - Storage temperature range: -40° to 50°C 	1	Yes / No	

	– Warranty			
1.15	AUDIO MICROPHONE CABLE – Connectors: XLR (male to female) – Length: 10m	2	Yes / No	

Lot 2: Video equipment

Item No	UNOPS minimum technical requirements	Quantity	Is Bid compliant? Bidder to complete	Details of goods offered. Bidder to complete
2.1	DIGITAL COMPACT PHOTO CAMERA <ul style="list-style-type: none"> – Resolution: 20 Megapixels: 5152 x 3864 – Image sensor: CCD – Sensor size: 1/2.3 in. – Monitor size: min 3 in. diagonal – Lens: 28x optical zoom – Lens focal length: 4.0-112mm – Storage media: SD, SDHC and SDXC memory cards – Storage file formats: JPEG (Still pictures), MOV - Video: H.264/MPEG-4 AVC, – Audio: LPCM monaural (Movies) – Movies: HD 1280 x 720 @ 30p – ISO Sensitivity: ISO 80-1600 – Shutter: Mechanical and charge-coupled electronic shutter – Built-in-flash – I/O terminal: Hi-speed USB – Warranty 	2	Yes / No	
2.2	DSLR CAMERA KIT (BODY+LENS) - 1 <ul style="list-style-type: none"> – Resolution: 24 Megapixels: 6000 x 4000 – Sensor size: min 23.5mm x 15.6mm – Image sensor type: CMOS – Image sensor format: DX – Storage media: SD, SDHC and SDXC memory cards – Viewfinder: Eye-level Pentamirror Single-Lens Reflex viewfinder – Reflex Mirror: Quick-return type – Lens Aperture: Instant-return type – Shutter type: Electronically controlled vertical-travel focal-plane – Shutter Speed: 1/4000 to 30 sec. – Exposure Metering System: TTL exposure metering using 420-pixel RGB sensor – ISO Sensitivity: Native ISO100 - 12,800; Extended ISO min 25,600 – Single Point AF Mode – Maximum Autofocus Areas/Points: 11 – Built-in Flash 	1		

	<ul style="list-style-type: none"> - X-Sync Speed: 1/200 - Movie file format: MOV (H.264/MPEG-4 Advanced Video Coding) - Movie: Full HD 1920x1080@60p - Built-in microphone - HDMI output - Hi-speed USB output - Video output: NTSC and PAL - Lens focal range: 18-55mm - Aperture: Maximum: f/3.5 - 5.6, - Warranty 			
2.3	<p>DSLR CAMERA KIT (BODY+LENS) - 2</p> <ul style="list-style-type: none"> - Resolution: 17.9 Megapixels: 5184 x 3456 - Sensor type: CMOS - Sensor size: APS-C(22.3x14.9mm) - Bit Depth: 14 bit - Movie: 1920x1080@30p - Movie file format: MOV, MPEG-4 AVC/H.264 - Built-in microphone - Storage media: SD, SDHC and SDXC memory cards - Focus type: Auto & Manual - Built-in flash - Shutter speed: 1/4000 to 30 sec. - Shutter type: Electronic and Mechanical - ISO Sensitivity: Auto, Native ISO 100-12800, Extended ISO: 100-25600) - Viewfinder type: Optical (pentamirror) - Display screen size: minimum 3" - Screen type: Rear Touchscreen Tilting Live Preview LCD - Connectivity: USB 2.0; Mini HDMI, AV Output - Type of lens: Normal zoom lens <ul style="list-style-type: none"> o Auto focus o Built-in AF motor o Focal range: 24-105mm o Closest focusing distance: 45cm 	1		
2.4	<p>MIRRORLESS DIGITAL CAMERA KIT (BODY+LENS)</p> <ul style="list-style-type: none"> - Resolution: 24 MP: 6000 x 4000 - Sensor type: APS-C type, CMOS - Still image format: JPEG, RAW - Movie format: MP4, MPEG-4 AVC/H.264 - Focus type: Fast Hybrid AF (phase-detection AF/contrast-detection AF) - Metering sensor: APS HD CMOS - Storage media: SD, SDHC, SDXC, Memory Stick Pro Duo; Memory Stick Pro HG Duo - Movie: 1920x1080@60p - Built-in microphone - Focus type: Auto and Manual - Viewfinder type: electronic - Viewfinder size: 0.39" - Display Screen: 3" Widescreen Tilting LCD (921,600) 	1		

	<ul style="list-style-type: none"> - ISO Sensitivity: Auto, 100-25600 - Built-in flash - Max sync speed: 1 / 160 Second - Connectivity: HDMI D (Micro); USB 2.0; Wi-Fi capable - Lens Focal Length: 16-50 mm (Comparable 35mm Focal Length: 24 - 75 mm) - Aperture: Maximum: f/3.5 - 5.6, Minimum: f/22 – 36 - Minimum Focus Distance: 25cm - Autofocus - Image Stabilization - Warranty 			
2.5	<p>DIGITAL COMPACT PHOTO CAMERA</p> <ul style="list-style-type: none"> - Resolution: 20 Megapixels: 5472 x 3648 - Sensor type: MOS - Sensor size: 1" (13.2 x 8.8 mm); - Image Stabilization: Optical & Mechanical - File Formats: JPEG, RAW (Still images), MP4 (Movie) - Lens: EFL: 9.1-146mm (35 mm equivalent: 25-400mm) - Aperture: f/2.8 (W) - 4.0 (T) - Optical Zoom: 16x - ISO Sensitivity: Auto, 125-12500 (Extended Mode: Auto, 80-25000) - Shutter type: Mechanical (Speed: 60 - 1/4000 Second), Electronic (Speed: 1 - 16,000 Second) - Exposure modes: Aperture Priority, Manual, Program, Scene Modes, Shutter Priority - Built-in flash - Memory card type: SD, SDHC, SDXC memory cards - Movie: 3840:2160@25 - Built-in microphone - Screen: 3" LCD Rear Screen Tilt (920,000 pixels) - Connections: 1/8" Microphone, 2.5mm Sub-mini (2-Ring), AV Output, USB 2.0 - Warranty 	1		
2.6	<p>LIVE STREAMING CAMCORDER</p> <ul style="list-style-type: none"> - Image sensor: 1/2.3-inch back side Illuminated CMOS - Synchronization: Internal - Optical Image stabilization - Shutter speed: 1/4 ~ 1/10000 - Lens: F1.2 (wide) to F3.5 (tele) (35mm equivalent: 29.5mm to 354mm) - LCD Display: 3.5-inch 920 k pixels, 16:9 - Viewfinder: 0.24-inch 1.56 M pixel, 16:9 - Recording media: 2x SDHC/SDXC memory card - Video codec: MPEG-4 AVC/H.264 (4K/HD), AVCHD(HD/SD) - File format: MOV (H.264), MTS(AVCHD) 	2		

	<ul style="list-style-type: none"> - Video resolution: 4K (H.264) 3840 x 2160/25p PAL - Audio recording: LPCM 2ch, 48kHz/16-bit (4k/HD/SD MOV), AC3 2ch(AVCHD), μlow 2ch(Proxy) - Live video streaming protocol: RTMP, MPEG2-TS/UDP, MPEG2-TS/TCP, RTSP/RTP, ZIXI - Live video streaming resolution: 1920x1080 - Video output: AV output (ϕ3.5mm mini jack x1); SDI output; HDMI output - Network function: Live Video Streaming, FTP, Remote Control - Warranty 			
2.7	<p>HANDHELD CAMCORDER</p> <ul style="list-style-type: none"> - Image sensor: 1/2.3-inch back side illuminated CMOS; - Synchronization: Internal; - Optical image stabilization; - Shutter speed: 1/4~ 1/10000; - Lens: F1.2 (wide) to F3.5 (tele) (35mm equivalent: 29.5mm to 354mm); - LCD Display: 3.5-inch 920 k pixels, 16:9; - Viewfinder: 0.24-inch 1.56 M pixel, 16:9; - Recording media: 2x SDHC/SDXC memory card; - Video codec: MPEG-4 AVC/H.264 (4K/HD), AVCHD(HD/SD); - File format: MOV (H.264), MTS(AVCHD); - Video resolution: 4K (H.264) 3840 x 2160/25p PAL; - Video output: AV output (ϕ3.5mm mini jack x1); SDI, HDMI output - Warranty 	2		
2.8	<p>DIGITAL CAMCORDER</p> <ul style="list-style-type: none"> - Sensor: 1.0-type / 13.2 mm x 8.8 mm back-illuminated Exmor R CMOS sensor - Effective Megapixels: 14.2 (16:9) - Shutter speed: 60i: 1/8 - 1/10,000, 24p: 1/6 - 1/10,000 - Slow & Quick Motion Function: 1080i 60p: 1, 2, 4, 8, 15, 30, 60 - Lens mount: Fixed - Focal Length: 9.3 to 111.6 mm; 35mm Equivalent Focal Length: 29 to 348mm (16:9) - Iris: f/2.8 to f/4.5, auto/manual selectable - Focus: AF/MF Selectable - Image Stabilizer: ON/OFF selectable, shift lens - Video Format: XAVC S HD: MPEG4-AVC/H264 Long Profile - Audio Format: Linear PCM 2ch, 24bit, 48kHz - Resolution and framerate: XAVC S (1920 x 1080) @ 59.94p, 29.97p, 23.98p (50 Mbps) - Viewfinder: 0.24"-type / 0.6 cm (approx. 1.56 M dots) 	1		

	<ul style="list-style-type: none"> - LCD Monitor: 3.5" / 8.8 cm (approx. 1.56 M dots) - Video output: HDMI; Composite (BNC); USB (Multi/Micro jack) - Media type: 1 x SD/SDHC/SDXC & Memory Stick Duo, 1 x SD/SDHC/SDXC - Built in microphone: Omni-directional stereo electret condenser microphone - Warranty 			
2.9	<p>DSLR CAMERA FISHEYE LENS – 1</p> <ul style="list-style-type: none"> - Aperture range: F3.5~22 - Focal length: 8mm - Minimum focusing distance: 0.3m - Type of mount: Micro four thirds 	1		
2.10	<p>DSLR CAMERA FISHEYE LENS - 2</p> <ul style="list-style-type: none"> - Aperture range: F3.5~22 - Focal length: 7.5mm - Minimum focusing distance: 0.09m - Type of mount: Micro four thirds 	1		
2.11	<p>LIGHTING CASE</p> <ul style="list-style-type: none"> - Ability to fit 4 Heads, Stands and Accessories; - Padded dividers 	1		
2.12	<p>CAMCORDER CASE</p> <ul style="list-style-type: none"> - For up to 15" camcorder 	1		
2.13	<p>ON CAMERA MONITOR AND RECORDER,</p> <ul style="list-style-type: none"> - Display size: 5" - Display resolution: 1280x720, 325dpi - Connections: HDMI, HDMI loop-output - Recording: Up to 1080/30p/60i, 10-bit, 4:2:2 to ProRes - Storage: 2.5" HDD/SSD - Playback: ProRes and DNxHD - Warranty 	1		
2.14	<p>HANDHELD GIMBAL STABILIZER,</p> <ul style="list-style-type: none"> - Load Capacity: 0.9 - 2 kg - Rotation range: Yaw: 360°, Roll: 360°; Pitch: 360° - Tripod mount thread: 1 x 3/8"-16 - Accessory Mount Thread: 1 x 1/4"-20 - Battery time: Approx. 8-10 hour operating time when used continuously - Weight: 1.2 kg - Warranty 	1		
2.15	<p>CAMERA TRIPOD SYSTEM (Head, Tripod, Carrying case);</p>	7		

	<ul style="list-style-type: none"> - Load Capacity: 3kg - Maximum Height: 150cm or higher - Minimum Height: 69.9 cm or smaller - Weight: 3.2 kg - Head ball diameter: min 65mm - Counter Balance System: Built-in spring - Tilt Drag: Fixed - Tilt Range: -70° to +90° - Spring Loaded Counter Balance: Fixed - Pan Range: 360° - Pan Lock: Separate - Leg Stages/Sections: 2/3 - Spiked/Retractable Feet - Warranty 			
2.16	<p>DIMMABLE LED LIGHTING UNIT (Led lamp, Softbox)</p> <ul style="list-style-type: none"> - Light Output: 63W - Color temperature: 3000-7000K - Warranty 	2		
2.17	<p>FOCUS SPOT HALOGEN LIGHT KIT (3 lighting units, 3 stands, Carrying case)</p> <ul style="list-style-type: none"> - Light output (per single unit): 800W; - Color temperature: 3200K; - Beam Angle: 32° - 81°; - Stands Height: 2.6m - Warranty 	1		
2.18	<p>LED LIGHTING UNIT STAND</p> <ul style="list-style-type: none"> - Number of section: 4 - Max Height: 394 cm or higher - Min Height: 128 cm or lower - Collapsed Height: 113 cm or smaller - Spread Ø: 130 cm - Spigot: 1/4 and 3/8 in. - Weight: 2.6 kg - Warranty 	1		
2.19	<p>LIGHT MOUNTING EXTENSION ARM KIT (Magic Arm, Camera Platform, Super Clamp & Backlite Base)</p> <ul style="list-style-type: none"> - Max Load: 3 kg - Arm Length: 20.87 in. - Arm Tube diameters: 0.79 in. - Weight: 1.4 kg - Warranty 	1		
2.20	<p>PHOTO VARIABLE FRICTION ARM WITH BRACKET</p> <ul style="list-style-type: none"> - Max Load: 3 kg - Length: 20.87 - Arm Tube diameters: 0.79 in. - Weight: 1.1 kg 	2		

	– Warranty			
2.21	LIGHT MOUNTING CLAMP <ul style="list-style-type: none"> – Max Load: 4 kg – Clamp Range: 13-35 mm – Head Attachment: 1/4"-20 and 3/8"-16 female threads – Weight: 126 g – Warranty 	2		

Delivery requirements — Comparative Data Table

UNOPS Requirements		Is quotation compliant? Bidder to complete	Details Bidder to complete Insert details
Delivery time	Bidder shall deliver the goods 35 (Thirty five) calendar days after the Contract signature.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Delivery place and Incoterms rules	Net of any direct taxes, customs duties, indirect taxes and VAT. DAP (Delivered at Place, as per Incoterms 2010): Beneficiaries in Ivanjica, Novi Pazar, Nis and Leskovac. Transportation, offload, assembly and installation of the equipment on the beneficiary's premises are included in the price	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Consignee details	The exact address the goods shall be delivered and offloaded to, as well as all other relevant details, will be available upon contract signature.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
UNOPS Right to vary requirements	At the time the Contract is awarded, UNOPS reserves the right to vary the quantity of the goods and associated services specified above, provided this does not exceed +/- 20%, without any change in the unit prices or other terms and conditions of the RFQ.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

The offered goods and related services (if applicable) are in accordance with the required specifications and requirements specified in **Section III: Schedule of Requirements**.

Yes No

ANY DEVIATION MUST BE LISTED BELOW:

Name : _____

Title : _____

Date : _____

Signature : _____

Form D: Previous experience form

RFQ reference no: [insert RFQ reference No.] _____

Name of Bidder: [insert name of Bidder] _____

Description of services/goods	Country	Total amount of Contract	Contract Identification and Title and Contact details of Client: (Name, Address, telephone, email, fax)	Year project was undertaken

Name : _____

Title : _____

Date : _____

Signature : _____

