REQUEST FOR QUOTATION
RFQ Nº UNFPA/ETH/RFQ/2021/003

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items: **Supply of camera and Voice Recorder**

<table>
<thead>
<tr>
<th>Item N°</th>
<th>Product Name</th>
<th>Product Description</th>
<th>Unit of Measure</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td><strong>Supply of Camera as per the attached spec (Annex II)</strong></td>
<td></td>
<td>EA</td>
<td>Six (6)</td>
</tr>
<tr>
<td>2)</td>
<td><strong>Supply of Voice Recorder as per the attached spec (Annex II)</strong></td>
<td></td>
<td>EA</td>
<td>Six (6)</td>
</tr>
</tbody>
</table>

**Delivery Date:** One week from the issuances of Purchase order
**Delivery Place:** Around Kazanchis Area, UNECA Compound, UNFPA Office, AA

This Request for Quotation is open to selected companies that can provide the requested products and have legal capacity to deliver in the country, or through an authorized representative.

I. **About UNFPA**

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person’s potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](#)

**Objective:**
The objective of the RFQ is to identify a supplier who can provide UNFPA with all the above mentioned products. The selected vendor is expected to provide such products, based on specific Purchase Orders submitted to the vendor.

II. **Questions**
Questions or requests for further clarifications should be submitted in writing to the contact person below:

| Name of contact person at UNFPA: | Gaddisa Halemariam |

Date: 08 April 2021
The deadline for submission of questions is on April 26, 2021 at 010:00 A.M. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

III. Content of quotations
Quotations should be submitted in one envelope whenever possible. Quotations must contain:

a) Technical proposal, in response to the requirements outlined in the specifications
b) The bidder can quote for one or all line items.
c) The bidder need to have renewed trade license in related business area.
d) Price quotation, to be submitted strictly in accordance with Price Quotation Form.
e) Alternative bidding is not allowed.

The quotation must be signed by the company’s relevant authority and submitted in PDF format.

IV. Instructions for submission
Proposals should be prepared based on the guidelines set forth in Section IV above, along with a properly filled out and signed price quotation form, are to be sent by e-mail, eth_bid@unfpa.org, or hand or courier to the contact person indicated below no later than 28 April, 2021, at 04:30 P.M. Addis Ababa Time¹.

Email Submissions

<table>
<thead>
<tr>
<th>Name of contact person at UNFPA:</th>
<th>Gaddisa Hailemariam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email address of contact person:</td>
<td><a href="mailto:eth_bid@unfpa.org">eth_bid@unfpa.org</a></td>
</tr>
</tbody>
</table>

Hand or Courier Delivery

<table>
<thead>
<tr>
<th>Name of contact person at UNFPA:</th>
<th>Gaddisa Hailemariam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>UNFPA Ethiopia Country Office; Menelik II Avenue, UNECA Compound, Congo Bldg. 1st Floor, Off Tel: 251-115-444072/0911140921-, Ext. 34072</td>
</tr>
<tr>
<td>Email address of contact person:</td>
<td><a href="mailto:ghailemariam@unfpa.org">ghailemariam@unfpa.org</a></td>
</tr>
</tbody>
</table>

³ The following reference must be included in the email subject line: RFQ Nº UNFPA/ETH/RFQ/2021/003 Supply of Camera and Voice Recorder.

V. Overview of Evaluation Process
Quotations will be evaluated based on the compliance with the technical specifications and the total cost of the goods (price quote).

The evaluation will be carried out by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

VI. Award

UNFPA shall award a **Purchase Order** to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

**VII. Right to Vary Requirements at Time of Award**

UNFPA reserves the right at the time of award of Contract to increase or decrease by up to 20% the volume of goods specified in this RFQ without any change in unit prices or other terms and conditions.

**VIII. Payment Terms**

UNFPA payment terms are net 30 days upon receipt of shipping documents, invoice and other documentation required by the contract.

**IX. Fraud and Corruption**

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA’s Policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the Office of Audit and Investigation Services of UNFPA as well as with any other oversight entity authorized by the Executive Director of UNFPA and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives, agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the contract, and to debar and remove the supplier from UNFPA’s list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

**X. Zero Tolerance**

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

**XI. RFQ Protest**

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit **Dennia Gayle**: [gayle@unfpa.org](mailto:gayle@unfpa.org). Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org).

**XII. Disclaimer**

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).
PRICE QUOTATION FORM

Name of Bidder: 
Date of the quotation: 03/01/2021
Request for quotation Nº: UNFPA/ETH/RFQ/2021/003
Currency of quotation: ETB
Validity of quotation: (The quotation shall be valid for a period of at least 3 months after the submission deadline.)

Example Price Schedule below:

<table>
<thead>
<tr>
<th>Item</th>
<th>Product Name &amp; Description</th>
<th>UOM</th>
<th>Unit Price</th>
<th>Number of Units</th>
<th>Total (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Camera As per the Spec</td>
<td>EA</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2</td>
<td>Voice Recorder</td>
<td>EA</td>
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</tbody>
</table>

Delivery Date:

<table>
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<th></th>
<th></th>
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<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>GRAND TOTAL</td>
</tr>
</tbody>
</table>

Please specify that your price offer is VAT Inclusive or Exclusive

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/ETH/RFQ/2021/003 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

Click here to enter a date.

<table>
<thead>
<tr>
<th>Name and title</th>
<th>Date and place</th>
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<tbody>
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</table>
ANNEX I:
General Conditions of Contracts:
De Minimis Contracts

This Request for Quotation is subject to UNFPA’s General Conditions of Contract: De Minimis Contracts, which are available in: English, Spanish and French.
Annex II

**Specification for Camera and Voice Recorder**

1) **Specification for Camera**

**Type** - Digital, AF/AE single-lens reflex camera with built-in flash

**Recording Media**
- SD, SDHC and SDXC Memory Cards
- SD speed class compatibility.
- UHS speed class compatibility.
- High-speed writing is supported when a UHS-I compatible SD card is used.
- Compatible with Eye-Fi Cards.
- Multimedia cards (MMC) cannot be used (card error will be displayed).

**Image Format:** Approx. 22.5mm x 15.0mm (APS-C)

**Pixels** - Approx. 24.2 megapixels

**Pixel Unit** - Approx. 3.72 µm square

**Total Pixels** - Approx. 25.8 megapixels

**Aspect Ratio:** 3:2 (Horizontal: Vertical)

**Color Filter System:** RGB primary color filters

**Recording Format:** Design Rule for Camera File System 2.0 and EXIF 2.3

**Image Format** (Still Image): JPEG, RAW (14 bit Canon Original), M-RAW, S-RAW, RAW+JPEG, M-RAW+JPEG, S-RAW+JPEG

**Video:** MOV (Full HD Movie: MPEG4 AVC/H.264*; Audio: Linear PCM), MP4 (Movie: MPEG4 AVC/H.264*; Audio: AAC)

**Focusing Modes:** Autofocus and Manual focus

**Shutter Speeds:** 1/8000 to 30 sec., bulb

**Shutter Release:** Soft-touch electromagnetic release

**Self-Timer:** 10-sec. delay, 2-sec. delay

**Built in Flash** - built-in flash at the pentamirror

**Flash Coverage** - Up to approx. 17mm focal length (equivalent to approx. 28mm in 135 format)

**USB Terminal** - SuperSpeed USB (USB 2.0)

- For PC communication
- For GP-E2 connection
- For Connect Station connection

**Video out:** Terminal HDMI Type C (Resolution switches automatically)

**Battery:** - Battery Pack LP-E6N (or LP-E6)

2) **Digital Voice Recorder with Built-In USB**

**Specifications:**

**Approximate Dimensions:**
- Depth: <=0.8"
- Height: <=5.0"
- Width: <= 2.0"

**Convenience**
- Message Folder(s)
- Maximum number of files in one folder: max 200 files
- Maximum number of file: min 5000 files (including number of folder)

**General**

**Recording and Playback Times**

Maximum recording time (Built in Memory):
- LPCM 44.1kHz/16bit (Stereo): up to 5 hours
- MP3 192 kbps (Stereo): up to 40 hours
- MP3 128 kbps (Stereo): up to 60 hours
- MP3 48 kbps (MONO): up to 150 hours

**Inputs and Outputs**
- DC-In: 3V
- microSD: Yes
- Output(s): Headphone(Stereo mini jack)
- USB Port(s): Type-A

**Memory**
- Memory Size: min 4 GB

**Power**
- Alkaline dry batteries
- Speaker playback: 15-20 hours
- Headphones playback: not less than 45 hours
- MP3 192 kbps (Stereo)
- Recording: not less than 55 hours
- Speaker playback: not less than 20 hours
- Headphones playback: not less than 40 hours
- MP3 48 kbps (Mono)
- Recording: not less than 65 hours
- Speaker playback: not less than 15 hours
- Headphones playback: not less than 45 hours

**Battery Type:**
- AAA Alkaline dry battery (supplied) x 2

**Speaker**

**Frequency Range:**
- LPCM 44.1kHz/16bit (Stereo): 20.000 Hz
- MP3 192 kbps (Stereo): 50 - 20.000 Hz
- MP3 128 kbps (Stereo): 50 - 16.000 Hz
- MP3 48 kbps (Mono): 50 - 14.000 Hz