



United Nations Population Fund
Addis Ababa, Ethiopia
ECA Compound, Congo Building
E-mail: ghailemariam@unfpa.org
Website: www.unfpa.org

Date: 08 April 2021

REQUEST FOR QUOTATION RFQ N° UNFPA/ETH/RFQ/2021/003

Dear Sir/Madam,

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

Item N°	Product Name	Product Description	Unit of Measure	Qty
		<i>1) Supply of Camera as per the attached spec (Annex II)</i>	EA	Six (6)
		<i>2) Supply of Voice Recorder as per the attached spec (Annex II)</i>	EA	Six (6)
		<i>Delivery Date: One week from the issuances of Purchase order</i> <i>Delivery Place: Around Kazanchis Area, UNECA Compound , UNFPA Office ,AA</i>		

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:	<i>Gaddisa Halemariam</i>
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United Nations Population Fund
Addis Ababa, Ethiopia
ECA Compound, Congo Building
E-mail: ghailemariam@unfpa.org
Website: www.unfpa.org

Tel N°:	251-115444072/ 0911140921
Fax N°:	251-115-515311
Email address of contact person:	ghailemariam@unfpa.org

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 envelop whenever possible. Quotations must contain:

- Technical proposal, in response to the requirements outlined in the specifications
- The bidder can quote for one or all line items.
- The bidder need to have renewed trade license in related business area.
- Price quotation, to be submitted strictly in accordance with Price Quotation Form.
- 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**¹.Addis Ababa Time².

Email Submissions

Name of contact person at UNFPA:	<i>Gaddisa Hailemariam</i>
Email address of contact person:	<i>eth_bid@unfpa.org</i>

Hand or Courier Delivery

Name of contact person at UNFPA:	<i>Gaddisa Hailemariam</i>
Address	<i>UNFPA Ethiopia Country Office; Menelik II Avenue, UNECA Compound, Congo Bldg. 1st Floor, Off Tel: 251-115-444072/0911140921-, Ext. 34072</i>
Email address of contact person:	<i>ghailemariam@unfpa.org</i>

³.

The following reference must be included in the email subject line: **RFQ N° 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

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>

² <http://www.timeanddate.com/worldclock/city.html?n=69>

³ <http://www.timeanddate.com/worldclock/city.html?n=69>



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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. 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.

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).

DocuSigned by:

A handwritten signature in black ink, appearing to read 'Donalddo Chiuz', is written over a light gray rectangular background.

Donalddo Chiuz,

BA6FFCFDA939467...

International Operations Manager



United Nations Population Fund
 Addis Ababa, Ethiopia
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PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	03/01/2021
Request for quotation N°:	UNFPA/ETH/RFQ/2021/003
Currency of quotation:	ETB
Validity of quotation: <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

Example Price Schedule below:

Price Quotation Form					
Item	Product Name & Description	UOM	Unit Price	Number of Units	Total (USD)
1	Camera As per the Spec	EA			
2	Voice Recorder	EA			
	Delivery Date :				
				1	
GRAND TOTAL					

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.
Name and title	Date and place



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**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