

REQUEST FOR QUOTATION
PROCUREMENT OF ICT EQUIPMENT
RFQ NO. N_1295-KGZ_20

Date: December 8, 2020

Dear Sir / Madam,

You are kindly requested to submit your quotation for ICT Equipment in Kyrgyzstan as described in Annex B.

We also request that your Quotation is submitted using the format specifically detailed in Annex C.

Quotations submitted by email must be limited to a maximum of **10MB, virus-free** and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Quotation shall be evaluated based on lowest priced Quotation meeting requirements as per the criteria set in Annex A, point q.

In the event of a discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity), the unit price shall prevail and the total price shall be corrected by IDLO. If the Bidder does not accept the final price based on IDLO's correction of errors, its Quotation will be rejected.

The Bidders shall not vary their prices for any reason after the deadline of the tender and while the Quotation is still valid. At the time of award of Contract, IDLO reserves the right to vary (increase or decrease) the quantity of goods services, 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.

IDLO is not bound to accept any Quotation, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Quotation, regardless of the outcome or the manner of conducting the selection process.

IDLO encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to IDLO 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.

By submitting a Quotation in response to this information, Bidders are confirming acceptance of IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice.

This Request for Quotation (RFQ) is comprised of:

Instruction to Bidders	Annex A
Technical Specifications	Annex B
Supplier's Quotation	Annex C
IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct	Annex D

For any questions/clarifications related to this RFQ please contact IDLO on tenders@idlo.int and mention **Clarifications RFQ NO. N_1295-KGZ_20** in the subject section of your email no later than 48 hours prior to the deadline for submission.

Thank you and we look forward to receiving your quotation.

Sincerely yours,
International Development Law Organization | IDLO
Kyrgyzstan Country Office

Annex A
Instructions to Bidders

a. Description of requested Goods	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before Date: December 16, 2020 Time: 15:00 hours Rome local time.
c. General Terms and Conditions	Any bid submission will imply the unconditional acceptance of IDLO General Terms and Conditions for the Procurement of Goods and adherence to the Supplier Code of Conduct.
d. Payment Terms	IDLO will conduct the payment within 30 days after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.
e. Conditions for Release of Payment	IDLO Acceptance of Goods Form based on full compliance with RFQ requirements
f. Validity of Quotation starting from the Deadline of the Tender	60 days In exceptional circumstances, IDLO may request the Bidder to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Bidder shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
g. Quotations Submission	All quotations shall be submitted through the following e-mail address: tenders@idlo.int
h. Partial Quotations	<input type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted
i. Place of Delivery	Bishkek, Kyrgyzstan
j. Delivery Terms	Goods will be delivered within 30 days after receipt of PO or contract from IDLO to Bishkek, Kyrgyzstan.
k. Customs clearance, if needed, shall be done by:	<input type="checkbox"/> IDLO <input checked="" type="checkbox"/> Supplier <input type="checkbox"/> N/A
l. Currency of Quotation	Kyrgyz Soms <i>Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)</i>
m. Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
	<input checked="" type="checkbox"/> Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B;

<p>n. Preliminary Documents to be Submitted</p>	<p><input checked="" type="checkbox"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users;</p> <p><input checked="" type="checkbox"/> Confirmation that import or export licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected;</p> <p><input checked="" type="checkbox"/> Quality Certificates for the Goods (ISO, etc.);</p> <p><input checked="" type="checkbox"/> Latest Business Registration Certificate;</p> <p><input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance;</p> <p><input checked="" type="checkbox"/> Manufacturer’s Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);</p> <p><input checked="" type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier);</p> <p><input checked="" type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer);</p> <p><input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as “Dangerous Goods”.</p> <p><input type="checkbox"/> Others <i>[pls. specify as many as required]</i></p>
<p>o. Special Packing Requirement</p>	<p><input checked="" type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes</p>
<p>p. After-sales services required, if applicable</p>	<p><input checked="" type="checkbox"/> Warranty on Parts and Labour for minimum period of 1 year</p> <p><input type="checkbox"/> Technical Support</p> <p><input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair</p> <p><input type="checkbox"/> Others</p>
<p>q. Evaluation Criteria</p>	<p>Evaluation will be done according to the following order of priorities:</p> <ol style="list-style-type: none"> 1. Full submission of Preliminary Documents (as per Annex A, point n.) 2. Technical responsiveness 3. Comprehensiveness of after-sales services, as per Annex A, point p, if applicable. 4. Earliest Delivery Date 5. Lowest price
<p>r. Liquidated Damages</p>	<p><input type="checkbox"/> N/A</p> <p><input checked="" type="checkbox"/> Yes - For late delivery of Goods, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 23 of the General Terms and Conditions.</p> <p>Liquidated damages for inferior quality or non-conformance of specifications of Goods will be assessed on a case-by-case basis in accordance with the severity of the problem as determined solely by IDLO. The application of this liquidated damages provision shall not relieve the Contractor of its obligations or liabilities pursuant to this Contract.</p>

ANNEX B TECHNICAL SPECIFICATIONS

General Requirements

1. Equipment and consumables must ensure a consistently high quality of operation and be reliable.
2. Used, reconditioned, recycled, or modified in any way equipment or consumables are not allowed.
3. Equipment from leading manufacturers should be provided.
4. All proposed equipment characteristics must meet or exceed the minimum technical characteristics indicated in this technical specification.
5. When supplying the equipment, the Supplier must have a certificate of conformity.
6. Full warranty (factory warranty and maintenance servicing guarantee) for the supplied equipment and consumables must be valid for at least 12 months.
 - i. During the warranty period, the restoration of equipment operability at the Customer's site shall be within one working week.
 - ii. During the warranty period, if it is impossible to restore the functionality of the failed equipment (in a warranty case), it must be replaced with the same model or a similar counterpart (as agreed with the Customer) within 14 working days.
7. The equipment must be supplied with a full set of drivers for installed devices on electronic media.
8. Delivery at the request of the supplier or buyer can be carried out ahead of schedule.
9. The supplier must have an authorized service center in Bishkek city to ensure warranty obligations.
10. An Authorization Letter from the Manufacturer should be provided certifying that:
 - The equipment manufacturer is informed about the upcoming delivery and is ready to provide it within the terms specified by the Participant;
 - The equipment manufacturer confirms the declared specifications of the equipment;
 - The equipment manufacturer confirms the warranty obligations.
11. All hardware must be designed for operation in the following conditions (GOST 2132-80 / for enclosed spaces/):
 - power supply parameters (220 V + 10 / -15%, 50 Hz +/- 1 Hz);
 - ambient temperature from + 10 ° C to + 32 ° C;
 - relative humidity from 40% to 80% at a temperature of 23 ° C. Life time of the equipment must be at least 5 years.

Specifications for Goods

Lots	Item Name	Specification	Unit measure	Quantity
Lot 1	Audio Mixer	<ul style="list-style-type: none"> • Compatibility with software and hardware systems of audio-video transcription and recording of court sessions, installed in local courts of the Kyrgyz Republic - «SRS Femida» v4.0.0.0 or higher. • At least eight inputs allowing to connect audio sources with a microphone or line level signal; • at least eight output channels for recording; • at least one line output of the mixed signal; • at least one adjustable auxiliary output; • separate sensitivity adjustment for each channel; • signal level indication; • phantom power supply for microphones 12 ÷ 48 V; • frequency range: not less than 60 ÷ 18000 Hz; • signal-to-noise ratio: not less than 60 dB; • the delivery set must include a power supply unit from the electrical network 220 V, power supply via USB is allowed • connection to, the ability to work only from autonomous power sources (batteries, accumulators, etc.) is not allowed; • use of several single-channel or two-channel audio interfaces instead of one audio interface with the above parameters is not allowed 	UNIT	17
Lot 2	Gooseneck microphone with stand	<ul style="list-style-type: none"> • compatibility with hardware and software systems of audio-video transcription and recording of court sessions established in local courts of the Kyrgyz Republic - - «SRS Femida» v4.0.0.0 or higher • body type: gooseneck; • capsule type: condenser; • polar pattern: cardioid or supercardioid; 	UNIT	10

Lots	Item Name	Specification	Unit measure	Quantity
		<ul style="list-style-type: none"> • frequency range: not less than 60 ÷ 18000 Hz; • signal-to-noise ratio: not less than 80 dB; • Sensitivity: -35dB ± 2dB (18mV / Pa); • maximum sound pressure: not worse than 120 dB; • output impedance: 100 ÷ 300 Ohm; • Activity indication: indicator light; <p>the set must include a wind noise reducing filter;</p>		
Lot 3	Audio connectors for microphones	<ul style="list-style-type: none"> • Type: XLR-M, XLR-F • Composition: Copper • Number of conductors: 3 • High quality acoustic connector • XLR cable connector: male, female, 3-pin, silver colored 	UNIT	60
Lot 4	Public-address amplifier	<ul style="list-style-type: none"> • Power 35 W • Frequency Response Range: 150-15000Hz; • Frequency Response Range: 150-15000Hz; • Sensitivity of mic. inputs 2 mV / 600 Ohm; • Line input sensitivity 150 mV / 10 kOhm; • Signal level on tel. T/P input 750 mV / 600 Ohm; • Outputs 100/70 V, 4 Ohm, 8 Ohm; • Power supply 220V AC 	UNIT	6
Lot 5	HDMI Splitter	<ul style="list-style-type: none"> • Number of ports: 4 • Support: Full HD, Full 3D • Support: 4K*2K • Support: CEC • Deep color support: 24bit, 30bit, 36bit, 48bit • Blue-Ray Support: 24/50 / 60fs / HDDVD / xvYCC • Digital audio format: a DTS-HD /61 • Dolby-TrueHD / LPCM7.1 / DTS / DolbyAC3 / DSD / HD (HBr) • Synchronization recovery signal • Transmission distance: Maximum • Transmission distance up to 25 m • Cable AWG26 • No loss of quality • Installation within a few minutes 	UNIT	30

Lots	Item Name	Specification	Unit measure	Quantity
		<ul style="list-style-type: none">Operating voltage: DC5V / 1A power supplyOperating current: 500 mA		

**ANNEX C
SUPPLIER'S QUOTATION**

(This Form must be submitted using the Supplier's Official Letterhead/Stationery in the format specified below)

We, the undersigned, hereby accept the IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice. We hereby offer to supply the items listed below in conformity with the specification and requirements of IDLO as per **RFQ NO. N_1295-KGZ_20**.

Company Name	
Company Full Address	
Date	
Signature	
Stamp	
Contact Person	
Telephone number	
Email address	

Table 1: Offer to Supply Goods / Services Compliant with Technical Specifications and Requirements

Lots	Item	Unit measure	Quantity	Unit rate in KGS	Total amount in KGS
Lot 1	Audio Mixer	Unit	17		
Lot 2	Gooseneck microphone with stand	Unit	10		
Lot 3	Audio connectors for microphones	Unit	60		
Lot 4	Public-address amplifier	Unit	6		
Lot 5	HDMI Splitter	Unit	30		
Sub-total					
Taxes (if applicable)					



Total amount including taxes	
-------------------------------------	--

Table 2: Offer for After-Sale Services and Other Conditions

Other Information	Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Warranty and After-Sales Requirements			
a) Minimum one (1) year warranty on both parts and labour			

ANNEX D
IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS OR SERVICES
AND
IDLO SUPPLIER CODE OF CONDUCT

Any quote submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Goods and Services and adherence to the Supplier Code of Conduct.

The documents are available on IDLO Procurement Website:

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_goods_august_2020.pdf

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_august_2020.pdf

<https://www.idlo.int/sites/default/files/documents/idlo-supplier-code-of-conduct.pdf>