

**REQUEST FOR QUOTATIONS
FOR THE SUPPLY, DELIVERY and INSTALLATION OF VIDEO CONFERENCING
EQUIPMENT AND CAMERA TO THE REGIONAL COORDINATION (RCU) UNIT AT
*icipe***

**REQUEST FOR QUOTATIONS FOR SUPPLY, DELIVERY and
INSTALLATION OF VIDEO CONFERENCING EQUIPMENT AND CAMERA

ONE-ENVELOPE BIDDING PROCESS**

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| REF: KE-ICIPE-138074-GO-RFQ | RFQ/ VIDEO CONFERENCING EQUIPMENT AND CAMERA |
|--|---|

11th October, 2019

For further information, please contact: rsiftenders@icipe.org

**REQUEST FOR QUOTATIONS FOR THE SUPPLY AND INSTALLATION OF VIDEO
CONFERENCING EQUIPMENT AND CAMERA FOR THE REGIONAL
COORDINATION UNIT AT *icipe***

The International Centre of Insect Physiology and Ecology (*icipe*) has received financing in the amount of USD 15 million (Fifteen Million) equivalent from the World Bank toward the cost of the **Africa Regional Scholarship and Innovation Fund (RSIF) for Applied Sciences, Engineering and Technology Project**, and intends to apply part of the proceeds to payment of goods, works, related services and consulting services to be procured under this Project.

This document is a formal Request for Quotations from prospective suppliers for the Supply, delivery and Installation of video conferencing equipment and camera to *icipe* Duduville Campus Nairobi. The information you disclose will be handled in the strictest confidence by *icipe*. The Supplier will also be held responsible for disclosing incorrect or misleading information.

The bidders must comply with all the instructions, terms and conditions and ensure that all the forms required are properly completed and submitted in a sealed envelope (not disclosing the source), which should be dropped and registered at the *icipe* Tender Box, addressed as follows:

Further information can be obtained at this address (rsiftenders@icipe.org) during office hours **09:00 – 17:00 hrs East Africa Time.**

The attention of interested bidders is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” July 2016 (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest.

Request for Quotations must be delivered in a written form to the address below (in person and deposited in the *icipe* Tender Box, on or before **25th October, 2019 at 11:00 hrs, East Africa Time**. The bids will be opened the same date and time, in the presence of those submitting. The submissions in hard copy should be clearly marked: **‘Request for Quotations – Supply, Delivery and Installation of Video Conferencing Equipment and Camera for the RSIF project at *icipe*. REF: KE-ICIPE-138074-GO-RFQ.** Electronic submissions will not be permitted. Late submissions will be rejected.

International Centre of Insect Physiology and Ecology (*icipe*)

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GENERAL INFORMATION AND NOTICE

- All the information contained in this RFQ and in the Supplier's response will be handled with confidentiality by both the Supplier and *icipe*.
- In issuing this RFQ, there is no obligation on *icipe* to select and procure all or some of the goods offered.
- Any information given by the Supplier will form the basis of any contract that may be entered into between *icipe* and the Supplier.
- *icipe* shall not be liable for or required to pay any costs, expenses or losses that may be incurred by the Supplier in the preparation of their Quotation.
- All required information will be submitted on the documents specified in this RFQ.
- *icipe* does not bind itself to accept the lowest bid of any Quotation and reserves the right to accept a portion of any quotation.
- The Supplier is to submit a fully qualifying bid.
- *icipe* reserves the right to conduct unannounced site visits to the Supplier premises.
- *icipe* may contact or arrange site visits to the referees stated in this Quotation.
- *icipe* reserves the right to accept or reject any quotation without assigning any reasons thereof.

SECTION 1: QUALIFICATION INSTRUCTIONS

To be eligible and be considered for pre-qualification prospective suppliers must prove that they qualify to participate and submit all the information in the format requested herein as part of mandatory documents:

1.1 Mandatory requirements

The quotation must be submitted in one copy, bound, typed and completely printed in one sealed envelope. The quotation **MUST** be submitted in the format below.

| | Documents required | Attach Copy |
|----|---|-------------|
| 1. | Covering letter on firms headed paper giving complete details including contact person, email addresses, telephone contacts, postal address and office location | |
| 2. | Copy of Certificate of incorporation (Limited Company) | |
| 3. | Copy of PIN/VAT Registration Certificate | |
| 4. | Valid Tax compliance certificates | |
| 5. | Copies of relevant Purchase orders/supply contract (3 copies of your highest value) offering similar goods as required by <i>icipe</i> . | |
| 6. | Copy of Manufacturer(s) Authorization/Dealership of equipment quoted | |
| 7. | Copies of Current Trade License | |
| 8. | Comprehensive Company Profile (including organization chart) | |

1.2 Video Conferencing Equipment

Lot 1 : Video Conferencing equipment required shall include the following:

| Item | Item Description /Specifications | Quantity |
|---------------|---|----------|
| Camera | Ultra-HD imaging system supports: 4K, 1440p, 1080p, 900p, 720p, and SD at 30fps 1080p, 720p at 30fps and 60 fps Smooth motorized pan, tilt and zoom Pan: $\pm 90^\circ$ Tilt: $+50^\circ / -90^\circ$ 15x HD zoom Field of View: Diagonal: 90° Horizontal: 82.1° Vertical: 52.2° | |
| Mic Pod | Pickup range: 15 ft / 4.5m diameter Four omnidirectional microphones forming eight acoustic beams AEC (Acoustic Echo Cancellation) VAD (Voice Activity Detector) Background noise suppression Mute button with LED status indicator Captive 9.6 ft Frequency response: 90Hz – 16kHz Sensitivity: $>-27\text{dB} \pm 1\text{dB} @ 1\text{Pa}$ Microphone data rate: 48 kHz | |
| Mic Pod Hub | Microphone interface adapter | |
| Speaker | High-performance with rare-earth magnet Patent-pending suspension system eliminates vibration-induced camera shake and audio interference Mini XLR cable connects to Display Hub for both signal and power Speaker volume 95dB SPL @1W, 100dB SPL @7.5W, both $\pm 2\text{dB}$ at $\frac{1}{2}$ meter Sensitivity: $95 \pm 2\text{dB SPL}$ at $\frac{1}{2}$ meter Distortion: 200Hz–300Hz $< 2.5\%$, 300Hz–10kHz $< 1\% @ 7.5\text{W}$ Speaker sampling rate: 48 kHz | |
| Controller/PC | Intel NUC 8 Business Mini PC - NUC8i7HMKQC | |

| | | |
|--------|--|--|
| Screen | QLED/LED 65" Display/ TV, with wall mount Kit with HDMI,AV, VGA display ports Support 4K, Flat Screen | |
|--------|--|--|

Rally video conferencing equipment or Equivalent are preferred for compatibility with existing ICT systems at *icipe*.

Lot 2: Portable Camera and accessories.

Minimum Camera Specifications

| | |
|--------------------------------|---|
| Imaging | |
| Pixels | Minimum: 24.93 Megapixel |
| Maximum Resolution | 6016 x 4016 |
| Aspect Ratio | 3:2 |
| Image File Format | JPEG, RAW |
| Image Stabilization | Yes |
| Exposure Control | Yes |
| Continuous Shooting | Yes |
| Interval Recording | Yes |
| Self-Timer | At least 2/5/10/20-Second Delay |
| Mirror Lock-Up | Yes |
| Video | Recording Modes Full HD, HD |
| Recording Limit | At least 30 Minutes for Full HD (1920 x 1080) |
| Audio Recording | Built-In Microphone (Stereo) |
| External Microphone Input | Yes |
| Focus Type | Auto and Manual Focus |
| List of Accessories | |
| 256 GB memory card | 4 pcs |
| Battery charger | 1 pc |
| Battery pack | 2 pcs |
| Height adjustable Tripod stand | 1 pc |

NOTE: For the Video Conferencing equipment and Portable Camera provide brochures of the products quoted and indicate the Warranty period (preferred period is 2 years and a service contract for 2 years), Training and installation and delivery timeline.

1.3 Directors and Partners

List below the names, nationalities and addresses of all the Directors and/or Partners (executive and non- executive) of your company:

| Name | Nationality | Complete Address | Executive (Yes/No) |
|------|-------------|------------------|--------------------|
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1.4 Other companies

List below other firms, holding firms, or other organizations, and their addresses, holding major interest in your company.

| Company Name | Location (Country) | Status (interest) |
|--------------|--------------------|-------------------|
| | | |
| | | |
| | | |
| | | |

1.5 Account Management

List below the names of the persons assigned to supervise the Clients account by your firm explain the roles clearly.

| Name | Position |
|------|----------|
| | |
| | |
| | |

1.6 Bank Reference

List below bank (s) which your company has account (s)

| Name of Bank | Address and Location | Branch |
|--------------|----------------------|--------|
| | | |
| | | |
| | | |

1.7 Financial Statements

Please submit your signed audited accounts for the past three years (2018, 2017 & 2016).

1.8 Client/Business References

List 3 major clients whom you have provided similar goods to in the last three financial years that you would recommend for Reference - *must be relevant to the items you have expressed interest to supply*. Please break them down into the following categories:

a) **Non-Profit/Donor Funded Organizations:**

| Name of Firm | Location/Physical Address | Contact Person | Business Ksh. a.n |
|--------------|---------------------------|----------------|-------------------|
| | | | |
| | | | |
| | | | |

b) **Commercial Organizations:**

| Name of Firm | Location/Physical Address | Contact Person & Address/Tel. | Business Ksh. a.n |
|--------------|---------------------------|-------------------------------|-------------------|
| | | | |
| | | | |
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1.9 Sub-Contractors

Does your company intend to sub-contract any of the proposed services to another firm?

If yes,

To who?

What portion and why?

1.10 Business Principles:

a) Conflict of Interest

1.9.1 *icipe* insists on honesty, integrity and fairness in all aspects of the business relationship with your company. Direct or indirect offer, payment, soliciting and acceptance of bribes in any form are unacceptable practices. Please confirm your agreement to the above.

Y / N

1.9.2 To avoid conflict of interest between their private financial activities and their part in the conduct of company business, *icipe* employees or member of their immediate family or relatives should not acquire financial interest in any company or organization with which *icipe* has commercial relationship.

1.9.3 Is a member of your immediate family or relative an *icipe* employee?

Y / N. If yes, please provide details.

icipe now invites you to submit quotation for the provision of listed items below: -

NOTES –

- a) **THIS IS NOT AN ORDER.** Read the conditions (c) Your quotation should indicate price per unit and instructions on reverse before quoting, which includes all costs for delivery, product brand, country of origin, warranty period (preferred is 2 years and a service contract for 2 years), and training and installation cost (if any), and best value discount (final offer). Please provide your details in the format below:

| No | Item Description | Unit price (Kes) | Quantity | Total price (Kes) | Delivery period | Quoted Product | Warranty Period | Country of Origin |
|----|------------------|------------------|----------|-------------------|-----------------|-----------------------------|-----------------|-------------------|
| 1. | | | | | | (Attach relevant brochures) | | |
| 2. | | | | | | | | |

CONDITIONS

1. The offer shall remain valid for 30 days from the closing date unless otherwise stipulated by the candidate.
2. Prices offered must be net discounted prices and VAT exclusive and the VAT value indicated separately and totaled up.
3. The Procuring Entity shall not be bound to accept the lowest or any other offer, and reserves the right to accept any offer in part unless the contrary is stipulated by the candidate.
4. Samples of offers when required will be provided free and before the closing date of the quotation. If not destroyed during tests they will, upon request, be returned at the candidate's expenses, or may be collected by the owner.

INSTRUCTIONS

1. All entries must be typed or written in ink. Mistakes must not be erased but should be crossed out and corrections made and initialed by the persons who signed the quotation.
2. Quote for each item separately, and in units as specified.
3. This form must be signed by an authorized representative of the candidate and preferably it should also be rubber stamped.
4. Each quotation should be submitted separately in a sealed envelope with only the Quotation Number endorsed on the outside. Descriptive literature or samples of the items offered may be forwarded with the quotation.
5. If you do not wish to quote, please endorse the reasons on this and return it, otherwise your name may be deleted from the Procuring Entity's mailing list for the items listed hereon.

SECTION 2: EXPECTATIONS AND DECLARATION

2.1 Continuous improvement and Performance Measurements

The supplier will be required to participate positively in the client's performance measurement systems, which will include the following:

- a) Ensure the most efficient and high quality service delivery.
- b) Ensure high quality standard materials are used and may be subject to random checks.
- c) Ensure good communication and be ready to offer any information to the client in regard to the contract/project.
- d) Be ready to address and rectify any queries that may arise during the contract/project period.

2.2 Credit Facilities

Upon delivery of invoice, what would be the expected maximum credit period offered by your firm?

- a) Where prices have been offered - they must be net discounted prices and VAT exclusive and the VAT value indicated.
- b) Indicate terms and conditions of delivery and installation.
- c) Indicate the extended warranty period for items where applicable.

2.3 *icipe* observes green procurement regulations therefore suppliers and manufacturers should ensure that goods and services are compliant with emerging Environmental Management Standards.

2.4 Supplier Declaration:

| | |
|---|--|
| I declare that to the best of my knowledge that the answers submitted in this prequalification proposal (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with <i>icipe</i> . | |
| FORMS COMPLETED BY | |
| Name: | |
| Position (Job Title): | |
| Date: | |
| Telephone Number(s): | |
| Email address: | |
| Signature: | |
| Stamp/Seal: | |
| FORMS WITNESSED BY | |
| Name: | |
| Position (Job Title): | |
| Date: | |
| Email address: | |
| Signature: | |
| Stamp/Seal: | |