

Reference number: RFQ110630

Date: 20 June 2011

**REQUEST FOR QUOTATIONS (RFQ)
RFQ 110630
GPS/GIS Mobile Mapping Devices**

Dear Sir / Madam:

United Nations Development Programme (UNDP) in Barbados and the OECS kindly requests the submission of quotations for the following items before 4:00pm on Thursday, 30 June 2011.

The offer must be sent electronically to the following email addresses (procurement.bb@undp.org and registry.bb@undp.org) no later than **4:00pm on Thursday, 30 June 2011.**

NB: “**RFQ110630**” must be mentioned in the subject of the email.

The signed originals must be received by UNDP within a sealed envelope no later than 7 days after the above deadline at the following address:

United Nations Development Programme
UN House, Marine Gardens, Hastings, Christ Church, BARBADOS
Tel: 246-467-6000
Fax: 246-429-2448
Attention: Procurement Unit - R3I RFQ110630
E-mail: procurement.bb@undp.org

Item	Generic Description (incl. technical specifications, quality and safety standards, special features required)	Quantity
1	Mobile mapping devices (Integrated GPS/GIS data collection system)	25

CONDITIONS

Delivery Terms (INCOTERMS 2000) and Place	<p><u>Delivery terms:</u> DDP, South Base, Grand Turk, Turks and Caicos Islands</p> <p><u>Place of delivery:</u> DDME, Department of Disaster Management and Emergencies, South Base, Grand Turk, Turks and Caicos Islands</p> <p><u>Delivery period:</u> before the 14th July 2011</p>
Payment Terms	<p>Upon delivery and acceptance: One hundred (100%) percent of the goods value shall be paid to the supplier</p> <p>Invoices shall be submitted to UNDP in addition to the details of shipping, detailed delivery sheets and other documents to be furnished by the supplier.</p> <p>Payment, Transfer of Risks and Liability: UNDP will make the payments above upon receipt of complete payment documents and within 30 days of the date of UNDP acceptance of goods delivery. Such payment does not constitute acceptance of the goods nor does it constitute a transfer of risk and liability associated with the delivery of the items.</p>
Validity of Quotation	60 days
Preliminary Examination - completeness of quotation	Partial bids are not permitted
General Terms and Conditions	Copy enclosed (see Appendix I)

REQUIREMENTS

The bid must comprise the following documents:

- Company profile
- Catalogues and detailed description of the essential technical and performance characteristics of the proposed GPS/GIS devices
- The completed Annex II
- The completed Price Schedule
- The export licence statement (see below)
- The proposed warranty/guarantee’s coverage of all goods

Language: All documentation, including installation and operating manuals shall be in **English**

Details on any warranty/guarantee conditions: The supplied goods shall be covered under a defects liability for a minimum period of 12 months

Technical specifications

Handheld GPS/GIS (quantity: 25)	
Description	Handheld mobile GPS receiver with integrated GPS receiver, antennae and controller
Operating System	Standard OS e.g. Windows Mobile
Processor	Minimum 500 MHz
RAM	64 MB RAM (minimum)
Storage	Minimum 500MB storage
Connectivity	USB, wireless, Bluetooth, mobile phone
Battery	Rechargeable, long life (at least ten hours use)
Camera	Geo-tagging
Features	Built-in digital camera/video
Design Features	Sunlight readable screen Dust and waterproof Operating at high temperatures Passes a drop test of 1.5m
GPS Support	Accuracy: <1m horizontal
	Correction parameters: WAAS, NMEA, EGNOS enabled
	Channels: 12 minimum
Documentation	User manual, technical documentation, user guides
Accessories	Storage and carrying case, spare battery, charger and vehicle charger, cables For connection, standard spares kit
Supporting Software	Microsoft Office Mobile Microsoft Active Sync 4.5 or higher

Price Schedule

- All prices quoted must be exclusive of all taxes, since UNDP is exempt from taxes
- All prices shall be quoted in US dollars only
- The format shown below should be used in preparing the price schedule
- In case of discrepancy between unit price and total price, the unit price shall prevail

Item	Required quantity	Unit price (US\$)	Total price (US\$)
Mobile Mapping devices (Integrated GPS/GIS data collection system)	25		

Export License: All bidders/vendors must be aware that the goods and services are for the benefit of the Governments under UNDP's development assistance framework and goods purchased will normally be transferred to the national partners, or to an entity nominated by it, in accordance with UNDP's policies and procedures.

The bidder/vendor shall include in their proposal:

- A statement whether any import or export licenses are required in respect of the goods to be purchased or service to be rendered including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users;
- Confirmation that they have obtained licenses of this nature in the past and have an expectation of obtaining all the necessary licenses should their bid be successful.

Vendor Protest: Our vendor protest procedure is intended to afford an opportunity to appeal to persons or firms not awarded a purchase order or contract in a competitive procurement process. **It is not available to non-responsive or non-timely proposers/bidders or when all proposals/bids are rejected.** In the event that a vendor believes they have not been fairly treated, detailed information about vendor protest procedures can be found at the following link: <http://www.undp.org/procurement/protest.shtml>.

Contact: UNDP Procurement Unit

Attention: Procurement Unit - R3I RFQ110630

Address: United Nations Development Programme
UN House, Marine Gardens, Hastings, Christ Church, BARBADOS

Tel: 246-467-6000

Fax: 246-429-2448

E-mail: procurement.bb@undp.org

General Terms and Conditions

1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind UNDP unless agreed to in writing by a duly authorized official of UNDP.

2. PAYMENT

- 2.1.1 UNDP shall, on fulfilment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.
- 2.1.2 Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.
- 2.1.3 Unless authorized by UNDP, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
- 2.1.4 The prices shown in this Purchase Order may not be increased except by express written agreement of UNDP.

3. TAX EXEMPTION

- 3.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNDP's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP to determine a mutually acceptable procedure.
- 3.2 Accordingly, the Supplier authorizes UNDP to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

4. RISK OF LOSS

Risk of loss, damage to or destruction of the goods shall be governed in accordance with DDU INCOTERMS 2000, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.

5. EXPORT LICENCES

Notwithstanding any INCOTERMS 2000 used in this Purchase Order, the Supplier shall obtain any export licences required for the goods.

6. FITNESS OF GOODS/PACKAGING

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by UNDP, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

7. INSPECTION

- 7.1 UNDP shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.
- 7.2 Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

8. INTELLECTUAL PROPERTY INFRINGEMENT

The Supplier warrants that the use or supply by UNDP of the goods sold under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold UNDP and the United Nations harmless from any actions or claims brought against UNDP or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

9. RIGHTS OF UNDP

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNDP may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- a) Procure all or part of the goods from other sources, in which event UNDP may hold the Supplier responsible for any excess cost occasioned thereby.
- b) Refuse to accept delivery of all or part of the goods.
- c) Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of UNDP.

10. LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with UNDP to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by UNDP.

11. ASSIGNMENT AND INSOLVENCY

- 11.1. The Supplier shall not, except after obtaining the written consent of UNDP, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.
- 11.2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNDP may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

12. USE OF UNDP OR UNITED NATIONS NAME OR EMBLEM

The Supplier shall not use the name, emblem or official seal of UNDP or the United Nations for any purpose.

13. PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to UNDP without specific permission of UNDP in each instance.

14. CHILD LABOUR

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

15. MINES

The Supplier represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

16. SETTLEMENT OF DISPUTES

16.1 Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.

16.2 Arbitration

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. PRIVILEGES AND IMMUNITIES

Nothing in or related to these General Terms and Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of the United Nations, including its subsidiary organs.

Technical specifications

The tenderers are requested to complete following template:

- Column 1 is completed by the Contracting Authority shows the required specifications (not to be modified by the tenderer),
- Column 2 is to be filled in by the tenderer and must detail what is offered (for example the words “compliant” or “yes” are not sufficient)
- Column 3 allows the tenderer to make comments on its proposed supply and to make eventual references to the documentation

The eventual documentation supplied should clearly indicate (highlight, mark) the models offered and the options included, if any, so that the evaluators can see the exact configuration.

The offer must be clear enough to allow the evaluators to make an easy comparison between the requested specifications and the offered specifications

1 Specifications		2 Specifications offered	3 Notes, remarks, ref to documentation
Handheld GPS/GIS (quantity: 25)			
Description	Handheld mobile GPS receiver with integrated GPS receiver, antennae and controller		
Operating System	Standard OS e.g. Windows Mobile		
Processor	Minimum 500MHz		
RAM	64MB RAM (minimum)		
Storage	Minimum 500MB storage		
Connectivity	USB, wireless, Bluetooth, mobile phone		
Battery	Rechargeable, long life (at least ten hours use)		
Camera	Geo-tagging		
Features	Built-in digital camera/video		
Design Features	Sunlight readable screen Dust and waterproof Operating at high temperatures (specify) Passes a drop test of 1.5m		
GPS Support			
	accuracy	<1m horizontal	
	correction parameters	WAAS, NMEA, EGNOS enabled	
	channels	12 minimum	
Documentation	User manual, technical documentation, user guides		

1 Specifications		2 Specifications offered	3 Notes, remarks, ref to documentation
Accessories	Storage and carrying case, spare battery, charger and vehicle charger, cables For connection, standard spares kit		
Software	<i>Please specify</i>		
Supporting Software	Microsoft Office Mobile Microsoft Active Sync 4.5 or higher		
Warranty	1 year (back to base)		