



**REQUEST FOR QUOTATION (RFQ 024/08)**

NAME & ADDRESS OF INVITED FIRMS:	DATE: 14 <sup>th</sup> August 2008
	REFERENCE: <b>024/08</b> AV and IT Equipment

Dear Sir/Madam,

Please, send your offers by mail, e-mail or fax marked **RFQ 024/08 AV and IT Equipment** to the following address before **13:00, by 28<sup>th</sup> of August 2008**:

**UNDP, Beogradska 24b, 81000 Podgorica**  
**REF: RFQ 024/08,**  
**Fax: +382 20 231 644**  
**E-mail: procurement.me@undp.org**

**IMPORTANT NOTES:**

- Please use this document when submitting your offer.
- Please fill in carefully all requested information, for both parts - Part 1 and Part 2. Please use only light-gray fields for entering your information.
- For Part 1, please specify offered specification in the same line, as the corresponding required specification.
- The offer should be properly signed and stamped before submission.
- Any offer submitted without following the above recommendations could be rejected.

Item	<b>Compact HDV Camcorder</b>	Offered service description <b>NOTE: bidders are required to clearly indicate service / materials offered</b>	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
1	HDV/DV 3 CMOS/CCD Sensors 20 x Optical Zoom Lens 2 x XLR Microphone Inputs Down-conversion LCD Screen Timecode Options HDMI Output		1		
<b>TOTAL:</b>					

Item	<b>Portable Hard Disk Recording Unit</b>	Offered service description <b>NOTE: bidders are required to clearly indicate service / materials offered</b>	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
2	Compatible with HDV Camcorder		1		
<b>TOTAL:</b>					



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Item	<b>AC Adaptor and Charger</b>	Offered service description <b>NOTE: bidders are required to clearly indicate service / materials offered</b>	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
3	Compatible with HDV Camcorder		1		
	<b>TOTAL:</b>				

Item	<b>Rechargeable Battery Pack</b>	Offered service description <b>NOTE: bidders are required to clearly indicate service / materials offered</b>	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
4	Compatible with HDV Camcorder Capacity: min. 4300mAh		3		
	<b>TOTAL:</b>				

Item	<b>Professional Headphone</b>	Offered service description <b>NOTE: bidders are required to clearly indicate service / materials offered</b>	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
5	Compatible with HDV Camcorder Overall Frequency Response: 18 Hz – 24 Hz Audio – 1/8" (3.5mm) Headphone Miniplug with locking 1/4" adapter		1		
	<b>TOTAL:</b>				

Item	<b>LED Battery Video Light</b>	Offered service description <b>NOTE: bidders are required to clearly indicate service / materials offered</b>	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
6	Compatible with HDV Camcorder		1		
	<b>TOTAL:</b>				

Item	<b>Carry Case for HDV Camcorder</b>	Offered service description <b>NOTE: bidders are required to clearly indicate service / materials offered</b>	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
7	Compatible with HDV Camcorder		1		
	<b>TOTAL:</b>				

Item	<b>Bracket for Camcorder</b>	Offered service description <b>NOTE: bidders are required to clearly indicate service / materials offered</b>	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
8	Compatible with HDV Camcorder		1		
	<b>TOTAL:</b>				



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Item	<b>Dynamic Microphone</b>	Offered service description <b>NOTE: bidders are required to clearly indicate service / materials offered</b>	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
9	Vocal, Wired, XLR connector Table stand XLR Cable – 50ft (15 m)		3		
<b>TOTAL:</b>					

Item	<b>Tripod with Remote Commander</b>	Offered service description <b>NOTE: bidders are required to clearly indicate service / materials offered</b>	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
10	Compatible with HDV Camcorder Professional camcorder tripod		1		
<b>TOTAL:</b>					

Item	<b>20-inch Widescreen LCD Monitor</b>	Offered service description <b>NOTE: bidders are required to clearly indicate service / materials offered</b>	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
11	Response time: 2ms Viewing Angle: 170°/170°		1		
<b>TOTAL:</b>					

Item	<b>HDV capable VTR</b>	Offered service description <b>NOTE: bidders are required to clearly indicate service / materials offered</b>	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
12	HDV1080i recording and playback HDV/DV Compatible Dual-size Cassette Mechanism Down-conversion Capabilities 50/60Hz Switchable HDV/DV IN TC		1		
<b>TOTAL:</b>					

Item	<b>Non-linear video editing card</b>	Offered service description <b>NOTE: bidders are required to clearly indicate service / materials offered</b>	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
13	HDV/DV Compatible Audio RCA audio 2-in/2-out		1		



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Item	<b>Non-linear video editing card</b>	Offered service description <b>NOTE: bidders are required to clearly indicate service / materials offered</b>	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
	16-bit, 48 kHz Video inputs and outputs Realtime downscaling of HD timelines to analog SD DVI-D preview output 1394 Composite Y/C Analog component Analog YPbPr component				
<b>TOTAL:</b>					

Item	<b>20 inch TFT</b>	Offered service description <b>NOTE: bidders are required to clearly indicate service / materials offered</b>	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
14	Viewing Angle: 170°/170°		3		
<b>TOTAL:</b>					

Item	<b>Monitor Loudspeakers (Active)</b>	Offered service description <b>NOTE: bidders are required to clearly indicate service / materials offered</b>	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
15	Min. amplifier power: 20w/ch Min. frequency response: 66 - 20 kHz		2		
<b>TOTAL:</b>					

Item	<b>Personal Computer for Non Linear Editing</b>	Offered service description <b>NOTE: bidders are required to clearly indicate service / materials offered</b>	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
16	Quad-Core Intel® Xeon® processor 5450 3.00 GHz 2 x 6 MB L2 cache 1333 MHz front side bus 4GB DDR2 SDRAM Video Card 512MB/256bit 1 x HDD 500GB SATA (min 7200 Rpm) 2 x HDD 500GB SATA (min 7200 Rpm) DVD RW SATA FireWire Card X-Fi Titanium Sound Card USB Keyboard		1		



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Item	<b>Personal Computer for Non Linear Editing</b>	Offered service description <b>NOTE: bidders are required to clearly indicate service / materials offered</b>	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
	USB Optical Mouse Windows Vista Business Ultimate				
	<b>TOTAL:</b>				

Item	<b>Personal Computer for photo-video documentation</b>	Offered service description <b>NOTE: bidders are required to clearly indicate service / materials offered</b>	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
17	Intel Q 6800 2GB RAM Video Card 512 MB Video RAM 2 x 250 GB HDD RAID 0 DVD RW Network Card USB Keyboard USB Optical Mouse Tower 400W Windows XP Professional		1		
	<b>TOTAL:</b>				

Item	<b>Negative and slide scanner</b>	Offered service description <b>NOTE: bidders are required to clearly indicate service / materials offered</b>	Quantity Requested	Offered Price per Unit	Offered Price for Full Quantity
18	Scan resolution: up to 4800 x 9600 dpi Bit depth: 96-bit Levels of grayscale: 256 Maximum scan size: no less than 8.5 x 12.3 in		1		
	<b>TOTAL:</b>				

**NOTES:**

- All prices must be stated excluding taxes (and custom tax where applicable) – UNDP Podgorica will provide tax exemption and custom clearance form for this purpose.

**Part 2: Conditions**

**All prices must be stated excluding taxes (and custom tax where applicable)**

**IMPORTANT!**



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<b>In order to be considered for evaluation purposes, your offer shall include the following information:</b>	
Warranty and after sale support	<b>Required warranty period should be included in offered prices and provided at the end user's premises.</b>
After sale support	<b>Please indicate name, address and contact person</b> of officially appointed company (yourselves or other) who will be responsible for providing maintenance and after sales support through the requested period:  _____
Delivery Time	____ <b>number of days from notification of award of contract.</b> Penalties in amount of 0.5 % of the total contract amount will apply for every day of delay.

<b>IMPORTANT INFORMATION</b>	
Delivery Term (INCOTERMS 2000) & Place	<b>DDU, Podgorica</b> Bidders are requested to include this delivery arrangement in their offered prices
Currency of Quotations/offers	<b>Euro</b>
Payment Terms	Goods purchased will be paid <b><u>through bank transfer to given account, upon satisfactory delivery, installation, and submission of original invoice within 30 days.</u></b>
Validity of Quotation	30 days from deadline for submission of offers
Completeness of quotation	Although not a requirement, suppliers are encouraged to submit offers comprising all items requested in this RFQ in their submissions. Important: Only offers including full quantity requested for each item will be considered for evaluation purposes
Requests for clarification	Bidders requiring clarification of any of the terms, technical requirements or conditions stipulated in this RFQ shall communicate in writing with UNDP Office in Podgorica. Requests for clarification may be submitted via e-mail to <a href="mailto:procurement.me@undp.org">procurement.me@undp.org</a> . Only requests for clarification received at least 24 hours prior to the deadline for submission of offers will be entertained. Replies to any requests for clarifications will be posted to <a href="http://www.undp.org.yu/montenegro/files/tenders">www.undp.org.yu/montenegro/files/tenders</a> Please visit this site regularly.
General Terms and Conditions	This RFQ is subject to UN General Terms and Conditions available at <a href="http://www.undp.org">www.undp.org</a> .



OFFEROR'S REMARKS

**I hereby accept all terms and conditions stated above.**

**Date:**

**Name and Title**

**Signature**

**(Stamp)**