



United Nations Population Fund  
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304 Kim Ma Street, Ba Dinh District  
Ha Noi - Viet Nam  
Tel: 84-24-38500100; Fax: 84-24-37265520  
Email: [vietnam.office@unfpa.org](mailto:vietnam.office@unfpa.org)  
Website: <http://vietnam.unfpa.org>  
[www.facebook.com/unfpa.vietnam](http://www.facebook.com/unfpa.vietnam)

Date: 29 December 2021

## REQUEST FOR QUOTATION RFQ N° UNFPA/VNM/RFQ/2021/10

Dear Sir/Madam,

We hereby solicit a quotation for the following items:

### Package 5 - CAMERA FOR SECURITY:

*Note: This package includes set up of CCTV and instruction for users*

Item N°	Product Name	Product Description	Unit of Measure	Quantity
1	A set of 6 CCTV camera	The system consists of: - 1 recorder - 6 infrared HD-TVI cameras. - 2 Megapixels resolution - 0.1 Lux light sensitivity. - 20m infrared vision smart IR function. - Day and night observation function. - There is input and audio output	Set	1
2	Camera connection computer	- 14-inch size - Windows 10SL operating system - CPU: Inter Corei5-9400G8 Processor. - Hard drive volume: 1 TB - Ram: 8GB - Resolution Full HD	Pc.	1

### Cost of Bid

The bidder shall bear all costs associated with the preparation and submission of the bid, and the procuring UN entity shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation

### Language of the Bid

The bid prepared by the bidder and all correspondence and documents relating to the bid shall be written in English

### Validity of Bid:

Quotations shall be valid at least for 90 days after the closing date. A bid valid for a shorter period shall be rejected by UNFPA.



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### Partial Bids

Partial bids are **NOT** allowed under this tender. UNFPA reserves the right to select and accept a part of parts of any bid.

All prices must be inclusive of all taxes (if any)

*Quoted prices should include transportation to the place as nominated by UNFPA and unloading fee; and any other fees such as installation, training, post-service technical assistance (if any).*

### Delivery Time/Place

Delivery Time: The maximum allowed delivery time is 2 weeks upon issuing of purchase order (PO).

Delivery place: **Thanh Hoa Social Work Center, 313 Ba Trieu st, Ham Rong Ward, Thanh Hoa city, Thanh Hoa province**

### Payment Terms

UNFPA payment terms are net 30 days upon receipt of invoice and proof of related documents for the order.

### Instructions for quotation submission:

If you are interested in submitting a quotation for these items, kindly send the followings by email to the UNFPA Viet Nam's secured email address [vbidtender@unfpa.org](mailto:vbidtender@unfpa.org) no later than **17h00 (Ha Noi Time, GMT+7) on 6 January 2022**.

- A filled, signed and stamped Quotation Form
- A filled Product Overview Form
- Pictures of the quoted items
- Your company's registration papers
- A signed and stamped Vendor Form along with a bank account certificate

Please submit your quotation in Viet Nam Dong (VND) currency. Conversion of currency into the UNFPA preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of competition deadline.

Under no circumstances shall UNFPA be required to accept any goods that do not conform to the specifications or requirements of the Contract. In no case shall UNFPA be obligated to accept any goods unless and until UNFPA has had a reasonable opportunity to inspect the goods following delivery. The goods shall not be deemed accepted unless and until UNFPA in fact provides such written acceptance. In no case shall payment by UNFPA in and of itself constitute acceptance of the goods.

### Guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/VNM/RFQ/2021/10**
- Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total email size may not exceed **20 MB (including email body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.
- Sending the Bid to any others email address, including a carbon copy (cc), will violate confidentiality and result in the invalidation of the Bid.



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### **Contract Award**

UNFPA shall award the contract to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents, including the maximum allowable lead time.

### **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.

Your earliest response to this RFQ would be highly appreciated

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

Best regards,

Nguyen Minh Ha

Tel No, +84-24-38500 328; Email: [mnguyen@unfpa.org](mailto:mnguyen@unfpa.org)

## PRICE QUOTATION FORM

<b>Name of Bidder:</b>	_____
<b>Date of the quotation:</b>	_____
<b>Request for quotation N°:</b>	_____
<b>Currency of quotation:</b>	_____
<b>Delivery terms</b> ( <i>specify mode of transportation and the route</i> )	_____
<b>Validity of quotation:</b> <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	_____

You can include an Excel spreadsheet instead of this format. The table columns should be modified as appropriate for specific case.

Price Schedule:

Item	Product Name and Description	Unit	Unit Price	Quantity	Transportation cost to Destination	Total DAP (VND) (Destination)	Delivery Schedule (days upon order)
1							
2							
3							
<b>Sub-total (VND)</b>							
<b>VAT (VND)</b>							
<b>GRAND TOTAL (including VAT):</b>							

**In your offer, please include:**

1. Specific technical specifications of products offered
2. Quality standard of the products

*Vendor's Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, Accepts the terms and conditions of UNFPA ( <http://www.unfpa.org/resources/unfpa-general-conditions-contract>) and we will abide by this quotation until it expires.

_____	_____
Name and title	Date and place

**PRODUCT OVERVIEW FORM**

Name of Bidder: .....

**Package 5 - CAMERA FOR SECURITY– A Customized List of Items**

Item	Product Name	Description and minimum/mandatory specifications	Description of items offered and Bidder’s statements on deviations (To be completed by Bidder)	Compliant? (Y/N) (To be completed by UNFPA during evaluation)
1	<b>A set of 6 CCTV camera</b>	The system consists of: - 1 recorder - 6 infrared HD-TVI cameras. - 2 Megapixels resolution - 0.1 Lux light sensitivity. - 20m infrared vision smart IR function. - Day and night observation function. - There is input and audio output		
2	<b>Camera connection computer</b>	- 14-inch size - Windows 10SL operating system - CPU: Inter Corei5-9400G8 Processor. - Hard drive volume: 1 TB - Ram: 8GB - Resolution Full HD		