

United Nations Population Fund

Address: 42-44 Shovkovychna street, 01004 Kyiv, Ukraine

Telephone: *+380 44 281 32 31*

Website: [www.unfpa.org](http://www.unfpa.org)

01 February, 2019

**INVITATION TO BID**

**ITB No. UNFPA/UKR/ITB/19/01**

Procurement of equipment for 42 police mobile groups (POLINA) specialized in GBV/DV response.

Dear Sir/Madam,

1. The United Nations Population Fund (UNFPA), an international development agency invites sealed bids for the supply of:

-  *body cameras;*

 *- body camera docking stations;*

 *- car dashboard camera;*

 *- video cameras;*

 *- laptops;*

 *- tablets;*

 *- thermal printers;*

 *- car first aid kits;*

 *- car fire extinguishers;*

 *- thermal blankets*

for its programme in Ukraine

1. Bidding shall be conducted through ONE envelope. The technical bid containing the technical specifications and the financial bid containing price information shall be submitted together.
2. The bidder shall not berequired to quote for all lots. However, Bidders are encouraged to quote for as many lots as possible.
3. Bid package and all supporting documents must be submitted in English.
4. To enable you to submit a bid, please read the following attached documents carefully:

|  |  |
| --- | --- |
| Section I: | Instructions to Bidders |
| Section II: | Technical Specifications and Schedule of Requirements |
| Section III: | UNFPA General Terms and Conditions |
| Section IV: | UNFPA Special Conditions for Contracts |
| Section V: | Bid Forms |

1. The bid shall reach UNFPA’s reception or the email inbox of ukraine.office@unfpa.org no later than **22 February, 2019 by 17:00 pm Kyiv time.**
2. The bid shall be opened on **25 February, 2019 at 10:00am** Kyiv time at UNFPA premises, 42-44 Shovkovychna str., Kyiv 01004, Ukraine*.* Bidders or their authorized representatives may attend the bid opening. Kindly confirm by e-mail: hliebova@unfpa.org by **22 February, 2019**whether your company shall be represented at the bid opening.
3. Bids received after the stipulated date and time shall not be accepted under any circumstances. Bids delivered through courier and posted later than the due date shall not be registered and shall be returned unopened or shall be shredded. Bids submitted to any other email address than ukraine.office@unfpa.org shall be rejected.
4. Bidders shall acknowledge receipt of this Invitation to Bid according to the Bid Confirmation Form, Section V, 1 of this solicitation document by email to UNFPA Ukraine (ukraine.office@unfpa.org) **08 February 2019**and to indicate whether or not a bid shall be submitted. The acknowledgement shall provide company name, telephone number, fax number and the name of a contact person. If you are declining to bid, please confirm this via e-mail to UNFPA and please state the reasons for UNFPA to improve its effectiveness in future invitations.
5. Any questions relating to the attached documents shall be addressed in writing to the following UNFPA personnel no later than **15 February 2019** **at** **17.00, Kyiv time***.*

* + *Anastasiia Dykovytska, UNFPA Program Coordination and Monitoring Assistant,*  email:dykovytska@unfpa.org for questions related to technical requirements.
	+ *Olena Hliebova, UNFPA Procurement and Logistic Consultant* email: hliebova@unfpa.org for questions relating to the bidding exercise.

***Do not submit your bid to these contacts, or your bid will be disqualified***.

1. This letter is not to be construed in any way as an offer to contract with your firm.
2. UNFPA strongly encourages all bidders to register on the United Nations Global Marketplace (<http://www.ungm.org>). By registering on UNGM, vendors become part of the database that UN buyers use when searching for suppliers. Vendors can also access all UN tenders online and, by subscribing to the Bid Tender Service, vendors can be automatically notified via e-mail of all UN business opportunities that match the products and services for which they have registered. Instructions on how to subscribe to the Tender Alert Service can be found in the UNGM Interactive Guide for Suppliers <http://www.ungm.org/Publications/UserManuals/Suppliers/UserManual_Supplier.pdf> .

Yours sincerely,

**Caspar Peek**

**Representative (Ukraine) and Country Director (Belarus)**



**UNITED NATIONS POPULATION FUND**

**INVITATION TO BID**

**ITB No. UNFPA/UKR/ITB/19/01**

**Bid document for procurement of equipment for 42 police mobile groups (POLINA) specialized in GBV/DV response**

***01 February 2019***

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# SECTION I: Instructions to Bidders

# Introduction

##  Scope

1.1 Within the framework of the project UNFPA Ukraine is working closely with the Ministry of Interior and National Police of Ukraine to ensure that policing and justice services, including legal support to GBV survivors, are integrated as part of multisectoral GBV response and prevention systems at the regional level. As part of this partnership, UNFPA has supported the set up of 42 properly capacitated and equipped police mobile groups specialized in GBV prevention in response.

## Eligible Bidders

* 1. All bidders found to have a conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest if they are or have been associated in the past, with a firm or any of its affiliates that have been engaged by UNFPA to provide consulting services under these bidding documents.
	2. Bidders shall not be eligible to submit a bid if at the time of bid submission:
1. The bidder is listed as suspended on United Nations Global Marketplace (http://www.ungm.org) as a result of having committed fraudulent activities,
2. The bidder’s name is mentioned in the [UN 1267 list](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml) issued by the Security Council resolution 1267 that establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban;
3. The bidder is debarred by the World Bank Group.

## Fraud and Corruption

* 1. UNFPA’s policy regarding fraud and corruption is available at <http://www.unfpa.org/public/home/procurement/pid/8864> and applies fully to this Invitation to Bid. The submission of any offer implies that the bidder is aware of this policy.

# Solicitation Documents

## UNFPA Solicitation document

* 1. Bidders are expected to examine all instructions, forms, specifications, terms and conditions contained within this UNFPA solicitation document. Failure to comply with these documents shall be at the bidder’s risk and may affect the evaluation of the bids, or may result in the rejection of the bid.
	2. Bidders are cautioned to read the specifications carefully (see Section II Technical Specifications and Schedule of Requirements), as there may be special requirements. The technical specifications presented herein are not to be construed as defining a particular manufacturer’s product. Bidders are encouraged to advise UNFPA if they disagree.
	3. The specifications are the minimum requirements for the products and related services. Products and services offered must meet or exceed all requirements herein. The products shall conform in strength, quality and workmanship to the accepted standards of the relevant industry. Modifications of or additions to basic standard products of less size or capability to meet these requirements will not be acceptable.

## Clarifications of solicitation document

* 1. A prospective bidder requiring any clarification on the bid solicitation documents may notify UNFPA in writing within two weeks from the date of issue of the bid. UNFPA shall respond in writing to any request for clarification received and circulate its response (including an explanation of the query but without identifying the source of enquiry) to all prospective bidders who have received the bid solicitation documents. A copy of UNFPA’s answer shall also be posted on the UN Global Marketplace, <http://www.ungm.org/>, <http://ukraine.unfpa.org/> , <http://procurement-notices.undp.org/>

## Amendments to UNFPA bid solicitation document

* 1. At any time prior to the deadline for submission of bids, UNFPA may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.
	2. All prospective bidders that have received the bidding documents shall be notified in writing of all the amendments to the bidding documents. In order to give prospective bidders reasonable time to take the amendments into account in preparing their bids UNFPA may, at its discretion, extend the deadline for the submission of bids.

# Preparation of Bids

## Documents to be submitted with the bid

* 1. **Documents Establishing the Eligibility of the Bidder**

To establish their eligibility, bidders shall:

1. Complete the Bid Submission Form, Section V, 2.
2. Complete Bidders Identification Form, Section V, 3.
	1. **Documents Establishing the Qualifications of the Bidder**

To establish its qualifications, the bidder shall submit to UNFPA’s satisfaction the following documents:

1. Evidence that the bidder is established as a company and legally incorporated in the country where it resides; e.g. through provision of certification of incorporation or other documentary evidence (this is not required for companies already registered in national, regional or international Stock Exchanges);
2. Post qualification documentation outlined in Instructions to Bidders, Sub-Clause 27

Failure to furnish all the information required for submission shall be at the bidder’s risk as it may then be determined that the bid does not substantially respond to the UNFPA bid document in every respect. This may result in a rejection of the bid.

* 1. **Documents Establishing the Eligibility and Conformity of the Goods and Related Services**

Bidders shall submit:

1. Documentary evidence that the goods conform to the Technical Specifications and standards specified in Section II Technical Specifications and Schedule of Requirements.
2. Completed Product Item Overview Form, Section V, 4.
3. Product catalogues containing pictures of the product(s).
4. Certificate of Conformity.
5. Manufacturer’s technical product specifications or datasheets.
6. The bidder shall also furnish a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods during 24 monthfollowing commencement of the use of the goods by UNFPA. Bidders must complete and submit with their bid the Excel table containing the individual item details, as per Form in Section V.4. Bidding Forms.

## Bid Currency and Prices

 All prices for local bidders shall be quoted in Ukrainian Hryvnia (UAH). As for international bidders prices can be quoted in US Dollars (USD).

 ***Note: All prices must be exclusive of VAT tax, since UN and its specialized agencies are exercising zero VAT payer status.***

* 1. Bidders are requested to quote the following based on INCOTERMS 2010 (The terms FCA, CPT and other similar terms shall be governed by the rules prescribed in the INCOTERMS 2010, published by the International Chamber of Commerce):
* Price of goods FOB/FCA Point of departure
* Freight cost DAP *UNFPA Country Office, 42-44 Shovkovychna str., Kyiv, Ukraine*
	1. Where installation, commissioning, training or other similar services are required to be performed by the bidder, the bidder shall include an itemized list of the prices for those services.

## Validity of Bid

* 1. The prices of the bid shall be valid for **60 days** after the closing date of bid submission as specified by UNFPA. A bid valid for a shorter period shall be rejected by UNFPA on the grounds that it is non-responsive.
	2. In exceptional circumstances, UNFPA may solicit the bidder's consent for an extension of the period of validity under exceptional circumstances. The request and the responses shall be made in writing.

# Submission of Bids and Bid Opening

## Partial Bids

* 1. Partial bids are allowedunder this tender.

## Alternative Bids

11.1. Alternative bids w*ill not be accepted.* In the event of a supplier submitting more than one bid, the following shall apply:

1. All bids marked alternative bids will be rejected and only the base bid will be evaluated.
2. All bids will be rejected if no indication is provided as to which bids are alternative bids.

## Bids

* 1. Bids shall be submitted in one envelope.
	2. Bids shall be prepared in accordance with Section II: Schedule of Requirements and Technical Specifications and shall include the requested documentation as per Instructions to Bidders Clause 7, and in accordance with the Price Schedule Form in Section V, 5 of the bid forms.
	3. Bids shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the contract. A bid shall contain no interlineations, erasures, or overwriting except as necessary to correct errors made by the bidder. In that case such corrections shall be initialled by the person or persons signing the bid.

## Sealing and Marking of Bids (hard copies)

* 1. When submitting bids in hard copies the bidder shall prepare one set of sealed bids containing the technical and price components.
	2. The envelope shall also indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared “late.”
	3. If the outer envelope is not sealed and marked as required, UNFPA shall assume no responsibility for the bid’s misplacement or premature opening.
	4. **The outer envelope must be signed/sealed and clearly marked with the following**:

*UNITED NATIONS POPULATION FUND (UNFPA)*

*42-44 Shovkovychna street*

*Kyiv 01004 ,Ukraine*

*Invitation to Bid No. UNFPA/UKR/ITB/19/01*

*Attention: Iryna Bohun*

ONLY TO BE OPENED BY AUTHORISED UNFPA PERSONNEL

## Electronic Submission

14.1. Bids may be delivered to the office or submitted electronically. Please note the following guidelines for electronic submissions:

14.2. Bidders shall make clear reference to the specific bid in the subject field as instructed, otherwise bids may be rejected. Clearly specify the following text in the subject line: ITB No. UNFPA/UKR/ITB/19/01, Bidder’s Name.

14.3. The bid shall be submitted to *ukraine.office@unfpa.org.* Bids received at the mailbox are kept undisclosed and shall not be opened before the scheduled opening date. Sending to any other email address will violate confidentiality and invalidate the bid.

14.4. E-mail submission shall not exceed 20 MB, including the size of the cover email. It is recommended that all the bidding documents are consolidated into as few attachments as possible which shall be in commonly used file formats. If the bid consists of large electronic files, it is recommended to send these files separately before the deadline indicating the order of emails (email 1, email 2, etc.) after the bid reference number and the Bidder’s name in the subject line of each email.

14.5. It shall be the Bidder’s responsibility to ensure that bids sent by e-mail are received by the deadline. All Bidders shall receive an auto-reply acknowledging the receipt of their email. Bidders shall not receive responses to questions sent to *ukraine.office @unfpa.org* since it is a secure mailbox.

14.6. In order to avoid last minute internet congestion it is recommended to send your bid as early as possible before the deadline.

**15 Bid Submission Deadline/Late Bids**

15.1. Bids must be delivered to the office on or before the date and time specified in the introductory letter of this solicitation document. If any doubt exists as to the time zone in which the bid should be submitted please refer to [www.timeanddate.com/worldclock,](http://www.timeanddate.com/worldclock) or contact the bid focal point.

15.2. UNFPA may, under special and exceptional circumstances, extend the bid submission deadline and such changes shall be notified on <http://www.ungm.org/>, <http://ukraine.unfpa.org/>, <http://procurement-notices.undp.org/> before the expiration of the original period.

15.3. Any bid received by UNFPA after the bid submission deadline shall be rejected and returned unopened to the Bidder. UNFPA shall not be legally responsible for bids that arrived late due to the Bidder’s problems with transmission of bid submissions via email and/or with the courier company.

## Storage of Bids

 16.1. Bids received prior to the deadline of submission and the time of opening shall be securely kept unopened until the specified bid opening date stated in the UNFPA’s solicitation document. No responsibility shall be attached to UNFPA for prematurely opening an improperly addressed and/or identified bid.

## Bid Opening

17.1. UNFPA shall conduct the bid opening in public at the following address, date and time.

Street Address: *42-44 Shovkovychna str.*

Floor/ Room number: 6th floor,*UNFPA in Ukraine*

City: *Kyiv*

Country: *Ukraine*

Date: *25 February 2019*

Time: *10:00, Kyiv time*, (reference: www.timeanddate.com/worldclock).

17.2. Bids received electronically by the required deadline will be printed and a copy of the bids will be put in a sealed envelope that will be opened at the time and date specified in the bid document. Only the last received bid will be opened if multiple bids are sent by a same Bidder.

17.3. The bids shall be opened publicly at the time and place specified in the ITB and an immediate record made thereof.

17.4. Only those who have submitted bids or their authorized agent or representative may attend the bid opening.

17.5. The report shall be available for viewing by Bidders for a period of thirty days from the date of the opening. No information that is not included in the bid opening report can be given to Bidders.

17.6. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder.

# Evaluation and Comparison of Bids

## Confidentiality

18.1. Information relating to the examination, evaluation, comparison, and post-qualification of bids, and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially concerned with such process until the contract award is published.

18.2. Any effort by a Bidder to influence UNFPA in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its bid. in the rejection of its bid.

## Clarification of Bids

19.1. To assist in the examination, evaluation and comparison of bids, UNFPA may ask bidders for clarification of their bids. The request for clarification and the response shall be in writing by UNFPA and no change in price or substance of the bid shall be sought, offered or permitted.

**20. Responsiveness of bids**

20.1. UNFPA’s determination of a bid’s responsiveness is to be based on the contents of the bid itself.

20.2. A substantially responsive bid is one that conforms to all the terms, conditions, and specifications of the bidding documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

1. affects in any substantial way the scope, quality, or performance of the goods and related services specified in the contract; or
2. limits in any substantial way, inconsistent with the bidding documents, UNFPA’s rights or the Bidder’s obligations under the contract; or
3. if rectified would unfairly affect the competitive position of other Bidders presenting substantially responsive bids.

**21. Nonconformities, Errors, and Omissions**

21.1. Provided that a bid is substantially responsive:

1. UNFPA may waive any non-conformities or omissions in the bid that do not constitute a material deviation.
2. UNFPA may request that the Bidder submit the necessary information or documentation within a reasonable period of time to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the bid. Failure of the Bidder to comply with the request may result in the rejection of its bid.
3. UNFPA shall correct arithmetical errors on the following basis:
	* If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNFPA there is an obvious misplacement of the decimal point in the unit price. In that case the line item total as quoted shall govern and the unit price shall be corrected;
	* if there is a discrepancy between words and figures, the amount in words shall prevail;

 • if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected;

**22. Preliminary examination of Bids**

22.1. UNFPA shall examine the bids to determine whether they are complete, that all documents and technical documentation requested as per Instructions to Bidders Clause 7 have been provided and to determine the completeness of each document submitted. UNFPA will also examine whether any computational errors have been made, whether the documents are properly signed, and whether the bids are generally in order.

**23. Examination of Terms and Conditions and Technical Evaluation**

23.1. UNFPA shall examine the bid to confirm that it does not contain any material deviations, reservation, or omission related to the conditions and requirements specified in the Section II Technical Specifications and Schedule of Requirements, Section III UNFPA General Conditions of Contract and Section IV UNFPA Special Conditions for Contracts.

23.2. If after the examination of the terms and conditions and the technical evaluation UNFPA determines that the bid is not substantially responsive in accordance with Instructions to Bidders Clause 21, the bid shall be rejected.

**24. Conversion to Single Currency**

24.1*.* To facilitate evaluation and comparison, UNFPA will convert all bid prices expressed in the amounts in various currencies in which the bid prices are payable to US dollars at the official UN exchange rate on the last day for submission of bids.

**25. Evaluation of Bids**

25.1. UNFPA shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive.

**26. Comparison of Price Bids**

26.1. UNFPA shall compare all substantially responsive bids to determine the lowest priced substantially responsive bid.

26.2. Bid comparison will be made on the total cost, delivered to final destination. UNFPA reserves the right to compare freight prices of Bidders with rates of reputable freight forwarders and to consider such rates for the purpose of bid evaluation. In the event that Bidder’s freight prices are found to be less competitive than the rates offered by freight forwarders, UNFPA may issue a contract on FCA basis to the Vendor instead of DAP, and issue a separate contract for freight to a freight forwarder if deemed in the best financial interest of UNFPA.

**27. Post-qualification of the Bidder**

27.1. UNFPA shall determine to its satisfaction whether the Bidder with the lowest priced, substantially responsive bid is qualified to perform the contract satisfactorily.

27.2. The determination shall be based upon an examination of the documentary evidence of the Bidder’s qualifications submitted in the bid.

27.3. To evaluate a Bid, UNFPA shall consider the following:

* Copy of last year audited company Balance and Financial Statements

* Financial Capability:
	1. Liquidity ratio: Current ratio (CurrentAssets/ Currentliabilities) > 1.
* Experience and Technical Capacity:
	1. Details of experience and past performance of the Bidder on equipments offered and on those of similar nature within the past five years
	2. The Bidder shall disclose instances of previous past performance that may have resulted in adverse actions taken against the Bidder and the manufacturers whose products are being offered by the Bidder, in the last five years. Such adverse actions may be treated as unsatisfactory performance history while deciding the award of contract. If no instance of previous past performance has resulted into adverse actions, this must be clearly indicated in the Bidder’s bid.

For non manufacturer Bidders:

1. Legally enforceable authorization from the manufacturer assuring full guarantee and warranty obligations as per the tender conditions for the goods offered; and
2. The Bidder, as authorized by the manufacturers, has supplied and provided after sales service for similar goods to the extent of at least 20 percent of the quantities indicated in the tender requirements in any one of the last three years, and the goods must be in satisfactory operation.

* 1. Notwithstanding anything stated above, UNFPA reserves the right to assess the Bidder’s capabilities and capacity to execute the contract satisfactorily before deciding on award.

* 1. Even though the Bidders may meet the above qualifying criteria, they can be subject to disqualification if they have made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements, and/or record of poor performance such as, not properly completing contracts, inordinate delays in completion, litigation history, financial failures, etc.

**28. UNFPA’s Right to Accept Any Bid and to Reject Any or All Bids**

28.1. A bid that is rejected by UNFPA may not be made responsive by the Bidder by correction of the non-conformity. A responsive bid is defined as one which conforms to all the terms and conditions of the UNFPA’s bid solicitation documents without material deviations. UNFPA shall determine the responsiveness of each bid against the UNFPA solicitation documents.

28.2. UNFPA reserves the right to reject any bid if a Bidder has previously failed to perform properly or complete on time in accordance with contracts or the Bidder who in UNFPA’s perspective is not in a position to perform the contract.

28.3. The Bidders waive all rights to appeal against the decision made by UNFPA.

**29. UNFPA’s Right to Annul a Bidding Process**

29.1. UNFPA reserves the right to annul the bidding process and reject all bids at any time prior to award of purchase order, without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information on the grounds for UNFPA’s action.

**F. Award of Contract**

**30. Award Criteria**

30.1. In the event of a contract award, UNFPA shall award the *Contract* to the lowest priced Bidder(s) whose bid has been determined to be substantially responsive with the bidding documents.

30.2. If required, the Bidder shall permit UNFPA representatives access to their facilities at any reasonable time to inspect the premises that shall be used for the production, testing and packaging of the products. The Bidder shall also provide reasonable assistance to the representatives for such inspection, including copies of any test results or quality control reports as may be necessary. UNFPA may inspect the manufacturing facilities of the lowest evaluated responsive Bidder to assess his capability to successfully perform the contract as per the terms and conditions specified in the ITB.

30.3. UNFPA reserves the right to make multiple arrangements for any item(s) where, in the opinion of UNFPA, the lowest Bidder cannot fully meet the delivery requirements or if it is deemed to be in UNFPA’s best interest to do so. Any arrangement under this condition shall be made on the basis of the lowest, second lowest, third lowest, etc., bid which meets the requirements.

**31. Right to Vary Requirements at Time of Award**

31.2. UNFPA reserves the right at the time of award of contract to increase or decrease by up to 20% the quantity of goods specified in this bid without any change in unit price or other terms and conditions.

**32. Signing of the contract**

32.1. Prior to the expiration of the period of bid validity, UNFPA shall send the successful Bidder the Contract which constitute the notification of award. The successful Bidder shall sign, date the Contract and return it to UNFPA within 5 days of receipt of the Contract. After receipt of the contract, the successful Bidder shall deliver the commodities in accordance with the quantity, quality and delivery schedule outlined in its bid in conjunction with UNFPA terms and conditions

**33. Publication of Contract Award**

33.1. UNFPA shall publish the contract award on United Nations Global Marketplace [http://www.ungm.org,](http://www.ungm.org/) with the information of the awarded Bidder company name, contract amount or LTA and the date of the contract.

33.2 Suppliers perceiving that they have been unjustly treated in connection with the solicitation or award of a contract may lodge a complaint directly with the UNFPA Head of Office at *ukraine.office@unfpa.org.* The UNFPA Head of Office will then make an assessment of the complaint and provide a reply to the supplier within a week. If the supplier is not satisfied with the reply provided by the UNFPA Head of Office, the supplier may escalate the complaint to the Chief, Procurement Services Branch at procurement@unfpa.org, who will reply to the supplier within a week and advise the Supplier on further recourse if required.

# SECTION II: Technical Specifications and Schedule of Requirements

1. **Technical Specifications**

|  |
| --- |
| 1. **Body camera / LOT 1**
 |
| Manufacturer | Internationally recognized brand name manufacturer  |
| Video quality | Full HD (1920x1080/50p)  |
| Infrared illumination for night shots | Yes |
| Protection against removing with content | Yes |
| Protection against unauthorized removal, viewing, copying and editing of footage | Yes |
| Battery capacity | Battery life is at least 12 hours |
|  | Overlay on video of camera serial number, date and time in the current time zone |
| Enable / Disable Recording | One button |
| Recording indicator | Yes |
| Fastening | Fasteners to uniforms in the chest area |
| 1. **Body camera docking station / LOT 2**
 |
| Manufacturer | Internationally recognized brand name manufacturer  |
| Number of slots | The number of slots should allow for charging and loading 4 cameras in 8 hours. |
| Loading data from cameras | Automatically download data from cameras via software |
| The video processing software must meet the following requirements: | - centralized storage and processing of video footage from all cameras- fixing of all actions carried out with video materials by police officers (viewing, editing, copying, deleting)- differentiation of role-based access rights |
| 1. **Car dashboard camera / LOT 3**
 |
| Manufacturer | Internationally recognized brand name manufacturer present at the international market for minimum 3 years |
| Number of cameras | 2 cameras for outdoor and inside the car police footage (1 - 1080r, 2 - 720r) 25/30 fps |
| Activate the record | * - Automatically when turned on
* - By impact sensor / acceleration / braking (G sensor)
* - At the beginning of the movement
 |
| Enable / Disable Recording  | One button |
| Information overlay | Overlay on GPS coordinate video, camera serial number, date and time in the current time zone |
| Availability of a wireless communication module | Yes Wi-Fi 802.11 or more |
| Sound record | Yes |
| GPS availability | Yes |
| Volume of internal memory | 300 GB |
| Video control and search options | Yes, by date, GPS coordinates, serial number of the camera |
| Protection against unauthorized removal, viewing, copying and editing of footage | Yes |
| 1. **Video camera / LOT 4**
 |
| Media type | Flash memory |
| Colour | Black |
| Object lens | ZEISS Vario-Tessar |
| Image stabilization | Optical SteadyShot |
| Zoom | Optical - not less than 30, digital - not less than 350 |
| Autofocus | Mandatory item |
| Night footage | Mandatory item |
| White balance | Automatically |
| LCD monitor | Mandatory item |
| Focusing on the face | Mandatory item |
| Image stabilization | Mandatory item |
| Video format | MP4: MPEG-4, AVC/H.264, MPEG4-AVC/H264 |
| Distribution ability | AVCHD: 1920x1080/50p (PS), 50i (FX,FH), 1440x1080/50i (HQ,LP)MP4: 1280x720 25pXAVC S HD: 1920x1080/50p, 25p |
| Photographing during video recording | Mandatory item |
| Photo Size (Video Mode) | L: 9.2 Мп 16:9 (4032 x 2272)S: 2.1 Мп 16:9 (1920x1080) |
| Photo Size (Still Image Mode) | L: 9.2 Мп 16:9 (4032 x 2272), 6.9 Мп 4:3 (3024 x 2272)S: 2.1 Мп 16:9 (1920x1080), 0.3 Мп 4:3 (640x480) |
| Audio recording | Built-in zoom microphone |
| Connecting device | Composite video output, HDMI |
| SD card | Memory Stick MicroMicroSDHCMicroSDXC |
| Power supply | Battery pack |
| Warranty | Not less than 24 months |
| 1. **Laptop / LOT 5**
 |
| Number of cores / processor threads | Not less than 4/4; |
| Maximum processor frequency | Not less than 3,5 ГГц; |
| L3 cache | Not less than 6 мб. |
| Number of drives | Not less than 1 |
| Drive type | SSD |
| Volume of the drive | Not less than 120 Гб |
| RAM | Not less than 8 Гб  |
| Type of RAM | Not less than DDR4 |
| Type of video card | інтегрований або дискретний |
| Diagonal display | Not less than 13.3” |
| Maximum resolution | Not less than 1920х1080 |
| Type of matrix | At least IPS  |
| Aspect ratio | 16:9 |
| 1. **Tablet / LOT 6**
 |
| Diagonal screen | Not less than 7’’ |
| Screen type | At least IPS |
| Resolution | Not less than 1024 х 600 (HD) |
| Contrast | Not less than 800:1 |
| Number of processor cores | Not less than 4 |
| The frequency of each core | Not less than 1,3 GHz |
| Cache memory | Not less than 512 KB L2 |
| RAM | Not less than 2 GB |
| Volume of built-in memory | Not less than 16 GB |
| Memory card support | Micro SD not less than ніж 128 GB |
| Availability of the module 3G | Yes |
| Availability of the module GPS | Yes |
| Availability of the module Bluetooth | Yes |
| Availability of the module Wi-Fi | Yes |
| Camera  | The front and rear tires are at least 1.9 Mp |
| Photographing (front and rear) | At least 1,9 Mp (1600 х 1200) |
| Video footage (front and rear) | At least 720 p 30fps |
| Battery capacity | Not less than 4000 mAh |
| Google services support | Yes |
| Compatibility (integration) with existing software | Compatibility of the proposed equipment with the specialized software of the logistic information system - mobile "LIS-M" |
| Availability of equipment certification | The tablet and the installed Wi-Fi, Bluetooth, 3G modules must be certified by an authorized authority in Ukraine. Submit a declaration of conformity and a design study certificate. |
| Level of service support | Service must be performed by the manufacturer or authorized service center |
| Warranty | At least 24 months |
| 1. **Thermal printer / LOT 7**
 |
| Type of printer | For printing labels and checks |
| Class | mobile |
| Printing method | thermal printing |
| Resolution | not less than 200 dpi |
| Print speed | not less than 70 mm / sec |
| Print width, mm | 48 |
| Media type | check thermopaper |
| Technical characteristics of media types | Width of paper: 58 мм |
| Thickness of the paper: 0.056 ~ 0.1 mm | Roll diameter: 40 мм |
| Sensors | Sensor end of paper |
| Interfaces | USB, RS-232, Bluetooth |
| RAM | 16 МБ FlashROM |
| Coding:46 | 1D-bar codes |
| UPC-A, UPC-E, EAN8, EAN13, CODE39, ITF, CODEBAR, CODE128, CODE93 | 2D- bar codes |
| QR code | Print graphics |
| Support bitmapped printing with different density and custom bitmap printing | Max The size of raster graphics is 40 KB, the total size is 120 KB |
| Input 100 В - 240 В | Output 12 В / 0,5 А |
| Battery | Battery 1500 mAh / 7.4V Lition battery |
| Working conditions | -5 ° C ~ 50 ° C, 25% ~ 80% О.В. |
| Drop protection | Maintains a drop from a height of 1.2 m |
| Supported OS | Windows XP / Vista / Win7 / Win8 / Win10 / POSReady / Linux / OPOS |
| Dimensions | 102.5 (L) x 75 (W) x 45 (H) mm |
| Mass | 279 g (without consumables) |
| Compatibility with software | Compatibility with software LIS-M |
| Warranty | 12 months |
| 1. **Car first aid kit / LOT 8**
 |
| Bag | Red colour, cordura material (1 pcs.) |
| Hemostyptic | A type turnstile with a double-sided soft buckle (3 pcs.) |
| Hemostatic bandage | Z folded, corrugated, impregnated with kaolin (2 pcs.) |
| Compression bandage | Width of 15 cm, on the basis of elastic bandage with one adhesive pad and a compression element (2 pcs.) |
| Roller bandage | Non-sterile, 7x14 cm in size (4 psc.) |
| Disposable gloves | Nitrile, size M, L (4 pairs) |
| Atraumatic scissors | Size 7x4 cm with plastic brooms, with a metallic curved tip by the Lister type (1 pcs.) |
| Patch valve | Full-length valve with flat filter and ear muffs (2 pcs.) |
| Set of injury cards case | Card methodology for traffic rules (5 pcs.) |
| Skin blister | In coil, paper based (1 pcs.) |
| Marker | Blue colour, width 1.0 (1 pcs.) |
| Thermal blanket | Heat-preserving on a foil basis (2 pcs.) |
| 1. **Car fire extinguisher / LOT 9**
 |
| Type | Powdery |
| Assembling set | Product, passport, warranty card |
| Warranty | 12 months |
| Activation method | Manual |
| Throwing range | Not less than 3 м |
| Operating temperature range | From -20°C till +50°C |
| Function  | Car portable |
| Class | А, В, С, Е |
| Service life | 10 years |

 **Schedule of Requirements**

The Bidder shall also furnish a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods during 2 years following commencement of the use of the goods by UNFPA.

|  |  |  |
| --- | --- | --- |
|  **1.**  | **List of Goods and Delivery Schedule**  |  |
| **Line Item**  | **Description of Goods**  | **Quantity**  | **Unit of measure**  | **Delivery Schedule**  |
| 1  | Body camera | 168  | pc.  | 25 March, 2019 |
| 2  | Body camera docking station | 42  | pc.  | 25 March, 2019 |
| 3 | Car dashboard camera | 42  | pc.  | 25 March, 2019 |
| 4 | Video camera | 42  | pc.  | 25 March, 2019 |
| 5 |  Laptop | 42  | pc.  | 25 March, 2019 |
| 6 |  Tablet | 42  | pc.  | 25 March, 2019 |
| 7 | Thermal printer | 42  | pc.  | 25 March, 2019 |
| 8 | Car first aid kit | 42  | pc.  | 25 March, 2019 |
| 9 | Car fire extinguishers | 42  | pc.  | 25 March, 2019 |

|  |
| --- |
| 1. Consignee Address and Consignee-wise Quantity Distribution
 |
| **Line Item** | **Consignee Address** | **Contact person**  | **Quantity** | **Unit of measure** |
| 1-9 | United Nation Population Fund42-44 Shovkovychna street, 01004 Kyiv, UkraineTel:+380672307131 | Olena Hliebovae-mail: hliebova@unfpa.orgtel. mobile +380672307131 | 504 | unit |

# SECTION III: UNFPA General Terms and Conditions

 The General Terms and Conditions can be found at: http://www.unfpa.org/resources/unfpa-general-conditions-contract

# SECTION IV: UNFPA Special Conditions for Contracts

|  |  |
| --- | --- |
| **WARRANTY**  | Details on Warranty Services required are included in Section II: Technical Specifications and Schedule of Requirements. |
| **GOODS AND SERVICES DEFINED** | Goods are hereinafter deemed to include, without limitation, equipment, spare parts, commodities, raw materials, components, customized and standard software as required, intermediate products and products which the Supplier is required to supply under the Contract. |
| **AFTER SALES SERVICES** | After Sales Services will include particularly maintenance services within warranty requirements as indicated above |
| **TRANSPORTATION AND FREIGHT**  | Responsibility for transportation of the Goods shall be as specified in the INCOTERMS. For sea shipments:All non-containerized Goods must be shipped below deckPartial shipment is allowed (shipment /price details should be thoroughly presented). Transshipment isallowed (shipment /price details should be thoroughly presented). |
| **SHIPPING AND PAYMENT INSTRUCTIONS**  |  Access the following link for shipping and payment instructions: [Shipping Instructions](https://portal.myunfpa.org/c/document_library/get_file?uuid=18806519-5527-442f-94be-d6f02ab10fe2&groupId=92617) |
| **LIQUATED DAMAGES** | In the event of a Contract being issued and in case the Vendor fails to deliver all the goods by the date or dates of delivery specified in the Contract, UNFPA reserves the rights to claim liquidated damages from the Vendor and deduct 1% of the total value of the goods pursuant to the Contract per additional week of delay, up to a maximum of 3% of the value of the Contract. The payment or deduction of such liquidated damages shall not relieve the Vendor from any of its other obligations or liabilities pursuant to any current Contract. |

# SECTION V: Bidding Forms

The following checklist is provided as a courtesy to Bidders. Please use this checklist while preparing the bid to ensure that your bid contains all required information. This checklist is for the Bidder’s internal reference and does not need to be submitted with the bid.

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTIVITY** | **LOCATION** | **YES / NO/** **NOT APPLICABLE** | **REMARKS** |
| Have you noted the bid closing deadline? | Cover letter,  |  |  |
| Have you read and understood all of the Instructions to Bidders in Section I of the bidding documents? | Section I |  |  |
| Have you reviewed and agreed to the UNFPA General Conditions of Contract? | Section III |  |  |
| Have you reviewed and agreed to the UNFPA Special Conditions for Contracts? | Section IV |  |  |
| Have you completed the Bid Confirmation Form? | Section V, 1 |  |  |
| Have you completed the Bid Submission Form? | Section V, 2 |  |  |
| Have you completed the Bidder’s Identification Form? | Section V, 3 |  |  |
| Have you completed the Product Item Overview Form? | Section V, 4 |  |  |
| Have you completed and signed the Price Schedule Form? | Section V, 5 |  |  |
| Have you provided evidence that your firm is established as a company and legally incorporated in the country where it resides? | Section I, Sub-Clause 7.2, a |  |  |
| Have you provided written confirmation that your company is neither suspended by the United Nations system nor debarred by the World Bank Group? | Section I, Sub-Clause 2.2  |  |  |
| Have you prepared documentary evidence that the goods conform to the technical specifications and standards specified in Section II Technical Specifications and Schedule of Requirements? | Section I, Sub-Clause 7.3, a. |  |  |
| Have you prepared the manufacturer’s technical product specifications or data sheets? | Section I, Sub-Clause 7.3, d. |  |  |
| Have you provided any copies of current certificates such as certificate of conformity as stated in the Technical Specifications and Schedule of Requirements, in Section II?  | Section I, Sub-Clause 7.3, e. |  |  |
| Have you furnished a list of full particulars, regarding the available sources and current prices of space parts, special tools, etc., necessary for the proper and continuing functions of the goods within the Product Item Overview Form, Section V, 5? | Section I, Sub-Clause7.3, f. |  |  |
| Have you sealed and marked the bids according to Instructions to Bidders Clause 13 (hard copy bids) or Clause 14 (electronic bids)? | Section I, Sub-Clause 13 & 14 |  |  |
| If submitted electronically, is the file size of the bid less than 10MB? (If the file size is above 10MB, refer to Instructions to Bidders Sub-Clause 14.4)  | Section I, Sub-Clause 14.4 |  |  |
| Have you prepared a copy of the previous year’s audited company Balance and Financial Statements? | Section I, Sub-Clause 27.3 |  |  |
| For non-manufacturer Bidders: Have you provided a legally enforceable authorization from the manufacturer, assuring full guarantee and warranty obligations as per the tender conditions for the goods offered? | Section I, Sub-Clause 27.3, a.  |  |  |

1. Bid Confirmation Form

*(Complete this page and return it prior to bid opening)*

|  |  |  |
| --- | --- | --- |
|  |  | Date:  |
| To: | UNFPA, UkraineOlena Hliebova | email: hliebova@unfpa.org |
| From:  | [Company name]  |   |
|  |   | [Contact person]  |
|  |   | [Telephone]  |
| Subject: | ITB No.: UNFPA/UKR/ITB/19/01 |

YES, we intend to submit a bid.

NO, we are unable to submit a bid in response to the above mentioned Invitation to Bid due to the following reason(s):

( ) The requested products and services are not within our range of supply

( ) We are unable to submit a competitive bid for the requested products at the moment

( ) The requested products are not available at the moment

( ) We cannot meet the requested specifications

( ) We cannot offer the requested type of packing

( ) We can only offer FCA prices

( ) The information provided for quotation purposes is insufficient

( ) Your ITB is too complicated

( ) Insufficient time is allowed to prepare a quotation

( ) We cannot meet the delivery requirements

( ) We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc)

( ) We do not export

( ) Our production capacity is currently full

( ) We are closed during the holiday season

( ) We had to give priority to other clients’ requests

( ) We do not sell directly, but through distributors

( ) We have no after-sales service available in the recipient country

( ) The person handling bid is away from the office

( ) Other (please specify)

Please confirm one of the following two options:

( ) We would like to receive future ITBs for this type of goods

( ) We don’t want to receive ITBs for this type of goods

If UNFPA has questions to the bidder concerning this NO BID, UNFPA should contact Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, phone/email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who will be able to assist.

**2. Bid Submission Form**

*[The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

**Date:** *[insert date (as day, month and year) of Bid Submission]*

**ITB No.:**UNFPA/UKR/ITB/19/01

To: UNFPA Ukraine CO

Dear Sir / Madam,

We the Undersigned have examined and have no reservations to the Bidding Documents No. UNFPA/UKR/ITB/19/01 and amendments we hereby offer to supply, in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements, the following goods and related services \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ which are subject to UNFPA General Conditions of Contract and other terms and conditions specified in the document.

We agree to abide by this bid for a period of 60 days from the date fixed for opening of bids in the Invitation to Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We have no conflict of interest in accordance with Instructions to Bidders Sub-Clause 2.1;

Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—have not been declared ineligible by UNFPA, in accordance with Instructions to Bidders Sub-Clause 2.2;

We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Dated on .............day of ......................................[*year*].

|  |  |
| --- | --- |
|  Signature:  |  ………………………………………………………………  |

[*insert signature of person whose name and capacity are shown]*

|  |  |
| --- | --- |
|  In the capacity of:  |  ……………………………………………………………… *[insert legal capacity of person signing the Bid Submission Form]*  |
|  Name:  |  ……………………………………………………………… *[insert complete name of person signing the Bid Submission Form]*  |
|  Company:  |  ……………………………………………………………… *[insert name of company]*  |

# 3. Bidders Identification Form

Bid No. UNFPA/UKR/ITB/19/01

1. **Organization**

|  |  |
| --- | --- |
| Company/Institution Name |  |
| Address, City, Country |  |
| Telephone/FAX |  |
| Website |  |
| Date of establishment |  |
| **Legal Representative**: Name/Surname/Position |  |
| **Legal structure**: natural person/Co.Ltd, NGO/institution/other (please specify) |  |
| **Organizational Type**: Manufacturer, Wholesaler, Trader, Service provider, etc. |  |
| Areas of expertise of the organization |  |
| Current Licenses, if any, and permits (with dates, numbers and expiration dates) |  |
| Years supplying to UN organizations  |  |
| Years supplying to UNFPA |  |
| Production Capacity |  |
| Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the bid) |  |
| Commercial Representatives in the country: Name/Address/Phone (for international companies only) |  |

1. **Quality Assurance Certification**

|  |  |
| --- | --- |
| International Quality Management System (QMS) |  |
| List of other ISO certificates or equivalent certificates |  |

1. **Expertise of Staff**

|  |  |
| --- | --- |
| Total number of staff |  |
| Number of staff involved in similar supply contracts |  |

1. **Client Reference List**

 Please provide references of main client details.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of company | Contact person | Telephone | E-mail |
| 1.  |  |  |  |
| 2.  |  |  |  |
| 3. |  |  |  |

1. **Contact details of persons that UNFPA may contact for requests for clarification during bid evaluation**

|  |  |
| --- | --- |
| Name/Surname |  |
| Telephone Number (direct) |  |
| Email address (direct) |  |

P.S.: This person must be available during the next two weeks following receipt of bid

# 4. Product Item Overview Form

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No.** | **Description and minimum /mandatory specifications** | **Description of items offered and Bidder’s statements on deviations**(To be completed by the bidder) | **Compliant? (Y/N)**(To be completed by UNFPA during evaluation) |
| **1** | Body cameras (as per technical specification) |  |  |
| **2** | Body camera docking stations (as per technical specification) |  |  |
| **3** | Car dashboard camera (as per technical specification) |  |  |
| **4** | Video cameras (as per technical specification) |  |  |
| **5** |  Laptops (as per technical specification) |  |  |
| **6** |  Tablets (as per technical specification) |  |  |
| **7** |  Thermal printers (as per technical specification) |  |  |
| **8** |  Car first aid kits (as per technical specification) |  |  |
| **9** |  Car fire extinguishers (as per technical specification) |  |  |

#  5. Price Schedule Form

 *[The bidder shall fill in these Price Schedule Forms in accordance with the instructions indicated. The list of line items in column 1 of the* ***Price Schedules*** *shall coincide with the list of goods and related services specified by UNFPA in the Schedule of Requirements.]*

|  |
| --- |
| **BIDDER’S TOTAL PRICES (Price & Currency to be entered by bidder):** |
| TOTAL FIRM FCA PRICE |  |
| TOTAL FIRM DAP PRICE  |  |
| TOTAL PRICE FOR SERVICES *(if applicable)* |  |
| FREIGHT COST PER 20/40 FT CONTAINER *(if applicable)* |  |

|  |
| --- |
| **BIDDER’S PRICES FOR GOODS (Price & Currency to be entered by bidder):** |
| ITEM/LOT | DESCRIPTION OF THE GOODS | QTY(a) | CURRENCY:  |
| UNIT PRICE FCA(b) | UNIT PRICEDAP (c) | TOTAL PRICE FCA(a)x(b) | TOTAL PRICE DAP(a)x(c) |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |
| 9. |  |  |  |  |  |  |

|  |
| --- |
| **BIDDER’S PRICES FOR SERVICES (Price & Currency to be entered by bidder):** |
| ITEM/LOT | DESCRIPTION OF THE SERVICES | COUNTRY OF ORIGIN | QUANTITY AND PHYSICAL UNIT (a) | UNIT PRICE(b) | TOTAL PRICE PER SERVICE(a)x(b) |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
|  |  |  |  |  |  |

|  |
| --- |
| **BIDDER’S DELIVERY DATA** |
| Country of origin of offered products: | Item 1 |  |
|  | Item 2 |  |
|  | Item 3 |  |
| FCA point(s) of delivery for offered products: | Item 1 |  |
|  | Item 2 |  |
|  | Item 3 |  |
| Delivery time (FCA from date of order): | Item 1 |  |
|  | Item 2 |  |
|  | Item 3 |  |
| Shipment dimensions of offered products (including package): |  | Gross weight | Total volume | *Containers (if applicable):* |
|  | *Number* | *Size* |
|  | Item 1 |  |  |  |  |
|  | Item 2 |  |  |  |  |
|  | Item 3 |  |  |  |  |
|  | Total |  |  |  |  |

|  |
| --- |
| **BIDDER'S SIGNATURE AND CONFIRMATION OF THE ITB** |
| PROVIDED THAT A PURCHASE ORDER IS ISSUED BY UNFPA **WITHIN THE REQUIRED BID VALIDITY PERIOD**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH PURCHASE ORDER, TO FURNISH ANY OR ALL ITEMS AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE. |
| *Exact name and address of company*COMPANY NAME ADDRESS  PHONE NO. FAX NO. EMAIL ADDRESS OF CONTACT PERSON OTHER EMAIL ADDRESSES  |  **AUTHORIZED SIGNATURE** **DATE** NAME OF AUTHORIZED SIGNATORY (TYPE OR PRINT) FUNCTIONAL TITLE OF SIGNATORY**WEB SITE**  |