**ANNEX 3**

# QUOTATION SUBMISSION FORMS

**STATEMENT OF CONFIRMATION**

***[The supplier shall fill in this form with no alterations or substitutions to its format and content]***

To: *UN Women,*

*131, 31 August 1989,* Date: *[insert date of Quotation Submission]*

*Chisinau, Moldova*

We, the undersigned, declare that:

1. We (representatives of this company, inclusive of any associated legal representatives) have examined the minimum requirements, terms and clauses and have no reservations to the RFQ including all annexes*;*
2. We agree to abide by this RFQ and in accordance with the UN Women General Conditions of Contract (Annex 4) and will not request any changes to the existing terms, conditions and clauses;
3. We offer to **design and installation** in conformity with the **RFQ17/01623**, the following **security system for UN Women Moldova**, and undertake, if our offer is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated;
4. We offer to supply for the sum as may be ascertained in accordance with the Quotation submitted and with the instructions under the Quotation Instruction Sheet;
5. Our offer shall be valid for a period of **60 days** from the date fixed for opening the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
6. We understand that UN Women is not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

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| --- | --- |
| **SIGNATURE AND CONFIRMATION OF THE RFQ** | |
| PROVIDED THAT A PURCHASE ORDER IS ISSUED BY UN WOMEN **WITHIN THE QUOTATION VALIDITY PERIOD** **STATED ABOVE**, 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. THE UNDERSIGNED HEREBY SIGNS IN CONFIRMATION THAT THEY HAVE REVIEWED THE RFQ AND AGREE TO UN WOMEN CONTRACT MODEL AND THE GENERAL CONDITIONS OF CONTRACT. | |
| *Exact name and address of company*  COMPANY NAME:  ADDRESS:    PHONE NO.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-MAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | AUTHORIZED SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  NAME: (TYPE OR PRINT) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  FUNCTIONAL TITLE OF AUTHORIZED SIGNATORY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-MAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **This quotation submission form MUST be duly completed and returned with the QUOTATION, along with confirmation that the products are in accordance with specifications and requirements of UN Women. The quotation “MUST” be submitted in the vendor’s business letterhead stationery. Failure to do so may result in disqualification of your QUOTATION.** | |

**Quotation Format**

**TABLE 1: Offer to design, install and mentain security system for UN Women Moldova Compliant with Technical Specifications and Requirements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **UNIT PRICES (Indicate the Price & Currency of Quotation):** | | | | | |
| ITEM | DESCRIPTION | UNIT OF MEASURE | QTY. | CURRENCY, **MDL:** | |
| UNIT PRICE,  (including shipping installation) | TOTAL PRICE,  (including shipping installation) |
| 1 | **Design and setup of the security system** | pcs | 1 |  |  |
| 2 | **Installation of Intrusion Detection System**  The purpose of the Intrusion Detection System (IDS) is to identify intrusion into the office space while in “armed” mode. System must be able to detect intrusion throughout the whole office space irrespective where and when intrusion occurs. For this requirement to be fulfilled, Vendor will determine type, number and location of sensors.  System will be armed through programmable keyboard placed near the main entrance.  IDS will provide option for up to 30 different users and will log all actions and occurrences for the period of 12 months.  IDS will operate under two (2) regimes;   1. Armed, system is fully armed and will allow 30 seconds delay for users to enter a pass-code. It will trigger audible alarm, minimum loudness of 120db and visual alarm in form of strobe light, if one of the following conditions are meet;  * No valid authorization code is entered at entry are within 30 seconds or wrong code is entered 3 times, whichever condition is meet first. * Instantly if intrusion is detected in any other area except the main entrance where system panel will be located. * Transmit notification system to the main reception where building security is located.  1. Stand-by;   Ready to be armed; | pcs | 1 |  |  |
| 3 | **Installation Video Door Bell Intercom**  Video Door Bell Intercom will be installed at two entrance points. Primary purpose of Video Door Bell Intercom is to notify office staff of visitors by discrete and adjustable door ring and to display remotely at two separate monitors live video stream from the entrance door once door bell is pressed. Secondary purpose of Video Door Bell system is to record video captured by intercom cameras 30 seconds prior and after there is change in picture. Recording will be made on hard drive of a DVR or PC (which ever option is less expensive) for the period of minimum 90 days. Recording can be made in video compressions standard H.264/AVC/MPEG-4 Part 10 format, variable data rate 1.5 Mbit/s - 3.5 Mbit/s with min of 24fps in full HD 1080 format. Other video compression standards may be accepted if the compression does not create a higher data loss than H.264/AVC/MPEG-4 format.  Cameras can be either physically integrated or separated from door bell, speaker and microphone.  Technical Requirements;   1. Preferably Wi-Fi system to minimize cabling; 2. Wide angle 1080 camera;   Microphone and speaker at external Door Bell to enable two-way communication. | pcs | 2 |  |  |
| 4 | **Installation of Access Control System**  There are two main access doors made from glass that lead to the main office space. Programable electronic access control system must be installed at both glass doors with readers placed inside and outside main entrance doors. Readers will be RFI cards compatible and integrated with programable controller.  Lock will be “fail-safe”.  System will not be anti-pass-back.  Access Control System will log each entrance and exist recording time, date and card used and be able to keep this information for the minimum period of 12 months.  Emergency button will be installed close to the exit area and will deactivate both electric locks once activated. Locks will remain in deactivated mode until system is reset. Emergency button must be well marked and illuminated. | pcs | 2 |  |  |
| 5 | **Provision of RFI Access cards**  Vendor is responsible to provide 50 RFI cards which will be labeled with UN Women logo and numbered with unique serial number**.** | pcs | 50 |  |  |
| 6 | **Training of the personnel on the management and the use of the system.** | Session | 1 |  |  |
| 7 | **Maintenance of the security system**  Annual testing and preventative maintence that includes;   1. Testing of all system components to ensure functional perofmance; 2. Update of all software components incldiung firmwire for hardware   (Fee per annum) |  |  |  |  |
| 9 | **Accessories (cables, connectors, etc.)** | pcs |  |  |  |

|  |  |
| --- | --- |
| **TOTAL PRICES (Indicate the Price & Currency of Quotation)** | |
| TOTAL DAPPRICE: |  |
| FREIGHT /INSURANCE/HANDLING COSTS: |  |
| TOTAL COST: |  |

**TABLE 2: Compliance Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Compliance Requirements:** | **Your Responses** | | |
| ***Yes, we will comply*** | ***No, we cannot comply*** | ***Provide reasons for non-compliance*** |
| Offer submitted in accordance with the Statement of Work (Annex 1) |  |  |  |
| Payment terms: as per provisions of Request for Quotations |  |  |  |
| Delivery Lead Time: *15 calendar days upon signature of contract* |  |  |  |
| Validity Period of Quotation: 6*0 days* |  |  |  |
| Warranty and After-Sales Requirements |  |  |  |
| 1. Instructions on operations and maintenance; |  |  |  |
| 1. Minimum two (2) year warranty on both parts and labor |  |  |  |
| All Provisions of the UN Women General Terms and Conditions |  |  |  |

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.