
REQUEST FOR QUOTATION
FOR THE SUPPLY AND INSTALLATION OF VIDEO SURVEILLANCE EQUIPMENT AND SYSTEM
REF. RFQ n° 002/G/NE/2022

Date: **November 25, 2022**

Dear Sir/Madam,

We kindly ask you to submit your quote for the supply and installation of video surveillance systems described in **Appendix B**.

We also request that your quote be submitted using the format specifically detailed in Appendix C.

Quotes submitted by email must be limited to a maximum of **10 MB**, virus-free and no more than two email transmissions. They must be free of any form of viruses or corrupted content, otherwise quotes must be rejected.

The quotation shall be assessed on the basis of the lowest quotation and meeting the requirements as described in Annex A(q).

In the event of a discrepancy between the unit price and the total price (obtained by multiplying the unit price and the quantity), the unit price will prevail and the total price will be corrected by IDLO. If the bidder does not accept the final price on the basis of IDLO's correction of errors, its quotation will be rejected.

Bidders must not change their prices for any reason after the bid deadline and as long as the quotation is still valid. At the time of the award of the contract, IDLO reserves the right to vary (increase or decrease) the quantity of goods, up to a maximum of twenty-five percent (25%) of the total offer, without any change in the unit price or other terms and conditions.

IDLO is not required to accept a quotation, award a contract, or be responsible for the costs associated with the preparation and submission of a quotation by a bidder, regardless of the outcome or manner of conducting the selection process.

IDLO encourages each potential supplier to avoid and prevent conflicts of interest, disclosing to IDLO whether you, or any of your affiliates or staff, have been involved in the preparation of the requirements, design, specifications, cost estimates and other information used in this tender.

By submitting a quote in response to this information, bidders confirm full acceptance of IDLO's terms and conditions and payment policy within 30 days of delivery of the service upon presentation of a complete and correct invoice.

This Request for Quotation (RFQ) includes:

Instruction to bidders/suppliers	Appendix A
Technical characteristics	Appendix B
Supplier Quote	Appendix C
IDLO's Terms and Conditions for the Purchase of Goods or Services and IDLO's Supplier Code of Conduct	Appendix D

For any questions/clarifications relating to this call for tenders, please contact IDLO on tenders@idlo.int and mention **Clarifications REF. RFQ n° 002/G/NE/2022**, in the subject section of your email no later than 48 hours before the submission deadline.

Deadline for submission of quotation:

On or before: **December 16, 2022**

Time: 15:00 hours Niger local time.

Thank you for your interest and we look forward to receiving your quote.

Kind regards

International Development Law Organization | IDLO

The Sahel Regional Programme

NIGER COUNTRY OFFICE

Appendix A
Instructions to bidders

a. Description of equipment and service required for operation	See Appendix B
b. Deadline for submission	The quotation must be sent to IDLO at the latest Date: December 16, 2022 Time: 15:00 hours Niamey Niger local time.
c. Terms & Conditions	Any bid submission will imply unconditional acceptance of IDLO's terms and conditions for the purchase of goods and compliance with the Supplier Code of Conduct.
d. Terms of payment	IDLO will make payment within 30 days of satisfactory receipt of all goods and upon presentation of the invoice by the supplier.
e. Conditions for payment release	Acceptance form for goods and services from IDLO based on full compliance with the requirements of the call for tenders.
f. Validity of the quotation from the deadline of the offer	90 days In exceptional circumstances, IDLO may request the Bidder to extend the validity of the quotation beyond what was originally stated in this Request for Proposals. The bidder will then confirm the extension in writing, without any modification of any kind whatsoever on the quote.
g. Quote Submission	All quotes must be submitted via the following email address: tenders@idlo.int
h. Partial quotes	<input checked="" type="checkbox"/> Not allowed <input checked="" type="checkbox"/> Authorized [provide conditions for partial quotes and ensure that requirements are correctly listed to allow partial quotes (e.g., in batches, etc.)]
i. Place of delivery	IDLO NIGER COUNTRY OFFICE
j. Terms of delivery	The goods will be delivered within 20 days of receipt of the purchase order or contract from IDLO to the following address IDLO NIGER COUNTRY OFFICE Plateau, Rue Issa Beri 59, Porte 676. Niamey- Niger Delivery Terms: DDP
k. Customs clearance, if necessary, is carried out by:	<input type="checkbox"/> IDLO <input checked="" type="checkbox"/> Supplier <input type="checkbox"/> N/A
l. Quote currency	XOF CFA <i>Note: (Local suppliers must comply with all applicable laws</i>

	<i>regarding activities in other currencies).</i>
m. Preliminary documents to be submitted	<input checked="" type="checkbox"/> Annex C duly signed and stamped, and in accordance with the list of requirements set out in Annex B; <input checked="" type="checkbox"/> The legalized copy of the license to practice in the field; <input checked="" type="checkbox"/> The civil liability insurance policy to cover the risks; <input checked="" type="checkbox"/> Quality certificates for goods (ISO, etc.); <input checked="" type="checkbox"/> Last business registration certificate; <input checked="" type="checkbox"/> Certificate of tax status; <input checked="" type="checkbox"/> Authorization of the company's manufacturer as a sales agent (if the supplier is not the manufacturer); <input checked="" type="checkbox"/> Complete the documentation, information and declaration of any goods classified or likely to be classified as "dangerous goods". <input checked="" type="checkbox"/> 2 Copies of PO/Contract for similar nature in the past 3 years for any entity/ies. <input checked="" type="checkbox"/> At least 03 previous sales references
n. Special packaging requirement or temperature control	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes, [<i>specify</i>] ___
o. After-sales services required, if applicable	<input checked="" type="checkbox"/> Warranty of at least 12 months for equipment supplied <input checked="" type="checkbox"/> User training is required. Training of Security personnel on the use, interpretation and archiving of images <input checked="" type="checkbox"/> Contextual and dynamic updates. <input checked="" type="checkbox"/> Technical assistance in case of need within the warranty period <input checked="" type="checkbox"/> Immediate replacement of defective parts within the warranty period of 12 month minimum.
p. Rating assessment	<p>The evaluation will be carried out in the following order of priorities:</p> <ol style="list-style-type: none"> 1. Full submission of preliminary documents (in accordance with Annex A, point n.) 2. Technical responsiveness 3. Completeness of after-sales services, in accordance with Annex A, point o, where applicable. 4. Delivery date 5. Price
q. Contract Award	<p>The award of the contract shall be awarded in accordance with:</p> <p>Complete submission of the fee schedule (Appendix C) signed and stamped;</p> <ol style="list-style-type: none"> a) Less demanding, most technically acceptable/compliant offer;
r. Signature of the contract	Within five (5) business days of the date of receipt of the

	<p>contract, the successful bidder must sign and date the contract and return it to IDLO. Failure to do so may constitute sufficient grounds for the cancellation of the award and the forfeiture of the tender security, if any, and at what point IDLO may award the contract to the second ranked tenderer or issue a call for a new tender.</p>
<p>s. Liquidated damages</p>	<p><input type="checkbox"/> N/A</p> <p><input checked="" type="checkbox"/> Yes - In the event of a delay in delivery of the goods, IDLO is entitled to claim liquidated damages from the Contractor in accordance with Article 23 of the General Terms and Conditions.</p> <p>Damages awarded for inferior quality or non-conformity of the specifications of the goods will be assessed on a case-by-case basis according to the severity of the problem determined solely by IDLO. The application of this provision relating to liquidated damages does not release the Contractor from its obligations or liabilities under this Contract.</p> <p><input checked="" type="checkbox"/> Yes - In the event of a delay in the delivery of <u>the Services</u>, IDLO is entitled to claim damages from the Contractor in accordance with Article 18 of the General Terms and Conditions.</p> <p>If the Contractor fails to perform the requested services within the specified period and as stipulated in the terms and conditions of the Contract, IDLO may, without formal notice and without prejudice to its other remedies under the Contract, be entitled to lump sum damages for each day of delay in the provision and completion of the Services.</p>

APPENDIX B
TECHNICAL SPECIFICATIONS, INSTALLATION and Training

Specifications for equipment and services

Lot.1	Item Name	Specification	Unit measurement	Quantity
Lot 1	Video surveillance system set	<p>The monitoring system must be able to display images of sensitive areas on a PC in real time. This system must be scalable and allow unlimited extension of the IP video surveillance system or any other equipment. CCTV recordings must be loaded on NVR and equipped with a hard drive. All recordings must be made at a minimum of 4 CIF 25/30 FPS. The system shall ensure interoperability of hardware, operating system, software, networks, printing, database connectivity, reporting, and communication protocols. The installed system must be capable of keeping records for a minimum period of 30 days.</p> <ul style="list-style-type: none"> ○ Number of cameras: 12 ○ NVR + 2 TERA DRIVE: 1 ○ Switch POE: To be determined after evaluation 	SET	01
Lot 1	4MP OUTDOOR IP CAMERA	IP 4Mp Bullet, Weather proof with anti-vandalism avec night vision up to 130f; up to 105	Pcs	12
	Ports	24-port patch panel	Pc	01
	Ports	16-port switch	Pc	01
	Cable	RJ45 Cable	roll	02
	Central Unit	6U BOX	Pc	01
	Wiring	Chute on the wall	pack	02
	Cable	HDMI cable 30 m for image reporting	Pc	01
	Wiring Pipe	PVC PIPE 32 EATON	Pc	30

	Inverter	1KVA inverter	Pc	01
	Trackable Extension cord	Electrical rack extension cord	Pc	01
	Screen	42-inch screen for PC	Pc	01
	Screen	24-inch screen for security display	Pc	01
	NVR Port	16-PORT NVR + 2 TERA DISK	Pc	01
Lot 2	Accessories and labor	Miscellaneous + civil engineering accessory	Pc	01
	Cabling and installation works	Wiring, Installation of equipment	Pc	01

Specifications for after-sales service for equipment and service required for the operation of the device

Description
<p>NB: These will be "security" IP PoE cameras, 4 MP night vision type or equivalent.</p> <ul style="list-style-type: none"> ○ Weather proof with anti-vandalism ○ Up to 105 degrees Wide Angle ○ Night Vision up to 130f <p>The chosen solution should be able to:</p> <ul style="list-style-type: none"> ○ Supporter a minimum of 15 cameras; ○ Allow a user-friendly and multi-windows vision management of the video wall; ○ Protect files from unauthorized deletion; ○ Have autonomy in the event of a power outage; ○ Export files ○ Enable remote and live viewing <p>1. Warranty of at least 12 months for equipment supplied.</p> <p>2. User training is required. Training of Security personnel on the use, interpretation and archiving of images</p> <p>3. Contextual and dynamic updates.</p> <p>4. Technical assistance in case of need within the warranty period</p> <p>5. Immediate replacement of defective parts within the warranty period of 12 month minimum</p>

APPENDIX C

RATING OF THE SERVICE PROVIDER

(This form must be submitted using the supplier's official letterhead/stationery in the format specified below)

We, the undersigned, hereby accept the TERMS AND CONDITIONS of IDLO in their entirety and the payment policy within 30 days of delivery of the Service upon presentation of a complete and correct invoice. We hereby offer to supply the items listed below in accordance with IDLO's specifications and requirements in accordance with the **RFQ n° 002/G/NE/2022**

Company Name	
Full address of the company	
Date	
Signature	
Stamp	
Contact person	
Phone number	
Email address	

Table 1: Supply of Goods and Services in Accordance with Technical Specifications and Requirements

Lot.1&2	Item Name	Description	Unit of Measure Piece (Pc)	Qty	Compliance with the technical specifications in Annex B	Unit rate in CFA	Total amount in CFA
1.	Video surveillance system set	Full set of parts and system of video surveillance	Set	01	<input type="checkbox"/> Conform <input type="checkbox"/> Do not comply. Proposed alternative specification (please attach)		
2	4MP OUTDOOR IP CAMERA	IP 4Mp Bullet, Weather proof with anti-vandalism avec night vision up to 130f; up to 105	Pc	12	<input type="checkbox"/> Conform <input type="checkbox"/> Do not comply. Proposed alternative specification (please attach)		
3	Ports	24-port patch panel	Pc	01	<input type="checkbox"/> Conform <input type="checkbox"/> Do not comply. Proposed alternative specification (please attach)		
4	Ports	16-port switch	Pc	01	<input type="checkbox"/> Conform <input type="checkbox"/> Do not comply. Proposed alternative specification (please attach)		
5	Cable	RJ45 Cable	Role	02	<input type="checkbox"/> Conform <input type="checkbox"/> Do not comply. Proposed alternative specification (please attach)		
6	Central Unit	6U BOX	Pc	01	<input type="checkbox"/> Conform <input type="checkbox"/> Do not comply. Proposed alternative specification (please attach)		
7	Wiring	Chute on the wall	Pack	02	<input type="checkbox"/> Conform <input type="checkbox"/> Do not comply. Proposed alternative specification (please attach)		

Lot.1&2	Item Name	Description	Unit of Measure Piece (Pc)	Qty	Compliance with the technical specifications in Annex B	Unit rate in CFA	Total amount in CFA
8	Cable	HDMI cable 30 m for image reporting	Role	01	<input type="checkbox"/> Conform <input type="checkbox"/> Do not comply. Proposed alternative specification (please attach		
9	Wiring Pipe	PVC PIPE 32 EATON	Pc	30	<input type="checkbox"/> Conform <input type="checkbox"/> Do not comply. Proposed alternative specification (please attach		
10	Inverter	1KVA inverter	Pc	01	<input type="checkbox"/> Conform <input type="checkbox"/> Do not comply. Proposed alternative specification (please attach		
11	Trackable Extension cord	Electrical rack extension cord	Pc	01	<input type="checkbox"/> Conform <input type="checkbox"/> Do not comply. Proposed alternative specification (please attach		
12	Screen	42-inch screen for PC	Pc	01	<input type="checkbox"/> Conform <input type="checkbox"/> Do not comply. Proposed alternative specification (please attach		
13	Screen	24-inch screen for security display	Pc	01	<input type="checkbox"/> Conform <input type="checkbox"/> Do not comply. Proposed alternative specification (please attach		
14	NVR Port	16-PORT NVR + 2 TERA DISK	Pc	01	<input type="checkbox"/> Conform <input type="checkbox"/> Do not comply. Proposed alternative specification (please attach		

Lot.1&2	Item Name	Description	Unit of Measure Piece (Pc)	Qty	Compliance with the technical specifications in Annex B	Unit rate in CFA	Total amount in CFA
Lot2	1	Accessories and labor	Miscellaneous + civil engineering accessory	Pc	01	Accessories and labor	
	2	Cabling and installation works	Wiring, Installation of equipment	Pc	01	Cabling and installation works	
Total cost of goods							
Freight							
Insurance							
Customs clearance							
Other fees (please specify)							
Taxes/VAT (__ %) (if applicable)							
Grand total							

Table 2: Provision of after-sales services and other requirement

Other information	Answers		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, please indicate the counter-proposal</i>
Delivery time			
Country of origin:			
Warranty and after-sales requirements			
a) <i>Warranty of at least 12 months for equipment supplied.</i>			
b) <i>User training is required. Training of Security personnel on the use, interpretation and archiving of images</i>			
c) <i>Contextual and dynamic updates.</i>			
d) <i>Technical assistance in case of need within the warranty period</i>			
e) <i>Immediate replacement of defective parts within the warranty period</i>			
Other requirements [pls. Specify]			

<p>Name, function and signature of the bidder</p> <hr/> <p><i>Duly authorized to sign this Offer</i></p> <p>Date:</p>	<p>Stamp of the bidder</p>
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APPENDIX D
IDLO TERMS AND CONDITIONS FOR THE PURCHASE OF GOODS OR SERVICES
And
IDLO SUPPLIER CODE OF CONDUCT

Any quote submission will imply unconditional acceptance of IDLO's terms and conditions for goods and services and compliance with the Supplier Code of Conduct.

The documents are available on the IDLO Procurement website:

[https://www.idlo.int/sites/default/files/documents/general terms and conditions for goods august 2020.pdf](https://www.idlo.int/sites/default/files/documents/general%20terms%20and%20conditions%20for%20goods%20august%202020.pdf)

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<https://www.idlo.int/sites/default/files/documents/idlo-supplier-code-of-conduct.pdf>