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| **C:\Users\McGann\Documents\EU GCCA\PROJECT LETTERHEADS AND LOGOS\2013 LOGOS LETTERHEADS CCCCC\New 5Cs logo _2013 (no name) (ID 4591).pngCARIBBEAN COMMUNITY CLIMATE CHANGE CENTRE** |
| Invitation to Quote (ITQ) - Shopping For Goods - FORMS |
| VARIETY OF GOODS FOR USE BY THE COMMUNICATIONS UNIT AT THE CARIBBEAN COMMUNITY CLIMATE CHANGE CENTRE (CCCCC)  |
|  |

Project Title: **Climate Change Adaptation Program (CCAP)**

Source of Funding: United States Agency for International Development (USAID)

Purchaser: Caribbean Community Climate Change Centre

Contract Ref: USAID-CCAP/CCCCC: SH-G-23-2017

Contract Title: Supply of Equipment and Goods for the Communications Unit at the CCCCC

Issued: September 20, 2017

**FORMS**

**These forms are to be used by Suppliers to prepare their quotations in response to the Instructions contained in a Separate PDF file**

**FORM OF QUOTATION**

 \_\_\_\_\_\_\_\_\_(*Date*)

*TO: Caribbean Community Climate Change Center (CCCCC)*

 *2nd Floor, L. Nicholas Building, North Ring Road,*

 *Belmopan City, Belize*

 ***Attention: Maxine Alexander Nestor (Ms.), Procurement Officer***

We offer to execute the contract for “Supply of Equipment and Goods for the Communications Unit at the CCCCC*”* - USAID-CCAP/CCCCC: SH-G-23-2017 in accordance with the *Terms and Conditions of Offer by Supplier* accompanying this Quotation for the Contract Price of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*amount in words and numbers*) United States Dollars (USD).

We propose to complete the delivery of Goods described in the Contract within a period of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_days from the Date of Signing of the Contract or Purchase Order.

This Quotation and your written award of contract will constitute a binding Contract between us. We understand that you are not bound to accept this Quotation.

We hereby confirm that this Quotation is valid until ***October 30, 2017***.

Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Supplier: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TERMS AND CONDITIONS OF OFFER BY SUPPLIER:**

1. Fixed Price: The prices indicated above are firm and fixed and not subject to any adjustment during contract performance.
2. The Centre reserves the right at the time of contract finalization to increase or decrease the quantity of goods and services originally specified without any change in unit prices or other terms and conditions.
3. Delivery Schedule: The delivery should preferably not exceed 30 days from the date of signing of contract.
4. Insurance:The Goods supplied shall be fully insured in a freely convertible currency against loss of damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be in an amount equal to 110 percent of the CIP/EXW value of the Goods from Warehouse to Warehouse on All risks basis, including War Risks. The Supplier shall arrange and pay for insurance, naming the ***Centre***as the beneficiary.
5. Applicable Law:The Contract shall be interpreted in accordance with the laws of Belize.
6. Resolution of Disputes:The Centre and the Supplier shall make every effort to resolve amicably by direct negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Centre and the Supplier, the dispute shall be settled in accordance with the provisions of the laws of Belize.
7. Delivery and Documents: If relevant, upon shipment, the Supplier shall notify the ***Centre and the Insurance Company*** by email of the full details of shipment, including Contract number, description of goods, quantity, the vessel, the Shipping and Forwarding Receipt from freight Company (Carrier) showing full details, port of loading, date of shipment, port of discharge, etc. If applicable, the Supplier shall mail or send by electronic means any relevant shipping documents to the Centre, with a copy to the Insurance Company.

 Shipping documents shall be received by the ***Centre*** at least one week before arrival of the goods at the port of place of arrival and, if not received, the Supplier shall be responsible for any consequent expenses.

1. Payments: The Centre will pay 100% of the Contract Value to the Supplier upon delivery of goods and submission of an Invoice.
2. Warranty: The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials. Where relevant, Goods offered should be covered by manufacturer’s warranty for a minimum period of One (1) year from the date of issuance of Acceptance Certificate by the Centre. The Supplier shall provide details of the terms of the warranty.
3. Packaging and Marking Instructions: The Supplier shall provide standard packing of the Goods as required to prevent their damage or deterioration during transit to their final destination.
4. Defects:All defects will be corrected by the Supplier without any cost to the Centre within fifteen (15) days from the date of notice by Centre. Name and address of service facility which the defects are to be corrected by the supplier, within the warranty period, shall be included in the Description of Warranty.
5. Force-Majeure:The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force-Majeure.

For purposes of this clause, “Force-Majeure” means an events beyond the control of the Supplier and not involving the Supplier’s fault or negligence and not foreseeable. Such events may include, but not restricted to, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force-Majeure situation arises, the Supplier shall promptly notify the Centre in writing of such condition and the cause thereof. Unless otherwise directed by the Centre in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force-Majeure event.

1. Failure to Perform: The Centre may cancel the Contract if the Supplier fails to deliver the Goods, in accordance with the above terms and conditions, in spite of a 21-day notice given by the Centre, without incurring any liability to the Supplier.

NAME OF SUPPLIER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place:

Date:

**Terms and Conditions of Supply**

Project Title: **Climate Change Adaptation Program (CCAP)**

Purchaser: **Caribbean Community Climate Change Centre**

Contract Ref: USAID-CCAP/CCCCC: SH-G-23-2017

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Item**(as per specifications offered in the Technical Specifications table) | **Qty** | **Unit price**CIP plus, the price of delivery to the place of destination(*US$*) | **Total price**CIPplus, the price of delivery to the place of destination(*US*)[[1]](#footnote-1) | **Delivery Time** neededfrom contract signing / date of addendum till delivery to the place of destination(days) |
|  |  | *(a)* | *(b)* | *(c) = (a) x (b)* | *(d)* |
|  | **LOT 1 - TRADE SHOW PARAPHERNALIA**  |  |  |  |  |
| **1.** | **Portable Counter with carrying bag** | 1 |  |  |  |
|  | Manufacturer: (*please fill in)*Model:Country of origin: |  |  |  |  |
| **2.** | **Table Covers** | 4 |  |  |  |
|  | Manufacturer: (*please fill in)*Model:Country of origin: |  |  |  |  |
| **3** | **Folding Panel Displays/ Backwall** | **2** |  |  |  |
|  | Manufacturer: (*please fill in)*Model:Country of origin: |  |  |  |  |
| **4** | **Back Drop Portable Support System** | **2** |  |  |  |
|  | Manufacturer: (*please fill in)*Model:Country of origin: |  |  |  |  |
| **5** | **Backdrop background clip holders** | **4 sets**  |  |  |  |
|  | Manufacturer: (*please fill in)*Model:Country of origin: |  |  |  |  |
| **6** | **Muslin Clamps** | **8****packs** |  |  |  |
|  | Manufacturer: (*please fill in)*Model:Country of origin: |  |  |  |  |
| **7** | **Portable display Canopy** | **2** |  |  |  |
|  | Manufacturer: (*please fill in)*Model:Country of origin: |  |  |  |  |
|  | **SUB-TOTAL LOT 1** |  |  |  |  |
|  | **Shipping / Delivery Cost** |  |  |  |  |
|  | **TOTAL COST – LOT 1** |  |  |  |  |
|  | **LOT 2 - ELECTRONICS AND RELATED ITEMS** |  |  |  |  |
| **1** | **Ipad Mini 4** | **1** |  |  |  |
|  | Manufacturer: (*please fill in)*Model:Country of origin: |  |  |  |  |
| **2** | **Ipad Mini 4 - Silicone Case** | **1** |  |  |  |
|  | Manufacturer: (*please fill in)*Model:Country of origin: |  |  |  |  |
| **3** | **IPad mini 4 Smart Cover** | **1** |  |  |  |
|  | Manufacturer: (*please fill in)*Model:Country of origin: |  |  |  |  |
| **4** | **Edifier Prisma 2.1 Bluetooth Audio Speakers System - Black** | **1** |  |  |  |
|  | Manufacturer: (*please fill in)*Model:Country of origin: |  |  |  |  |
| **5** | **Video Camera Bundle Kit** | **1** |  |  |  |
|  | Manufacturer: (*please fill in)*Model:Country of origin: |  |  |  |  |
|  | **SUB-TOTAL LOT 2** |  |  |  |  |
|  | **Shipping / Delivery Cost** |  |  |  |  |
|  | **TOTAL COST – LOT 2** |  |  |  |  |
|  | **LOT 3 - ONE (1) MULTIPURPOSE EQUIPMENT** |  |  |  |  |
| **1** | **ONE (1) MULTIPURPOSE EQUIPMENT (for printing, copying and scanning) with minimum one (1) year warranty and three (3) years’ service contract**  | **1** |  |  |  |
|  | Manufacturer: (*please fill in)*Model:Country of origin: |  |  |  |  |
|  | **SUB-TOTAL LOT 3** |  |  |  |  |
|  | **Shipping / Delivery Cost** |  |  |  |  |
|  | **TOTAL COST – LOT 3** |  |  |  |  |

NAME OF SUPPLIER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **LOT 1 - TRADE SHOW PARAPHERNALIA**

| **No.** | **Item** | **Quantity** | **Minimum Specifications Requirements**  | **Specifications of Goods offered**  |
| --- | --- | --- | --- | --- |
| 1 | **Portable Counter with carrying bag** | 1 | \* Kidney Bean Shape Displays a kidney-bean shape to accommodate a person behind it, \* Black expo counter top constructed from MDF (medium-density fiberboard) for portability;\*Corrugated plastic sidewalls are lightweight but sturdy, withstand weights up to 130 lbs/60 kg\*Trade show counter with enamel painted glossy finish for wear and water resistant, \*Receptive silver fabric podium wrap to logos or banners |  |
| 2 | **Table Covers** | 4 | \*Durable Polyester, Stain & Wrinkle Resistant;\* Fit: 6 foot rectangular table 72"(6')L x 30" W x 29 H1-piece design, 4 sides and top together; \* Cover all 4 sides and top of the table showing the sleek, clean lines; \* Machine washable, wrinkle resistant. |  |
| 3 | **Folding Panel Displays/ Backwall** | 2 | \* 10-panel setup provides a large amount of presentational space.\* Aluminum frame is strong and more durable than plastic.2 fabric colors (black and gray) offers 2 display options for the price of 1.\* Folding design can be altered into different positions; try a zig-zag or a full-wall setup.\* Displays2go SKU#: 10PNLBK ***or equivalent***  |  |
| 4 | **Back Drop Portable Support System** | 2 | \* [1 x] Backdrop Support System with 10' Crossbar and Case 2 x Premire Muslin Backdrop Support System Stand\* [1 x] Heavy duty Portable Carry Bag\* Professional Aluminum Alloy Construction for Durability, Portability\* Solid Safety 3 Legs Stages | Holds Canvas, Muslin, or Paper\* Width and Height adjustable | 8.5 ft. Max Height | 5 - 10 ft. Width |  |
| 5 | **Backdrop background clip holders**  | 4 sets (12 in each set) | \* Background clips length: 20 cm/ 8 inches; \*Consist of stretchy cords, locking release tabs, hook-and-loop part and metal clip\* Clip should attach to crossbars or light stands quickly and easily;\* Fast installation and disassembly required\* Adjustable and durable |  |
| 6 | **Muslin Clamps**  | 8 packs (6 clamps in each pack) | \*Heavy Duty Muslin Clamps 4.5 inch long\*2 inch mouth opening maximum\*Very strong to fit most stands\*Pack of 6 clamps |  |
| 7 | **Portable display Canopy** | 2 |  Package must include at minimum: \*1 x 10 ft. by 15 ft. pop up canopy (100% waterproof), \*4 x Sandbags, \*4 x Ropes ,\*4 x Stakes, \*1 x 15 ft. backwall,\*2 x 10 ft. Halfwalls,\*2 x 10 ft. Sidewalls, \*1 x 15 ft. door wall,\*1 x 10 x 15 Roller Carry bag\* Black Powder-Coated Rush Resistant Steel frame with 100% nylon mold brackets \* Canopy Materials: 500 Denier Polyester with PU lining, 100% Waterproof. \*Heat Sealed Seams .100% Waterproof. Reinforced stress points where peaks poles meet canopy. \*Large 2" Velcro along the underside of canopy to attach walls\* Side Wall Material: 210 Denier Polyester with PU lining. Multiple velcro tabs to strap around frame legs. Large 2" velcro to connect side wall to canopy. Zip connectors to join side walls together \* Wheeled Bag: Super Heavy duty roller bag,  |  |

**LOT 2 – ELECTRONICS AND RELATED ITEMS**

| **No.** | **Item** | **Quantity** | **Minimum Specifications Requirements**  | **Specifications of Goods offered** |
| --- | --- | --- | --- | --- |
| 1 | **Ipad Mini 4** | 1 | Wifi & Cellular - 128 GB |  |
| 2 | **Ipad Mini 4 - Silicone Case** | 1 | Color - Charcoal Gray |  |
| 3 | **IPad mini 4 Smart Cover** | 1 | Color - Charcoal Gray |  |
| 4 | **Edifier Prisma 2.1 Bluetooth Audio Speakers System - Black** | 1 | \* Bluetooth pairing capability with Bluetooth enabled devices\* Separate bass adjustment control located on the subwoofer\* 3.5 mm input jack located on the rear of the subwoofer\* 5 inch downward firing subwoofer, 23⁄4 inch mid-range, 19 mm PV dome tweeter, all magnetically shielded, w/class D digital amplifier for enhanced bass frequency response\* Universal Power supply (dual voltage) |  |
| 5 | **Video Camera Bundle Kit**  | 1 | Specs for VIDEO CAMERA Kit that includes\* Sony HXR-MC2500 HXRMC2500 Shoulder Mount AVCHD Camcorder with 3-Inch LCD (Black) ***or equivalent brand*** \* With 16GB SSE Package Bundle Including: .43 x Wide Angle & 2.2 x Telephoto Lenses, \* 3 Piece Multi-Coated Filter Kit, \* LED Video Light, \* Replacement NP-F970 Battery ***or equivalent brand***, \* External Travel Charger, \* 16GB SD, Card Reader, \* Pro Fluid Head Tripod w/ Tripod Dolly, \* Waterproof Shockproof Carrying CaseThis Kit must include at minimum, one each of the following items:1. 1- Sony HXRMC2500 Shoulder Mount AVCHD Camcorder with \* 3-Inch LCD (Black) ***or equivalent brand***
2. 1- Extended Life Replacement Battery (NP-F970) ***or equivalent brand***
3. 1- 16GB High Speed Error Free SDHC Memory Card ***or equivalent brand***
4. 1- AC/DC Rapid Home/Car Charger
5. 1- .43 x Wide Angle Lens
6. 1- 2.2 x Telephoto Zoom Lens
7. 1- 3 Piece Filter Kit Includes: UV, Circular Polarizer and Fluorescent Filter
8. 1- USB SDHC Memory Card Reader
9. 1- LED Video Light
10. 1- Waterproof Shockproof Carrying Case
11. 1- 72" Pro Tripod w/Carry Bag
12. 1- Pro Tripod Dolly
13. 1- Pack of LCD Screen Protectors
14. 1- Lens/LCD Cleaning Kit
15. 1- Mini Table Top Tripod
16. 1- Exclusive Sunset Electronics Cleaning Cloth
 |  |

**LOT 3 – ONE (1) MULTIPURPOSE EQUIPMENT (for printing, copying and scanning) with minimum one (1) year warranty and three (3) years’ service contract**

| **Minimum Specifications Requirements** | **Specifications of Goods offered** |
| --- | --- |
| **Printing** Precision Core 4-color (CMYK) printer |  |
| **Print Resolution** 600 x 2400 dpi or higher |  |
| **Print Speed not less than** 100 ISO ppm (black/color) |  |
| **Print Features** to include Simplex, Duplex, Collating, Rotate-sort, Mixed Paper Sizes, Secure Printing, Watermark, Poster Printing, binding/stabling  |  |
| **Mobile Printing & Scanning capability** Email Print, Remote Print, iPrint™ App (iOS®,  |  |
| Android™), Windows compatible Print and Scan App, Creative Print App (iOS, Android) |  |
| Google Cloud Print™, Android printing, Fire™ OS printing, Mopria® Print Service, Easy Photo Scan, Scan to Cloud4 |  |
| **Copying capability** |  |
| Copy Speed Flatbed of 100 ISO ppm (black/color) |  |
| Copy Speed ADF (automatic at 100 ISO ppm on simplex |  |
| Copy Quantity of 1 – 999  |  |
| Maximum Copy Size of 13" x 19" |  |
| Copy Resolution of Maximum 600 x 1200 (dpi) |  |
| Document Table **(input)**: text 300 x 600, text and image 300 x 600, text and image) 600 x 600, photo 300 x 600  |  |
| Document Table (**output**): text 600 x 600, text and image 600 x 600, text and image (best) 600 x 600, photo 600 x 1200 |  |
| ADF (**input**): text 300 x 400, text and image 300 x 400, text and image (best) 600 x 600, photo 300 x 400  |  |
| ADF (**output**): text 600 x 600, text and image 600 x 600, text and image (best) 600 x 600, photo 600 x 1200 |  |
| **Copy Features**  Automatic 1-sided to 2-sided, Fit to Page, Automatic Reduction and Enlargement (25 – 400%), ID Copy, Adjustable Copy Density, Collate 100 sheets, 1-sided to 2-sided, 2-sided to 1-sided, 2-sided to 2-sided, Adjustments — Density, Contrast, Color, Sharpness, Text Enhancement, Mixed Size Originals |  |
| **Scanner**  |  |
| Color flatbed/Auto 2-sided ADF |  |
| Optical Resolution of no less than 1200 dpi |  |
| Hardware Resolution of no less than 1200 x 2400 dpi |  |
| Maximum Resolution 9600 dpi interpolated |  |
| Scanner Speed3 ADF Simplex 60 ipm/Duplex 110 ipm  |  |
| Maximum Scan Bed Size of no less than 11.7" x 17" |  |
| **Scan Features** Scan to PC (USB and network), Scan to Cloud4, Scan to Email (SSL), Network Folder, LDAP Support, Scan to Memory Card/Flash Drive, Scan to PDF, Remove Shadows/Punch Holes, Density Adjustment |  |
| **Type** Walk-up black-and-white and color  |  |
| **Modem** Up to 33.6 Kbps  |  |
| **Receive Memory** no less than 6MB |  |
| **Transmission Paper Size** -Flatbed: A5, up to 11" x 17" |  |
| **Receiving Paper Size** from A5, up to 11" x 17" |  |
| **Capacity for Speed Dial Numbers** no less than 2,000  |  |
| **Fax Features** Send/Receive/Fax to Email/Fax to Folder, Inbox, Password Delayed Send, Sharpness, Copy Ratio |  |
| Ability to Support Paper Thickness of 52 – 160 g/m2, 16 lb. – 40 lb. or higher |  |
| Paper Capacity/Number of Originals 150 sheets, 80 g/m2, 21 lb. |  |
| Automatic 2-sided Scan/Copy/Fax capability  |  |
| **Standard Connectivity** USB 3.0 Wireless6 , Wi-Fi Direct®6; Ethernet — 1000Base-T/100Base-TX/10Base-T; NFC8 |  |
| **Operating Systems**: Compatibility to windows and Mac Operating Systems such asWindows 10, Windows 8, 8.1(32-bit, 64-bit), Windows 7 (32-bit, 64-bit), Windows Vista® (32-bit, 64-bit), Windows XP SP3 (32-bit), Windows XP Professional x64 Edition, Windows Server® 2003 SP29 Windows Server 20169 and later, Mac OS® X 10.6.8 – macOS™ 10.12.x10 and later |  |
| 4 standard cassette trays, multipurpose and high-capacity input tray (Standard cassette up to 11" x 17", Multipurpose tray 13" x 47.2") |  |
| **Uses range of paper types including:** Plain Paper, Ultra-Premium Presentation Paper Matte, Premium Presentation Paper Matte, Presentation Paper Matte, envelopes and card stock up to 350 g/m2 or 92 lb. |  |
| **Input Paper Capacity** of up to 2,350 sheets (550 x 4 standard trays, 150 x 1 multipurpose tray); optional high-capacity input: 3,000 sheets  |  |
| **Ability to Support Paper Weights** of the following: Standard cassette trays: up to 160 g/m2 or 42 lb., Multipurpose tray: up to 350 g/m2 or 92 lb. |  |
| Touch screen display  |  |
| Low noise |  |
| Voltage of AC 100 – 120 V at 60 Hz |  |
| * Utilises a range of paper from delicate rice paper to photo and card stock;
* High quality laser printing at high speeds;
* Produces a range of sizes in print products, double sided printing and reproduction;
* Produce finished products such as booklets; and
* Send multiple faxes to several institutions at the same time remotely, receiving faxes remotely.
 |  |

NAME OF SUPPLIER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. In case of discrepancy between unit price and total derived from unit price, the unit price shall prevail. [↑](#footnote-ref-1)