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# **Request for Quotation (RFQ) for Goods/Services**

Procurement of Photo Equipment for  
Communications and Outreach

RFQ No: (2015-008)



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**Request For Quotation (RFQ)  
for the Procurement of Photo Equipment for Communications and Outreach  
RFQ NO. (2015-008)**

Date: 27 July 2015

GCF is accepting quotations from suppliers for the procurement of photo equipment for Communications and Outreach. All interested parties must complete and return the attached price sheet to the following email address: [procurement@gcfund.org](mailto:procurement@gcfund.org)



## 1 Requirements and Price List (Annex A)

1.2. Quotations must be submitted by using the Requirements and Price List contained in Annex A.

## 2 Currency

2.1. All prices shall be quoted in US dollars or Korean Won.

2.2. **GCF** reserves the right not to reject any bids submitted in a currency other than the mandatory bidding currency stated above. GCF may accept bids submitted in a currency other than that stated above if the Bidder confirms during clarification of bids (1.18) in writing that it will accept a contract issued in the mandatory bid currency and that for conversion the official United Nations operational rate of exchange of the day of RFQ deadline as stated in the RFQ letter shall apply.

2.3. Regardless of the currency of bids received, the contract will always be issued and subsequent payments made in the mandatory bidding currency above.

## 3 Evaluation

3.1. **GCF** evaluates quotations based on the lowest priced technically compliant quotation received.

## 4 Delivery

All items shall be delivered by forty-eight (48) hours after date of order to:

Michel Smitall  
Communications and Outreach Specialist  
Green Climate Fund  
175, Art center-daero, Yeonsu-gu, Incheon 406-840  
REPUBLIC OF KOREA

## 5 Quotations Due

Bidders are responsible for the timely return of their quotation. All quotations must be received at the e-mail address stated below no later than:

Date: 7 September 2015  
Time: 17:00 Korean Standard Time (KST)  
E-mail: [procurement@gcfund.org](mailto:procurement@gcfund.org)

Quotations submitted shall be binding and valid for a period of thirty (30) days from the due date stated herein. Any prices accepted during this period will be considered firm/fixed for the resulting purchase order.

GCF will award this requirement in total and will not accept any partial quotations. The terms of the accepted quotation will be incorporated in a purchase order or brief contract.



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## **6 Clarifications**

Suppliers with questions or requests for clarification are encouraged to send questions by email to the email address above promptly in order to allow time for the provision of a written response.

## **7 Quotation form (Annex B)**

The attached Quotation Form must be completed and signed. Suppliers shall return the completed and signed Quotation Form with their quotation.



## **ANNEX A Requirements and Price List**

The following documents form part of this RFQ and must be completed and returned with your offer:

CONTRACTOR AGREES TO SUPPLY ALL GOODS AND/OR PERFORM ALL WORK AS SPECIFIED IN THIS BID AND IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THIS BID AT THE PRICES QUOTED ON THIS FORM.

### **List of Equipment**

<b>Camera and Lenses (Nikon)</b>	
1	Nikon D810 Film Makers Kit
1	Nikon DSLR D810
1	Nikon 14-24mm f/2.8G ED-IF AF-S
1	Nikkor 70-200 f/2.8 ED VR II
1	Nikkor 24-70mm f/2.8

<b>Filters (Kood, HOYA, B+W or Similar)</b>	
1	UV filter 52 mm
1	UV filter 58 mm
1	UV filter 67 mm
2	UV filter 77 mm
1	Polarized circular filter 52 mm
1	Polarized circular filter 58 mm
1	Polarized circular filter 67 mm
1	Polarized circular filter 77 mm

<b>Accessories</b>	
1	Battery Grip Nikon MB-D12
2	EN-EL15 Battery
4	SD Memory Card 64GB (Sandisk Extreme)
2	Nikon SB-910 AF
1	Tripod Manfrotto 755CX3 with Photo-Movie Head MH055M8-Q5



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1	Manfrotto MVM500A Aluminum Fluid Monopod with 500 Head
1	Collapsible 60" Circular Reflectors

<b>Sound and Lighting Equipment</b>	
1	Sony UWP-D11 Integrated Digital Wireless Bodypack Lavalier Microphone System
1	B1 500 AirTTL Location Kit (Profoto Num. 901092)
1	Softbox Kit (Profoto Num. 901182)
1	Air Remote TTL-N (Profoto Num. 901040)
2	Mini ComPact Stand (Profoto Num. 101060)
2	Profoto Umbrella Deep White 41"



## **RFQ 2015/008 - Quotation Form**

The Quotation Form must be completed, signed and returned to GCF. Quotations must be made in accordance with the instructions contained in this request.

The undersigned, having read the terms and conditions of Quotation No. RFQ-2015-008 set out in the attached document, hereby offers to supply the goods specified in the RFQ at the price or prices quoted, in accordance with any specifications stated, and subject to the terms and conditions set out or specified in the bid document.

I, \_\_\_\_\_ (Name of Signing Official), certify that I am \_\_\_\_\_ (Position) of \_\_\_\_\_ (Legal Name of Company); that by signing this RFQ bid for and on behalf of \_\_\_\_\_ (Legal Name of Company) I am certifying that all information contained herein is accurate and truthful and that the signing of this bid is within the scope of my powers.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

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

Provide the name and contact information for the primary contact from your company for this quotation:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address (Street/City/Province/Country): \_\_\_\_\_  
\_\_\_\_\_

Tel. No: \_\_\_\_\_ Fax No: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Offer valid until: \_\_\_\_\_ (Date) Must be at least thirty (30) days

Currency of offer: (State Currency)

Payment terms 30 days - after presentation of the bill - accepted:



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Quotation to be addressed to:

Reference RFQ # 008

GCF

175, Art center-daero, Yeonsu-gu, Incheon 406-840  
REPUBLIC OF KOREA

Tel.: +82 (0) 32-458-6070

E-mail: [procurement@gcfund.org](mailto:procurement@gcfund.org)

BIDDERS ARE RESPONSIBLE FOR THE TIMELY DELIVER OF THE QUOTATION.

Quotes are due on **7 September 2015** at 17:00 Korean Standard Time (KST).