**Ucom CJSC**

**Procurement of STB and TV stick**

**Request for quotation**

Yerevan, 06.05.2024

**Request for Quotation**

**republic of Armenia**

**Ucom CJSC, Procurement of STB (Set-Top Box) and TV stick**

**RFQ No: UC – 241569**

# **General Conditions**

## Introduction

Ucom CJSC is a broadband service provider with licenses for voice, international gateway, and Internet services.

This document comprises Ucom CJSC and appears as a Request for Quotation (RFQ) for the Procurement of **STBs and TV sticks**, of Minimum annual quantity of **15,000 units, for each item.**

Ucom CJSC hereby expresses an intention to enter into a contractual agreement for a duration of one year, with the possibility of extension for an additional two years, subject to mutual agreement and terms specified in this RFP.

## Requirements

* The successful bidder is expected to supply devices described in the Ttechnical requirements. **/*appendix 1*/;**

**Furthermore, please note that the technical requirements attached encompass various types, including three potential types for Set-Top Boxes (STBs) and two potential types for TV sticks. Therefore, interested companies are kindly requested to submit a proposal for each required type, outlining how they intend to meet the specifications outlined in the technical requirements document. proposals should detail the technical specifications, proposed modifications, pricing, and any additional relevant information.**

**Additionally, when referring to the annual quantity of 15,000 units, it pertains to the selected type of STB and TV stick.**

* The Bidder may substitute alternative solutions, provided that it demonstrates to the Purchaser’s satisfaction that the use of the substitute(s) will result in the System being able to perform substantially equivalent to or better than that specified in the Technical Requirements, however before the solution modification the bidder should seek for a Purchaser’s approval, beforehand.
* All devices supported by the Supplier should be newly manufactured.
* The Supplier shall ship the devices based on the following delivery terms: Incoterms DAP Yerevan, Armenia, including the relevant delivery documents (if needed).
* Required latest delivery period should be 90 calendar days starting from order placement for each part.
* The Supplier shall provide the supporting documentation, including user manuals in the English or Russian languages, for its device.
* The Supplier shall provide a minimum 12-month “factory” warranty, through the SWAP (to exchange one device for another) or in its authorized Service center, starting from the date of the signed Final Acceptance Act/Certificate.

#### Evaluation and Qualification Criteria

This Section includes the criteria to determine the lowest evaluated bid and the qualifications of the Bidder to perform the contract. The supplier and its manufacturer shall meet the following criteria(s):

**If Supplier is manufacturer:**

* Experience on manufactured goods of similar nature and complexity for at least 5 (five) years.

**If supplier is not manufacturer: its manufacturer shall meet the above criteria and the supplier shall meet the following criteria.**

* At least 1 (one) similar contract that have been satisfactorily and substantially completed as a prime contractor or joint venture member. *The similarity shall be based on the physical size, complexity, methods/technology and/or other characteristics described in this RFQ. Substantial completion shall be based on 80% or more supplies that have been completed under the contract;*
* Manufacturer’s authorization: A Bidder who does not manufacture an item(s), the Bidder shall provide evidence of being duly authorized by a manufacturer based on below Manufacturer’s Authorization Form **/*appendix 2*/;**

In addition to providing details of relevant experience, reference letters from previous clients or partners attesting to successful and satisfactory utilization of similar products may also be requested as part of the evaluation process. These letters should highlight the quality, reliability, and performance of the goods supplied, as well as the level of satisfaction achieved by the end-users.

#### Price Quotation */appendix 3/* - price quotation should be prepared using form of appendix 1 specifying words and figure, as well as the various amounts and the respective currencies. The compression will be done based on Incoterms DAP Yerevan, Armenia.

# **Other requirements**

#### Authorized representatives of the eligible bidder shall be entitled to request clarifications regarding all of the RFQ documents by submitting requests by e-mails to: Mr. Hovak Podosyan ([hovak.podosyan@ucom.am](mailto:hovak.podosyan@ucom.am)) and Mrs Mary Stepanyan ([mary.stepanyan@ucom.am](mailto:mary.stepanyan@ucom.am)). Any amendments to the RFP made as a result of a request for clarifications will be sent to all prospective Bidders.

#### At any time prior to the deadline for submission of proposals, Ucom may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the RFQ, cancel the RFQ process, veto any, by Supplier, proposed assigned team member(s) in Supplier’s team. The request for clarification and the response shall be in writing.

#### The Supplier shall bear all its costs for the tendering and RFQ process. Ucom shall under no circumstance be liable for any cost for Supplier’s tendering process, regardless of whether or not the Supplier is selected.

#### The proposal prepared by the Bidder and all correspondence, documents, descriptions, and instructions related to the proposal exchanged by the Bidder and Ucom shall be written in Armenian or English.

#### *During the proposals evaluation period the Ucom CJSC will request sample(s), for testing and analyses, which should be provided in the agreed timing (but no longer than 14 calendar days). The Supplier shall bear the cost for the sample(s) provided.*

#### Sample Submission for Testing Purposes: During the evaluation period, the bidding entity may be requested to provide samples of the proposed product/service for thorough testing and assessment by the evaluating team, which should be provided in the agreed timing (but no longer than 30 calendar days). The purpose of this requirement is to ensure that the offered solution meets the stated requirements and standards outlined in this RFP. The Supplier shall bear the cost for the sample(s) provided.

#### The Bidders shall submit their proposals electronically to Mr. Hovak Podosyan ([hovak.podosyan@ucom.am](mailto:hovak.podosyan@ucom.am)) and Mrs Mary Stepanyan ([mary.stepanyan@ucom.am](mailto:mary.stepanyan@ucom.am)), not later than May 27 of 2024 year, 18:00 (Armenia time), and the letter should be clearly marked RFQ No: UC- 240185. *Later bids will be rejected by the Purchaser.*

#### Proposals shall remain valid, at a minimum of 45 (forty-five) days after the deadline date for proposal submission prescribed by the Purchaser. A proposal valid for a shorter period may be rejected by the Purchaser as non-responsive.

#### For evaluation and comparison purposes, the Purchaser shall convert all proposal prices expressed in various currencies and amounts into a single currency AMD, using the selling exchange rate established by the Central Bank of Armenia on the Proposals opening date.

#### The Purchaser shall award the Contract to the Bidder whose bid has been determined to be the lowest evaluated bid and is substantially responsive to the bidding documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily. Other Contract points will be negotiable between the parties.

## *This RFQ and other related documents (as well as the communication) included are strictly confidential, the “Receiving Party” shall keep confidential and shall not, divulge to any third party any documents, data, or other information. Failure of the Bidder to comply with the request may result in the rejection of its Proposal and further cooperation.*

## *Notwithstanding the above point, the Receiver may furnish Confidential Information of this RFP: (i) to its support service suppliers and their subcontractors and its subcontractor to the extent reasonably required for them to perform their work under their contracts; in which event the Receiving Party shall ensure that the person to whom it furnishes Confidential Information of the Disclosing Party is aware of and abides by the Receiving Party’s obligations under this point as if that person were party to the Contract in place of the Receiving Party.*

*Appendix 1*

*The required technical specifications are detailed in the supporting Excel file provided alongside this document.*

Appendix 2

Manufacturer’s Authorization

*[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This* *letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid]*

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

**RFQ No: UC – 241569**:

**To: *Ucom CJSC***

WHEREAS

We *[insert complete name of Manufacturer],* who are official manufacturers of*[insert type of goods manufactured],* *(insert the type outlined in the technical requirements),*  having factories at [insert full address of Manufacturer’s factories], do hereby authorize *[insert complete name of Bidder]* to submit a bid the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods],* and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with RFQ requirements, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Dated on \_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_ *[insert date of signing]*

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| **Please note that this document should be completed separately for each potential type outlined in the technical requirements.** |

*Appendix 3*

**Price quotation**

**Date of this Quotation submission**: *[insert date of* Quotation *submission]*

**RFQ No.:** **UC- 241569**

**To: Ucom CJSC**

1. **Conformity:** We offer to supply in conformity with the bidding document and in accordance with the Delivery Schedules specified in the RFQ the following Goods : **Set-Top Box (STB) and TV stick** *(insert the type outlined in the technical requirements),*
2. **Price**: The total price of our Quotation, excluding any discounts offered in item (f) below is:

Total price is: [*insert the total price of the Quotation in words and figures, indicating the various amounts and the respective currencies*];

1. **Validity**: Your Proposal shall be valid **45 days***,* and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
2. **Purchaser Not Bound to Accept**: We understand that you are not bound to accept the lowest evaluated cost Quotation, the Most Advantageous Quotation or any other Quotation that you may receive.

**Name of the Bidder**: \*[*insert complete name of the Bidder*]

**Name of the person duly authorized to sign the Quotation on behalf of the Bidder**: \*[*insert complete name of person duly authorized to sign the* Quotation]

**Title of the person signing the Quotation**: [*insert complete title of the person signing the* Quotation]

**Signature of the person named above**: [*insert signature of person whose name and capacity are shown above*]

**Date signed** [*insert date of signing*] **day of** [*insert month*], [*insert year*]

\*: Person signing the Quotation shall have the power of attorney given by the Bidder. The power of attorney shall be attached with the Price Quotation.

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| **Please note that this document should be completed separately for each potential type outlined in the technical requirements.** |

**End of RFQ**