

The New Zealand Fire Service (NZFS) invites quotations for the supply of Hazmat Command Replacement Radio Equipment as per the User Requirement attached.

TENDER NUMBER	NP 1626
ISSUE DATE	Monday 4th March 2013
QUESTIONS CLOSE	Monday 18th March 2013
CLOSING DATE	Monday 25th March 2013

SECTION ONE - SUBMISSION OF PROPOSALS AND ENQUIRIES

Responses are to be received by the NZFS point of contact detailed below by **[12.00 noon]** on the Closing Date [and may be submitted by post/courier]. Couriers responses may arrive after the closing time/date noted above if the responses are in the hands of a courier before the closing time/date, and the NZFS is advised of the potential late arrival of the response. It should be noted that NZFS reserves the right to verify with the courier company the details of the pickup time/date through reference to the consignment note.

Bruce Thomas
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New Zealand Fire Service
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PO Box 2133
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NEW ZEALAND

Email: tenders@fire.org.nz

All questions must be asked in writing and may be sent by email no later than **[4.00pm Monday 18th March 2013]**. Email is only acceptable for questions, **RFQ responses must be hardcopy**. To ensure security of responses, and because of the difficulty sometimes experienced in reading facsimiles, NZFS does not accept email or facsimile responses.

SECTION TWO - TERMS AND CONDITIONS

1 CONFIDENTIALITY

Suppliers shall:

- 1.1 Keep strictly confidential any information or documentation concerning this RFQ or any proposed contract.
- 1.2 Not disclose any such information to any third party except for the purpose of preparing a quote.
- 1.3 Not make any public statements in relation to this RFQ or subsequent contract without the prior written permission of NZFS.

2 ENQUIRIES, AMBIGUITIES AND NOTICES TO SUPPLIERS

- 2.1 Suppliers should make no approach to any NZFS personnel with regard to this RFQ except for the nominated NZFS point of contact. Any such attempt may result in disqualification.

- 2.2 All questions must be asked in writing and sent to the nominated NZFS point of contact.
- 2.3 Where Suppliers are unsure about any of the terms or words used in this RFQ they should inquire at the earliest opportunity.

3 INDEPENDENCE OF QUOTES

By submission of a Quote, the Supplier certifies that:

- 3.1 The prices in the Quote are independent of consultation, communication or agreement for the purpose of restricting competition.
- 3.2 The prices/rates in the Quote have not knowingly been disclosed by the Supplier to any competition, prior to the closing date of the Tender.
- 3.3 Quoted rates/prices allow for all the Supplier's obligations under the contract and all the Supplier's costs, margin and profit.
- 3.4 No attempt has or will be made by the Supplier to induce any other person or firm to not submit a Quote for the purposes of restricting competition.

4 GENERAL

- 4.1 Quotes will be held open for acceptance or rejection for 60 days from the closing date for submissions.
- 4.2 Any information whatsoever provided by the NZFS to Suppliers has been provided to assist in preparing Quotes and carrying out contracts, but NZFS does not accept responsibility for the accuracy or completeness of such information. Suppliers shall undertake such further investigations and measurements, as it may consider necessary before submitting a Quote.
- 4.3 Any costs or expenses in association with this RFQ or any subsequent contract shall be to the Supplier's sole account.
- 4.4 NZFS may accept or reject any Quote at their complete discretion. If none are acceptable NZFS may negotiate with other Suppliers for a satisfactory offer.
- 4.5 NZFS may request clarification or negotiate any aspect of the Quote with the preferred Supplier with a view to finalising contract arrangements.
- 4.6 All Suppliers who submitted a Quote will be advised of the outcome in writing.
- 4.7 No part of the Quote submitted will be returned to the Supplier.
- 4.8 If agreement cannot be reached to NZFS's satisfaction then NZFS may negotiate with other Suppliers.
- 4.9 This RFQ and the successful Supplier's response may form part of the final contract agreement to the extent so selected by NZFS.

5 ABSENCE OF OBLIGATIONS

- 5.1 Until or unless NZFS enters into a contract with the Supplier, no legal or other obligations shall arise between parties in relation to this RFQ.
- 5.2 NZFS is not bound to accept the lowest or any quote, and may discontinue this RFQ at any time.

6 EVALUATION

- 6.1** NZFS may contact suppliers during the evaluation process seeking clarification or additional information relating to tenders.

7 GOODS/SERVICE REQUIREMENTS

- 7.1** Items are to comply with the User Requirements. Suppliers are to acknowledge each specified requirement and detail any variation between the requirement and the item offered.
- 7.2** NZFS reserves the right to alter the Goods/Service requirements as it considers necessary during the course of this Request for Quotation and negotiate with any Supplier on the basis of these altered operational requirements, without prejudice and without the need to re-advertise the RFQ.
- 7.3** The selected Supplier/Contractor must comply with any rules, policies, procedures (in particular any health and safety procedures) and instructions issued by NZFS in relation to this Agreement.

8 PROPOSAL CONTENT

- 8.1** Proposals must be submitted in the Response Template format, attached as Appendix 1 - 3 inclusive

NEW ZEALAND FIRE SERVICE

APPENDIX 1 - RESPONSE TEMPLATE

	QUESTION	ANSWER/COMMENT
Q1	COMPANY	
Q1.1	Please provide contact details for this tender: Company Name: Contact Name: Job Title: Telephone: Email: Address:	
Q1.2	Provide details of your Product & Technical Support for the product offered.	
Q1.3	Provide a profile of the company, include a brief history, scope of services, size of company, staff numbers etc.	
Q1.4	Provide 2 referees the NZFS may contact, where you have provided similar products or services (describe the product & services provided for each referee)	
Q1.5	Provide details on the manufacturer as follows: <ul style="list-style-type: none"> Company name & location Length of time in business 	
Q2	SUPPLY OF PRODUCT	
Q2.1	Please confirm your ability to provide the radio recording equipment, to fit with the NZFS user specifications.	
Q2.2	Warranty Provide details of warranty for the products supplied. This must include <ul style="list-style-type: none"> length of warranty type of warranty NZFS will organise the install with a local contractor (possibly not one of yours,) please confirm the warranty is still valid? 	
Q2.3	Delivery Provide details of delivery of product including <ul style="list-style-type: none"> length of time between NZFS Purchase Order and delivery to NZFS any other significant factors 	

Request for Quotation

Q2.4	Drawings <ul style="list-style-type: none"> Supply detailed drawings of the product you are offering, confirming that it conforms to NZFS user specifications in Appendix 2. (Drawings to include the power supply and connection to the PC (LAN, USB etc) and the minimum requirements on the PC for managing the device. 	
Q2.5	Software <ul style="list-style-type: none"> Provide details on how the software filters files for easy playback or for savings in standard formats (Windows media player etc) Can NZFS remote into the device to configure it if it is on the LAN and can the firmware or software updates be installed via the LAN or is a serial cable required?. Do you release software or firmware updates to keep up with the latest operating systems, please explain the process? 	
Q2.6	Repairs <ul style="list-style-type: none"> What repairs can be performed by NZFS without validating the warranty. We currently do changes to the hard drive if these become corrupt and we may need to replace one if the original is needed for an enquiry How hard is it to replace the hard drive and are these readily available or specialist devices? 	
Q2.7	Preferred Installers <ul style="list-style-type: none"> Do you have a list of preferred installers and if so, please provide details, and where are they located? NZFS have service agents for equipment supplied, please confirm you are happy with this arrangement? 	
Q2.8	Evaluation of product <ul style="list-style-type: none"> Confirm that you will supply one unit for evaluating purposes? 	
Q3	PRICING	
Q3.1	Please clearly state all costs that shall be borne by NZFS, clearly broken into: <ul style="list-style-type: none"> Cost of Equipment: Any other costs All costs must be in NZ\$ and EX GST. Please complete Appendix 3 in more detail .	
Q4	ASSUMPTIONS	
Q4.1	State any assumptions you have made in the preparation of this RFQ response.	

APPENDIX 2 - USER REQUIREMENT FOR REPLACEMENT RADIO EQUIPMENT

Background:

Due to an operational need there is an operational requirement to upgrade the current four channel audio recording equipment to a minimum of eight channels for the fleet of 17 (plus one spare) Hazmat/Command vehicles

Requirements:

- Capability to record a minimum of 8 channels of two way radio traffic.
- Audio to be collected in small sound bytes, time & date stamped, saved in a common format (e.g. MP3 or WAV file format), and easily accessed for archiving.
- Retrievable via a networked PC
- Internal hard drive of 500Gb or larger
- Small physical size of unit (1RU rack mounted preferred)
- Networked software to have both a User and admin secured options.
- Either 230VAC or 24VDC powered
- Software needs to be able to filter files for easy playback or for savings in standard formats (Windows media player etc)
- Must use industry standard input connections (e.g. Cannon XLR plugs, or 3.5mm jacks etc.)

Delivery:

- NZFS require delivery of all equipment to be by 31 May 2013

Instalment of Equipment

- NZFS will install the radio recorders into the Hazmat/Command vehicles ourselves.

Product for Evaluation

- NZFS would like to receive one unit for evaluating purposes, before committing to the purchase of all units.



APPENDIX 3 - PRICING TEMPLATE

(Detailed response required from vendors)

Request for Quotation