



REQUEST FOR QUOTATION

Camera and Ancillaries

To: Camera Equipment Suppliers
From: ARK Group DMCC (ARK)
Subject: Request for Quotation (RFQ) No. ARKLB0158
RFQ Issue Date: 25 January 2023
Deadline for Questions: 31 January 2023
RFQ Closing Date: 6 February 2023
RFQ Closing Time: Beirut local time 18:00hrs (GMT+2)
RFQ Correspondence: procurement@arkgroupdmcc.com

Quotations must be received by the Procurement Department by the time and date stated. Late or incomplete quotations will not be considered.

Interested suppliers are requested to provide an expression of interest (EOI) to notify ARK of their intention to quote so that we may inform you of any changes to the RFQ process that may occur.

1. Description of Entity

ARK is a stabilisation and development company committed to empowering local communities and beneficiaries in conflict, post-conflict, and fragile areas through the provision of evidence-based programmatic interventions, policy recommendations, research and capacity-building. Working with local communities, ARK seeks to understand and then mitigate the negative effects of conflict and instability, enhancing social cohesion and resilience whilst promoting human security, development, and economic opportunity. ARK is registered in the United Arab Emirates with branch offices in the Middle East and Europe.

2. Purpose

ARK will purchase camera equipment and ancillaries in support of our ongoing projects in Lebanon. A list of the items we wish to purchase is provided in Section 5.

3. Requirements and Qualifications

All goods must be delivered DDP: Beirut, Lebanon by the agreed delivery date. Suppliers must be a registered business entity in Lebanon and hold a United States Dollar bank (USD) account.

Suppliers must have knowledge and experience in supplying camera equipment and be prepared to answer questions about the equipment prior to the award of the purchase order.

Suppliers should only offer reputable items of equipment. Unbranded or low-quality goods will not be considered for purchase.



4. Procedures for Submitting Quotations

- a. Submit your expression of interest as soon as possible. ARK will acknowledge receipt of your expression and notify you of any changes that occur.
- b. Quotations must be submitted via email to procurement@arkgroupdmcc.com. The subject heading should state: RFQ ARKLB0158 – Camera Equipment - [company name].
- c. Quotations must be received before the closing deadline, but you are encouraged to submit your quotation as soon as possible.
- d. You may change your quotation at any time before the deadline for closure.
- e. All questions for this RFQ are to be sent by email to procurement@arkgroupdmcc.com before the stated deadline for questions. Please quote the RFQ number in all correspondence.
- f. You may submit a maximum of three quotations should you wish to offer alternative options. For example, a Canon camera in one quotation, and Nikon in another. Each quotation must be submitted separately and labelled 1, 2, 3 in addition to the subject heading described in 4.b.

5. RFQ Format

Quotations must be submitted on the template in Annex 1.

The quotation must include the cost of equipment, tax, transport, handling and all other costs and fees. Prices will not be negotiated after the tender closes and so you should offer your best price upfront.

6. Goods Required

ARK requires only one unit of each of the following items:

Serial	Item	Quantity	Technical details	Comments
1	DSLR Camera/Mirrorless camera	1	40+ MP FX Format 8K Video Shutter speed 1/16000 ISO 12800 - 25600 Aperture f 1.4	Nikon or equal
2	Camera Lens 50 mm	1		For use with camera in serial 1
3	Camera Lens 400 mm	1		For use with camera in serial 1
4	Camera Lens 80-200 mm	1		For use with camera in serial 1



5	Drone	1	Long range and flight time camera specs (20 x and up zoom capabilities, low light capabilities (preferably day and night) RC compatible with IOS and Android RC available for a sim card (for 4G connectivity and going online) Good variety of obstacle sensors Operates on multiple frequencies (for signal issues)	DJI MAVIC PRO or equal
6	Tripod	1	Aluminium (lightweight and sturdy) with Pan, Tilt and elevation levers	For use with camera in serial 1
7	Protective case	1	Airtight case with flight valve to hold camera and lenses	Pelican or equal
8	Case for drone to hold all of the accessories	1	Airtight case with flight valve to hold drone and accessories.	Pelican or equal
9	Gimbal	1		For use with camera in serial 1
10	Spare camera battery	1		For use with camera in serial 1
11	Wireless shutter release	1		For use with camera in serial 1
12	Wired shutter release	1		For use with camera in serial 1

7. Selection

Selection will be based on the quotation which is judged to meet our technical requirement and offers the most competitive pricing for the equipment and other costs and fees. Any quotation which contains items that fail to meet the technical requirement will be rejected from the process.

8. Payment Terms

All payments will be paid from ARK's UAE bank account into the bank account of the supplier. The payment currency is USD. Payments to overseas bank accounts are permitted as long as they are registered to the company. Under no circumstances will be payments to private bank accounts or to those of third parties.

Payment terms will be discussed and agreed prior to the issue of the purchase order. Final payment will be made when all goods and the final invoice have been received by ARK.