OPCW - Organisation for the Prohibition of Chemical Weapons

# **REQUEST FOR QUOTATION (RFQ)**

**Plant Biomarkers Challenge Research Grants**

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| RFQ Reference: OSP-P20-001 | Date: 03 December 2020 |

# **SECTION 1: REQUEST FOR QUOTATION (RFQ)**

The OPCW kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex B of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex A: General Conditions of Contract

Annex B: Schedule of Requirements (Statement of Work)

Annex C: Technical and Financial Offer

Annex D: Quotation Submission Form

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex D: Quotation Submission Form and Annex C Technical and Financial Offer, by the method and by the date and time indicated. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Name: Emoke Ficz

Title: Procurement Officer

Date: 3 December 2020

## **SECTION 2: RFQ INSTRUCTIONS AND DATA**

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| **Deadline for the Submission of Quotation** | 04 February 2021 |
| **Method of Submission** | Quotations must be submitted by email.  Bid submission address: procurement@opcw.org   * File Format: PDF. * File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. * All files must be free of viruses and not corrupted*.* * Max. File Size per transmission: 5 MB. * Mandatory subject of email: OSP-P20-001 * Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y. * It is recommended that the entire Quotation be consolidated into as few attachments as possible. * The proposer should receive an email acknowledging email receipt. |
| **Supplier Code of Conduct** | All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN and OPCW. The Code of Conduct, which includes **principles on labour, human rights, environment and ethical conduct** may be may be found at: <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>. |
| **Conflict of Interest** | **The OPCW encourages every prospective Supplier to** avoid and prevent conflicts of interest, by disclosing to the OPCW if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. |
| **General Conditions of Contract** | Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract attached as Annex A. |
| **Eligibility** | Bidders shall have the legal capacity to enter into a binding contract with the OPCW and to deliver in the Netherlands, or through an authorized representative. |
| **Currency of Quotation** | Quotations shall be quoted in Euro.  Where quoted in different currencies, for the purposes of comparison of all quotations, the OPCW will convert the currency quoted into Euro, in accordance with the prevailing UN Operational Rate of Exchange on the closing date. |
| **Duties and taxes** | Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the OPCW is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotes shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in Section 3: Data Sheet. |
| **Documents to be submitted** | Bidders shall include the following documents in their quotation:  Annex D: Quotation Submission Form duly completed and signed  Annex C: Technical and Financial Offer duly completed and signed and in  accordance with the Schedule of Requirements (Specifications) in Annex B  Other: Documents listed in Annex C. |
| **Quotation validity period** | Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation. |
| **Price variation** | No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received. |
| **Partial Quotes** | Not permitted  Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes |
| **Alternative Quotes** | Not permitted  Permitted  If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, the OPCW reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote” |
| **Payment Terms** | 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.  Other: The award will be paid out in a schedule that includes an initial payment with two staggered smaller payments after receipt of a progress and final report of the project, respectively. |
| **Contact Person for correspondence, notifications and clarifications** | Focal Person: Emoke Ficz  E-mail address: procurement@opcw.org |
| **Clarifications** | Requests for clarification from bidders will not be accepted **any later than 7 days** before the submission deadline. Responses to request for clarification will be communicated by email. |
| **Evaluation method** | The contract will be awarded to the lowest price substantially compliant offer  Other: Proposals will be evaluated by a Technical Evaluation Team. Up to 10 submissions (at least one from a State within each regional group that provides submissions) will be invited to “pitch” their proof-of-concept proposals to the Technical Evaluation Team. Based on the presentations, up to five of the submissions) will be awarded a fixed price contract of up to €40,000. Should travel be necessary, the OPCW will provide travel, accommodation and entry visa (if needed) support. |
| **Evaluation criteria** | Full compliance with all requirements as specified in Annex B  Full acceptance of the General Conditions of Contract  Comprehensiveness of after-sales services  Earliest Delivery /shortest lead time  Others Click or tap here to enter text. |
| **Right not to accept any quotation** | The OPCW is not bound to accept any quotation, nor award a contract or Purchase Order |
| **Right to vary requirement at time of award** | N/A |
| **Type of Contract to be awarded** | A Purchase Order (PO), the OPCW General Terms and Conditions (GTC) for the Purchase of Services (Annex A), the Statement of Work (Annex B) and the Supplier’s Technical and Financial Offer (Annex C) shall form the Contract. In cases where a bidder does not accept the type of Contract and the OPCW GTC, the OPCW reserves the right to reject the quotation. |
| **Expected date for contract award.** | 01 April 2021 |

## **ANNEX A: GENERAL CONDITIONS OF CONTRACT**

## [General Terms and Conditions for Services](https://www.opcw.org/sites/default/files/documents/2020/03/General%20Terms%20and%20Conditions%20-%20Services%20Feb%202020.pdf)

## **ANNEX B: SCHEDULE OF REQUIREMENTS (SPECIFICATIONS)**

The Schedule of Requirements is defined in the attached Annex B (Statement of Work).

## **ANNEX C: TECHNICAL AND FINANCIAL OFFER - SERVICES**

*Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex D Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

|  |  |  |
| --- | --- | --- |
| Name of Bidder: | Click or tap here to enter text. | |
| RFQ reference: | OSP-P20-001 | Date: Click or tap to enter a date. |

**Technical Offer**

Provide the following:

* submissions do not require experimental demonstration. All submissions must provide a proposal for experimentally demonstrating a proof-of-concept. Proposals should describe how a given type of plant might present an “on-site” observable change and link this change to any indicative biomarker(s) that could be confirmed with “off-site” (laboratory-based) molecular detection methods. For more details please consult Annex B Statement of Work;
* a description of your qualification, capacity and expertise that is relevant to the Statement of Work;
* a methodology, approach and implementation plan;
* team composition and CVs of key personnel.

**Financial Offer**

Provide a lump sum for the provision of the services stated in your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

**Up to five of the submissions will be awarded a fixed price contract of up to €40,000. Should travel be necessary, the OPCW will provide travel, accommodation and entry visa (if needed) support.**

**Currency of Quotation:** Click or tap here to enter text.

|  |  |  |
| --- | --- | --- |
| **Ref** | **Description of Deliverables** | **Price** |
|  |  |  |
| **Total Price** | |  |

**Compliance with Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
|  | You Responses | | |
| Yes, we will comply | No, we cannot comply | If you cannot comply, pls. indicate counter proposal |
| Delivery Lead Time |  |  | Click or tap here to enter text. |
| Validity of Quotation |  |  | Click or tap here to enter text. |
| Payment terms |  |  | Click or tap here to enter text. |

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| I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted. | |
| *Exact name and address of company*  Company NameClick or tap here to enter text.  Address: Click or tap here to enter text.  Click or tap here to enter text.  Phone No.: Click or tap here to enter text.  Email Address: Click or tap here to enter text. | Authorized Signature:  Date: Click or tap here to enter text.  Name: Click or tap here to enter text.  Functional Title of Authorised  Signatory: Click or tap here to enter text.  Email Address: Click or tap here to enter text. |

**ANNEX D: QUOTATION SUBMISSION FORM**

*Bidders are requested to complete this form, including the Company Profile and Bidder’s Declaration, sign it and return it as part of their quotation along with Annex C: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

|  |  |  |
| --- | --- | --- |
| Name of Bidder: | Click or tap here to enter text. | |
| RFQ reference: | OSP-P20-001 | Date: Click or tap to enter a date. |

**Company Profile**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item Description** | | **Detail** | | | |
| Legal name of bidder | | Click or tap here to enter text. | | | |
| Legal Address, City, Country | | Click or tap here to enter text. | | | |
| Website | | Click or tap here to enter text. | | | |
| Year of Registration | | Click or tap here to enter text. | | | |
| Legal structure | | Choose an item. | | | |
| Are you a UNGM registered vendor? | | Yes  No If yes, insert UNGM Vendor Number | | | |
| Bank Information | | Bank Name: Click or tap here to enter text.  Bank Address: Click or tap here to enter text.  IBAN: Click or tap here to enter text.  SWIFT/BIC: Click or tap here to enter text.  Account Currency: Click or tap here to enter text.  Bank Account Number: Click or tap here to enter text. | | | |
| **Previous relevant experience: 3 contracts** | | | | | |
| **Name of previous contracts** | **Client & Reference Contact Details** | | **Contract Value** | **Period of activity** | **Types of activities undertaken** |
|  |  | |  |  |  |
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**Bidder’s Declaration**

| **Yes** | **No** |  |
| --- | --- | --- |
|  |  | **Requirements and Terms and Conditions:** I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them. |
|  |  | I/We confirm that the Bidder has the necessary capacity, capability and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period. |
|  |  | **Ethics**: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer. |
|  |  | I/We confirm to undertake not to engage in proscribed practices, or any other unethical practice, with the OPCW or the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the OPCW or the UN and wehave read the United Nations Supplier Code of Conduct :<https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and acknowledge that it provides the minimum standards expected of suppliers to the UN and the OPCW. |
|  |  | **Conflict of interest:** I/We warrant that the bidder has no actual, potential or perceived Conflict of Interest in submitting this Quote, or entering into a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation’s Point of Contact. |
|  |  | **Prohibitions, Sanctions:** l/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any subcontractors or suppliers for any part of the contract is not under procurement prohibition by an intergovernmental or United Nations Organisation, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization, including any organisation within the World Bank Group or any multi-lateral development bank, or by the institutions and bodies of economic integration organisations (e.g., the EU). |
|  |  | **Bankruptcy**: l/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future. |
|  |  | **Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity. |
|  |  | I/We understand and recognize that you are not bound to accept any Quotation you receive and wecertify that the goods offered in our Quotation are new and unused. |
|  |  | By signing this declaration the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf. |

Signature:

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.