

**REQUEST FOR QUOTATION (RFQ)**

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| UNDP Ethiopia | DATE: August 11, 2021 |
| REFERENCE: ETH2783 |

Dear Sir / Madam:

We kindly request you to submit your Quotation for:

**Supply and Delivery of PPE items & Laboratory Supplies** as detailed in Annex 1 of this RFQ. When preparing your Quotation, please be guided by the form attached hereto in the following pages.

If you are interested in submitting a Quotation in response to this RFQ, please prepare your Quotation comprising of all required documents in accordance to Bid Data Sheet and should be submitted through the UNDP ATLAS E-Tendering system, which can be accessed at <https://etendering.partneragencies.org>.

**No hard copy or email submissions will be accepted by UNDP:**

The step by step instructions for registration of bidders and quotation/proposal submission through the UNDP ATLAS E-Tendering system is available in the instructions manual for the bidders, attached with this RFQ. Should you require any training on the UNDP ATLAS E-Tendering system or face with any difficulties when registering your company or submitting your bid, please send an email to the E-Tendering Help Desk at [info.procurementet@undp.org](mailto:info.procurementet@undp.org) to request for help.

Interested and Qualified Bidders can download the RFQ Document and prepare their offer in accordance with the requirements and procedure as set out in this RFQ and submit it though eTendering indicated in: <https://etendering.partneragencies.org> .

Bid submission date and time is as indicated in the eTendering system.

In the course of preparing and submitting your offer, it shall remain your responsibility to ensure that it is submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. In case of any discrepancies deadline indicated in the eTendering system shall prevail.

Kindly ensure that supporting documents required are in the .pdf format, and free from any virus or corrupted files. NOTE! The File name should contain only Latin characters (No Cyrillic or other alphabets).

If you have not registered in the system before, you can register now by logging in using

• username: event.guest,

• password: why2change

The step by step instructions for registration of bidders and quotation submission through the UNDP ATLAS e-Tendering system is available in the “Instructions Manual for the Bidders”, attached. Should you require any training on the UNDP ATLAS e-Tendering system or face with any difficulties when registering your company or submitting your quotation, please send an email: [info.procurementet@undp.org](mailto:info.procurementet@undp.org) .

Please note that ATLAS has following minimum requirements for password:

Minimum length of 8 characters.

• At least on capital letter.

• At least one number.

New bidder registering for first time, system will not accept any password that does not meet the above requirements and thus registration cannot be completed.

For already existing bidders whose current password does not meet the criteria, when signing in, system will prompt you to change the password, and it will not accept a new password that does not meet requirement.

Online video guidelines available on the following link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources>

The bidders are advised to use Internet Explorer (Version 10 or above) to avoid any compatibility issues with the e-tendering system.

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| Delivery Terms [INCOTERMS 2010] | CIP, Bole International Airport, Addis Ababa |
| Customs clearance, if needed, shall be done by: | UNDP - The supplier is responsible to provide the below listed documents to UNDP Logistics Officer:  - AWB (original sets to be sent with shipment & electronic before shipment for pre-customs clearance)  - Commercial Invoice  - Packing List  Note: all documents shall be issued on the name of UNDP Ethiopia. A complete set of original shipping document listed above must be pouched to UNDP Ethiopia for custom clearance purpose. |
| Exact Address/es of Delivery Location/s | Exact addresses will be provided upon issuance of PO |
| UNDP Preferred Freight Forwarder, if any | Not applicable |
| Distribution of shipping documents | Not applicable |
| Latest Expected Delivery Date and Time *(if delivery time exceeds this, quote may be rejected by UNDP)* | **6-8 Weeks after award of purchase order** |
| Packing Requirements | As per the industry practices |
| Mode of Transport | Airfreight |
| Preferred Currency of Quotation | Currency: For International suppliers **United States Dollar (USD)**  For Local Suppliers:  UNDP will convert the currency quoted in the Bid into the **Ethiopian Birr (ETB),** in accordance with the prevailing UN operational rate of exchange on the last day of submission of Bid. |
| Value Added Tax on Price Quotation | Must be exclusive of VAT and other applicable indirect taxes (VAT stated separately) |
| After-sales services required | N/A |
| Deadline for the Submission of Quotation | As indicated in the e-Tendering system.  Date and Time: As specified in the system (note that the time zone indicated in the system in New York Time zone).  PLEASE NOTE: -  Date and time visible on the main screen of the event (on the E-Tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the E-Tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure quotations are submitted within this deadline. UNDP will not accept any bid that is not submitted directly to the system.  Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face with any issue while submitting your bid at the last minute, UNDP may not be able to assist. |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language | English |
| Documents to be submitted | All documents listed in Section 2 of the RFQ must be provided.   * Submit/upload: Duly signed Annex 2: Form for submitting Supplier’s Quotation, including ‘Offer Submission Form’. * Submit/upload: Technical Specifications / Product Sheets for each item * Submit/upload: Quality Certificates for the goods proposed, such as ISO, GMP or any other quality certificate where applicable. * Submit/upload: Certificate of Registration of the business. * Submit/upload: Manufacturer authorization or other Document demonstrating bidder is authorized dealer to supply the requested product. * Submit/Upload: Past contract history for the Supply of PPE & Laboratory related products. Provide at least two copies of the Contracts or Purchase Orders. * Submit/upload: Detailed List of Contracts held of similar dollar value successfully executed within the **last three years**. * Minimum of 3 (three) references (name, emails and telephone) which UNDP may contact for reference checks. Alternatively, letters from clients with statements of satisfactory performance are acceptable. If any past contracts were held with the UN Agencies, please list them all. |
| Period of Validity of Quotes starting the Submission Date | Min. **60** calendar days |
| Partial Quotes | Partial Quotes are permitted. Note the below details:  The RFQ is split into two LOTs,  LOT-1: supply of PPE-related products and  LOT-2: supply & delivery of Laboratory supplies.  Note that partial bids are allowed; however, partial submission within LOTs is not permitted. Bidder submitting partial bid within LOT shall be rejected. However, the bidder(s) may choose to submit their Quotation for one or two LOTs depending on their relevant experience and capacity. |
| Payment Terms | 100% within 30 days upon UNDP’s acceptance of the goods delivered as specified and receipt of invoice |
| Advanced Payment | Not allowed |
| Liquidated Damages | Will be imposed under the following conditions:  Percentage of contract price per day of delay: 0.5%  Max. no. of days of delay: 20  After which UNDP may terminate the contract. |
| Evaluation Criteria | Vendor is a legally registered entity.  Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization  Document demonstrating bidder is authorized dealer or authorized distributor to supply the requested products.  Past contract history for the Supply of similar products which you are submitting a bid.  Minimum 2 contract implemented in the past 3 years of similar contract value.  Lowest priced technically responsive offer  Full acceptance of the PO/Contract General Terms and Conditions |
| UNDP will award to: | One or more suppliers, depending on the following factors:  Technical responsiveness/Full compliance for each LOT. |
| Type of Contract to be Signed | ☒ Purchase Order |
| Special conditions of Contract | Cancellation of PO/Contract if the delivery/completion is delayed by 10 days |
| Conditions for Release of Payment | ☒ Inspection upon arrival at destination  ☒ Written Acceptance of Goods based on full compliance with RFQ requirements |
| Annexes to this RFQ | Specifications of the Goods Required (Annex 1)  Price Quotation (Annex 2)  General Terms and Conditions / Special Conditions (Annex 3) Link: [English version](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-2493)  Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process. |
| Post-Qualification actions that may be employed by UNDP: | Post Qualification Actions that may be applied by UNDP:  Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted;  Validation of extent of compliance to the RFQ requirements and evaluation criteria based on what has so far been found by the evaluation team;  Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder;  Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;  Sampling and Testing of delivered goods, where available. |
| Contact Person for Inquiries  (Written inquiries only) | *Procurement Unit*  [*info.procurementet@undp.org*](mailto:info.procurementet@undp.org)  Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Bidders. |

Please note that UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See <http://www.undp.org/about/transparencydocs/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf>   and  <http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/> for full description of the policies)

UNDP looks forward to receiving your Quotation and thanks you in advance for your interest in UNDP procurement opportunities.

Goods offered shall be reviewed based on completeness and compliance of the Quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The Quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP’s re-computation and correction of errors, its Quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP’s own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the Quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum fifty per cent (50%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> .

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP’s vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

**UNDP encourages every prospective Vendor to** avoid and prevent conflicts of interest, by disclosing to UNDP 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.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : <http://www.un.org/depts/ptd/pdf/conduct_english.pdf>

**Thank you and we look forward to receiving your Quotation.**

Sincerely yours,

**Annex 1**

**TECHNICAL SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No.** | **Personal protective equipment** | **Unit of measurement** | **Quantity** |
| **LOT-1 - Personal Protective Equipment (PPE)** | | | |
| Item 1 | Nitrile rubber gloves, Glove Gauntlet Nitrile flock lined (pairs) conforms to EN 388 & 374, size:8 | Pairs | 50 |
| Item 2 | Nitrile rubber gloves, Glove Gauntlet Nitrile Dock lined (pairs) conforms to EN 388 &-374, size:9; | Pairs | 100 |
| Item 3 | Nitrite rubber gloves, Glove Gauntlet Nitrile flock lined (pairs) conforms to EN 388 & 374, size:10 | Pairs | 50 |
| Item 4 | Wrap around protective safety goggles; Anti-mist and scratch resistant clear lens goggle. Manufactured to EN166 1 B 349 KN | Pairs | 25 |
| Item 5 | Wellington boots with steel midsole and toe cap Full safety wellington boots, chemical resistant with steel midsole and toe. EN ISO 20345; Size EU 40 (UK 7) | Pairs | 5 |
| Item 6 | Wellington boots with steel midsole and toe cap Full safety wellington boots, chemical resistant with steel midsole and toe. EN ISO 20345; Size EU 41 (UK 7) | Pairs | 20 |
| Item 7 | Wellington boots with steel midsole and toe cap Full safety wellington boots, chemical resistant with steel midsole and toe. EN ISO 20345; Size EU 42 (UK 7) | Pairs | 25 |
| Item 8 | Wellington boots with steel midsole and toe cap Full safety wellington boots, chemical resistant with steel midsole and toe. EN ISO 20345; Size EU 43 (UK 8) | Pairs | 10 |
| Item 9 | Half mask respirator that gives FF A2P3D Protection and 1.9 conforms to EN405. provides protection against organic vapors, (boiling above 65°C) up to 10 times OEL or 5000 ppm, whichever is lower. 20 times OEL for particulates; Half mask respirator; | Piece | 100 |
| **LOT -2 Lab Sampling equipment** | | | |
| Item 1 | Glass jars for sample collecting; Glass jars, with matching thread fitting screw top. 30 mls capacity | Piece | 300 |
| Item 2 | 15 Sets of 200 (totaling 3000 reagents); Laboratory reagents for use, with chloride PCB analyzer; Action level of 3-2000ppm in transformer oil. | Piece | 15 |

**QUALITY STANDARDS**

UNDP is sourcing for health products in accordance to UNDP’s Quality Assurance (QA) Policy for health products which is based on World Health Organization’s (WHO) norms and standards for health products. The objective of UNDP QA Policy is to reduce the risk of sourcing substandard or falsified health products.

**PACKAGING, LABELLING, PUBLIC INFORMATION LEAFLETS (PILs)**

In the event of contract award, it will be the responsibility of the supplier to provide complete packing and labelling as required for transportation of the supplied products. All products must be packed, labelled, handled and documented in accordance with applicable international standards as well as any additional instructions provided in the Purchase Order. The packing must be of a sturdy export quality that will provide adequate protection for carriage by air, sea and/or road to final destinations worldwide, including remote locations under adverse climatic and storage conditions.

**PRE-SHIPMENT INSPECTION**

When all the goods from a specific purchase order are ready for shipment with their final packing and marking, a pre-shipment inspection **may be carried out by UNDP** or its representative for verification of quality, quantity, packing, labelling, marking and sampling.

In cases when pre-shipment inspection is required, the corresponding Purchase Order will indicate this.

For this purpose, the Contractor will have to submit the applicable documentation to UNDP or its representative and allow UNDP or its representative access to all the goods. At least the packing list showing also the batch numbers per product and the full address of inspection should be made available to UNDP or its representative 7 working days before the pre-shipment inspection is requested to be carried out. Inspection/testing by UNDP or its representative in no way relieves the Contractor from the performance of full contractual obligations to UNDP. The cost of the pre-shipment inspection will be borne by UNDP. However, it is the responsibility of the Contractor to assure that all facilities, to carry out a proper inspection are made available at their expense, and the goods for one shipment are presented at one location and on the date requested by UNDP or its representative. Furthermore, UNDP or its representative will charge the Contractor for the repeat, supplementary or abortive inspection visits necessitated by the fault of the Contractor.

In case of the detection of a defective product either in the quality of a product or other defects such as packaging, the Contractor will be requested to replace the complete batch at its own cost within one (1) month. UNDP may decide to conduct a Quality Control testing during pre-inspection. In the event of a dispute by the Contractor, a counter analysis will be carried out by an independent neutral laboratory agreed by both UNDP and the Contractor. If the counter analysis confirms the defect, the cost of such analysis will be borne by the Contractor as well as the replacement and disposal of the defective batch. In the event of the independent analysis confirming the quality of the product, UNDP will meet all costs for such analysis.

**STIPULATIONS CONCERNING CONTRACTOR RESPONSIBILITY FOR QUALITY, PACKAGING AND WARRANTY**

UNDP shall have the right to make claims under the warranty after the Goods have been delivered to the final destination indicated in the Purchase Order. Upon receipt of a written notice from UNDP, the Contractor shall, with all reasonable speed, replace the defective Goods without cost to Purchaser at the final location. The Contractor will be required to remove, at his own risk and cost, the defective Goods once the replacement Goods have been delivered. UNDP may dispose the defective Goods, in collaboration of national regulatory authorities, on the Contractor’s costs. UNDP is obliged to call the Contractor’s representative to dispose the defective Goods, which will certify the fact of disposal of the defective Goods. The Contractor will reimburse UNDP for the cost of disposal of the defective Goods, provided the documentary evidence is provided and the Contractor's representative is present at the disposal of the defective Goods.

**STIPULATIONS CONCERNING RECALLS**

In the event any of the Goods are recalled either by the National Regulatory Authority (NRA) of the country of production, the NRA of the recipient country or the Manufacturer, after the Clean Report of Findings CRF related to the PO(s) covering the same Goods is issued, the Contractor shall notify UNDP immediately, providing full details of the reason for the recall and replace affected goods within one (1) month, at its own cost, the items covered by the recall with Goods that fully meet the requirements of the Technical Specifications and original PO(s) against which they were supplied, and arrange for collection or destruction of any defective Goods. If the Contractor fails to fulfil its recall obligation promptly, UNDP will, at the Contractor’s expense, carry out the recall.

**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery)***

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No.

**TABLE 1 : Offer to Supply Goods Compliant with Technical Specifications and Requirements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No.** | **Description/Specification of Goods** | **Quantity** | **Unit Price (USD)** | **Total Price per Item (USD)** |
| **LOT – 1 PPE** | | | | |
|  | Nitrile rubber gloves, Glove Gauntlet Nitrile flock lined (pairs) conforms to EN 388 & 374, size:8 | 50 |  |  |
|  | Nitrile rubber gloves, Glove Gauntlet Nitrile Dock lined (pairs) conforms to EN 388 &-374, size:9; | 100 |  |  |
|  | Nitrite rubber gloves, Glove Gauntlet Nitrile flock lined (pairs) conforms to EN 388 & 374, size:10 | 50 |  |  |
|  | Wrap around protective safety goggles; Anti-mist and scratch resistant clear lens goggle. Manufactured to EN166 1 B 349 KN | 25 |  |  |
|  | Wellington boots with steel midsole and toe cap Full safety wellington boots, chemical resistant with steel midsole and toe. EN ISO 20345; Size EU 40 (UK 7) | 5 |  |  |
|  | Wellington boots with steel midsole and toe cap Full safety wellington boots, chemical resistant with steel midsole and toe. EN ISO 20345; Size EU 41 (UK 7) | 20 |  |  |
|  | Wellington boots with steel midsole and toe cap Full safety wellington boots, chemical resistant with steel midsole and toe. EN ISO 20345; Size EU 42 (UK 7) | 25 |  |  | |
|  | Wellington boots with steel midsole and toe cap Full safety wellington boots, chemical resistant with steel midsole and toe. EN ISO 20345; Size EU 43 (UK 8) | 10 |  |  | |
|  | Half mask respirator that gives FF A2P3D Protection and 1.9 conforms to EN405. provides protection against organic vapors, (boiling above 65°C) up to 10 times OEL or 5000 ppm, whichever is lower. 20 times OEL for particulates; Half mask respirator; | 100 |  |  | |
|  | **Airfreight Cost – CIP Addis Ababa Airport** | 1 LOT |  |  | |
| **Grand Total LOT-1 (USD)** | | | |  | |
| **LOT -2 Lab Sampling equipment** | | | | | |
|  | Glass jars for sample collecting; Glass jars, with matching thread fitting screw top. 30 mls capacity | 300 |  |  | |
|  | 15 Sets of 200 (totaling 3000 reagents); Laboratory reagents for use, with chloride PCB analyzer; Action level of 3-2000ppm in transformer oil. | 15 |  |  | |
|  | **Airfreight Cost – CIP Addis Ababa Airport** | 1 LOT |  |  | |
| **Grand total LOT- 2 (USD)** | | |  |  | |

**TABLE 2: Offer to Comply with Other Conditions and Related Requirements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Other Information pertaining to our Quotation are as follows:** | | **Your Responses** | | |
| ***Yes, we will comply*** | ***No, we cannot comply*** | ***If you cannot comply, pls. indicate counter proposal*** |
| Delivery Time CIP Addis Ababa | 6- 8 Weeks after award of contract (PO) |  |  |  |
| Compliance with Technical Specifications |  |  |  |  |
| Validity of Quotation: | Minimum 60 calendar days |  |  |  |
| Compliance with Evaluation Criteria |  |  |  |  |
| All Provisions of the UNDP General Terms and Conditions | |  |  |  |

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

*[Name and Signature of the Supplier’s Authorized Person]*

*[Designation]*

*[Date]*

**Annex 3**

**General Terms and Conditions**

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General Terms and Conditions (for Goods and/or Services)

Link: [English version](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-2493)