



## **UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION**

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### **Request for Quotation (RFQ)**

**Reference:** RFQ No 1100159188

**Date:** 24 August 2021

**Project:** Energy Efficient Lighting and Appliances in East and Southern Africa” (EELA)

**UNIDO HQ, Vienna, Austria**

**UNIDO official dealing with this request:  
Mr. Aymen Ahmed**

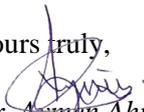
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1. The Headquarter of UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION (UNIDO) in Vienna, hereby invites you to submit a written quotation for the items listed in the enclosed Terms of Reference (TOR), Appendix 2, which are required for the project named above. Your quotation shall be prepared in accordance with the **Instructions for the Preparation and Submission of Quotations (Appendix 1)** and shall be submitted by email to [RFQ1100159188@unido.org](mailto:RFQ1100159188@unido.org).
2. The terms set forth in this RFQ and its appendixes, including the TOR and UNIDO General Conditions, will form a part of any contract should UNIDO accept your quotation.
3. Any requests for clarifications, additional information, etc., relating to this RFB must be addressed to the undersigned. If such requests are addressed to others or if additional information is obtained from others, it may lead to disqualification of the offer.

Yours truly,

  
*Mr. Aymen Ahmed*

UNIDO HQ, Vienna, Austria

#### Enclosures

Appendix 1: Instructions for the Preparation and Submission of Quotations;

Appendix 2: Terms of Reference;

Appendix 3: UNIDO General Conditions.

**APPENDIX 1**  
**INSTRUCTIONS FOR THE PREPARATION AND SUBMISSION OF QUOTATIONS**

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**1. PREPARATION AND CONTENTS OF QUOTATION**

Quotations shall be prepared and submitted in accordance with the instructions that follow under paragraphs 2-14 inclusive.

**2. LANGUAGE OF QUOTATION**

Your bid and all correspondence and documents relating to it shall be written in the English language.

**3. SIGNATURE OF THE QUOTATION**

An official legally authorized to enter into contracts on behalf of your company/organization must sign your quotation.

**4. STATEMENTS**

You must submit together with the quotation the statements mentioned below.

- i) A **statement** that you have carefully reviewed the Contract and UNIDO General Conditions (Appendix 3) and are in agreement with its terms and conditions.
- ii) A **statement** that your quotation is valid for a minimum period of 30 days from the date of the bid. Once your quotation is accepted during this period, the price quoted must remain unchanged for the entire period of the resulting contract unless otherwise specified in this RFQ.

**5. TOTAL PRICE AND UNIT PRICES**

- i) You should indicate **your best firm fixed total price and unit prices** in EUR for the requirement. Please note that prices for equipment, parts and supplies shall be normally quoted **DPU, named place of destination (INCOTERMS 2020)**, unless otherwise indicated.
- ii) Please indicate separately discounts, if any, which you may grant to UNIDO and the terms of such discounts.
- iii) The bids not expressed in EUR will be converted to this currency, using the United Nations Rate of exchange prevailing on the date of opening of your bid and resulting EUR price will be used for price comparison and in the contract.

**6. TYPE OF CONTRACT**

A firm, fixed price is contemplated for the purchase contract, covering all the inputs required as stated in the TOR, Appendix 2 and in the Contract, Appendix 3.

**7. EVALUATION PROCEDURE - ACCEPTANCE OF QUOTATIONS**

Your quotations and **any** others which are submitted in response to this RFQ will be reviewed and evaluated by UNIDO in a fair and impartial way in accordance with the provisions of the UNIDO Financial **Regulations and Rules** and Procurement Procedures applying. The best quotation submitted (**lowest cost, technically acceptable**), all factors considered, will receive the award.

**8. NO COMMITMENT**

This RFQ does not commit UNIDO to award a contract. UNIDO reserves the right to accept or reject any quotation(s), or annul this RFQ and reject all quotations, at any time prior to award of contract, without thereby incurring any liability to the affected invitee(s) or any obligation to inform the affected invitee(s) of the grounds for UNIDO action. UNIDO also reserves the right to negotiate and award only a portion of the requirement; to negotiate and award separate or multiple contracts for the elements covered by this RFQ in any combination it may deem appropriate, in its sole discretion. This RFQ contains no contractual offer of any kind; any bid submitted will be regarded as an offer by the invitee and not as an acceptance by the invitee of any offer by UNIDO. No contractual relationship will exist except pursuant to a written contract document signed by the authorized official of UNIDO and by the successful invitee(s) chosen by UNIDO.

**9. CONTRACT BASIC TERMS AND CONDITIONS**

Except as otherwise required by the circumstances of the case, the contract for the services subject to this RFQ will be based upon the terms and conditions of the following Contract and Annexes, attached to the RFQ as Appendix 3:

Contract  
Annex A: UNIDO General Conditions;  
Annex B: Terms of Reference.

**10. PAYMENT**

The Financial Regulations and Rules of UNIDO preclude payment by Letters of Credit. Such provision in a bid will be prejudicial to its evaluation by UNIDO. The normal terms of payment by UNIDO are 30 days upon satisfactory delivery of goods or performance of services and acceptance thereof by UNIDO, progress payments being allowed upon agreement of the Parties.

**11. PROPRIETARY INFORMATION**

It is understood that this RFQ is confidential and proprietary to UNIDO, contains privileged information, part of which may be copyrighted, and is received by suppliers on the condition that no part thereof, or any information concerning it may be copied, exhibited, or furnished to others without the prior written consent of UNIDO, except that the suppliers may exhibit the specifications to prospective sub-contractors for the sole purpose of obtaining proposals from them. Notwithstanding the other provisions of this RFQ, service providers will be bound by the contents of this paragraph whether or not their company submits a quotation or responds in any other way to this RFQ.

**12. REJECTION OF QUOTATIONS AND SPLIT AWARDS**

UNIDO reserves the right to reject any and all quotations if they are, inter alia:

- Received after the deadline stipulated in the RFQ;
- Not properly marked or addressed as required in the RFQ;
- Delivered to another UNIDO office than the one required in the RFQ;
- Transmitted by e-mail unless specifically indicated in the RFQ;
- Unsolicited;
- Contain an alternate bid;
- Or not otherwise in compliance with this RFQ.

UNIDO also reserves the right to split an award between any suppliers in any combination, as it may deem appropriate. If the quotation is submitted on an "all or none" basis, it should be clearly stated as such in your response to this RFQ.

**13. VALIDITY OF QUOTATIONS**

Quotations shall remain valid for no less than 30 days from closing date of this RFQ.

**14. COSTS OF PREPARATION OF THE QUOTATION**

This RFQ does not commit UNIDO to pay any costs incurred in the preparation or submission of quotations, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or supplies. The service provider shall bear all the costs associated with the preparation and submission of the quotations, and UNIDO will not in any case be responsible or liable for those costs, regardless of the conduct or outcome of this competitive exercise.