



02th of August 2024

RFQ No.: 2024/FALAO/FALAO/128399

REQUEST FOR QUOTATION

CLOSING DATE: 18 August 2024 – 17:00 hrs (Vientiane, Lao PDR)

The Food and Agriculture Organization of the United Nations (“FAO” or “Organization”) is an intergovernmental organization with more than 194 member countries. Since its inception, FAO has worked to alleviate poverty and hunger by promoting agricultural development, improved nutrition and the pursuit of food security - defined as the access of all people at all times to the food they need for an active and healthy life.

To achieve its goals, FAO cooperates with thousands of partners worldwide, from farmers’ groups to traders, from non-governmental organizations to other UN agencies, from development banks to agribusiness firms (further and more detailed information on FAO can be found on the internet site: <http://www.fao.org>).

In preparing your offer, you should take into account the international status and activities of FAO by submitting your best commercial terms. You should also be aware that FAO enjoys certain privileges and immunities which include exemption from payment of Value Added Tax ("VAT" or "IVA"), customs duties and importation restrictions.

FAO intends to award a Contract for supply of goods, specifically:

“OSRO/LAO/036/USA: Procurement of Rabies Vaccines to support World Rabies Day 2024”

1. Procedures

- 1.1. You are hereby invited to submit your best offer in connection with the provision of such services. A description of the requested services is provided in Appendix A;
- 1.2. Registration as a vendor in the UN Global Marketplace (UNGM), www.ungm.org, is a prerequisite for receiving an award from FAO. Please register your firm with UNGM. If you have any difficulties registering, please contact UNGM team using the Help button on the web site www.ungm.org.

2. Documents Enclosed

The following documents are enclosed:

Appendix ‘A’ - detailed description of the goods with transportation to the site work required

3. Documents to be Submitted

Your offer should consist of the following clearly identified items:

- The duly completed **Appendix A** indicating the costs for the goods with transportation to the site work required
- Certificate of registration of the bidder's firm or company
- The internal Revenue Income Tax Clarification Certificate

4. Evaluation and Completeness of Bid

The offer will only be considered if they contain all of the above information and documents, otherwise it will not be possible to evaluate them on an equal basis.

5. Currency of Bid and of Contract

Your proposal should be expressed in US dollar (**USD**)

6. Form of submission and closing date

Your offer should be submitted as follows and should be submitted **no later 18 August 2024 at 17:00 hours (Vientiane, Laos Time)**

TO ENSURE THE VALIDITY OF YOUR OFFER, IT MUST BE SUBMITTED AS FOLLOWS:

1. Uploading your Offer on UNGM:

Please login and upload all the documents requested in **paragraph 3** of this Letter of Invitation in the designated placeholders in the UNGM portal and within the indicated deadline.

It is the exclusive responsibility of the bidders to ensure that the files are uploaded before the tender deadline. The system will reject any bid received after the deadline.

Please follow the instructions below to upload the electronic files in the UNGM portal:

- a) **Log in the UNGM website** with your e-mail and password;
- b) Click on MY TENDERS and select the tender;
- c) Click on VIEW DOCUMENTS (green button on the left of the specific tender notice you are interested in);
- d) Click on the second tab of the tender notice;
- e) Click on the "OPT IN" button;
- f) To upload all the files, click on the relevant "UPLOAD DOCUMENT" red buttons under the "MY TENDER RETURN".

NOTE: It is highly recommended that the size of the files does not exceed 5MB.

IMPORTANT: Once all files are uploaded, please remember to click on the red button "SUBMIT MY RETURN" to send your offer. If the submission is properly completed, you will be able to view and download a receipt under the "HISTORY" tab.

SUBMISSIONS BY E-MAIL OR FAX ARE NOT ALLOWED.

2. Modification or Withdrawal of Bid:

A bidder may, without prejudice, modify or withdraw an offer before the deadline with the “MODIFY RETURN” function. No offer may be modified after the deadline for submission.

3. No Bid Notice:

In the event that your company is not interested to participate in this tender, the Organizations would appreciate your feedback with a brief explanation. In this case, you are kindly requested to click on the “OPT OUT” button displayed in the UNGM portal to send your reason for non-participation.

APPENDIX A. DESCRIPTION OF THE REQUESTED GOODS AND TECHNICAL SPECIFICATIONS

“OSRO/LAO/036/USA: Procurement of Rabies Vaccines to support World Rabies Day 2024”

(All columns to be filled in and submitted as an essential element of your bid)

No.	Description	Specifications	Unit	Qty	Unit price USD	Total price USD	Delivery time
1	Rabies Vaccine	<p>Details of vaccine:</p> <ul style="list-style-type: none"> • Inactivated Cell culture Rabies Vaccine • For intramuscular/subcutaneous injection • Vaccine type: Liquid <p>Intended use:</p> <ul style="list-style-type: none"> • For the active immunization of healthy dog and cat against rabies. <p>Product specification:</p> <p><u>Packing type:</u></p> <ul style="list-style-type: none"> • Vial in liquid form of 10 doses per vial (1ml /dose) • Or 3980 doses <p><u>Composition:</u></p> <ul style="list-style-type: none"> • Each dose contains Rabies strain Pasteur RIVM with potency ≥ 2 I.U <p>Immunity after vaccination</p> <ul style="list-style-type: none"> • Demonstrate a duration of immunity of at least 1 year after immunization. <p>Required additional information on the</p>	Each	398			

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		<p>Rabies vaccine:</p> <ul style="list-style-type: none"> • Dosage and administration information is required. • Storage instruction for the vaccine is require. • Product expiration date/Shelf life is required for at least one year after delivery to the final user. • Sticker of the vaccine vial clearly indicate manufacturing date and expiry date • Enclose leaflet for complete direction is required <p>Picture of product is required</p>					
2	Transportation	Destination: Department of Livestock and Fisheries	Lump	1			
TOTAL							

Note:

- *Delivery to Department of Livestock and Fisheries.*
- *Delivery time: Within 02 weeks after PO issuance*

