

**REQUEST FOR QUOTATION (RFQ)
SUPPLY AND DELIVERY OF DARKROOM
SUPPLIES**

RFQ NO: RFQ-LBR-96022-2017-006

Version: v2016.1

Invitation letter

Dear Sir/Madam,

Subject.: Request for Quotation for the Supply and Delivery of X-Ray Darkroom Supplies

RFQ Case No.: RFQ-LBR-96022-2017-006

Date.: January 25, 2017

The United Nations Office for Project Services (hereinafter referred to as “UNOPS”) is pleased to invite prospective bidders to submit a quotation for the provision of goods in accordance with the UNOPS General Conditions of Contract and the Schedule of Requirements as set out in this Request for Quotation (RFQ).

The RFQ consists of the following:

- This RFQ Invitation Letter
- Section I: RFQ Particulars
- Section II: Instructions to Bidders
- Section III: Schedule of Requirements
- Section IV: Returnable Bidding Forms
 - Form A: Quotation Submission Form
 - Form B: Technical Quotation Form
 - Form C: Price Schedule Form
 - Form D: Previous Experience Form

If you are interested in submitting a quotation in response to this RFQ, please prepare your quotation in accordance with the requirements and process as set out in this RFQ and submit it to UNOPS by the deadline for quotation submission set out in the Section I: RFQ Particulars.

We look forward to receiving your quotation.

Approved by:

Maki David RANKOE
Head of Support Services
UNOPS Liberia

Section I: RFQ Particulars

Scope of Quotation	This RFQ refers to the Supply and Delivery of X-Ray Darkroom Supplies – as further described in Section III: Schedule of Requirements
Contact person for correspondence, notifications and requests for clarifications	<p>All correspondence, notifications and requests for clarifications in relation to this RFQ shall be sent to:</p> <p style="text-align: center;">Procurement Official Kor Yelegon KorY@unops.org United Nations Office for Project Services Liberia Country Office</p> <p>ATTENTION: quotations shall not be submitted to the above address but to the address for quotation submission as set out below.</p>
Clarifications	<p>Requests for clarification from bidders will not be accepted by any later than 3 calendar days before the Deadline for Bid Submission.</p> <p>Responses to requests for clarification shall be communicated to bidder via email.</p>
Quotation validity period	Quotations shall remain valid for acceptance by UNOPS 60 days from the Deadline for Quotation Submission.
Quotation Currenc(ies)	Quotations shall be quoted in United States Dollars (US\$).
Duties and Taxes	All quotations shall be submitted net of any direct taxes [<i>customs duties and indirect taxes, such as sales taxes, VAT, taxes on commodities such as fuel</i>].
Language of quotations	All quotations, information, documents and correspondence exchanged between UNOPS and the Bidders in relation to this RFQ process shall be in English.
Deadline for Quotation Submission	All quotations must be submitted on or before February 03, 2017 before 2:00pm (Afternoon), Monrovia standard time.
Quotation submission	<p>Quotations must be submitted as follows:</p> <p>Electronic submission: You can submit your quotation by e-mail to: ghoh.bids@unops.org. Your email must not exceed 8MBs. Please specify above case reference number on your email's subject line i.e. RFQ-LBR-96022-2017-006. Your quotation must be signed and stamped in all relevant places.</p>

Evaluation method and criteria	<p>Quotations shall be evaluated to determine the lowest price most technically acceptable offer. Evaluation shall be conducted as follows:</p> <ol style="list-style-type: none"> Preliminary Examination. The following eligibility and formal criteria will be reviewed for compliance: <ul style="list-style-type: none"> Quotation is submitted before the submission deadline Bidder is eligible as defined in Instructions to Bidders, Article 3 Completeness of the Quotation. All Returnable Bidding Forms and other documentation requested have been provided and are complete Bidder accepts UNOPS General Conditions of Contract Qualifications of the Bidder will be assessed as per below qualification criteria: <ul style="list-style-type: none"> Bidder should be in continuous business of supplying similar goods and services for the last 3 years. Copies of the previous contracts shall be provided as evidence to the quotation. Please use Form D: Previous Experience Form. The Offeror <u>must</u> possess a valid business license to supply the goods in question. A copy of the business license shall be attached to the quotation. Technical compliance of the offered goods. The following technical criteria will be reviewed for compliance compared to UNOPS requirements: <ul style="list-style-type: none"> Goods offered in the quotation are compliant compared to the requirements in Section III: Schedule of Requirements. Financial evaluation. Quotations that are found to be technically acceptable shall be evaluated based on price and UNOPS will award the contract as per the lowest priced, most technically acceptable offer evaluation methodology. <p>At any time during the evaluation process UNOPS may request clarification or further information in writing from Bidders. The Bidder's responses shall not contain any changes regarding the substance, including the technical and financial part of their quotation. UNOPS may use such information in interpreting and evaluating the relevant quotation.</p>
Partial quotations	<p>Partial quotations shall not be allowed. Bidders must quote prices for the total goods and/or services for the total requirement requested under Section III: Schedule of Requirements. Evaluation will be done for the total requirement.</p>
Documents comprising the Quotation	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> Form A: Quotation Submission Form Form B: Price Schedule Form Form C: Technical Quotation Form Form D: Previous Experience Form
Type of Contract to be awarded	<p>UNOPS will sign the following contract with the awarded Bidder(s):</p> <ul style="list-style-type: none"> Purchase order
General Conditions of Contract	<p>In the event of an order, the following conditions of contract will apply: UNOPS General Conditions of Contract for goods. The conditions are available at: http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx</p>
Signing of Contract	<p>UNOPS plans to award the Purchase Order within the quotation validity period.</p>
UNGM registration	<p>Any Contract resulting from this RFQ exercise will be subject to the supplier registration on United Nations Global Marketplace (UNGM) website. Vendors can register their company by accessing the website at www.ungm.org. The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to Contract signature</p>

Section II: Instructions to Bidders

1. SCOPE OF QUOTATION

Bidders are invited to submit a quotation for the goods and/or services specified in Section III: Schedule of Requirements, in accordance with this RFQ.

2. INTERPRETATION OF THE RFQ

This RFQ is an invitation to treat and shall not be construed as an offer capable of being accepted or as creating any contractual, other legal or restitutionary rights.

This RFQ is conducted in accordance with the applicable provisions of UNOPS Procurement Manual (latest version of which can be accessed at: <https://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx>) and other relevant Organisational Directives and Administrative Instructions that are referred to in the Procurement Manual. In case of contradictions between this ITB and the UNOPS Procurement Manual, the UNOPS Procurement Manual shall prevail.

3. BIDDER ELIGIBILITY

Bidders may be a private, public or government-owned legal entity or any association with legal capacity to enter into a binding Contract with UNOPS.

A Bidder shall not be eligible to submit a quotation if and when at the time of quotation submission, the Bidder:

- i. is included in the Ineligibility List, hosted by [UNGM](#), that aggregates information disclosed by UNOPS ([UNOPS Ineligibility List](#)) and other Agencies, Funds or Programs of the UN System;
- ii. is included in UN/PD's suspended and removed vendors list;
- iii. is included in the [Consolidated United Nations Security Council Sanctions List](#), including the [UN Security Council Resolution 1267/1989 list](#);
- iv. is included in the [World Bank Corporate Procurement Listing of Non-Responsible Vendors](#) and [World Bank Listing of Ineligible Firms and Individuals](#);

All Bidders are expected to embrace the principles of the [United Nations Supplier Code of Conduct](#), given that it originates from the core values of the Charter of the United Nations. UNOPS also expects all its suppliers to adhere to the principles of the [United Nations Global Compact](#).

4. CLARIFICATION OF THE RFQ

Bidders may request clarification in relation to the RFQ or bid process by submitting a written request to the contact stated in the **Section I: RFQ Particulars**, until the time stated in **Section I: RFQ Particulars**. Explanations or interpretations provided by personnel other than the named contact person, will not be considered binding or official.

5. REMUNERATION FOR AND COSTS OF QUOTATIONS

Bidders shall not be entitled to any remuneration or compensation for the preparation and submission of their quotation.

6. QUOTATION CURRENC(IES)

The quotation shall be made in the currenc(ies) stated in **Section I: RFQ Particulars**. If applicable, for comparison and evaluation purposes, UNOPS will convert the quotations into USD at the official United Nations rate of exchange in force at the time of the deadline for quotation Submission.

UNOPS reserves the right not to reject any quotation submitted in a currency other than the mandatory bidding currenc(ies). UNOPS may accept quotation s submitted in another currency than stated above if the Bidder confirms during clarification of quotations in writing that it will accept a Contract issued in the mandatory quotation currency and that for conversion the official United Nations operational rate of exchange of the day of RFQ deadline as stated in Section I: RFQ Particulars shall apply. Regardless of the currency of quotations received, the Contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

Rates in quotations shall be fixed. Quotations with adjustable rates shall be disqualified.

7. DUTIES AND TAXES

Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNOPS as a subsidiary organ, 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 quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in **Section I: RFQ Particulars**.

8. PAYMENT TERMS

UNOPS will ordinarily effect payment within 30 days after receipt of the goods/services and on submission of payment documentation. Time in connection with discounts offered for accelerated payment will be computed from the date of receipt of payment documents by UNOPS. Payment discounts will not be considered in the financial evaluation.

9. PUBLICATION OF CONTRACT AWARD

UNOPS shall publish in its website (<https://data.unops.org>) information regarding the purchase order(s) awarded as a result of this RFQ.

10. ETHICS AND PROSCRIBED PRACTICES

UNOPS requires that all Bidders observe the highest standard of ethics during the entire RFQ process, as well as the duration of any Contract that may be signed as a result of this process. Therefore, all Bidders shall represent and warrant that they:

- (i) have not unduly obtained, or attempted to unduly obtain, any confidential information in connection with the RFQ process and any Contract that may be signed as a result of this RFQ process;
- (ii) have no conflict of interest that would prevent them from entering into a Contract with UNOPS, and shall have no interest in other parties involved in this RFQ process or in the project underlying this RFQ process;
- (iii) have not engaged, or attempted to engage, in any Proscribed Practices in connection with this RFQ process or the Contract that may be awarded as a result of this RFQ process. For the purposes of this provision, Proscribed Practices are defined in the [UNOPS Vendor Sanctions Procedures](#), and include: corrupt practice, fraudulent practice, coercive practice, collusive practice, unethical practice and obstruction.

11. AUDIT

UNOPS may conduct investigations relating to any aspect of the Contract award at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract. The Contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNOPS access to the Contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Contractor's personnel and relevant documentation. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNOPS hereunder

12. BID PROTEST

Any Bidder that believes to have been unjustly treated in connection with this RFQ process or any Contract that may be awarded as a result of such RFQ process may submit a complaint to UNOPS' General Counsel. More information about bid protests can be found on UNOPS' website at www.unops.org.

Section III: Schedule of Requirements

Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers specified in this Schedule of Requirements, are intended to be descriptive only and not restrictive. The Bidder may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to UNOPS's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Schedule of Requirements.

A. Technical Requirements

#	Items description	UNOPS minimum technical requirements	Unit	Qty
1	X-Ray Processing Tanks	Master Tank and 2 insert tanks 2 x 5-Gallon tanks. To accommodate standard size X-Rays up to 35cm x 43 cm X-Ray film sheets. Stainless steel hardware User replaceable silicone lid seal. - Master tank to have Drain hole, approximately 1" w/silicone plug	15	sets
2	X-Ray Cartridge sets		15	sets
3	Stirrers for Solutions – Heavy duty, plastic		60	Pcs
4	X-Ray Timers – 60 minutes		16	Pcs
5	X-Ray Thermometer – Metric measurement		16	Pcs
6	Heavy Duty Plastic Apron – Heavy-Duty plastic, covering entire upper torso		32	Pcs
7	Darkroom Safelights	-Green light -External Warning Sign-Lighted "Do Not Enter"	16	Pcs
8	Developing Hangars	Stainless Steel. Must take no more than 3 seconds to load. Set of 10, to accommodate the following film sizes: -24 x 30 -35 x 43 -18 x 24 -35 x 35 -18 x 43	15	Sets
9	Gloves – High Quality Nitrile-10 pairs		160	Pcs
10	X-Ray Clips		160	Pcs
11	X-Ray Film	X-Ray Film Packs – 8 packs of 100 sheets each. - Sizes: Qty (8 total) - 24 x 30 - 2 - 35 x 43 - 1 - 18 x 24 - 1 - 35 x 35 - 2 - 18 x 43 - 2 For Green light darkroom development	20	Sets
Standards/ Markings of the products		<ul style="list-style-type: none"> All equipment, including individual elements and accessories of the sets, must comply with respective requirements of the latest version of Medical Devices Directive 93/42/EEC for that Class of Device, including all relevant IEC requirements. This compliance must be confirmed by 3rd party certifiers, themselves certified by the EU as Notified Bodies. Proof of certification to be provided in the bid. If Certification is more than five years old, then interim 3rd party verification results of continued compliance to certification requirements, to be provided. Interim compliance verifications must have taken place since May 2013 (The agent who issues the compliance certificate must be internationally certified. Please see here the list of notified bodies: 		

	http://ec.europa.eu/growth/tools-databases/nando/index.cfm?fuseaction=country.main). <ul style="list-style-type: none"> Manufacturers whose products are offered, must be ISO Certified. This Certification must be demonstrated through 3rd Party Certification Agencies.
Warranties	The offered products shall be covered with minimum 1 (one) year warranty against defects in materials and workmanship. Faulty products shall be fixed or replaced at supplier's cost (inclusive of shipping costs).
User Manuals	One User Manual in English per unit of equipment, plus one additional copy marked 'Biomed Tech' for batch.

B. Delivery requirements:

UNOPS Requirements	
Delivery time	Bidder shall deliver the goods 7 (Seven) weeks after Contract signature
Delivery place and Incoterms rules	CPT Unloaded, Monrovia, Liberia
Consignee details	United Nations Office for Project Services (UNOPS) Liberia Country Office Apt No # 02F, STA Bldg Sekou Toure Ave UN Drive, Mamba Point, Monrovia, Liberia TEL # +231 770 730 234

C. Inspections and tests:

If the goods fail to meet the laid down specifications, the supplier shall take immediate steps to remedy the deficiency or replace the defective goods to the satisfaction of the purchaser.

Section IV: Returnable Bidding Forms

Note to Bidders: Instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Bidding Forms as instructed and return them as part of your quotation.

The following returnable forms are part of this RFQ and must be completed and returned by bidders as part of their Quotation.

Form A: Quotation submission form

Bidders are requested to complete this form, sign it and return it as part of their bid submission. 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.

Date: [Insert submission date]

Subject: Request for Quotation for the Supply and Delivery of X-Ray Darkroom Supplies – RFQ Case No.: RFQ-LBR-96022-2017-006 dated January 25, 2017.

We, the undersigned, declare that:

- a. We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract.
- b. Our quotation shall be valid for the period of time of [insert number of days which shall not be less than the specified in Section I: Bid Particulars, Period of Validity of Bids] from the date fixed for the bid submission deadline as set out in the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- c. We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS;
- d. Our firm confirms that the offeror and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation;
- e. Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the Contract—has not been declared ineligible by UNOPS, nor is included in the suspended/ineligibility list of the UN/PD, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Bidders Article 3, Eligibility;
- f. We embrace the UN Supplier Code of Conduct and adhere to the principles of the UN Global Compact
- g. 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.
- h. We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this RFQ and will not engage in any such activity during the performance of any Contract awarded.

I, the undersigned, certify that I am duly authorized by [insert full name of bidder] to sign this quotation and bind [insert full name of bidder] should UNOPS accept this quotation:

Name: [complete]

Title: [complete]

Signature: _____

Provide the name and contact information for the primary contact from your company for this quotation:

Name: [complete]

Title: [complete]

Email address: [complete]

Telephone: [complete]

Form B: Price Schedule Form

Bidders shall fill in this Price Schedule Form in accordance with the instructions indicated.

ITB reference no: RFQ-LBR-96022-2017-006

Name of Bidder: insert name of bidder

Bidders shall fill in these Price Schedule Forms in accordance with the instructions indicated.

Bid Summary

Total Price of Goods FCA	insert amount and currency
Total Price of Goods CPT	insert amount and currency

Prices for Goods

#	Description	Qty (a)	Currency: United States Dollars (US\$)			
			Unit price FCA (b)	Unit price CPT (c)	Total price FCA (a)x(b)	Total price CPT (a)x(c)
1	X-Ray Processing Tanks	15				
2	X-Ray cartridge sets	15				
3	Stirrers for Solutions	60				
4	X-Ray Timers	16				
5	X-Ray Thermometer	16				
6	Heavy Duty Plastic Apron	32				
7	Darkroom Safelights	16				
8	Developing Hangars	15				
9	Gloves	160				
10	X-Ray Clips	160				
11	X-Ray Film	20				
Total Price of Goods						

Bidder's delivery data

Country of origin of offered products	Item 1	
	Item 2	
	Item 3	
	Item 4	
	Item 5	
	Item 6	
	Item 7	
	Item 8	
	Item 9	
	Item 10	
	Item 11	
FCA point(s) of delivery for offered products	Item 1	
	Item 2	
	Item 3	
	Item 4	
	Item 5	
	Item 6	
	Item 7	

	Item 8			
	Item 9			
	Item 10			
	Item 11			
Shipment dimensions of offered products (Including package)		Gross weight	Total volume	Containers (if applicable)
				Number Size
	Item 1			
	Item 2			
	Item 3			
	Item 4			
	Item 5			
	Item 6			
	Item 7			
	Item 8			
	Item 9			
	Item 10			
	Item 11			

I, the undersigned, certify that I am duly authorized by **[insert full name of bidder]** to sign this bid and bind **[insert full name of bidder]** should UNOPS accept this bid:

Name : _____

Title : _____

Date : _____

Signature : _____

Form C: Technical Quotation Form

RFQ reference no: RFQ-LBR-96022-2017-006

 Name of Bidder: [insert name of Bidder]

Bidders are required to complete the **Comparative Data Tables** included in Section IV: Schedule of Requirements to demonstrate compliance with UNOPS requirements and insert them below. Bidders are NOT allowed to make any change in the “UNOPS requirements” columns of the Comparative Data Tables. Such changes might disqualify your quotation.

Technical specifications for Goods – Comparative Data Table

A. Darkroom Supplies

#	Items description	UNOPS minimum technical requirements	Is Bid compliant? <i>Bidder to complete</i>	Details of goods offered <i>Bidder to complete</i>
1	X-Ray Processing Tanks	Master Tank and 2 insert tanks 2 x 5-Gallon tanks. To accommodate standard size X-Rays up to 35cm x 43 cm X-Ray film sheets. Stainless steel hardware User replaceable silicone lid seal. - Master tank to have Drain hole, approximately 1” w/silicone plug	<input type="checkbox"/> Yes <input type="checkbox"/> No	[Insert respective details and exact specifications of the offered product, including brand, model, as applicable]
2	X-Ray Cartridge sets		<input type="checkbox"/> Yes <input type="checkbox"/> No	
3	Stirrers for Solutions – Heavy –duty, plastic		<input type="checkbox"/> Yes <input type="checkbox"/> No	
4	X-Ray Timers – 60 minutes		<input type="checkbox"/> Yes <input type="checkbox"/> No	
5	X-Ray Thermometer – Metric measurement		<input type="checkbox"/> Yes <input type="checkbox"/> No	
6	Heavy Duty Plastic Apron	Heavy-Duty plastic, covering entire upper torso	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7	Darkroom Safelights	-Green light -External Warning Sign-Lighted “Do Not Enter”	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8	Developing Hangars	Stainless Steel. Must take no more than 3 seconds to load. Set of 10, to accommodate the following film sizes: -24 x 30 -35 x 43 -18 x 24 -35 x 35 -18 x 43	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9	Gloves – High Quality Nitrile-10 pairs		<input type="checkbox"/> Yes <input type="checkbox"/> No	
10	X-Ray Clips		<input type="checkbox"/> Yes <input type="checkbox"/> No	
11	X-Ray Film	X-Ray Film Packs – 8 packs of 100 sheets each. - Sizes: Qty (8 total) - 24 x 30 - 2 - 35 x 43 - 1 - 18 x 24 - 1 - 35 x 35 - 2 - 18 x 43 - 2 For Green light darkroom development	<input type="checkbox"/> Yes <input type="checkbox"/> No	

B. Delivery requirements:

UNOPS Requirements		Is Bid compliant? <i>Bidder to complete</i>	Details of bid <i>Bidder to complete</i>
Delivery time	Bidder shall deliver the goods 7 (Seven) weeks after Contract signature.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Delivery place and Incoterms rules	CPT Unloaded, Monrovia, Liberia	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Consignee details	United Nations Office for Project Services (UNOPS) Liberia Country Office Apt No # 02F, STA Bldg Sekou Toure Ave UN Drive, Mamba Point, Monrovia, Liberia TEL # +231 770 730 234		

The offered goods and related services (if applicable) are in accordance with the required specifications and requirements specified in **Section IV: Schedule of Requirements**.

☐ Yes ☐ No

ANY DEVIATION MUST BE LISTED BELOW:

List of subcontractors or suppliers

Bidder must identify the names of all subcontractors/suppliers who will be providing good/services under this contract and the type of work being subcontracted, if applicable.

(A) [Full legal name and address of subcontractors]

(B) _____

I, the undersigned, certify that I am duly authorized by [insert full name of bidder] to sign this bid and bind [insert full name of bidder] should UNOPS accept this bid:

Name : _____

Title : _____

Date : _____

Signature : _____

Form D: Previous experience form

RFQ reference no: RFQ-LBR-96022-2017-006

 Name of Bidder: [insert name of Bidder]

Description of services/goods	Country	Total amount of Contract	Contract Identification and Title and Contact details of Client: (Name, Address, telephone, email, fax)	Year project was undertaken

Name : _____

Title : _____

Date : _____

Signature : _____