



**REQUEST FOR QUOTATION (RFQ)**  
**Fumigation and Maintenance of Bio- Safety Cabinets**

|                      |                             |
|----------------------|-----------------------------|
| To Potential Vendors | DATE: September 21, 2017    |
|                      | REFERENCE: RFQ/FJI1008/2017 |

Dear Sir / Madam:

We kindly request you to submit your quotation for **Fumigation and Maintenance of Bio- Safety Cabinets**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **October 2, 2017** and via ☒ e-mail or ☒ courier mail to the address below:

**United Nations Development Programme**  
**Level 8, Kadavu House, Victoria Parade, Suva, Fiji.**  
**Dale Kacivi**  
**etenderbox.pacific@undp.org**

Quotations submitted by email must be limited to a maximum of 5MB, virus-free and no more than 5 email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s: *[check the condition that applies to this RFQ, delete the entire row if condition is not applicable to the goods being procured]*

|   |  |
|---|--|
| Documents to be submitted <sup>5</sup>                    | <input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;<br><input checked="" type="checkbox"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users;<br><input checked="" type="checkbox"/> Confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected;<br><input checked="" type="checkbox"/> Certificates ( <i>NSF/ANSI 49 or EN12469:2000</i> );<br><input checked="" type="checkbox"/> Latest Business Registration Certificate;<br><input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance;<br><input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);<br><input checked="" type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer);<br><input checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied;<br><input checked="" type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods".<br><input checked="" type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier);<br><input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; |
| Period of Validity of Quotes starting the Submission Date | <input checked="" type="checkbox"/> 90 days<br><br>In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.   |
| Partial Quotes  | <input checked="" type="checkbox"/> Permitted [ <i>pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)</i> ]  |
| Payment Terms <sup>6</sup>                                | 20% upon delivery of goods/service<br>80% upon complete installation of goods/service  |
| Liquidated Damages  | If delivery time exceeds 1 month of issuance of order, then PO shall be cancelled unless mutually agreed by UNDP whereby additional time maybe permitted however not guaranteed.   |

<sup>5</sup> First 2 items in this list are mandatory for the supply of imported goods

<sup>6</sup> UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

|   |   |
|---|---|
| Evaluation Criteria<br><i>[check as many as applicable]</i> | <input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <sup>7</sup><br>Comprehensiveness of after-sales services<br><input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criterion and cannot be deleted regardless of the nature of services required]</i><br><input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time <sup>8</sup>  |
| UNDP will award to:   | <input checked="" type="checkbox"/> One or more Supplier, depending on the following factors:<br><i>[Clarify fully how and why will this be achieved. <u>Please do not choose this option without indicating the parameters for awarding to multiple Suppliers</u>]</i>   |
| Type of Contract to be Signed                               | <input checked="" type="checkbox"/> Purchase Order  |
| Special conditions of Contract                              | <input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 7 working days.<br><input type="checkbox"/> Others <i>[pls. specify]</i>   |
| Conditions for Release of Payment                           | <input checked="" type="checkbox"/> Passing Inspection Written acceptance of Report/ Deliverables by Country where the service was provided<br><input checked="" type="checkbox"/> Complete Installation<br><input checked="" type="checkbox"/> Passing all Testing as required.<br><input checked="" type="checkbox"/> Completion of Training on Operation and Maintenance<br><input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements<br><input checked="" type="checkbox"/> Delivery within the agreed time. |
| Annexes to this RFQ <sup>9</sup>                            | <input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1)<br><input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2)<br><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3).<br><input checked="" type="checkbox"/> Others - TOR<br><br>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.  |

<sup>7</sup> UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

<sup>8</sup> This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).

<sup>9</sup> Where the information is available in the web, a URL for the information may simply be provided.

|  |  |
|--|--|
| Contact Person for Inquiries<br>(Written inquiries only) <sup>10</sup> | <b>Imran Khan</b><br><b>PSM team, Global Fund Programme</b><br><b>Imran.khan@undp.org/ +679 322 7554/ 837 6960</b><br>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 Proposers. |
|--|--|

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 twenty five per cent (25%) 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 herein attached as Annex 3.

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

<sup>10</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

about vendor protest procedures in the following link: <http://www.undp.org/procurement/protest.shtml>

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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your quotation.

Sincerely yours,



*Elena Wakolo*

**Team Leader JOC**

## Technical Specifications

Fumigation, certification (as per recommended microbiological decontamination procedure (NSF/ANSI 49 standards), and a complete service and maintenance quotation is requested for multiple biological safety cabinet, mostly Class II Type A2 Biological Safety cabinet in the South Pacific Region.

Companies should have qualified and certified engineers as per global standards – either NSF/ANSI 49 or EN12469:2000. Submission of a documentary proof of the status as specified above will suffice to confirm qualification and technical compliance

Technical Proposal must include a work plan and CVs of the contractor's personnel that will be engaged in the task.

| <b>Country/Site</b> | <b>Proposed Dates of Delivery*</b> | <b>Staff assigned for EQA evaluation</b> |
|---------------------|------------------------------------|--|
| Cook Islands        | 11/12/17 - 15/12/17                |  |
| Kiribati            | 30/10/17 - 3/11/17                 |  |
| Nauru               | 6/11/17 - 10/11/17                 |  |
| Samoa               | 13/11/17 - 17/11/17                |  |
| Tonga               | 20/11/17 - 24/11/17                |  |
| Tuvalu              | 27/11/17 - 1/12/17                 |  |
| Vanuatu             | 4/12/17 - 8/12/17                  |  |

\*Dates may change depending on project approval. Any changes will be in consultation with the UNDP office and the concerning laboratory. Also, please note the requirements for time and duration as specified in the TOR.

### Fumigation and Maintenance Sites:

| <b>Country</b> | <b>Location of BSC</b>   | <b>Number of BSC</b> |
|----------------|--|----------------------|
| Cook Islands   | Rarotonga Hospital   | 1                    |
| Kiribati       | Tungaru Central Hospital DOTS TB Lab   | 1                    |
| Nauru          | Ron Hospital   | 1                    |
| Samoa          | TTM Hospital Laboratory  | 3                    |
| Tonga          | -Vaiola Hospital<br>-Prince Ngu Hospital, Va'vau   | 2                    |
| Tuvalu         | Princess Margaret Hospital   | 1                    |
| Vanuatu        | -Vila Central Hospital TB Laboratory<br>-Northern Provincial Hospital, Luganville, Santo | 2                    |

### Time and Duration

The fumigation and certification must be planned and completed before 15<sup>th</sup> December 2017. UNDP will assist the contractor to finalize specific dates for the country visitation, based on the contractor preliminary planning, and in collaboration with national partners.

Each in- country task must be completed within the following timeframe:

| <b>Step</b> | <b>Description</b> | <b>Timeframe, business days*</b> |
|-------------|--------------------|----------------------------------|
|-------------|--------------------|----------------------------------|

|   |  |   |
|---|--|---|
| 1 | Maintenance Service                              | 1 |
| 2 | Fumigation/ Decontamination Tasks/ Certification | 2 |
| 3 | Training   | 1 |
| 4 | Reporting  | 1 |

- Business days = weekdays only; excluding public holidays.

Each on-site evaluation must be completed within 5 business days and within 10 **calendar** days, including travel, on-site work, report writing, also rest, planned (weekends, public holidays, etc) and unplanned breaks

## **Annex: Pre- Maintenance Checklist**

### ***Annex A: Cook Islands Pre- maintenance checklist***

| <b><u>Tasks</u></b>   | <b><u>BSC Cabinet 2</u></b>             | <b><u>BSC Cabinet 1</u></b> |
|---|---|-----------------------------|
| Location (Hospital name and section it is placed in, Island, Suburb)                      | Raratonga Hospital Laboratory           |                             |
| Manufacturer  | Vokes AES environmental PTY LTD         |                             |
| Model and Serial Number   | Model: 2350-612-4. Serial Number – 4203 |                             |
| Hospital inventory code   | C20265                                  |                             |
| Cabinet Class   | Class II                                |                             |
| User manual available?  | No                                      |                             |
| Is it being used daily?   | No                                      |                             |
| Date of installation  | 2002                                    |                             |
| Date of last certification  | 2002                                    |                             |
| Date of last fumigation   | 2006                                    |                             |
| Date of HEPA filter replacement   | nil                                     |                             |
|   |   |                             |
| Does the motor function/ operate?   | yes                                     |                             |
| Voltage measurement   | 240                                     |                             |
| Amperage measurement  | 10 A max                                |                             |
| Operation temperature of the motor  | ?                                       |                             |
| Noise level and vibration of motor  | ?                                       |                             |
| Fluorescent lamp – is it functional?  | yes                                     |                             |
| UV lamp – does it turn on? Also measure light intensity (require a radiometer)            | yes                                     |                             |
| Electrical outlet – is it intact? Comment on Quality of contact & available voltage.      | ?                                       |                             |
| All switches – list the control state & integrity, & list switches which are not working) | nil                                     |                             |
| All cables and connectors – visual condition?   | good                                    |                             |
| Alarms – test the state of alarms – do they work?   | yes                                     |                             |
| <b><u>Physical Checks</u></b>   |   |                             |
| Internal and External condition of the cabinet – check and comment                        | good                                    |                             |
| Visual filter check (if possible) – state condition                                       | ?                                       |                             |
| Are the joints, seals, penetration and soldering free from leaks (Exterior)               | ?                                       |                             |
| Sliding window/ external cover – comment on functionality                                 | Good                                    |                             |
| <b><u>Condition of the BSC area</u></b>   |   |                             |
| Temperature (approx. 20-22°C)   | 23                                      |                             |
| Humidity (approx.. 45-55%) – need to use a hygrometer if available                        | ?                                       |                             |



|   |       |  |
|---|-------|--|
| Cleanliness – comment on the condition of the BSC | Clean |  |
|---|-------|--|

**Annex B: Kiribati Pre- maintenance checklist**

| <b>Tasks</b>  | <b>BSC Cabinet 1</b>  | <b>BSC Cabinet 2</b> |
|---|---|----------------------|
| Location (Hospital name and section it is placed in, Island, Suburb)                      | Tungaru Central Hospital DOT's TB laboratory                            |                      |
| Manufacturer  | FASTER D GROUP Company  |                      |
| Model and Serial Number   | Model BSC: Safe Fast Elite 212 S/D, MSC: Class 11<br>Serial #: 295      |                      |
| Hospital inventory code   |   |                      |
| Cabinet Class   | BSC Class II  |                      |
| User manual available?  | Yes   |                      |
| Is it being used daily?   | Yes   |                      |
| Date of installation  | September 2012  |                      |
| Date of last certification  |   |                      |
| Date of last fumigation   | July, 2014  |                      |
| Date of HEPA filter replacement   | unknown   |                      |
| <b>Electrical Checks</b>  |   |                      |
| Does the motor function/ operate?   | Yes   |                      |
| Voltage measurement   | Main supply: 240V,<br>Socket output: 240                                |                      |
| Amperage measurement  | Amp test meter available tomorrow morning                               |                      |
| Operation temperature of the motor  | As above  |                      |
| Noise level and vibration of motor  | Tools unavailable   |                      |
| Fluorescent lamp – is it functional?  | Yes   |                      |
| UV lamp – does it turn on? Also measure light intensity (require a radiometer)            | UV lamp on for seconds and off,<br>Displayed message: UV lifetime over. |                      |
| Electrical outlet – is it intact? Comment on Quality of contact & available voltage.      | Yes, Quality contact is good,<br>Available voltage:240V                 |                      |
| All switches – list the control state & integrity, & list switches which are not working) | All good  |                      |
| All cables and connectors – visual condition?   | All good  |                      |
| Alarms – test the state of alarms – do they work?   | AS 2252.2/AS 2567 (5.15) Alarm Operator (Class 2 or Cytotoxic)-<br>Pass |                      |
| <b>Physical Checks</b>  |   |                      |
| Internal and External condition of the cabinet – check and comment                        | Both good and clean   |                      |
| Visual filter check (if possible) – state condition                                       | Little dust/dirt seen   |                      |

|   |  |  |
|---|--|--|
| Are the joints, seals, penetration and soldering free from leaks (Exterior) | Yes  |  |
| Sliding window/ external cover – comment on functionality                   | Function well. Note: a little crack seen at the top right site of sash window. |  |
| <b><u>Condition of the BSC area</u></b>                                     |  |  |
| Temperature (approx. 20-22°C)   | 22-25°C  |  |
| Humidity (approx.. 45-55%) – need to use a hygrometer if available          | Hygrometer required  |  |
| Cleanliness – comment on the condition of the BSC                           | Very clean   |  |

### Annex C: Nauru Pre- maintenance checklist

| Tasks   | BSC Cabinet 1   | BSC Cabinet 2 |
|---|---|---------------|
| Location (Hospital name and section it is placed in, Island, Suburb)                      | Nauru RCH Hospital Laboratory                                       |               |
| Manufacturer  | Thermo scientific   |               |
| Model and Serial Number   | SN: 41642511 M/N: Thermo MSC 1.2                                    |               |
| Hospital inventory code   | N/A   |               |
| Cabinet Class   | okay  |               |
| User manual available?  | YES   |               |
| Is it being used daily?   | YES   |               |
| Date of installation  | <del>2013</del> 2014  |               |
| Date of last certification  |   |               |
| Date of last fumigation   |   |               |
| Date of HEPA filter replacement   |   |               |
| <b>Electrical Checks</b>  |   |               |
| Does the motor function/ operate?   | Yes   |               |
| Voltage measurement   | 240V  |               |
| Amperage measurement  | 6.3 amp   |               |
| Operation temperature of the motor  |   |               |
| Noise level and vibration of motor  | In good condition   |               |
| Fluorescent lamp – is it functional?  | yes   |               |
| UV lamp – does it turn on? Also measure light intensity (require a radiometer)            | UV light but the yes, but the measurement, we don't have radiometer |               |
| Electrical outlet – is it intact? Comment on Quality of contact & available voltage.      | voltage is stable   |               |
| All switches – list the control state & integrity, & list switches which are not working) | yes all switches are working  |               |
| All cables and connectors – visual condition?   |   |               |
| Alarms – test the state of alarms – do they work?   | yes   |               |
| <b>Physical Checks</b>  |   |               |
| Internal and External condition of the cabinet – check and comment                        | All good  |               |
| Visual filter check (if possible) – state condition                                       | Good condition.   |               |
| Are the joints, seals, penetration and soldering free from leaks (Exterior)               | All good  |               |
| Sliding window/ external cover – comment on functionality                                 | It good   |               |
| <b>Condition of the BSC area</b>  |   |               |
| Temperature (approx. 20-22°C)   | 20 °C   |               |
| Humidity (approx.. 45-55%) – need to use a hygrometer if available                        | 55 %  |               |
| Cleanliness – comment on the condition of the BSC   | It okay   |               |

**Annex D: Samoa Pre- maintenance checklist**

| <b><u>Tasks</u></b>   | <b><u>BSC Cabinet 1</u></b>      | <b><u>BSC Cabinet 2</u></b>      | <b><u>BSC Cabinet 3</u></b>    |
|---|----------------------------------|----------------------------------|--------------------------------|
| Location (Hospital name and section it is placed in, Island, Suburb)                      | Apia – TTM Hospital Laboratory   | Apia – TTM Hospital Laboratory   | Apia – TTM Hospital Laboratory |
| Manufacturer  | CCL                              | CCL                              | Esco                           |
| Model and Serial Number   | Model No- 1687-5001/1 Top---1108 | Model No- 1687-5001/1 Top---1106 | NC2-4L8--- 2014-88389          |
| Hospital inventory code   | A1182                            | A1183                            | 16081005                       |
| Cabinet Class   | BSC Class II                     | BSC Class II                     | BSC Class II                   |
| User manual available?  | No                               | No                               | No                             |
| Is it being used daily?   | No                               | Yes                              | Occasionally                   |
| Date of installation  | Unknown                          | Unknown                          | Jun 2014                       |
| Date of last certification  | Unknown                          | Unknown                          | Jan 2013                       |
| Date of last fumigation   | Unknown                          | Unknown                          | Unknown                        |
| Date of HEPA filter replacement   |                                  |                                  |                                |
| <b><u>Electrical Checks</u></b>   |                                  |                                  |                                |
| Does the motor function/operate?  | Unknown                          | Unknown                          | Unknown                        |
| Voltage measurement   | Unknown                          | Unknown                          | Unknown                        |
| Amperage measurement  | Unknown                          | Unknown                          | Unknown                        |
| Operation temperature of the motor  | Unknown                          | Unknown                          | Unknown                        |
| Noise level and vibration of motor  | Unknown                          | Unknown                          | Unknown                        |
| Fluorescent lamp – is it functional?  | No                               | No                               | Yes                            |
| UV lamp – does it turn on? Also measure light intensity (require a radiometer)            | No                               | No                               | Yes                            |
| Electrical outlet – is it intact? Comment on Quality of contact & available voltage.      | Yes                              | Yes                              | Yes                            |
| All switches – list the control state & integrity, & list switches which are not working) | Panel partially working          | No                               | Yes                            |
| All cables and connectors – visual condition?   | Yes                              | Yes                              | Yes                            |
| Alarms – test the state of alarms – do they work?   | Yes                              | Yes                              | Yes                            |
| <b><u>Physical Checks</u></b>   |                                  |                                  |                                |

|   |     |     |     |
|---|-----|-----|-----|
| Internal and External condition of the cabinet – check and comment          | OK  | OK  | OK  |
| Visual filter check (if possible) – state condition                         | N/A | N/A | N/A |
| Are the joints, seals, penetration and soldering free from leaks (Exterior) | Yes | Yes | Yes |
| Sliding window/ external cover – comment on functionality                   | Yes | Yes | Yes |
| <b>Condition of the BSC area</b>  |     |     |     |
| Temperature (approx. 20-22°C)   |     |     |     |
| Humidity (approx.. 45-55%) – need to use a hygrometer if available          |     |     |     |
| Cleanliness – comment on the condition of the BSC                           |     |     |     |

**Annex E: Tonga Pre- maintenance checklist**

| <b>Tasks</b>   | <b>BSC Cabinet 1</b>   | <b>BSC Cabinet 2</b>   |
|--|--|--|
| Location (Hospital name and section it is placed in, Island, Suburb)           | <b><u>Vaiola Hospital (Laboratory- Microbilology)</u></b><br><b><u>Nuku'alofa/Togatapu</u></b> | <b><u>Vaiola (Lab/Chlamydia)</u></b><br><b><u>Nuku'alofa/Tongatapu</u></b> |
| Manufacturer   | ABO LABO   | ABO LABO   |
| Model and Serial Number  | BHC-10001/G274540501   | BHC-10001/G274540502   |
| Hospital inventory code  | 2911   | 2922   |
| Cabinet Class  | 1  | 1  |
| User manual available?   | No   | No   |
| Is it being used daily?  | Yes  | No   |
| Date of installation   | 2006   | 2006   |
| Date of last certification   | NA   | NA   |
| Date of last fumigation  | NA   | NA   |
| Date of HEPA filter replacement  | NA   | NA   |
| <b>Electrical Checks</b>   |  |  |
| Does the motor function/ operate?  | Yes  | Yes  |
| Voltage measurement  | 100V   | 100V   |
| Amperage measurement   | 5A   | 5A   |
| Operation temperature of the motor   | Not sure   | Not sure   |
| Noise level and vibration of motor   | OK   | OK   |
| Fluorescent lamp – is it functional?   | Functional   | Functional   |
| UV lamp – does it turn on? Also measure light intensity (require a radiometer) | Yes  | Yes  |

|   |                     |                     |
|---|---------------------|---------------------|
| Electrical outlet – is it intact?<br>Comment on Quality of contact & available voltage.   | Yes---              | Yes                 |
| All switches – list the control state & integrity, & list switches which are not working) | Good                | Good                |
| All cables and connectors – visual condition?   | Good                | Good                |
| Alarms – test the state of alarms – do they work?   | NA                  | NA                  |
| <b>Physical Checks</b>  |                     |                     |
| Internal and External condition of the cabinet – check and comment                        | Good                | Good                |
| Visual filter check (if possible) – state condition                                       | Condition not known | Condition not known |
| Are the joints, seals, penetration and soldering free from leaks (Exterior)               | ?                   | ?                   |
| Sliding window/ external cover – comment on functionality                                 | Good                | Good                |
| <b>Condition of the BSC area</b>  |                     |                     |
| Temperature (approx. 20-22°C)   | 20-22               | 20-22               |
| Humidity (approx.. 45-55%) – need to use a hygrometer if available                        | No hygrometer       | No hygrometer       |
| Cleanliness – comment on the condition of the BSC   | Clean               | Clean               |

**Annex F: Tuvalu Pre- maintenance checklist**

| Tasks   | BSC Cabinet 1                     | BSC Cabinet 2 |
|---|-----------------------------------|---------------|
| Location (Hospital name and section it is placed in, Island, Suburb)                      | Microbiology Laboratory- Funatuti |               |
| Manufacturer  | THERMO SCIENTIFIC                 |               |
| Model and Serial Number   | 41532536 / SAFE 2020              |               |
| Hospital inventory code   | U4878                             |               |
| Cabinet Class   | CLASS II                          |               |
| User manual available?  | NONE                              |               |
| Is it being used daily?   | YES                               |               |
| Date of installation  | DECEMBER 2014                     |               |
| Date of last certification  | —                                 |               |
| Date of last fumigation   | —                                 |               |
| Date of HEPA filter replacement   | NEVER REPLACE                     |               |
| <b>Electrical Checks</b>  |                                   |               |
| Does the motor function operate?  | FUNCTION GOOD                     |               |
| Voltage measurement   | 240V                              |               |
| Amperage measurement  | —                                 |               |
| Operation temperature of the motor  | —                                 |               |
| Noise level and vibration of motor  | NONE                              |               |
| Fluorescent lamp - is it functional?  | FUNCTIONAL                        |               |
| UV lamp - does it turn on? Also measure light intensity (require a radiometer)            | UV GOOD / RADIOMETER N/A          |               |
| Electrical outlet - is it intact? Comment on Quality of contact & available voltage.      | GOOD                              |               |
| All switches - list the control state & integrity, & list switches which are not working) | ALL GOOD                          |               |
| All cables and connectors - visual condition?   | GOOD                              |               |
| Alarms - test the state of alarms - do they work?   | GOOD                              |               |
| <b>Physical Checks</b>  |                                   |               |
| Internal and External condition of the cabinet - check and comment                        | GOOD                              |               |
| Visual filter check (if possible) - state condition                                       | NOT POSSIBLE                      |               |
| Are the joints, seals, penetration and soldering free from leaks (Exterior)               | GOOD                              |               |
| Sliding window/ external cover - comment on functionality                                 | GOOD                              |               |
| <b>Condition of the BSC area</b>  |                                   |               |
| Temperature (approx. 20-22°C)   | GOOD                              |               |
| Humidity (approx.. 45-55%) - need to use a hygrometer if available                        | HYGROMETER N/A                    |               |
| Cleanliness - comment on the condition of the BSC   | NEED CLEANING                     |               |

**Annex G: Vanuatu Pre- maintenance checklist**

| <b>Tasks</b>  | <b>BSC Cabinet 1</b>                            | <b>BSC Cabinet 2</b>                            |
|---|---|---|
| Location (Hospital name and section it is placed in, Island, Suburb)                      | Port Vila – Vila Central Hospital TB Laboratory | Northern Provincial Hospital, Luganville, Santo |
| Manufacturer  | AirTech   | NUAIRE  |
| Model and Serial Number   | BHC-130611B2-FS;<br>200-017611-1401             | 77390   |
| Hospital inventory code   | V0011871 / V4660                                |   |
| Cabinet Class   | Class II  | Class II  |
| User manual available?  | Yes   | Yes   |
| Is it being used daily?   | Yes   | Yes   |
| Date of installation  | October 2013                                    | 7 Sep 1998                                      |
| Date of last certification  | February 2014                                   | NA  |
| Date of last fumigation   | N/A   | NA  |
| Date of HEPA filter replacement   | N/A   | NA  |
| <b>Electrical Checks</b>  |   |   |
| Does the motor function/ operate?   | Yes   | Yes   |
| Voltage measurement   | OK  | Ok  |
| Amperage measurement  | OK  | Ok  |
| Operation temperature of the motor  | N/A   | Room temperature                                |
| Noise level and vibration of motor  | Very loud                                       | Normal  |
| Fluorescent lamp – is it functional?  | Yes, but flickers occasionally                  | Yes   |
| UV lamp – does it turn on? Also measure light intensity (require a radiometer)            | Yes   | NA  |
| Electrical outlet – is it intact? Comment on Quality of contact & available voltage.      | Yes – excellent condition                       | Good  |
| All switches – list the control state & integrity, & list switches which are not working) | Very Good                                       | Yes   |
| All cables and connectors – visual condition?   | Very Good                                       | Good  |
| Alarms – test the state of alarms – do they work?   | Yes   | Yes   |
| <b>Physical Checks</b>  |   |   |
| Internal and External condition of the cabinet – check and comment                        | Excellent                                       | Good- conditions dropping                       |
| Visual filter check (if possible) – state condition                                       | N/A   | NA  |
| Are the joints, seals, penetration and soldering free from leaks (Exterior)               | Very Good                                       | Good  |
| Sliding window/ external cover – comment on functionality                                 | Very Good                                       | Yes operating                                   |
| <b>Condition of the BSC area</b>  |   |   |
| Temperature (approx. 20-22°C)   | 18degrees                                       | 18 degrees                                      |



|  |                                |                         |
|--|--------------------------------|-------------------------|
| Humidity (approx.. 45-55%) – need to use a hygrometer if available | N/A but suspect lower than 50% | NA- but AC working fine |
| Cleanliness – comment on the condition of the BSC                  | Very clean                     | Very good               |

*\*Pls. attach delivery schedule, if relevant, and cluster by lot, if partial bids will be allowed. Specify delivery locations if goods multiple destinations.*

*[Enter name of authorized staff]*  
*[Designation]*  
*[Click here to enter a date]*

## Annex 2

### FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>11</sup>

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>12</sup>)*

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. **RFQ/FJI1008/2017: Fumigation and Maintenance of Bio-Safety Cabinets**

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

| Country      | Description  | Qty | Unit cost | Total |
|--------------|--|-----|-----------|-------|
| Cook Islands | Air fare, round trip                                 | 1   |           |       |
|              | Per diem, days                                       |     |           |       |
|              | Professional fee, days                               | 5   |           |       |
|              | Other costs, if any<br>(pls specify) _____           |     |           |       |
|              | Specific maintenance cost (if needed) <b>Annex A</b> |     |           |       |
| TOTAL, COOKS |  |     |           |       |
| Kiribati     | Air fare, round trip                                 | 1   |           |       |
|              | Per diem, days                                       |     |           |       |
|              | Professional fee, days                               | 5   |           |       |
|              | Other costs, if any<br>(pls specify) _____           |     |           |       |
|              | Specific maintenance cost (if needed) <b>Annex B</b> |     |           |       |
| TOTAL, KI    |  |     |           |       |
| Nauru        | Air fare, round trip                                 | 1   |           |       |
|              | Per diem, days                                       |     |           |       |
|              | Professional fee, days                               | 5   |           |       |
|              | Other costs, if any<br>(pls specify) _____           |     |           |       |
|              | Specific maintenance cost (if needed) <b>Annex C</b> |     |           |       |

<sup>11</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>12</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

|         |   |   |           |  |  |
|---------|---|---|-----------|--|--|
|         |   |   | TOTAL, NA |  |  |
| Samoa   | Air fare, round trip                                    | 1 |           |  |  |
|         | Per diem, days  |   |           |  |  |
|         | Professional fee, days                                  | 5 |           |  |  |
|         | Other costs, if any<br>(pls specify) _____              |   |           |  |  |
|         | Specific maintenance cost (if needed)<br><b>Annex D</b> |   |           |  |  |
|         |   |   | TOTAL, SA |  |  |
| Tonga   | Air fare, round trip                                    | 1 |           |  |  |
|         | Per diem, days  |   |           |  |  |
|         | Professional fee, days                                  | 5 |           |  |  |
|         | Other costs, if any<br>(pls specify) _____              |   |           |  |  |
|         | Specific maintenance cost (if needed)<br><b>Annex E</b> |   |           |  |  |
|         |   |   | TOTAL, TO |  |  |
| Tuvalu  | Air fare, round trip                                    | 1 |           |  |  |
|         | Per diem, days  |   |           |  |  |
|         | Professional fee, days                                  | 5 |           |  |  |
|         | Other costs, if any<br>(pls specify) _____              |   |           |  |  |
|         | Specific maintenance cost (if needed)<br><b>Annex F</b> |   |           |  |  |
|         |   |   | TOTAL, TU |  |  |
| Vanuatu | Air fare, round trip                                    | 1 |           |  |  |
|         | Per diem, days  |   |           |  |  |
|         | Professional fee, days                                  | 5 |           |  |  |
|         | Other costs, if any<br>(pls specify) _____              |   |           |  |  |
|         | Specific maintenance cost (if needed)<br><b>Annex G</b> |   |           |  |  |
|         |   |   | TOTAL, VU |  |  |

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

| Other Information pertaining to our Quotation are as follows:          | Your Responses             |                             |   |
|--|----------------------------|-----------------------------|---|
|  | <i>Yes, we will comply</i> | <i>No, we cannot comply</i> | <i>If you cannot comply, pls. indicate counter proposal</i> |
| Delivery Lead Time   |                            |                             |   |
| Estimated weight/volume/dimension of the Consignment:                  |                            |                             |   |
| Country/ies Of Origin <sup>13</sup> :                                  |                            |                             |   |
| Warranty and After-Sales Requirements                                  |                            |                             |   |
| a) Training on Operations and Maintenance                              |                            |                             |   |
| b) Minimum one (1) year warranty on both parts and labor               |                            |                             |   |
| c) Service Unit to be Provided when the Purchased Unit is Under Repair |                            |                             |   |
| d) Brand new replacement if Purchased Unit is beyond repair            |                            |                             |   |
| e) Others  |                            |                             |   |
| Validity of Quotation  |                            |                             |   |
| All Provisions of the UNDP General Terms and Conditions                |                            |                             |   |
| Other requirements <i>[pls. specify]</i>                               |                            |                             |   |

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]*

<sup>13</sup> *If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UNDP if awarded the PO/contract.*

## **General Terms and Conditions**

### **1. ACCEPTANCE OF THE PURCHASE ORDER**

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind UNDP unless agreed to in writing by a duly authorized official of UNDP.

### **2. PAYMENT**

- 2.1 UNDP shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.
- 2.2 Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.
- 2.3 Unless authorized by UNDP, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
- 2.4 The prices shown in this Purchase Order may not be increased except by express written agreement of UNDP.

### **3. TAX EXEMPTION**

- 3.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNDP's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP to determine a mutually acceptable procedure.
- 3.2 Accordingly, the Supplier authorizes UNDP to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

### **4. RISK OF LOSS**

Risk of loss, damage to or destruction of the goods shall be governed in accordance with Incoterms 2010, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.

### **5. EXPORT LICENCES**

Notwithstanding any INCOTERM 2010 used in this Purchase Order, the Supplier shall obtain any export licences required for the goods.

### **6. FITNESS OF GOODS/PACKAGING**

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes

expressly made known to the Supplier by UNDP, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

## **7. INSPECTION**

7.1 UNDP shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.

7.2 Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

## **8. INTELLECTUAL PROPERTY INFRINGEMENT**

The Supplier warrants that the use or supply by UNDP of the goods sold under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold UNDP and the United Nations harmless from any actions or claims brought against UNDP or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

## **9. RIGHTS OF UNDP**

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNDP may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

9.1 Procure all or part of the goods from other sources, in which event UNDP may hold the Supplier responsible for any excess cost occasioned thereby.

9.2 Refuse to accept delivery of all or part of the goods.

9.3 Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of UNDP.

## **10. LATE DELIVERY**

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with UNDP to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by UNDP.

## **11. ASSIGNMENT AND INSOLVENCY**

11.1. The Supplier shall not, except after obtaining the written consent of UNDP, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.

11.2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNDP may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

## **12. USE OF UNDP OR UNITED NATIONS NAME OR EMBLEM**

The Supplier shall not use the name, emblem or official seal of UNDP or the United Nations for any purpose.

## **13. PROHIBITION ON ADVERTISING**

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to UNDP without specific permission of UNDP in each instance.

#### **14. CHILD LABOUR**

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

#### **15. MINES**

The Supplier represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

#### **16. SETTLEMENT OF DISPUTES**

**16.1 Amicable Settlement.** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.

**16.2 Arbitration.** Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

#### **17. PRIVILEGES AND IMMUNITIES**

Nothing in or related to these General Terms and Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of the United Nations, including its subsidiary organs.

#### **18. SEXUAL EXPLOITATION:**

**18.1** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods,

services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

- 18.2 UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

**19.0 OFFICIALS NOT TO BENEFIT:**

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

**20. AUTHORITY TO MODIFY:**

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possess the authority to agree on behalf of UNDP to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Agreement signed by the Contractor and jointly by the UNDP Authorized Official.



