



Request for Quotation (RFQ)

Provision of Biological Monitoring Equipment

Ref: RFQ/UNDP/ECU/001/2018

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM	DATE: March 12, 2018
	REFERENCE: RFQ/UNDP/ECU/001/2018

Dear Sir / Madam:

The Office of Sourcing and Operations (OSO) of UNDP, on behalf of UNDP Ecuador, kindly request you to submit your quotation for the provision of Biological Monitoring Equipment as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations must be submitted on or before 11:59pm, March 19, 2018, New York local time (EST) via *email* to the address below:

psobids@undp.org

Quotations must be submitted by email. Bidders may submit as many emails as needed, however the size of each email should not exceed 5MB. All emails must be free from any form of virus or corrupted contents or the quotation 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.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good(s)

Delivery Terms [INCOTERMS 2010] <i>(Pls. link this to price schedule)</i>	DAP
Customs clearance ¹ , if needed, shall be done by:	Supplier/Offeror
Exact Address of Delivery Location	UNDP Ecuador, Quito. (Detail address will be provided to the successful bidder)
UNDP Preferred Freight Forwarder, if any ²	N/A
Distribution of shipping documents <i>(if using freight forwarder)</i>	N/A
Latest Expected Delivery Date <i>(if delivery time exceeds this,</i>	5 Weeks from the issuance of PO

¹ Must be linked to INCO Terms chosen.

² Depends on INCO Terms. The suggestion to use a UNDP preferred courier is only for purposes of familiarity with procedures and documentary requirements applicable to the UNDP when clearing with customs.

<i>quote may be rejected by UNDP)</i>	
Delivery Schedule	Required
Packing Requirements	N/A
Mode of Transport	Airfreight/ Sea freight
Preferred Currency of Quotation ³	United States Dollars (USD)
Value Added Tax on Price Quotation ⁴	Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	Warranty on equipment/parts
Deadline for the Submission of Quotation	11:59pm, March 19, 2018, New York local time (EST)
All documentations, including catalogs, instructions and operating manuals, shall be in this language	English and Spanish
Documents to be submitted ⁵	<ul style="list-style-type: none"> • Duly Completed Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; • 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; • Latest Business Registration Certificate; • Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; • Documents confirming that the bidder is an authorized distributor/ reseller of the offered goods if any; • Delivery schedule upon receiving PO
Period of Validity of Quotes starting from the Submission Date	<p>90 days;</p> <p>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.</p>
Partial Quotes	Permitted per Lot only
Payment Terms ⁶	100% upon complete delivery of goods

³ Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

⁴ This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

⁵ First 2 items in this list are mandatory for the supply of imported goods

Liquidated Damages	N/A
Evaluation Criteria [check as many as applicable]	Technical responsiveness/Full compliance to requirements and lowest price
UNDP will award to:	Lot by Lot basis
Type of Contract to be Signed	Purchase Order
Special conditions of Contract	Cancellation of PO/Contract if the delivery/completion is delayed by 15 days.
Conditions for Release of Payment	Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ ⁷	<ul style="list-style-type: none"> • Specifications of the Goods (Annex 1) • Form for Submission of Quotation (Annex 2) • General Terms and Conditions/Special Conditions (Annex 3) <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>
Contact Person for Inquiries (Written inquiries only) ⁸	<p>psb.bids@undp.org</p> <p>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.</p>

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.

⁶ 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.

⁷ Where the information is available in the web, a URL for the information may simply be provided.

⁸ 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.

UNDP may carry out Post Qualification prior to award of contract of the lowest evaluated bidder to confirm, verify, validate and ascertain the worthiness of all the statements made and documents submitted.

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 about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html/>

UNDP encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

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

Thank you and we look forward to receiving your quotation.

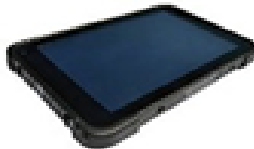


Sincerely yours,

Bakhtiyor Khamraev
Team Lead
Office of Sourcing and Operations
Bureau for Management Services


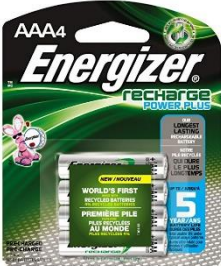


Global Shared Service Unit
Cyberjaya, Malaysia
United Nations Development Programme

ANNEX 1

TECHNICAL SPECIFICATIONS

Minimum Specifications Requirement (Note: photos are for illustration purpose only)					
LOT	Equipment/ Material			Specification	Quantity
LOT 1	1	Outdoor rugged tablet PC		Equivalent to Vanquisher Outdoor Rugged Tablet PC: 1. Windows 10 2. Approximately 8-Inch (1280x800 IPS screen) 3. Waterproof & 1.2m Drop Survival 4. Ideal for wild daily use & field work in challenging harsh conditions	4
	2	Portable Handheld Digital Audio Recorder (Black) with Deluxe accessory		Equivalent to Tascam DR-05 (Version 2) Portable Handheld Digital Audio Recorder (Black) with Deluxe accessory bundle: 1. Quality WAV and MP3 Recording in a lightweight and compact design 2. Records up to 24-Bit/96 kHz, and audios can be stored in MicroSD or MicroSDHC cards. Integrated Microphones capture stereo audio clearly 3. Top Quality Batterys, along with a 16GB MicroSDHC memory card included in the bundle 4. Deluxe accessory bundle contains a Handgrip table tripod, 16GB MicroSDHC memory card, Samson stereo headphones, cleaning accessories, and 4 AA batteries, and an auxiliary wire	4
	3	13-Piece Professional Video & Broadcast Unidirectional Condenser Microphone Kit		Equivalent to XM-55 13-Piece Professional Video & Broadcast Unidirectional Condenser Microphone Kit For Canon Digital EOS Rebel SL1, T2i, T3i, T4i, T5i, T6i, T6s, EOS 60D, EOS 70D, 50D, 40D, 30D, EOS 5D, EOS 5Ds, EOS 5D Mark III, EOS 6D, EOS 7D, EOS 7D Mark II, EOS-M Digital SLR Cameras	4

	4	Temperature and Humidity Data Logger		Equivalent to TemLog20H PDF Temperature and Humidity Data Logger USB Model 32000 Points	48
	5	Portable Foldable Solar Charger with High Efficiency Solar Panel		Equivalent to SOKOO 22W 5V 2-Port USB Portable Foldable Solar Charger with High Efficiency Solar Panel, Reinforced and Waterproof, for Cell Phone, iPhone, Backpack and Outdoors (Black)	4
	6	Digital Camera		Equivalent to Samsung WB35F 16.2MP Smart WiFi & NFC Digital Camera with 12x Optical Zoom and 2.7" LCD (Red)	4
	7	Spherical Crown Densimeter, Convex		Equivalent to Forestry Suppliers Spherical Crown Densimeter, Convex	4
	8	Labelling tape		Equivalent to TopGreen Fluorescent Orange Flagging Tape 150ft 1-3/16" Roll for Gardener	10
	9	Digital Gauge		Equivalent to Bolight IP54 Digital Caliper 6 inch Stainless Steel ip54 Waterproof Vernier Caliper Fraction with Extra Large LCD Screen	4

	10	Spring Scale		Equivalent to Pesola Micro-Line Spring Scale, 10g x 0.1g	4
	11	Rechargeable Batteries		Equivalent to Energizer AAA Rechargeable Batteries, Power Plus 700 mAh Pre-Charged, (4 Count)	10
	12	AA and AAA Charger		Equivalent to Energizer Pro Charger and 4 AA Rechargeable Batteries (AA and AAA Charger with Sound and Auto Shut Off)	10
LOT 2	1	Portable acoustic recorders		Equivalent to ARBIMON portable acoustic recorders Please submit catalogue with detail specification and packages	4

LOT 3	1	<u>Option 1:</u> Cryogenic tank for storage of samples in liquid nitrogen	 A stainless steel cryogenic storage tank with a white lid and a digital display on top. The tank has two handles and the CBS logo is visible.	Equivalent to CBS (Custom Biogenic System) dry isothermal tank of liquid nitrogen. Minimum capacity: 9100 vials of 2 ml.	1
	2	<u>Option 2:</u> Laboratory storage	 A white laboratory storage cabinet with a blue handle and a digital display on the right side.	Equivalent to Thermo Scientific CryoPlus Storage Systems Minimum capacity: 90 L of 5500 vials	1

ANNEX 2

FOR SUBMITTING SUPPLIER'S QUOTATION¹

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery²)

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/UNDP/ECU/001/2018

LOT	Equipment/ Material		Quantity	Requirement	Please Specify whether the proposed product meet the Specifications in Annex 1	Unit Price ³	Total Price
LOT 1	1	Outdoor rugged tablet PC	4	Brand Name (Please Specify)			
				Windows 10			
				Approximately 8-Inch (1280x800 IPS screen)			
				Waterproof & 1.2m Drop Survival			
				Ideal for wild daily use & field work in challenging harsh conditions			
				Warranty			
				Please provide product catalogue with specification and photo			
	2	Portable Handheld Digital Audio Recorder (Black) with Deluxe accessory	4	Brand Name (Please Specify)			
				Quality WAV and MP3 Recording in a lightweight and compact design			
				Records up to 24-Bit/96 kHz, and can audios can be stored in MicroSD or MicroSDHC cards			
				Integrated Microphones capture stereo audio clearly			
				Top Quality Batterys, along with a 16GB MicroSDHC memory card included in the bundle			
				Deluxe accessory bundle contains a Handgrip table tripod, 16GB MicroSDHC memory card, Samson stereo headphones, cleaning accessories, and 4 AA batteries, and an auxiliary wire			
				Warranty			

				Please provide product catalogue with specification and photo			
3	13-Piece Professional Video & Broadcast Unidirectional Condenser Microphone Kit	4		Brand Name (Please Specify)			
				Warranty			
				Please provide product catalogue with specification and photo			
4	Temperature and Humidity Data Logger	48		Brand Name (Please Specify)			
				Warranty			
				Please provide product catalogue with specification and photo			
5	Portable Foldable Solar Charger with High Efficiency Solar Panel	4		Brand Name (Please Specify)			
				Reinforced and Waterproof, for Cell Phone, iPhone, Backpack and Outdoors (Black)			
				Warranty			
				Please provide product catalogue with specification and photo			
6	Digital Camera	4		Brand Name (Please Specify)			
				Approximately 12x Optical Zoom and 2.7" LCD			
				Warranty			
				Please provide product catalogue with specification and photo			
7	Spherical Crown Densimeter, Convex	4		Brand Name (Please Specify)			
				Warranty			
				Please provide product catalogue with specification and photo			
8	Labelling tape	10		150ft 1-3/16" Roll			
9	Digital Gauge	4		Brand Name (Please Specify)			
				6 inch Stainless Steel ip54 Waterproof Vernier Caliper Fraction with Extra Large LCD Screen			
				Warranty			
				Please provide product catalogue with specification and photo			
10	Spring Scale	4		Brand Name (Please Specify)			
				Capacity: 10g x 0.1g			
				Warranty			
				Please provide product catalogue with specification and photo			

	11	Rechargeable Batteries	10	Equivalent to Energizer AAA Rechargeable Batteries, Power Plus 700 mAh Pre-Charged, (4 Count)- Please specify proposed brand			
	12	AA and AAA Charger	10	Equivalent to Energizer Pro Charger and 4 AA Rechargeable Batteries (AA and AAA Charger with Sound and Auto Shut Off) – Please specify proposed brand			
	Shipment Cost for LOT 1						
	Total LOT 1						

LOT 2	1	Portable acoustic recorders	4	Brand Name (Please Specify)			
				Hours of recording			
				Warranty			
				Please submit catalogue with detail specification and packages			
	Shipment Cost for LOT 2						
	Total LOT 2						

LOT 3	1	Cryogenic tank for storage of samples in liquid nitrogen – OPTION 1	1	Brand Name (Please Specify)			
				Minimum capacity: 9100 vials of 2 ml.			
				Warranty			
				Please submit catalogue with detail specification and packages			
				Shipment Cost for Option 1			
				Total Cost for Option 1			
	2	Laboratory storage – OPTION 2	1	Brand Name (Please Specify)			
				Minimum capacity: 90 L of 5500 vials			
				Warranty			
				Please submit catalogue with detail specification and packages			
				Shipment Cost for Option 2			
				Total Cost for Option 2			

¹ This serves as a guide to the Supplier in preparing the quotation and price schedule.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

³ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

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, please indicate counter proposal</i>
Delivery Lead Time of 5 weeks			
Document(s) for Country(ies) of Origin ⁴			
Validity of Quotation of 60 days			
All Provisions of the UNDP General Terms and Conditions as in Annex 3			

⁴ *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.*

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]