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G H A N A

REQUEST FOR QUOTATION (RFQ)
(GOODS)
QUOTATION SUBMISSION FORM
Supply of BIOGAS Equipment (Lot A–D)

Procurement Reference No.: [UNDP.GHA.2018.202.RFQ](#)

Published (Posted on): [October 3, 2018](#)

**Submission Deadline: [October 16, 2018](#) @ 4:30 PM in the
afternoon**

(UTC+00:00) Accra/Monrovia Time Zone

*Note: those who submit afterwards will be
automatically rejected. Thus, you all are strongly
advised to meet the submission deadline and
avoid last hour rush.*

United Nations Development Programme (UNDP)
Accra, Ghana
[October 3, 2018](#)



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REQUEST FOR QUOTATION (RFQ) (GOODS)

GHANA

RFQ Procurement Ref.: **UNDP.GHA.2018.202.RFQ**
October 3, 2018

Subject: Supply of BIOGAS Equipment

Dear Sir / Madam:

We kindly request you to submit your quotation for Supply of BIOGAS 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 may be submitted on or before **October 16, 2018** and via:

☒ **e-mail through Official Address for e-submission:** bids.gh@undp.org under **email subject line** [UNDP.GHA.2018.202.RFQ](#) - [insert Vendor Legal Name]

E-mail address dedicated for request for clarification is: procurement.gh@undp.org **(please note that it is only dedicated for enquiry and confirmation for quotation submission. Do not submit Quotation to this account. If you do so, your Quotation will be rejected and UNDP will not be accountable for it).**

Quotations submitted by email must be limited to a maximum of **9MB**, virus-free and no more than **one (1)** 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 goods:

INSTRUCTION FOR QUOTATION SUBMISSION

No.	Data	Requirements and Conditions pertaining to the Supply of the Goods
1	Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> DAP
2	Customs clearance ¹ , if needed, shall be done by: (if the request to be supplied from Abroad)	<input checked="" type="checkbox"/> UNDP Ghana will be responsible to clear cargo
3	Exact Address/es of Delivery Location/s (identify all, if multiple)	<input checked="" type="checkbox"/> Rokya Ye Dieng United Nations Development Programme (UNDP) UN House No. 7, Ring Road East, Near Fire Service HQ Accra, Ghana
4	Packing Requirements	<input checked="" type="checkbox"/> Shall use ISO standard packaging materials to allow the cargo move safely in multi-modal transportation and sever weather conditions
5	Inspection upon delivery	<input checked="" type="checkbox"/> UNDP/Government beneficiary experts will conduct post-delivery inspection on each unit, and will then verify operating functions as per the requirement
6	Installation Requirements	<input checked="" type="checkbox"/> The Supplier will be required to supervise the installation of the equipment. <input checked="" type="checkbox"/> Provide one technical personnel who speaks and understand English to supervise the installation <input checked="" type="checkbox"/> The personnel should preferable have engineering/TVET background with at least four (4) years' experience <input checked="" type="checkbox"/> Refer to Technical Specs <input checked="" type="checkbox"/> Clearly indicate the cost of Round Trip Airfares to and from duty station and Living Allowance for the Technical personnel for 30 calendar days. <input checked="" type="checkbox"/> Refer to Annex 2B: Format for Submission of Cost of Technical Personnel

¹ Must be linked to INCO Terms chosen.

No.	Data	Requirements and Conditions pertaining to the Supply of the Goods
7	Distribution of Shipping Documents (if the request to be supplied from Abroad)	<input checked="" type="checkbox"/> Commercial Invoice: One Original and two copies of Commercial Invoice (stamped and signed by Chamber of Commerce) <input type="checkbox"/> Bill of Lading (B/L): Two Original and two copies of Bill of Lading (B/L) <input checked="" type="checkbox"/> Packing List: One Original and three copies of Packing List <input checked="" type="checkbox"/> Delivery Note: One Original and three copies of Packing List <input checked="" type="checkbox"/> Insurance Coverage Certificate: Three copies of Insurance Certificate and insurance claim procedure <input checked="" type="checkbox"/> Warranty Certificate: One Original and two copies of Warranty Certificate <input checked="" type="checkbox"/> Certificate of Origin (C/O): One (1) Original and two (2) copies (stamped and signed by Chamber of Commerce)
8	Latest Expected Delivery Date and Time [if delivery time exceeds this, quote may be rejected by UNDP]	<input checked="" type="checkbox"/> 90 calendar days from the issuance of the Purchase Order (PO)
9	Delivery Schedule	<input checked="" type="checkbox"/> Required
10	Mode of Transport	<input checked="" type="checkbox"/> SEA
11	Preferred Currency of Quotation ²	<input checked="" type="checkbox"/> United States Dollars (US\$)
12	Value Added Tax on Price Quotation ³	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
13	After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of one (1) year <input checked="" type="checkbox"/> Technical Support
14	Manner of Disseminating Supplemental Information to the RFQ and responses/ clarifications to queries	<input checked="" type="checkbox"/> Direct communication to prospective Bidders by email
15	Deadline for the Submission of Quotation	<input checked="" type="checkbox"/> Date and Time: October 16, 2018 @ 4:30 PM in the Afternoon <input checked="" type="checkbox"/> Time Zone: (UTC+00:00) Accra/Monrovia Time <input checked="" type="checkbox"/> Please schedule your time to submit on or ahead of the stated time. Submission after 4:30 hr will not be considered and be returned.
16	Manner of Submitting Bid	<input checked="" type="checkbox"/> Electronic submission of Bid ⁴

² 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.

³ 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.

⁴ If this will be allowed, security features (e.g., encryption, authentication, digital signatures, etc.) are strictly required and must be enforced to ensure confidentiality and integrity of contents.

No.	Data	Requirements and Conditions pertaining to the Supply of the Goods
17	Conditions and Procedures for electronic submission and opening	<ul style="list-style-type: none"> ☒ Official Address for e-submission: bids.gh@undp.org ☒ Free from virus and corrupted files ☒ Format: Duly Signed RFQ Proposal Submission PDF file ☒ UNDP Ghana Office uses Adobe PDF reader version 9 and Microsoft 2007 & Microsoft 2010 ☒ For electronically transferred data, the maximum capacity is 9MB. Thus, if the size of the file is greater than 9MB attach them with two or more emails. In this case you are kindly advised to label each email as "<i>Attachment 1 of 2; 2 of 2; . . .</i>" ☒ No. of copies to be transmitted: only One, do not send the Quotations time and again to avoid mistake in identifying the appropriate Quotation. UNDP/Procurement Unit will not be liable for failing to locate a right Quotation owing to repetitively sending Quotations to Secured Procurement Email account. ☒ Mandatory email subject line: your Quotation shall be sent as per the following subject lines***: <ul style="list-style-type: none"> 1. UNDP.GHA.2018.202.RFQ - [<i>insert Vendor Legal Name</i>] ☒ Failing and/or incorrectly stating the above subject line may result in failing to exactly locate your quotations as the Procurement Unit processes several of such type of RFQ process and will not be liable for any consequences thereof. ☒ Once you submitted your Quotation electronically to designated Secured Email ; kindly confirm same (without attaching the Quotation for the purpose keeping its integrity) to the Focal Person the submission of the Quotation. The Focal Person Address: Attn: Procurement Team at procurement.gh@undp.org Your confirmation is important in order to ensure all Proposing Firms' Quotations are not missed and considered for subsequent Technical Evaluation.
18	Date and time for opening of Quotations	<ul style="list-style-type: none"> ☒ Date and Time: October 16, 2018 @ 10:00 AM in the Morning ☒ Time Zone: (UTC+00:00) Accra/Monrovia Time ☒ Bidders attendance is not required. Bid opening will take place in the presence of approved Bid Opening Committee
19	All documentations, including catalogs, instructions and operating manuals, shall be in this language	☒ English
20	Documents to be submitted ⁵	<ul style="list-style-type: none"> ☒ Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; ☒ Quality Certificates (ISO, etc.);

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

No.	Data	Requirements and Conditions pertaining to the Supply of the Goods
		<input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <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 as per the template attached on the Quotation Submission Form hereto ;
21	Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 120 days
22	Partial Quotes	<input checked="" type="checkbox"/> Not permitted
23	Payment Terms ⁶	<input checked="" type="checkbox"/> 100% within 30 days upon UNDP's acceptance of the goods delivered as specified and receipt of invoice
24	Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay: 0.5% Max. no. of days of delay: Thirty (30) Calendar Days Next course of action: Thereafter, the contract may be terminated
25	Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁷ <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions [this is a mandatory criteria and cannot be deleted regardless of the nature of services required]
26	UNDP will award to:	<input checked="" type="checkbox"/> One or more Supplier Irrespective of determined capacity to undertake more than 1 lot, UNDP may decide at its discretion to award Lots to different bidders to reduce risk of delivery.
27	Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order (PO)
28	Special Conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by Thirty (30) Calendar Days .
29	Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection [30 days]

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 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.

No.	Data	Requirements and Conditions pertaining to the Supply of the Goods
30	Annexes to this RFQ ⁸	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions for Supply of Goods/ Special Conditions (Annex 3). <input checked="" type="checkbox"/> Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
31	Deadline for submitting requests for clarifications/questions	<input checked="" type="checkbox"/> Five (5) days before the submission deadline.
32	Contact Person for Inquiries (Written inquiries only) ⁹	<input checked="" type="checkbox"/> Focal Person in UNDP: Procurement Team <input checked="" type="checkbox"/> E-mail address dedicated for this purpose: procurement.gh@undp.org (dedicated only for Enquires or Request for clarifications) <input checked="" type="checkbox"/> 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.
33	NOTE: Notarize all documents and Translate documents into English	

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

⁸ Where the information is available in the web, a URL for the information may simply be provided.

⁹ 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.

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 (PO) 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/protestandsanctions/>

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.

Yours sincerely,



Rokya Ye Dieng
Deputy Country Director (Operations)
UNDP Ghana Country Office

ANNEX 1

TECHNICAL SPECIFICATIONS

I. PRODUCT SPECIFICATIONS AND COMPLIANCE SHEET

The UNDP Ghana Country Office hereby invites potentially qualified bidders to supply the following product and service specification and/or “**its substantially equivalent**” product:

No.	Item/s to be Supplied	Description/Specifications of Goods (Minimum Technical Requirements Including Applicable Standards)	UoM	Qty	Remarks (if any)
1	LOT A	<i>Please refer to the detail Specs*</i>			
2	LOT B	<i>Please refer to the detail Specs</i>			
3	LOT C	<i>Please refer to the detail Specs</i>			
4	LOT D	<i>Please refer to the detail Specs</i>			
5	LOT E	<i>Please refer to the detail Specs</i>			
6					
7					

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