



REQUEST FOR QUOTATION (RFQ) (Goods)

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| To All Bidders | DATE: October 15, 2018 |
| | REFERENCE: UNDP/SOM/RFQ/032/2018/Supply and Delivery of Cleaning Material and Supplies for UNDP Hargeisa Area Office |

Dear Sir / Madam:

We kindly request you to submit your quotation for **Supply and Delivery of Cleaning Material and Supplies for UNDP Hargeisa Area Office under Long Term Agreement (LTA)** 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 **25th October 2018 at 15:00H East Africa Time (GMT+3)** via hand delivery to the address below;

**United Nations Development Programme (UNDP), Somalia
Hargeisa Area Office
UN Common Compound, Block B
Alongside Hargeisa Club or Pepsi Road,
Hargeisa, Somaliland
Att: Registry**

The envelope must be clearly marked as follows:

Bear the name and address of Bidder (submitting company) addressed to UNDP at the abovementioned address and bear the RFQ reference No, i.e. **UNDP/SOM/RFQ/032/2018/Supply and Delivery of Cleaning Material and Supplies for UNDP Hargeisa Area Office**. Closing date :**25th October 2018, 15:00H East Africa time (GMT+3)**.

Or via email to the following **mandatory designated email address:**

bids.so@undp.org with the subject line: **UNDP/SOM/RFQ/032/2018/Supply and Delivery of Cleaning Material and Supplies for UNDP Hargeisa Area Office**. Please note: **Quotations sent to or copied to personal email addresses of UNDP staff or any other UNDP email address other than the mandatory designated email address will be disqualified.**

Quotations submitted by email must be limited to a maximum of **5 MB**, virus-free and no more than two email transmissions **in PDF format**. 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:

| | |
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| Delivery Terms [INCOTERMS 2010] | <input checked="" type="checkbox"/> DAP |
| Exact Address/es of Delivery Location/s (identify all, if multiple) | United Nations Common Compound, Alongside Hargeisa Club or Pepsi Road, Hargeisa - Somaliland |
| Latest Expected Delivery Date and Time (<i>if delivery time exceeds this, quote may be rejected by UNDP</i>) | <input checked="" type="checkbox"/> Ready stock and maximum 10 days from the Purchase Order (PO) |
| Packing Requirements | Standard, properly sealed to protect the items from damage or breaking until final delivery to UNDP |
| Mode of Transport | <input checked="" type="checkbox"/> LAND |
| Preferred Currency of Quotation | <input checked="" type="checkbox"/> United States Dollars |
| Value Added Tax on Price Quotation | <input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes |
| Deadline for the Submission of Quotation | 25th October 2018 15:00H East Africa Time (GMT+3) |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language | <input checked="" type="checkbox"/> English |
| Documents to be submitted | <input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <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 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. |

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| Partial Quotes | <input checked="" type="checkbox"/> Not permitted |
| Payment Terms | <input checked="" type="checkbox"/> 100% within 30 days of UNDPs acceptance of goods and receipt of invoice for goods supplied against each Purchase Order (PO) |
| Evaluation Criteria | <input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ¹ <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions |
| UNDP will award to: | <input checked="" type="checkbox"/> One Supplier, depending on the following factors: Lowest Priced technically responsive offer |
| Type of Contract to be Signed | <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP based on a Long-Term Agreement for a minimum of one (1) year period and may be extended up to a maximum of two (2) additional one-year periods subject to satisfactory performance evaluation, price competitiveness and availability of funds. OBJECTIVE AND SET UP OF THE LONG-TERM AGREEMENT (LTA) Objective: The overall objective of setting up this LTA is to facilitate and expedite the acquisition process of supply and delivery of cleaning materials for UNDPs requirement under the LTA. Estimate Volume: for reference purposes, the estimated volume of cleaning materials/supplies per year has been included in Annex 1 of this RFQ Trigger for Supply of Required Goods: The Vendor shall receive a Purchase Order for specific requirements from UNDP Somalia and ensure timely delivery as specified in the RFQ Number of LTAs: UNDP will award the LTA to one supplier selected from this procurement process in line with the evaluation methodology and criteria specified herein. The LTA shall be nonexclusive and will not have an upfront commitment by UNDP in terms of volume contracted during its duration as this will be determined by actual needs. When UNDP has specific requirements, this shall be initiated through a Purchase Order based on unit rates quoted by the awarded company in the RFQ process. |
| Contract General Terms and Conditions | <input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html |

¹ 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.

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| Special conditions of Contract | <input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 10 calendar days |
| Conditions for Release of Payment | <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements |
| Annexes to this RFQ | <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 / Special Conditions: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process. |
| Contact Person for Inquiries (Written inquiries only) ² | Procurement Unit procurement.so@undp.org 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.

² 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.

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 indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

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.

Sincerely yours,

Iryna Malykh
Procurement Specialist
Somalia Country Office

Technical Specifications

| Item No. | Description/Specification of Goods | Unit of Measure | Quantity Need per month | Quantity Need per Annum |
|----------|---|----------------------|-------------------------|-------------------------|
| 1 | Clorox cleaning bleach (1 litre) | Carton of 24 pieces | 5 cartons | 60 cartons |
| 2 | Dustbin (plastic, small, round with no cover (494 x 544 mm) | piece | 3 pieces | 36 pieces |
| 3 | Air freshener (300ml) | piece | 12 pieces | 144 pieces |
| 4 | Glass cleaner (700ml) | piece | 12 pieces | 144 pieces |
| 5 | Super flash cleaning (1 litre) | Carton of 12 pieces | 3 Cartons | 36 cartons |
| 6 | JIF cream cleaner (750ml) | Carton of 16 pieces | 3 Cartons | 36 cartons |
| 7 | Standard cleaning mop | Piece | 9 pieces | 108 pieces |
| 8 | Dettol 750 ml | Carton of 12 bottles | 1/2 carton | 6 cartons |
| 9 | Sweeper Scooper | piece | 4 pieces | 48 pieces |
| 10 | Small-size towel (dozen pack) (34 x 34 cm) | Dozen | 1 dozen | 12 dozen |
| 11 | Toilet brush | piece | 12 pieces | 144 pieces |
| 12 | Tide Powder detergent - locally made (50 g) | Carton of 60 packets | 2 Cartons | 24 cartons |
| 13 | Insecticide (400ml) | Carton of 12 pieces | 1/4 carton | 4 cartons |
| 14 | Plastic cleaning gloves (large) | Pair | 12 pairs | 144 pairs |
| 15 | Antibacterial hand washing liquid (250ml) | piece | 12 pieces | 144 pieces |
| 16 | Plastic floor wiper cleaner | piece | 3 pairs | 36 pairs |
| 17 | Dishwashing liquid soap (1 litre) | piece | 4 pieces | 48 pieces |
| 18 | Plastic garbage bags (600 x 310 mm) | 30 pcs per pack | 12 packs | 144 packs |
| 19 | Dishwashing sponge (300x 250mm) | Piece | 12 pieces | 144 pieces |

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION³

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁴)

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. **UNDP/SOM/RFQ/032/2018/Supply and Delivery of Cleaning Material and Supplies for UNDP Hargeisa Area Office:**

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

| Item No. | Description/Specification of Goods | Unit of Measure | Quantity per month | Latest Delivery Date | Unit Price (USD) | Total Price/ Item/ Annum (USD) |
|----------|---|----------------------|--------------------|---------------------------------|------------------|--------------------------------|
| 1 | Clorox cleaning bleach (1 litre) | Carton of 24 pieces | 5 cartons | Within 10 days of receipt of PO | | |
| 2 | Dustbin (plastic, small, round with no cover (494 x 544 mm) | piece | 3 pieces | Within 10 days of receipt of PO | | |
| 3 | Air freshener (300ml) | piece | 12 pieces | Within 10 days of receipt of PO | | |
| 4 | Glass cleaner (700ml) | piece | 12 pieces | Within 10 days of receipt of PO | | |
| 5 | Super flash cleaning (1 litre) | Carton of 12 pieces | 3 Cartons | Within 10 days of receipt of PO | | |
| 6 | JIF cream cleaner (750ml) | Carton of 16 pieces | 3 Cartons | Within 10 days of receipt of PO | | |
| 7 | Standard cleaning mop | Piece | 9 pieces | Within 10 days of receipt of PO | | |
| 8 | Dettol 750 ml | Carton of 12 bottles | 1/2 carton | Within 10 days of receipt of PO | | |
| 9 | Sweeper Scooper | piece | 4 pieces | Within 10 days of receipt of PO | | |
| 10 | Small-size towel (dozen pack) (34 x 34 cm) | Dozen | 1 dozen | Within 10 days of receipt of PO | | |
| 11 | Toilet brush | piece | 12 pieces | Within 10 days of receipt of PO | | |
| 12 | Tide Powder detergent - locally made (50 g) | Carton of 60 packets | 2 Cartons | Within 10 days of receipt of PO | | |
| 13 | Insecticide (400ml) | Carton of 12 pieces | 1/4 carton | Within 10 days of receipt of PO | | |
| 14 | Plastic cleaning gloves (large) | Pair | 12 pairs | Within 10 days of receipt of PO | | |

³ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁴ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

| Item No. | Description/Specification of Goods | Unit of Measure | Quantity per month | Latest Delivery Date | Unit Price (USD) | Total Price/ Item/ Annum (USD) |
|--|---|-----------------|--------------------|---------------------------------|------------------|--------------------------------|
| 15 | Antibacterial hand washing liquid (250ml) | piece | 12 pieces | Within 10 days of receipt of PO | | |
| 16 | Plastic floor wiper cleaner | piece | 3 pairs | Within 10 days of receipt of PO | | |
| 17 | Dishwashing liquid soap (1 litre) | piece | 4 pieces | Within 10 days of receipt of PO | | |
| 18 | Plastic garbage bags (600 x 310 mm) | 30 pcs per pack | 12 packs | Within 10 days of receipt of PO | | |
| 19 | Dishwashing sponge (300 x 250mm) | Piece | 12 pieces | Within 10 days of receipt of PO | | |
| Total Final and All-Inclusive Price Quotation | | | | | | |

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 | | | |
| Validity of Quotation | | | |
| All Provisions of the UNDP General Terms and Conditions | | | |

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

Name of the Supplier's Authorized Person]

Signature

Designation/title

Date