



**REQUEST FOR QUOTATION (RFQ)  
(Goods)**

To All Bidders	DATE: November 12, 2018
	REFERENCE: UNDP/SOM/RFQ/040/2018/ Supply and Delivery of Gas Cookers, Regulators & Accessories.

Dear Sir / Madam:

We kindly request you to submit your quotation for **Supply and Delivery of Gas Cookers, Regulators & Accessories** 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 **25<sup>th</sup> November 2018 at 12:00H East Africa Time (GMT+3)** via

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

**[bids.so@undp.org](mailto:bids.so@undp.org)** with the subject line: **UNDP/SOM/RFQ/040/2018/ Supply and Delivery of Gas Cookers, Regulators & Accessories**. 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:

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP
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Exact Address/es of Delivery Location/s (identify all, if multiple)	<p>OPTION 1 DAP LOT 1-KISMAYO DAP LOT 2-BAIDOA DAP LOT 3-JOHWAR DAP LOT 4- DHUSAMAREEB</p> <p>OPTION 2. UNDP SOMALIA UNITED NATIONS COMMON COMPOUND MOGADISHU, SOMALIA</p> <p>NB: UNDP Will first consider option one delivery during evaluation.</p>
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> 10 days after PO receipt and confirmation.
Packing Requirements	<input checked="" type="checkbox"/> To be labelled as per UNDP Somalia instructions
Mode of Transport	<input checked="" type="checkbox"/> Land Surface transport.
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	<b>25<sup>th</sup> November 2018 at 12:00H East Africa Time (GMT+3)</b>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted	<p><input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 3, and in accordance with the list of requirements in Annex 2;</p> <p><input checked="" type="checkbox"/> Proof of experience supplying similar items for at least 2 years with supply chain networks in Somalia;</p> <p><input checked="" type="checkbox"/> Latest Business Registration Certificate;</p> <p><input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);</p> <p><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;</p> <p><input checked="" type="checkbox"/> Others: Please provide details on the number of women employed in the company and in what capacity..</p>
Period of Validity of Quotes starting the Submission Date	<p><input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> Permitted per LOT.

Payment Term	<input checked="" type="checkbox"/> 100% within 30 days of UNDPs acceptance of goods and receipt of invoice for goods delivered and accepted against each Purchase Order (PO)																								
Evaluation Criteria	<div><input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements on a Pass/Fail basis and lowest price</div> <table><thead><tr><th>Evaluation Criteria</th><th>Pass</th><th>Fail</th></tr></thead><tbody><tr><td>Certificate of Registration of the business</td><td></td><td></td></tr><tr><td>Tax registration/payment certificate by internal revenue authority</td><td></td><td></td></tr><tr><td>Minimum 2 years of relevant experience</td><td></td><td></td></tr><tr><td>Minimum 2 contracts of similar value, nature and complexity implemented over the last 2 years. (For JV/ Consortium/ Association, all Parties cumulatively should meet requirement).</td><td></td><td></td></tr><tr><td>Financial Form as provided in Annex 2 signed.</td><td></td><td></td></tr><tr><td>Compliance with the Technical Specification.</td><td></td><td></td></tr><tr><td>Compliance with delivery lead time</td><td></td><td></td></tr></tbody></table>	Evaluation Criteria	Pass	Fail	Certificate of Registration of the business			Tax registration/payment certificate by internal revenue authority			Minimum 2 years of relevant experience			Minimum 2 contracts of similar value, nature and complexity implemented over the last 2 years. (For JV/ Consortium/ Association, all Parties cumulatively should meet requirement).			Financial Form as provided in Annex 2 signed.			Compliance with the Technical Specification.			Compliance with delivery lead time		
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	<input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions																								
UNDP will award to:	<input checked="" type="checkbox"/> One or More Supplier(s), depending on the following factors: <b>Lowest Priced technically responsive offer per lot</b>																								
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order																								
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)  <b>Applicable Terms and Conditions are available at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></b>																								
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO if delivery is delayed by 2 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	<div><input checked="" type="checkbox"/> Technical specifications (Annex 1)</div> <div><input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2)</div> <div><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></div> <div>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</div>																								

<b>Contact Person for Inquiries</b> (Written inquiries only) <sup>1</sup>	<b>Procurement Unit</b> <a href="mailto:procurement.so@undp.org">procurement.so@undp.org</a> 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.
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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 goods 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 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/>

<sup>1</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.

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,



Digitally signed by  
Iryna Malykh  
DN: cn=Iryna Malykh,  
o=UNDP-Somalia,  
ou=Procurement,  
email=Iryna.malykh@  
undp.org, c=US  
Date: 2018.11.12  
17:06:16 +03'00'

Iryna Malykh  
Procurement Specialist  
UNDP Somalia Country Office

## Technical Specification

### Project Background:

The procurement is under the UN Joint Programme for the reduction of Charcoal use in main urban centers. The programme support setting up businesses for marketing of LPG. Women (currently selling charcoal) are enabled to stock LPG cylinders to help in transition of the households using charcoal to LPG. A total of 1,200 households will benefit from the first phase of transition in four main towns. It is expected that with initial support of the Charcoal Programme a much wider coverage will happen with market uptake of LPG. 95% of the beneficiaries are going to be women and they will form a women network comprising of retailers and end users at the households' level. The private companies will be linked to the retailers for maintaining supply chain of LPG cylinders at a minimal profit as demand/coverage increases.

ITEM No.	DESCRIPTION & SPECIFICATIONS	TECHNICAL COMPLIANCE Y/N	DEVIATIONS												
1.	<b>Gas Cooker:</b> Body Material: Stainless Steel Width 60 cm to 77cm Depth: 38 cm to 42cm Height: 11 cm to 14cm Non-stick cook top Burner:85mm/-100mm Gas cooker Pan support:195g Copper Nozzle or Equivalent Knob 9.8mm														
2.	Universal Regulators compatible with LPG Cylinders <b>Low pressure Regulator Specs:</b> <table><tr><td>Material:</td><td>Cast Iron</td></tr><tr><td>Packaging:</td><td>1 Box/PC</td></tr><tr><td>Specification:</td><td>SGS</td></tr><tr><td>Outlet Size:</td><td>10-12mm</td></tr><tr><td>Inlet Pressure:</td><td>0.7-7kgs/Cm<sup>2</sup></td></tr><tr><td>Outlet Pressure:</td><td>2.8+/-0.5kpa</td></tr></table>	Material:	Cast Iron	Packaging:	1 Box/PC	Specification:	SGS	Outlet Size:	10-12mm	Inlet Pressure:	0.7-7kgs/Cm <sup>2</sup>	Outlet Pressure:	2.8+/-0.5kpa		
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Inlet Pressure:	0.7-7kgs/Cm <sup>2</sup>														
Outlet Pressure:	2.8+/-0.5kpa														
3.	<b>Gas pipe:</b> <ul style="list-style-type: none"><li>• Strong Grip on the regulator</li><li>• Flame Resistant</li><li>• Leak Proof, Length of the pipe 2 meter (Minimum).</li></ul>														

## Annex 2

### FORM FOR SUBMITTING SUPPLIER'S QUOTATION

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

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the goods listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. **UNDP/SOM/RFQ/040/2018/ Supply and Delivery of Gas Cookers, Regulators & Accessories.**

#### **TABLE 1: Offer to Supply Goods Compliant with Terms of Reference and Requirements**

##### **LOT 1: KISMAYO.**

Item	Unit of measure	Qty	Unit price	Total
1. Gas cooker	Piece	600		
Low universal pressure regulator	Piece	600		
Gas pipe	Piece	600		
Transport Cost (Vendor to insert applicable delivery location).(.....)	Lot	1		
GRAND TOTAL (DAP KISMAYO OR UNDP SOMALIA UNITED NATIONS COMMON COMPOUND MOGADISHU, SOMALIA).				

**Currency of the Bid:** United States Dollar

##### **LOT 2: BAIDOA.**

Item	Unit of measure	Qty	Unit price	Total
5. Gas cooker	Piece	600		
Low universal pressure regulator	Piece	600		
Gas pipe	Piece	600		
Transport Cost (Vendor to insert applicable delivery location).(.....)	Lot	1		
GRAND TOTAL (DAP BAIDOA OR UNDP SOMALIA UNITED NATIONS COMMON COMPOUND MOGADISHU, SOMALIA).				

**Currency of the Bid:** United States Dollar

##### **LOT 3: JOHWAR.**

Item	Unit of measure	Qty	Unit price	Total
9. Gas cooker	Piece	600		
Low universal pressure regulator	Piece	600		
Gas pipe	Piece	600		
Transport Cost (Vendor to insert applicable delivery location).(.....)	Lot	1		
GRAND TOTAL (DAP JOHWAR OR UNDP SOMALIA UNITED NATIONS COMMON COMPOUND MOGADISHU, SOMALIA).				

**Currency of the Bid:** United States Dollar

**LOT 4: DHUSAMAREEB.**

Item	Unit of measure	Qty	Unit price	Total
13. Gas cooker	Piece	600		
Low universal pressure regulator	Piece	600		
Gas pipe	Piece	600		
Transport Cost (Vendor to insert applicable delivery location).(.....)	Lot	1		
GRAND TOTAL (DAP DHUSAMAREEB OR UNDP SOMALIA UNITED NATIONS COMMON COMPOUND MOGADISHU, SOMALIA).				

**Currency of the Bid:** United States Dollar

**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>
Vehicle delivery Lead Time of			
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*