



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM	DATE: November 27, 2018
	REFERENCE: UNDP/SOM/RFQ/046/2018/RE-INTEG/KITCHEN EQUIPMENT

Dear Sir / Madam:

We kindly request you to submit your quotation for Supply of Kitchen 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 December 4, 2018 12 Midnight (GMT+3) via ☒ e-mail

United Nations Development Programme
Nairobi Support Office,
United Nations Office in Nairobi (UNON)
UN Avenue, Gigiri,
P.O Box 28832 – 00200
Nairobi, Kenya

bids.so@undp.org

Quotations submitted by email must be limited to a maximum of 5MB, virus-free and no more than 2 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:

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> DAP Mogadishu OR <input checked="" type="checkbox"/> Kuehne & Nagel warehouse in Nairobi, Sunflag Park, Mombasa rd. For bidders who are not shipping to Mogadishu, please include weight and volume of the shipment Weight Volume	
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror	
Exact Address/es of Delivery Location/s (identify all, if multiple)	UNDP SOMALIA COUNTRY OFFICE MOGADISHU INTERNATIONAL AIRPORT, SOMALIA.	
UNDP Preferred Freight Forwarder, if any	N/A	
Distribution of shipping documents	N/A	
Latest Expected Delivery Date and Time	<input checked="" type="checkbox"/> 15 days from the issuance of the Purchase Order (PO)	
Delivery Schedule	<input checked="" type="checkbox"/> Required	
Packing Requirements	<input checked="" type="checkbox"/> Required:	
Mode of Transport	<input checked="" type="checkbox"/> AIR	<input checked="" type="checkbox"/> LAND
	<input type="checkbox"/> SEA	<input type="checkbox"/> OTHER
Preferred Currency of Quotation	<input checked="" type="checkbox"/> USD	
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labour for minimum period of 1 year	
Deadline for the Submission of Quotation	<i>Tuesday, December 04, 2018 at 12:00 Midnight GMT +3.</i>	
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"/> Detailed specifications of products offered /catalogue <input checked="" type="checkbox"/> Past experience providing similar items at least 2 years' experience and 2 contracts <input checked="" type="checkbox"/> Confirmation of warranty on items bid for <input checked="" type="checkbox"/> Quality Certificates (ISO, etc.) if any; <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) if any; <input checked="" type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer) if any;	

	<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.
Partial Quotes	<input checked="" type="checkbox"/> Permitted
Payment Terms	<input checked="" type="checkbox"/> 100% upon approved certification of goods supplied
Liquidated Damages	N/A
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price DAP Mogadishu <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time
UNDP will award to:	Lowest priced technically responsive, eligible and qualified bid. Price will be evaluated based on the total cost to Mogadishu which for bidders capable of delivery to Mogadishu will consist of DAP price to Mogadishu and for bidders not capable of delivery will consist of price of the supplier to Kuehne & Nagel warehouse in Nairobi + UNDP transport LTA price from the warehouse to Mogadishu.
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 21 days from delivery schedule provided by vendor.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Services based on full compliance with RFQ requirements
Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Services Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions Applicable Terms and Conditions are available at 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)	<i>procurement.so@undp.org</i> 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 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 services 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 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





Thank you and we look forward to receiving your quotation.








Iryna Malykh



Procurement Specialist
27 November 2018


NOTE: "Women owned business are especially encouraged to apply."

**Technical Specifications
Supply of Kitchen Equipment**

S/N	Description	Compliance Y/N	Deviations
1	<p>Ovens 140x60x80h Stove built-in cooker (or equivalent) Energy efficiency class A Cleaning system (Eco Clean) Universal Plus oven with 8 heating modes</p> 		
2	<p>Dish washer 70x60x80h - dishwasher Fully integrated with dishwasher Energy efficiency class A ++ Capacity: 13 place settings 6 programs: Intensive 70 ° C, Auto 45-65 ° C, Eco 50 ° C, glass 40 ° C, Swiss Express 1h 65 ° C, Fast 45 °</p> 		
3	<p>Worktop+ Storage 140x60x80h concrete slate gray</p> 		
4	<p>Stainless steel Washing sink 140x60x80h</p> 		
5	<p>Induction Cooking + Oven 140x60x80h AKM228IX or equivalent</p>		

			
6	Food warming table 140x60x80h 		
7	Kitchen pantry storage 210x60x80h Stainless steel 		
8	Kitchen pantry storage 280x60x80h Stainless steel 		
9	Kitchen Pantry storage 210xx70x200h Stainless steel 		
10	Storage 100x50x200h Stainless steel 		
11	Worktop +storage 280cmx60cmx80cmh concrete slate gray 		
12	Toaster - Toaster 4 Slice, Stainless Steel		

			
13	<p>Professional restaurant fryers (2 baskets) –</p> <p>Shape: Square Controlling</p> <p>Mode: Manual Control / Mechanic</p> <p>Timer Model Number:DF-72</p> <p>Function: Adjustable Thermostat Control, Overheat Protection, Detachable Oil Container, With Light Indicator Voltage (V):220VStyle:</p> <p>Commercial Fryer Non-Stick Material: PTFE</p> <p>Certification: CE</p> <p>Material: stainless steel</p> <p>Power (W):3500W</p> <p>Machine size:580*470*440mm</p> <p>Weight:12kg</p> <p>Heating ways: gas</p> <p>Capacity:12LOil Capacity:12L</p> 		
14	<p>Professional restaurant grill - 36 in. 4-Burner Propane Gas Grill in Stainless Steel with Griddle Top</p> <p>Dimensions</p> <p>Assembled Depth (in.) 22 in</p> <p>Assembled Height (in.) 36 in</p> <p>Assembled Width (in.) 62.5 in</p> <p>Details</p> <p>Assembly Required: Yes</p> <p>Color: Stainless</p> <p>Color Family: Stainless</p> <p>Cooking Features: Griddle</p> <p>Front/Side Shelf: Folding</p> <p>Grill Color Family: Stainless Steel</p> <p>Grill Wheels Four</p> <p>Grill/Smoker Category: Freestanding/Cart Style</p> <p>Grill/Smoker Features: Grease Pan,Storage Rack</p> <p>Grill/Smoker Fuel Type: Propane</p> <p>Ignition Type: Electrical</p> <p>Number of Burners: 4</p> <p>Dimensions: Assembled Depth (in.) 22 in</p> <p>Assembled Height (in.) 36 in</p> <p>Assembled Width (in.) 62.5 in</p> <p>Details Assembly Required: Yes</p> <p>Color: Stainless</p> <p>Color Family: Stainless</p> <p>Cooking Features: Griddle</p> <p>Front/Side Shelf: Folding</p> <p>Grill Color Family: Stainless Steel</p> <p>Grill Wheels Four</p> <p>Grill/Smoker Category: Freestanding/Cart Style</p> <p>Grill/Smoker Features: Grease Pan, Storage Rack</p>		

	<p>Grill/Smoker Fuel Type Propane</p> <p>Ignition Type</p> <p>Electrical</p> <p>Number of Burners</p> <p>4</p> 		
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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 provide goods listed below in conformity with the description of goods and requirements of UNDP as per RFQ Reference No: UNDP/SOM/RFQ/046/2018/RE-INTEG/Kitchen Equipment:

TABLE 1: Offer to Supply Kitchen Equipment Compliant with Description of Requirements

No.	Description/Specification of Service	Qty	Unit Price USD	Total Price USD
1	Ovens 140x60x80h Stove HE53BC550C built-in cooker (or equivalent)	2		
2	Dish washer 70x60x80h - dishwasher SX636X00IH or equivalent	1		
3	Worktop+ Storage 140x60x80h concrete slate gray	2		
4	Stainless steel Washing sink 140x60x80h	2		
5	Induction Cooking + Oven 140x60x80h AKM228IX or equivalent	2		
6	Food warming table 140x60x80h	2		
7	Kitchen pantry storage 210x60x80h Stainless steel	3		
8	Kitchen pantry storage 280x60x80h Stainless steel	4		
9	Kitchen Pantry storage 210xx70x200h Stainless steel	3		
10	Storage 100x50x200h Stainless steel	2		
11	Worktop +storage 280cmx60cmx80cmh	8		

	concrete slate gray			
12	Toaster - Toaster 4 Slice, Stainless Steel	2		
13	Professional restaurant fryers (2 baskets)	1		
14	Professional restaurant grill	1		
	Sub-total			
	Insurance			
	Shipping costs DAP Mogadishu Inco-terms			
	TOTAL			

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			
Warranty on Parts and Labour for minimum period of 1 year			
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 and Signature of the Supplier's Authorized Person]
[Designation]
[Date]