



REQUEST FOR QUOTATION (RFQ)

PROCUREMENT OF HYBRID MILK CHILLING PLANT	DATE: February 4, 2019
	REFERENCE: RFQ/GLED/CSPB/2019/07

Dear Sir / Madam:

We kindly request you to submit your quotation for **Supply of Hybrid Milk Chilling Plant**, 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 **2.00pm February 15, 2019** and via ☒ *Hand Delivery*, ☒ *courier* to the address below:

United Nations Development Programme
202-204, Bauddhaloka Mawatha, Colombo 7, Sri Lanka
Head of Procurement
procurement.lk@undp.org

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] DDP (Pls. link this to price schedule)	<input checked="" type="checkbox"/> Sampoor, Mutur DS Divisions in Trincomalee District, Sri Lanka
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror
Exact Address/es of Delivery Location/s (identify all, if multiple)	Sampoor, Muthur DS Division, Trincomalee
UNDP Preferred Freight Forwarder, if any ²	E B Creasy Logistics Ltd. nawfel@creasy.lk Tel: +94 114766008 /+94773501824
Latest Expected Delivery	<input checked="" type="checkbox"/> As per Delivery Schedule attached

Delivery Schedule	<input checked="" type="checkbox"/> Required	
Mode of Transport	<input type="checkbox"/> AIR	<input checked="" type="checkbox"/> LAND
Preferred Currency of Quotation ³	<input checked="" type="checkbox"/> Local Currency: LKR	
Value Added Tax on Price Quotation ⁴	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes	
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 02 years <input checked="" type="checkbox"/> Technical Support <input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair (Trincomalee District)	
Deadline for the Submission of Quotation	Friday, February 15, 2019 and 2 pm Sri Lanka time	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English	
Documents to be submitted ⁵	<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"/> 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) ; <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"/> 40 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"/> within a LOT Not permitted	
Payment Terms ⁶	<input checked="" type="checkbox"/> 100% upon complete delivery of goods	
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁷	

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.

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

<i>[check as many as applicable]</i>	Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</i>
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier per LOT
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
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 / Special Conditions (Annex 3). 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) ⁹	<i>Mr.Kulasegaram Partheepan</i> <i>Field Project Specialist-Trincomalee</i> <i>kulasegaram.partheepan@undp.org</i> <i>Mobile: 0773261697</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 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

“more superior” as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

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.*

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.

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/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,

Sripalee De Silva
Procurement Assistant
February 4, 2019

Technical Specifications

Lot 1: Hybrid Milk Chilling Plant

Item / Quantity	Specifications		Yes/No	Deviation
	ICE BANK TYPE BULK MILK COOLER			
	<u>Milk Storage & Cooling Tank (MSCT)</u>			
	Rated capacity	1000 Liters		
	Gross capacity	1100 Liters		
	Shape and Orientation	Cylindrical/Semi cylindrical (U shape), horizontal		
	Material of construction	AISI 304 Stainless Steel		
	Thickness of Milk tank	1.5-2.00 mm		
	Lid	Openable lid		
	Product outlet	Inner dia. 45-50 mm completed with butterfly valve and SMS union		
	Agitator	25-30 rpm Paddle type agitator		
	Mounting	Tubular legs completed with adjustable ball feet.		
	Cleaning	Manual with brush, Tank and outlet cleaning brushes Should be provided		
	Dipstick	Calibrated scale provided along with tabulated chart		
	<u>Thermal Storage System (TSS)</u> Insulated rectangular tank with copper coil bank and water sparing system			
	Material of construction	AISI 304 materials		
	Milk tank	1.2-1.5 mm		
	Insulation	50 mm thick PU		
	Initial ice building time	10-12 hours		
	Backup capacity	500 liters		
	Time to recharge	4-5 hours		
	Storage media	Energy should be stored as ice (Phase change material)		

	Water sprinkling pump:	Centrifugal end suction water pump, Three-phase, 220 V		
	<u>Chiller Unit (CU)</u>			
	Refrigeration unit	Hermetic type, Air cooled		
	Refrigerant	R404A		
	Cooling capacity	1.5-1.75 kw		
	Electricity supply	Three-phase 220/50Hz		
	Designed ambient temperature	43°C		
	<u>Control Panel</u>			
	<ul style="list-style-type: none"> Digital temperature controller with indicator, necessary ON/OFF switch gears for the operation and the controlling of agitator and condenser unit. 			
	<ul style="list-style-type: none"> Electrical backup of 3000 VA should be provided for the operation of the water sprinkling pump in the event of power failure. 			

DELIVERY, INSTALLATION, COMMISSIONING AND TRAINING**INSTALLATION OF IBT TANK SHOULD BE CARRIED OUT AS FOLLOWS,**

- Units should be delivered to our site at Sampoor in one turn
- Installation of the tank and refrigeration unit; the refrigeration units should be installed in a location not more than 3 meters away from the tank locations.
- Internal connection of refrigeration systems and equipment
- Testing & commissioning of equipment

TRAINING

Provide training free of charge on equipment operation, handling and maintenance to our team at our site at Sampoor.

SERVICE AND MAINTENANCE

- Two visits for service and maintenance of the offered unit within the warranty period.
- Service agreement for service, maintenance and training after the warranty period.

Description of Goods/Services	In days from the date of Purchase Order
Milk Chilling Plant	30-40 days

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹⁰
(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹¹)

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/GLED/CSPB/2019/07:

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

LOT No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
	Hybrid Milk Chilling Plant				
	Total Prices of Goods¹²				
	Add: Duty/Tax/Import Customs Clearance Charges				
	Add: Cost of Transportation				
	Add: Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation				

TABLE 3: 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			
Country/ies Of Origin ¹³ :			
Warranty and After-Sales Requirements			
a) Minimum Two (2) years warranty on both parts and labor			

¹¹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

¹² Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

¹³ 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.

b) Service Unit to be Provided when the Purchased Unit is Under Repair			
c) Brand new replacement if Purchased Unit is beyond repair			
d) Others			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>			

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]