



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

NAME & ADDRESS OF FIRM	DATE: February 7, 2019
	REFERENCE: RFQ/TZA/2019/001

Dear Sir / Madam:

We kindly request you to submit your quotation for **Supply, Printing and installation of SDG's Branding for UN Tanzania Compound Main Building**, 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 February 14, 2019 and via ☐ e-mail, ☒ courier mail or ☐ facsimile to the address below:

**United Nations Development Programme
UN House premises, Plot: 182, Mzinga Way,
Oysterbay -Dar Es Salaam,
P. O. Box 9182, Dar Es Salaam.
United Republic of Tanzania**

Please note that, you are kindly requested to attend presentation on what UNDP Expect from supplier on Branding on Thursday 14th February 2019 at 10:00hrs UN Compound

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: *[check the condition that applies to this RFQ, delete the entire row if condition is not applicable to the goods being procured]*

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input checked="" type="checkbox"/> Other DDP
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Customs clearance ¹ , if needed, shall be done by:	<input type="checkbox"/> UNDP <input checked="" type="checkbox"/> Supplier/Offeror <input type="checkbox"/> Freight Forwarder	
Exact Address/es of Delivery Location/s (identify all, if multiple)	<u>UN House</u> <u>Plot no: 182</u> <u>Mzinga Way</u> <u>Dar Es salaam, Tanzania</u> <u>Contact: Edgar Kiliba</u>	
UNDP Preferred Freight Forwarder, if any ²	N/A	
Distribution of shipping documents (if using freight forwarder)	N/A	
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> 14 working days from the issuance of the Purchase Order (PO) <input type="checkbox"/> As per Delivery Schedule attached [if delivery will be staggered] Time: <u>[pls. indicate]</u> Time Zone of Reference : <u>[pls. indicate]</u>	
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required	
Packing Requirements	N/A	
Mode of Transport	<input type="checkbox"/> AIR <input type="checkbox"/> SEA	<input type="checkbox"/> LAND <input checked="" type="checkbox"/> OTHER N/A
Preferred Currency of Quotation ³	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input type="checkbox"/> Local Currency: Tanzanian Shillings (TZS)	
Value Added Tax on Price Quotation ⁴	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 36 Months <input checked="" type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others <u>[pls. specify]</u>	
Deadline for the Submission of Quotation	COB, Wednesday, February 20, 2019 and 11 AM (GMT+3HRS)	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others <u>[pls. specify, including dialects, if needed]</u>	

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"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users; <input type="checkbox"/> Confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected; <input checked="" type="checkbox"/> Quality Certificates (ISO, etc.); <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied; <input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods". <input checked="" type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); <input 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; <input type="checkbox"/> Others <i>[pls. specify as many as required]</i>
Period of Validity of Quotes starting the Submission Date	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 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"/> Not permitted <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>
Payment Terms ⁶	<input checked="" type="checkbox"/> 100% upon complete delivery of goods <input type="checkbox"/> Others <i>[pls. specify]</i>

Liquidated Damages	<input checked="" type="checkbox"/> Will not be imposed <input type="checkbox"/> Will be imposed under the following conditions : Percentage of contract price per day of delay : _____ Max. no. of days of delay : _____ After which UNDP may terminate the contract.
Evaluation Criteria [check as many as applicable]	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price⁷ Comprehensiveness of after-sales services <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] <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time⁸ <input type="checkbox"/> Others [pls. specify]
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier <input type="checkbox"/> One or more Supplier, depending on the following factors: [Clarify fully how and why will this be achieved. <i>Please do not choose this option without indicating the parameters for awarding to multiple Suppliers</i>]
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement ⁹ and if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimi contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Special conditions of Contract	<input type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 21 Working days after the PO is signed <input type="checkbox"/> Others [pls. specify]
Conditions for Release of Payment	Passing Inspection [specify method, if possible] Complete Installation <input checked="" type="checkbox"/> Passing all Testing [specify standard, if possible]

	<input checked="" type="checkbox"/> Completion of Training on Operation and Maintenance <i>[specify no. of trainees, and location of training, if possible]</i> <input type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements <input type="checkbox"/> Others <i>[pls. specify]</i>
Annexes to this RFQ ¹⁰	<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 <input type="checkbox"/> Others <i>[pls. specify, if any]</i> 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) ¹¹	Email : tenders.tz@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.

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,
Dancilla Mukarubayiza 
Deputy Country Director Operations
February 7, 2019



TERMS OF REFERENCE FOR REBRANDING UN TANZANIA

I. Background

In 2007, the United Nations in Tanzania became one of eight UN country offices in the world to pilot the Delivering as One (DaO) reform. Since then, UN Tanzania has been developing new ways of working together with Government to achieve a greater impact on the ground by being more results oriented, efficient and harmonizing business practices across agencies.

In light of ongoing reform of the UN Development System currently being implemented by the UN Secretary-General, all UNCTs will be expected to adapt to the new demands being placed on them by the reforms. This includes a reinvigorated Resident Coordinator's System (effective January 1st), accelerating the transition from the MDGs to SDGs, being more tailored to specific countries, etc.

As part of these reforms, UNCTs have been rebranded with the objective of achieving consistency in terms of the UN's image across country teams. As a result, the previous DaO Logo that was developed for Tanzania is no longer in use and a new have been designated a new 'UN Tanzania' logo complete with a new and very detailed set of branding guidelines that has been approved by the UN Sustainable Development Group.

In light of this, UNRCO has already slowly begun the process of rebranding in terms of ensuring all email signatures, social media accounts, business cards, and anything other items that have been printed since the approval of the branding guidelines features the new UN Tanzania logo. In light of the fact that we have already started using the new logo but many items still contain the old logo, the next step is to embark in the process of accelerating transition in order to minimize confusion regarding our image as a country team.

The UNRCO has therefore conducted a comprehensive review of all items that currently contain the previous UN Tanzania branding so that all such items can be reprinted. All identified items are listed below. In light of this, the UNRCO is currently looking to secure a company who will be able to execute the rebranding.

Scope of Work

The company is expected to design and, upon receiving approval from COAP, print the following material: (Pictures of all materials are attached)

Item	Quantity	Description
UN Tanzania pull-up banners	23	Each of the 15 resident UN agency will receive one banner for their use. UNRCO will remain with the remaining 8.
UN Tanzania SDGs Banners	23	Each of the 15 resident UN agency will receive one banner for their use. UNRCO will remain with the remaining 8.

Road signs with UN Tanzania logo	2	One for the sign on Kimweri Avenue and another for the road sign at the intersection of Msasani Rd. and Halie Selassie Rd.
Road sign with all UN Agencies logos	1	To replace the road sign that has all the UN agencies that are at the 'One UN Tanzania' Compound. This will also be updated to feature UN Agencies' latest logos. Agencies who are no longer on the compound, should be removed.
UN Resident Coordinator's Vehicle	1	The DaO logo on the hood of the vehicle will be replaced with the new logo. Additionally, the logo will be put on either side of the vehicle. The vendor will be expected to create a design that will be approved. The vehicle is a Toyota Land Cruiser, 2013 model.
Big Banner on the One UN Compound	1	This refers to the big banner that is above the tent for the vehicles on the One UN Compound. This needs to be replaced to have the new branding with updated logos for agencies and also needs to reflect only the agencies that are still on the compound.
Table Labels	15	These are the labels that sit on people's desks. We need one for each of the 15 RCO staff. The names will be provided.
UN Tanzania Signs & boards in and around the office	4	There are a number of signs/boards around the office that need to be changed. Specifically, the board behind Frida's desk; the two signs directly opposite the elevator on the fifth floor, the circular board that can be seen as soon as you enter the COAP unit. Additionally, there should be a UN Tanzania logo placed at the entrance to the compound, i.e. where security sits, above the window where they receive visitors.
Additional Branding	N/A	Additionally, the vendor will be required to create a concept for additional branding for the compound. In addition to the new logo, this should also feature SDGs and should be akin to the branding that was done at the Dodoma Office. Attached is a picture of the outside of the building for reference.

Individual items that arise from this will be approved by UNRCO as necessary.

Deliverables

The assignment will be undertaken within a period of **one month** after signing the contract.

The submission of deliverables is as follows:

Deliverable	% of payment	Time Period
Designs for all material to be printed	30%	Within one week of signing contract (subject to approval by COAP)
Printing and installation of all materials	70%	Within one month of signing contract

Monitoring and Evaluation

COAP will monitor the completion of both deliverables by approving designs and verifying that all aforementioned materials have been printed and installed. COAP will meet with the company as often as required to discuss all matters arising with regard to the work.

Criteria for selection

Expertise of the Company: (20%)

- Business Profile and valid business registration;
- Experience designing and printing similar material;
- Previous experience working with UN Agencies in Tanzania

Proposed Methodology, Approach and Implementation Plan (30%)

- Timeframe for undertaking this exercise;
- Concepts artwork on how designs will work will be an added advantage.

Personnel (20%)

- At least one staff available to provide in country support. Preferably it will be the Team Leader/ Focal Point;

Qualification of the Team leader:

- At least 10 years of work experience in relevant areas.
- Demonstrated understanding with respect to designing and printing branding material for development initiatives.

Financial Proposal (30%)

To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.


Dancilla Mukarubayiza
Deputy Country Director Operations
February 7, 2019

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹²

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹³)

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. _____:

TABLE 1: Design, Printing and installation of SDG's Branding for UN Tanzania Compound Main Building

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
1.	Design and printing of UN Tanzania pull up banners (Swahili)	23			
2.	Design and printing of UN Tanzania pull up banners (English)	23			
3.	Design, printing and installation: UN Tanzania Road signs	3			
4.	Design, printing and installation: branding of UN Resident Coordinator's vehicle	1			
5.	Design, printing and installation: Banner for UN Compound	1			
6.	Design and printing: Table labels	15			
7.	Design, printing and installation: UN Tanzania signs and boards	4			
8.	Design, printing and installation: SDG's Branding for UN Tanzania Compound Main building	1			
	Total Prices of Goods¹⁴				
	Add: Cost of Transportation				
	Add: Cost of Insurance				
	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			
Estimated weight/volume/dimension of the Consignment:			
Country/ies Of Origin ¹⁵ :			
Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance			
b) Minimum one (1) year warranty on both parts and labor			
c) Service Unit to be Provided when the Purchased Unit is Under Repair			
d) Brand new replacement if Purchased Unit is beyond repair			
e) 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]