

REQUEST FOR QUOTATION (RFQ)

United Nations Development Programme 202-204 Bauddhaloka Mawatha, Colombo 07.	DATE: February 19, 2019
	REFERENCE: RFQ/UNODC/2019/01

Dear Sir / Madam:

We kindly request you to submit your quotations for **Procurement of Personal Protection Equipment for Rummage training** as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations must be submitted on or before **March 5, 2019** and via Hand Delivery or courier to the address below:

Head of Procurement
United Nations Development Programme
202-204, Bauddhaloka Mawatha, Colombo 7, Sri Lanka

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"/> DDP, Colombo, 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)	44 Lauries road, 6floor, Apt 3, Colombo 0400, SRI LANKA. Attn: Josefina Otero josefina.otero@un.org
Latest Expected Delivery	<input checked="" type="checkbox"/> April 14, 2019

Delivery Schedule	<input checked="" type="checkbox"/> Required	
Mode of Transport	<input checked="" type="checkbox"/> LAND	<input type="checkbox"/> AIR
Preferred Currency of Quotation ²	<input checked="" type="checkbox"/> United States Dollar (USD)	
Value Added Tax on Price Quotation ³	<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 01 year <input checked="" type="checkbox"/> Technical Support <input checked="" type="checkbox"/> Others As quoted by the supplier	
Deadline for the Submission of Quotation	Tuesday, March 05, 2019 and 2.00 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 ⁴	<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"/> Technical data sheets/brochures <input checked="" type="checkbox"/> Warranty period and after sales service arrangement <input checked="" type="checkbox"/> Quality Certificates (ISO, etc.) if any; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <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 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"/> 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	

² 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.

³ 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.

Payment Terms ⁵	<input checked="" type="checkbox"/> 100% upon complete delivery of goods <input checked="" type="checkbox"/> 30 Days credit
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁶ <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract and General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</i> <input checked="" type="checkbox"/> Potential supplier may be requested to provide samples
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
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 ⁷	<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) ⁸	Geraint Roberts geraint.roberts@undp.org +94 762819898 Clarification should be sent before 27 th February 2019. 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.

⁶ 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.

⁷ Where the information is available in the web, a URL for the information may simply be provided.

⁸ 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.

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 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 19, 2019

Technical Specifications

Item	Quantity	Description	Picture	Yes / No	Deviations/ Non-Compliance
01	50	<p>Vented hard hat should have chin strap and ear defenders.</p> <p>Comment: EN 397 compliant Include Ear defenders and chin strap</p> <p>Size: One size adjustable</p>			
02	50	<p>Safety glasses</p> <p>Comment: EN166: 2001 Compliant Scratch resistant polycarbonate</p> <p>Size: One size</p>			
03	50	<p>Overalls, Navy Blue</p> <p>Comment: Polyester/cotton with minimum of 4 pockets</p> <p>Size: 20 small, 20 medium, 10 large</p>			
04	50	<p>Safety gloves.</p> <p>Comment: General purpose handling and safety glove</p>			
05	50	<p>Safety boots</p> <p>Comment: General purpose safety ankle boot with Protective toe cap 200 joules, 1500daN</p> <p>Size: 10 x size 7, 20 x size 8, 10 x size 9, 10 x size 10</p>			

06	50	<p>Small compact inspection mirror with extendable handle.</p> <p>Comment: Inspection mirror with telescopic handle</p>			
07	50	<p>Intrinsically Safe Torch with LED's</p> <p>Comment: TS-30+ Straight Torch Body Gas Zone: 1 and 2Dust Zone: 21 and 22</p>			
08	50	<p>Screwdriver set.</p> <p>Comment: Multi bit interchangeable screwdriver</p>			
09	50	<p>Large Pliers.</p> <p>Comment: 180mm chrome vanadium pliers</p>			
10	25	<p>Adjustable spanner.</p> <p>Comment: Large adjustable spanner 270mm x 46.5 mm</p>			
11	25	<p>Large socket and ratchet</p> <p>Comment: 1/2" Inch socket drive square with 30 and 32mm Deep socket</p> <p>SIZE: 30 and 32mm sockets with a half inch drive on the ratchet</p>			
12	25	<p>30 & 32mm ring spanner</p> <p>Comment: 30 x 32mm ring spanner</p>			

13	10	<p>Portable multi gas analyzer. (GMI PS 500, with sensors for Oxygen, Hydrogen Sulphide, Carbon Monoxide, Carbon Dioxide and Lower Explosive Limit (LEL).</p> <p>Comment: Multi Gas detector, supplier must be able to calibrate every 12 months</p>			
14	10	<p>Large portable storage case.</p> <p>Comment: Large waterproof case with wheels approx. size 780 x 410 x 330mm</p>			
15	10	<p>18v Drill/screwdriver with a selection of bits.</p> <p>Comment: 18-volt cordless drill/driver with selection of screwdriver bits</p>			
16	10	<p>Video scope</p> <p>Comment: 8mm probe Inspection Camera, 880mm Probe Length, 640 x 480 pixels Resolution, LED Illumination</p>			
17	10	<p>A laser measurer.</p> <p>Comment: Laser Measure, 0.15 → 30 m Range, ±2 mm Accuracy</p>			

**Pls. attach delivery schedule, if relevant, and cluster by lot, if partial bids will be allowed. Specify delivery locations if goods multiple destinations.*

[Enter name of authorized staff]

[Designation]

[Click here to enter a date]

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁹
(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹⁰)

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/2019/06:

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

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
01	Vented hard hat should have chin strap and ear defenders.	50			
02	Safety glasses.	50			
03	Overalls, Navy Blue	50			
04	Safety gloves	50			
05	Safety boots	50			
06	Small compact inspection mirror with extendable handle	50			
07	Intrinsically Safe Torch	50			
08	Screwdriver set	50			
09	Large Pliers	50			
10	Adjustable spanner	25			
11	Large socket and ratchet for removal of inspection hatches	25			
12	30 & 32mm ring spanner	25			
13	Portable multi gas analyser	10			
14	Large portable storage case	10			
15	18v Drill/screwdriver with a selection of bits	10			
16	Video scope (Snap on BK5500)	10			
17	A laser measurer	10			
	Total Prices of Goods¹¹				
	Add: Duty/Tax/Import Customs Clearance Charges				
	Add: Cost of Transportation				
	Add: Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation				

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

¹¹ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

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 ¹² :			
Warranty and After-Sales Requirements			
a) Minimum one (1) year warranty on both parts and labor			
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]

¹² 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.