



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM	DATE: March 11, 2019
	REFERENCE: UNDP/SOM/RFQ/2019/010/JPYES/SOLAR KITS

Dear Sir / Madam:

We kindly request you to submit your quotation for Supply of Solar Kits, 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 March 18, 2019 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
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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"/> 30 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 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	Monday, March 18, 2019 at 12:00 Midnight GMT +3.																							
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 to be submitted separately <input checked="" type="checkbox"/> Past experience providing similar items at least 2 years' experience and 2 contracts <input checked="" type="checkbox"/> Letters of recommendation from 3 past clients <input checked="" type="checkbox"/> Track record for past 2 -5 years in the following format; <table border="1" data-bbox="625 1486 1445 1816"> <thead> <tr> <th>Description of service</th> <th>Client</th> <th>Date of completion</th> <th>Contract Value and currency</th> <th>Client contact; full name, designation, email, telephone</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				Description of service	Client	Date of completion	Contract Value and currency	Client contact; full name, designation, email, telephone															
Description of service	Client	Date of completion	Contract Value and currency	Client contact; full name, designation, email, telephone																				
	<input checked="" type="checkbox"/> Confirmation of 1-year warranty on items bid for.																							

	<input checked="" type="checkbox"/> Quality Certificates (ISO, etc.) if any (not mandatory); <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Audited financial statements for the last 2 years 2018 and 2017; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer) if any (not mandatory); <input checked="" type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer) if any (not mandatory); <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	Applicable at 0.33% per day of delay until a maximum of 30 days after which the Purchase order will be cancelled.
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements <input checked="" type="checkbox"/> Lowest price per item <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 per item.
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 30 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.
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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 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
11 March 2019

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

Technical Specifications
Supply of Solar kits

S/N	Description	Compliance Y/N	Deviations
1	<p>Electrician Kit</p>  <ul style="list-style-type: none"> • 2-piece screwdriver • 1-piece Ratchet Handle • 1- piece multiple functional digital meter • 1-piece of Elec. Screwdriver • 1-piece Utility Knife • 1 piece of Insulated Tape • 1-piece Box Knife • 1-piece Scissors • 1-piece Fasteners • 1 piece measuring Tape: 3m • 1-piece LED flashlight • 8-piece socket head: 1.5 2, 2.5, 3, 4, 5, 5.5 6 • 9-piece extended group head • 1-piece connectors • 1-piece claw hammer • 1-piece adjustable wrench • 1-piece water pump pliers • 1-piece hardware box 		

2	<p>PPE (Helmet, Gloves, Visibility Clothing)</p> <p>High visibility clothing</p> <ul style="list-style-type: none"> • Fluorescent green safety vest with retroreflective strip. Taping over shoulders. • ISO 20471 • Different sizes (M, L, XL, XXL)  <p>Helmet</p> <ul style="list-style-type: none"> • Made from high-density polypropylene the four-point harness includes a foam backed polyester sweatband for wearer comfort. • Lateral deformation • Soft foam sweat band included • Bright compact and lightweight  <p>Gloves</p> <ul style="list-style-type: none"> • 14" Cow split leather electrician gauntlet with a one piece back and full cotton lining for comfort. One size. • 14-inch cow split leather gauntlet • Maximum EN407 burn behaviour resistance • Full cotton lining • EN and ANSI cut level 3 		
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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/2019/010/JPYES/SOLAR-KITS

TABLE 1: Offer to Supply Solar Kits Compliant with Description of Requirements

No.	Description/Specification of Service	Qty	Unit Price USD	Total Price USD
1	Electrician kit	100		
	Insurance			
	Packaging			
	Freight (DAP Mogadishu)			
2	PPE			
2.1	High visibility vest M – 23, L – 63, XL – 12, XXL - 2	100		
	Insurance			
	Packaging			
	Freight (DAP Mogadishu)			
2.2	Helmets M - 100	100		
	Insurance			
	Packaging			
	Freight (DAP Mogadishu)			
2.3	Gloves M – 62, L - 38	100		
	Insurance			
	Packaging			
	Freight (DAP Mogadishu)			
	Sub-total for all items			
	Insurance for all items			
	Packaging for all items			
	Freight costs Mogadishu DAP (Inco-terms 2010) for all items			
	GRAND 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 (preferred 30 days)			
Warranty on Parts and Labour for minimum period of 1 year			
Validity of Quotation (90 days)			
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]