

REQUEST FOR QUOTATION (RFQ) (Goods)

NAME & ADDRESS OF FIRM	DATE: April 2, 2019
	REFERENCE: Q-018/19

Dear Sir / Madam:

We kindly request you to submit your quotation for **supply of rolling ladders**, 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 14:00hrs GMT+3 April 15, 2019 and via (choose appropriate box) ☒ e-mail, ☒ courier mail or ☐ facsimile to the address below:

United Nations Development Programme
Ministries Road, Juba, South Sudan
Attention: Head of Procurement Unit
Email: bids.juba@undp.org

Quotations submitted by email must be limited to a maximum of 5 MB, virus-free and no more than [indicate number] 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: *[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] (<input checked="" type="checkbox"/> DAP at riverside Warehouse in Juba
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> UNDP

Exact Address/es of Delivery Location/s (Identify all, if multiple)	UNDP Warehouse at Gumbo	
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)	Within two weeks after the issuance of the Purchase Order (PO)	
Delivery Schedule	<input checked="" type="checkbox"/> Required	
Packing Requirements	N/A	
Mode of Transport	<input type="checkbox"/> AIR	<input checked="" type="checkbox"/> LAND
	<input type="checkbox"/> SEA	<input type="checkbox"/> OTHER [pls. specify]
Preferred Currency of Quotation ³	<input checked="" type="checkbox"/> United States Dollars	
Value Added Tax on Price Quotation ⁴	<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 2 years <input checked="" type="checkbox"/> Technical Support <input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/>	
Deadline for the Submission of Quotation	10 th April 2019 at 2:00pm	
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"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on	

	<p>the country of origin, use/dual use nature of goods or services, including and disposition to end users;</p> <p><input checked="" type="checkbox"/> Quality Certificates (ISO, etc.);</p> <p><input checked="" type="checkbox"/> Latest Business Registration Certificate;</p> <p><input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance</p> <p><input type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied;</p> <p><input checked="" type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods".</p> <p><input checked="" type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier);</p> <p><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;</p> <p><input type="checkbox"/> Others <i>[pls. specify as many as required]</i></p>
Period of Validity of Quotes starting the Submission Date	<p><input type="checkbox"/> 120 days</p> <p>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.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms ⁶	<input checked="" type="checkbox"/> 100% upon complete delivery of goods
Liquidated Damages	<p><input checked="" type="checkbox"/> Will be imposed under the following conditions:</p> <p>Percentage of contract price per day of delay 0.5%</p> <p>Max. no of 30 days of delay the contract will be terminated.</p>

<p>Evaluation Criteria <i>[check as many as applicable]</i></p>	<ul style="list-style-type: none"> ✓ Non-discretionary "Pass/Fail" criteria on the technical requirements; and ✓ Lowest price offer of technically qualified/responsive bid. <p>The Preliminary evaluation shall assess bid documentation for compliance with the following</p> <ul style="list-style-type: none"> ✓ Bid Submission Form – signed ✓ A Price Schedule completed in accordance with Annex II ✓ Is the bid in English language? ✓ Documents Establishing Bidder's Eligibility and Qualification: The Bidder shall furnish evidence of its status as a qualified Contractor. The documentary evidence of the Bidder's qualifications. ✓ Latest Valid certificate of registration ✓ Is the bid validity 120 days? <p>Technical evaluation shall include the following criteria</p> <ul style="list-style-type: none"> ✓ Minimum no. of 3 purchase orders/contracts awarded and served within the past 3 years proof of international experience and/or experience in South Sudan: ✓ Minimum value of at least one purchase order/contract shall be above USD 50,000 ✓ Proof from previous clients for supply/delivery of similar work with UN Agencies or NGOs ✓ Maximum of 2weeks delivery after issuance of Purchase Order (Mandatory) <p>Financial evaluation</p> <p>Financial offers of the technically responsive bid(s) shall be compared and the lowest priced technically responsive bid shall be recommended for award.</p>
<p>UNDP will award to:</p>	<p><input checked="" type="checkbox"/> One and only one supplier <input type="checkbox"/></p>
<p>Type of Contract to be Signed</p>	<p><input type="checkbox"/> Purchase Order</p>
<p>Contract General Terms and Conditions</p>	<p><input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimal contracts (services only, less than \$50,000)</p> <p>Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>

Special conditions of Contract	<input type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed up to 30days
Conditions for Release of Payment	Passing Inspection by UNDP technicians Complete Installation <input checked="" type="checkbox"/> Completion of Training on Operation and Maintenance <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ ⁷	<input type="checkbox"/> Specifications of the Goods Required (Annex 1) <input type="checkbox"/> Form for Submission of Quotation (Annex 2) <input 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) ⁸	procurement.ss@undp.org With full reference of the bid in subject

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.

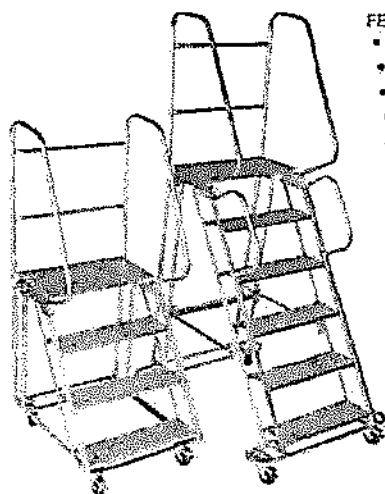
Sincerely yours,

Aicha Cherif
Head of Procurement Unit
2 April 2019

Technical Specifications

Items to be Supplied*	Quantity	Description / Specifications of Goods	Latest Delivery Date
Rolling ladders	4	<ul style="list-style-type: none"> • Material: Steel • Platform height: between 360 and 390 cm • Platform safety bar and handrail • Handrail height on platform: Min. 80 cm • Overall height (including platform safety bar and handrail): Appx. 80cm above platform height • Platform depth: Appx. 50 cm • Platform width: Same as steps • No. of steps: 15 or 16 • Step type: Wide stairway type • Step height: 23 - 26 cm • Step width: Appx. 60 cm • Step depth: Appx. 17 cm • Step tread: Non-slip • Climbing angle: Appx. 56 degrees • Load capacity: Min 350 lbs. • Overall width: Appx. 100 cm • Finish: Galvanized preferred • 2 Lockable castors (kick brake) for safety, between 80-120 mm • 2 Fixed castors, between 80-120 mm • Preferred: Wheel barrow type handles for moving • Warranty: Min 2years • Assembly: Vendor must provide options for shipping assembled and/or for easy assembly by customer, considering also the shipping method and cost 	Within two weeks

ROLLSTEPS – PICKING MADE EASY



- FEATURES:**
- 2 x 100mm lockable castors (kick brake)
 - 2 x 100mm fixed castors
 - Safety bar and handrail
 - Non-slip tread
 - Wide stairway-type steps
 - Galvanised finish
 - Mobile with locking system for safety

– a must for every store or warehouse, making out-of-reach parts easily accessible

Dider code	No of steps	Top step height	Overall height	Step Width	Overall width	Price
MLH02	2	500mm	500mm	600mm	650mm	R1423
MLH03	3	750mm	1600mm	600mm	650mm	R2111
MLH04	4	1000mm	1650mm	600mm	650mm	R3198
MLH06	6	1500mm	2350mm	600mm	930mm	R4284
MLH08	8	2000mm	2850mm	600mm	930mm	R5202
MLH10	10	2500mm	3350mm	600mm	930mm	R7036
MLH12	12	3000mm	3850mm	600mm	930mm	R7865
MLH14	14	3500mm	4350mm	600mm	930mm	R8874
MLH15	15	3750mm	4600mm	600mm	930mm	R9335

These pictures of rolling ladders are just samples to guide you of UNDP South Sudan is looking

Annex 2

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. Q-018/19:

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
1.	Rolling Platform Ladders	4	Within two weeks after issuance of PO		
2.	Transport cost	1			
3.	Insurance cost	1			
4.	Assembling cost	1			
	Total Final and All-Inclusive Price Quotation				

TABLE 2: Estimated Operating Costs (if applicable)

List of Consumable Item/s (Include fast moving parts, if any)	Estimated Average Consumption	Unit of Measure	Unit Price	Total Price per Item

TABLE 3: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows:	Your Responses:		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time			
Estimated weight/volume/dimension of the Consignment:			
Country/ies Of Origin ¹¹ :			
Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance			
b) Minimum two (2) years warranty on both parts and labor			
c) Service Unit to be Provided when the Purchased Unit is Under Repair			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements [pls. specify]			

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]