



## REQUEST FOR QUOTATION (RFQ)

TO: INTERESTED SUPPLIER(S)	DATE: May 22, 2019
	REFERENCE: <b>BB-73756 – RFQ for Supply &amp; Delivery of Electrical Materials to Dominica</b>

Dear Sir / Madam:

We kindly request you to submit your quotation for Electrical Materials for Salisbury Education Campus in Dominica, 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 through **UNDP's eTendering online system** <https://etendering.partneragencies.org> on or before **5p.m. EST, June 6, 2019**.

For first time registrants, use the following details to login and create access:

i. URL: <https://etendering.partneragencies.org>

Username: **event.guest**

Password: **why2change (DO NOT change this password)**

Please refer to "UNDP eTendering User Guide for Bidders" available at <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/>

Please acknowledge receipt of this RFQ by sending an email to [procurement.bb@undp.org](mailto:procurement.bb@undp.org) indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFQ. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFQ.

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 – Delivered Duty Paid
Customs clearance <sup>1</sup> , if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror
Exact Address/es of Delivery Location/s	Salisbury Primary School, Salisbury Dominica
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> Preferably less than 21 days and not more than 30 days. Bidders may propose alternative delivery timeframes which may be considered based on delivery timeframes offered by other bidders.
Delivery Schedule	<input checked="" type="checkbox"/> Required (Bidder to include delivery time on Annex 2 Price Form)
Preferred Currency of Quotation <sup>2</sup>	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Quotation <sup>3</sup>	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Not applicable
Pre-Bid Conference	<input checked="" type="checkbox"/> Will not be held
Deadline for the Submission of Quotation	By 5p.m. EST, <b>June 6, 2019</b>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
<b>Documents to be submitted by Bidder</b>	<input checked="" type="checkbox"/> <b>Duly Accomplished Form as provided in Annex 2, in accordance with the list of requirements in Annex 1;</b> <input checked="" type="checkbox"/> <b>Company Profile which should not exceed fifteen (15) pages, which can include printed brochures and product catalogues relevant to the goods and/or services being procured</b> <input checked="" type="checkbox"/> <b>Latest Business Registration Certificate;</b> <input checked="" type="checkbox"/> <b>Latest Internal Revenue Certificate / Tax Clearance;</b> <input type="checkbox"/> Others [pls. specify as many as required]
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

<sup>1</sup> Must be linked to INCO Terms chosen.

<sup>2</sup> 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.

<sup>3</sup> 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.

	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 allowed
Payment Terms <sup>4</sup>	<input checked="" type="checkbox"/> By Deliverable – after Joint UNDP/Government of Dominica Inspection
Liquidated Damages	<input checked="" type="checkbox"/> Will not be imposed
Allowable Manner of Submitting Bids	e-Tendering
Bid Submission Address	<a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a>
Electronic Submission (eTendering) requirements	<ul style="list-style-type: none"> <li>▪ Format: PDF files only</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</a></li> </ul>
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <sup>5</sup> (See Annex 1 & 2). Please note Annex 2 consists of 2 tables including the Price Sheet which is provided as a separate attachment. <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 Supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a> <input type="checkbox"/> Other Type/s of Contract <i>[pls. specify]</i>
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)

<sup>4</sup> UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

<sup>5</sup> 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.

	Applicable Terms and Conditions are available at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection Joint UNDP/Government of Dominica Inspection <input checked="" 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 <sup>6</sup>	<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: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a> <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) <sup>7</sup>	Procurement Unit, UNDP Barbados and the OECS <a href="mailto:Procurement.bb@undp.org">Procurement.bb@undp.org</a> . <b>Please use subject email “RFQ for Electrical Materials for Salisbury Education Campus in Dominica”.</b>  UNDP does not guarantee receipt or acceptance of emails which do not use the subject title indicated above.  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.

<sup>6</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>7</sup> 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.

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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

**Thank you and we look forward to receiving your quotation.**

**Sincerely yours,**  
*Procurement Unit*  
*UNDP Barbados and OECS*

## Technical Specifications

#	Device Description	Quantity Required
1	LED light 4' long. LED Philips SM150C LED60S/830 PSU TW3 P15 L 1440	131
2	LED light 4' long. Philips BC 098 LED20/NW PSU L600	28
3	Fan 48" diameter CANARM cp48hpwp	36
4	Emergency Light Hubbel EV4R.	24
5	Instantaneous Hot Water Heater Iheat AHS 5000	6
6	Transformer 230/115 75kVA NEMA 3R Square D 7S67F	2
7	Type G Socket Outlet 13 A switched fused duplex (two gang)	62
8	Type B Socket Outlet Type 2 Duplex GFCI	63
9	Safety Switch 200A 400v dpst Lockable	1
10	Safety switch 200A 400v three phase Lockable	1
11	200 Amp main circuit breaker 230 V panel	2
12	100 Amp main circuit breaker 230V/115volt Panel	4
13	30 A 230 V CB to fit the above	37
14	20 A 115 VCB to fit the above	30
15	100 amp circuit breaker to fit	4
16	Type 1 and 2 Surge Protection Device	2
17	Switch Leviton 1222-7PR 20 Amp, 277 Volt, Toggle Pilot Light, Neutral Double-Pole AC	1
18	cover to fit the above	1
19	Switch Leviton 20 Amp, 240 Volt, Toggle Double-Pole AC Commercial Grade	66
20	smoke alarms hard wired, battery backup, any-all.	24
21	1-4 gang plate covers to fit the above	45
22	8' Ground Rods 5/8 diameter copper	12
23	# 6 bare braided copper grounding electrode conductor	100
24	5 mm (#10) bare braided copper grounding electrode conductor	650
25	15 mm (#5) bare braided copper grounding electrode conductor	800
26	Lightning rods 12" metal roof mount	7
	<b>Clamps</b>	
27	Roof cable restraining	16
28	Structural Steel #2 cable bonding	16
29	Ground rod #2 bonding	12
30	Water pipe #2 bonding	4
	<b>Service Drop</b>	
31	Weatherhead 2' Galv Metal	2
32	2" Galv Metal Conduit	200
33	2 " Galv Metal Conduit elbows	20
34	Overhead service drop cable 2 wire XIPE NFC 33-209	300

35	Carrier wire steel	300
36	8 pair telephone cable	300
37	Cat 5 Ethernet cable	300
	<b>General</b>	
38	Electrical Tape red brown blue green 20 rolls each	80
39	Wire nuts - small - 100 per box	3
40	Wire nuts- medium - 100 per box	3
41	Wire nuts - large - 100 per box	3
42	surface raceway	2500
43	# 12 thhn copper wire green	6000
44	# 12 thhn copper wire blue	6000
45	# 12 thhn copper wire brown	6000
46	#10 thhn copper wire green	3000
47	#10 thhn copper wire blue	3000
48	#10 thhn copper wire brown	3000
49	3/4 " plastic pipe conduit	9500
50	3/4 " plastic pipe elbows	200
51	3/4 " plastic pipe couplings	200
	<b>weatherhead to panels</b>	
52	3/0 THWN wire blue	150
53	3/0 THWN wire brown	150
	<b>Panel tails</b>	
54	#2 thhn copper wire green	50
55	#2 thhn copper wire blue	50
56	#2 thhn copper wire brown	50
57	Pull and junction boxes 1 wide with finish covers	10
58	2 wide (square)	100
59	3 wide	60

**Notes:**

- Electrical equipment including switches, receptacles, circuit breakers and breaker boxes to be UL, CSA, DIN or other recognized international standards. Boxes and covers to be provided to fit.
- Items and quantities indicated above are good faith estimates however final quantities will be confirmed by UNDP at time of contract award. UNDP reserves the right to not purchase any item or quantities.
- 21-30 days delivery time is highly preferred; however, bidders must indicate actual delivery time for all items. Longer lead times will be considered by UNDP if most bidders are unable to meet the 21-30 days schedule.

## FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>8</sup>

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>9</sup>)*

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. **BB-73756 – RFQ for Supply of Electrical Materials to Dominica**:

**TABLE 1 : Offer to Comply with Other Conditions and Related Requirements**

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Please confirm your company is legally registered and licensed for supplying of all material requested and you have submitted your Latest Business Registration Certificate with your bid;			
Please confirm you have submitted your Latest Internal Revenue Certificate / Tax Clearance with your bid;			
Validity of Quotation for 90 days			
All Provisions of the UNDP General Terms and Conditions			
Please confirm you are not included in the UN Security Council 1267/1989 Suspension list, UN Procurement Division List or other UN Ineligibility List;			

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]*

<sup>8</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>9</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes



**TABLE 2 : Price Offer to Supply Goods Compliant with Technical Specifications and Requirements**

#	Device Description	Quantity Required	Unit of Measure	Unit Price	Total Price (USD)	Delivery Time Needed from contract signing till delivery to the place of destination (days)
1	LED light 4' long. LED Philips SM150C LED60S/830 PSU TW3 P15 L 1440	131				
2	LED light 4' long. Philips BC 098 LED20/NW PSU L600	28				
3	Fan 48" diameter CANARM cp48hpwp	36				
4	Emergency Light Hubbel EV4R.	24				
5	Instantaneous Hot Water Heater Iheat AHS 5000	6				
6	Transformer 230/115 75kVA NEMA 3R Square D 7S67F	2				
7	Type G Socket Outlet 13 A switched fused duplex (two gang)	62				
8	Type B Socket Outlet Type 2 Duplex GFCI	63				
9	Safety Switch 200A 400v dpst Lockable	1				
10	Safety switch 200A 400v three phase Lockable	1				
11	200 Amp main circuit breaker 230 V panel	2				
12	100 Amp main circuit breaker 230V/115volt Panel	4				
13	30 A 230 V CB to fit the above	37				
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16	Type 1 and 2 Surge Protection Device	2				
17	Switch Leviton 1222-7PR 20 Amp, 277 Volt, Toggle Pilot Light, Neutral Double-Pole AC	1				
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20	smoke alarms hard wired, battery backup, any-all.	24				
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	<b>Clamps</b>					
27	Roof cable restraining	16				
28	Structural Steel #2 cable bonding	16				
29	Ground rod #2 bonding	12				
30	Water pipe #2 bonding	4				
	<b>Service Drop</b>					
31	Weatherhead 2' Galv Metal	2				
32	2" Galv Metal Conduit	200				
33	2 " Galv Metal Conduit elbows	20				
34	Overhead service drop cable 2 wire X1PE NFC 33-209	300				
35	Carrier wire steel	300				
36	8 pair telephone cable	300				
37	Cat 5 Ethernet cable	300				
	<b>General</b>					
38	Electrical Tape red brown blue green 20 rolls each	80				
39	Wire nuts - small - 100 per box	3				
40	Wire nuts- medium - 100 per box	3				
41	Wire nuts - large - 100 per box	3				
42	surface raceway	2500				
43	# 12 thhn copper wire green	6000				
44	# 12 thhn copper wire blue	6000				
45	# 12 thhn copper wire brown	6000				
46	#10 thnn copper wire green	3000				
47	#10 thnn copper wire blue	3000				
48	#10 thnn copper wire brown	3000				
49	3/4 " plastic pipe conduit	9500				
50	3/4 " plastic pipe elbows	200				
51	3/4 " plastic pipe couplings	200				
	<b>Weatherhead to panels</b>					

52	3/0 THWN wire blue	150				
53	3/0 THWN wire brown	150				
	<b>Panel tails</b>					
54	#2 thhn copper wire green	50				
55	#2 thhn copper wire blue	50				
56	#2 thhn copper wire brown	50				
57	Pull and junction boxes 1 wide with finish covers	10				
58	2 wide (square)	100				
59	3 wide	60				
Shipping Charge						
Other costs (if applicable please specify)						
<b>GRAND TOTAL</b>						