



*Empowered lives.
Resilient nations.*

Request for Quotation

RFQ-ZIM-GF-030-2013

Date: 26 June 2013

Dear Sir/Madam,

Subject: Supply and Delivery of a Portable X-Ray Machine

1. We hereby solicit your quotation for the supply and delivery of Portable X-Ray Machine.
2. To enable you to submit a Quote, please find enclosed:

Annex I. Instructions
Annex II. Schedule of Requirements and Price
Annex III. General Terms and Conditions
Annex IV. Vendor Profile

3. Submission of quotes by courier service/hand delivery:

Your offer in two (2) duplicates in a sealed envelope, should be deposited into the GFATM Tender Box located at the foyer (facing the security desk) of Block 7 no later than 10 July 2013, by 13:00 hours Harare local time.

UNDP Zimbabwe
GFATM Programme Management Unit
Block 7, Arundel Office Park,
Mt Pleasant, Harare
Zimbabwe

“TENDER NO: RFQ-ZIM-GF-030-2013 – X-Ray Machine
DEADLINE: 10 July 2013 AT 13:00 HRS Harare local time
“NOT TO BE OPENED BY REGISTRY”

4. Submission of quotes to a secured email:

Your offer, in emails, should reach the email address of: zw.bids.gfam@undp.org no later than **10 July 2013 AT 13:00 HRS Harare local time** with the subject heading of: **RFQ-ZIM-GF-030-2013 – Portable X-Ray Machine**. Markings on Offers remain as per quotes submitted by courier service/hand delivery above.

All offers received after the indicated time and date will be rejected

- 5 This letter is not to be construed in any way as an offer to contract with your firm.

Sincerely,

(Signature on file)
Karen Hong
Procurement and Supplies Management Specialist

INSTRUCTIONS

E. Introduction

1. **General:** UNDP invites quotes for **Supply and Delivery of a Portable X-Ray Machine.**
2. **Eligible Suppliers/Vendors:** Suppliers/vendors should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNDP to provide consulting services for the preparation of the design specifications, and other documents to be used for the procurement of goods to be purchased under this Request for Quotation.
3. **Cost of Providing Quotes:** Suppliers/Vendors shall bear all costs associated with the preparation and submission of the quote, and UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

B. Solicitation Documents

4. **Clarification of Solicitation Documents:** Suppliers/vendors requiring any clarification on the Request for Quotation may notify UNDP in writing. The response will be made in writing to any request for clarification of the Request for Quotation that it receives earlier than one week prior to the Deadline for the Submission of Quote. Written copies of UNDP's response (including an explanation of the query but without identifying the source of inquiry) will be published in the same manner as the present tender. Clarification may be sought in writing to:

PSM Team
GFATM Programme Management Unit
Email: zw.psm.gfatm@undp.org

5. **Amendments of Request for Quotation:** No later than one week prior to the Deadline for Submission of Quotes, UNDP may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective supplier/vendor, amend the Request for Quotation. In order to afford prospective suppliers/vendors reasonable time in which to take the amendments into account in preparing their offers, UNDP may, at its discretion, extend the Deadline for the Submission of Quotes. Any amendments will be published in the same manner as the present tender.

C. Preparation of Quotes

7. **Language of the Quote:** The quote prepared by the supplier/vendor and all correspondence and documents relating to the quote exchanged by the supplier/vendor and UNDP shall be in English.

8. Documents Comprising the Quote:

The Quote must comprise the following documents:

- a) Schedule of Requirement and Price
- b) Documentary evidence established in accordance with Clause 9 and 10 of Annex 1 that the goods and ancillary services to be supplied by the Supplier/Vendor are eligible goods and services and conform to the Request for Quotation;

9. **Documents Establishing Supplier/Vendor's Eligibility and Qualifications:** The Supplier/Vendor shall furnish evidence of its status as qualified Supplier/Vendor. The documentary evidence of the Supplier/Vendor's qualifications to perform the contract if its quote is accepted shall be established to UNDP's satisfaction:

(a) that, in the case of a Supplier/Vendor offering to supply goods under the contract which the Supplier/Vendor did not manufacture or otherwise produce, the Supplier/Vendor has been duly authorized by the goods' manufacturer or producer to supply the goods in the country of final destination.

(b) That the Supplier/Vendor has the financial, technical, and capability necessary to perform the contract.

10. **Documents Establishing Goods' Conformity to this Request for Quotation:** The Supplier/Vendor shall also furnish as part of its quote, documents establishing the conformity to the requirement in this RFQ that all goods and related services which the Supplier/Vendor quoted conforms to the requirement. Documentary evidence may be in the form of literature, drawings, and data.

11. **Export License:** All Supplier/Vendor must be aware that the goods and services are for the benefit of the Government under UNDP's development assistance framework and goods purchased will normally be transferred to the national partners, or to an entity nominated by it, in accordance with UNDP's policies and procedures. The Supplier/Vendor must inform UNDP if there is any restriction with regards to this clause.
12. **Offer Currencies/Offer Prices:** All prices shall be quoted in US Dollars or other convertible currencies. For price evaluation purposes, all currencies shall be converted to the US Dollars at the prevailing UN Rate of Exchange at the time of evaluation.
13. **Period of Validity of Quotes:** The quote shall remain valid for 120 days after the closing date prescribed by UNDP. A quote valid for a shorter period may be rejected as non-responsive.

D. Opening and Evaluation of Quotes

14. **Clarification of Quotes:** To assist in the examination, evaluation and comparison of Quotes, UNDP may at its discretion ask the Supplier/Vendor for clarification of its Quote. The request for clarification and the response shall be in writing and no change in price or substance of the Quote shall be sought, offered or permitted.

15. Preliminary Examination:

15.1 Prior to the detailed evaluation, UNDP will determine the substantial responsiveness of the Quote to the Tender. A substantially responsive Offer is one which conforms to all the terms and conditions of the tender without material deviations.

15.2 Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Supplier/Vendor does not accept the correction of errors, its Quote will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

15.3 A Quote determined as not substantially responsive will be rejected by UNDP and may not subsequently be made responsive by the Supplier/Vendor by correction of the non-conformity.

16. **Evaluation of Quote:** Determination of compliance with the RFQ is based on the content of the quote itself without recourse to extrinsic evidence.

E. Award of Contract

17. **Award Criteria:** UNDP will issue the Purchase Order to the lowest priced technically qualified Supplier/Vendor. UNDP reserves the right to accept or reject any Quote, to annul the solicitation process and reject all Quotes at any time prior to award of purchase order, without thereby incurring any liability to the affected Suppliers/Vendors or any obligation to provide information on the grounds for the purchaser's action.

18. **Purchaser's Right to Vary Requirements at Time of Award:** UNDP reserves the right at the time of making the award of contract to increase or decrease by up to **25%** the quantity of goods specified in the Request for Quotation without any change in unit price or other terms and conditions.

19. **Notification of Award:** Prior to the expiration of the period of Quote Validity, UNDP will send the successful Supplier/Vendor the Purchase Order. The Purchase Order may only be accepted by the Supplier/Vendor's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this purchase order, as herein specified. Acceptance of this Purchase Order shall affect a contract between the parties under which the rights and obligations of the parties shall be governed solely by the terms and conditions of this purchase order.

20. **Signing of the Purchase Order:** Within 30 days of receipt of the Purchase Order the successful Supplier/Vendor shall sign, date and return it to UNDP.

21. **Vendor Protest:** Our vendor protest procedure is intended to afford an opportunity to appeal to persons or firms not awarded a purchase order or contract in a competitive procurement process. **It is not available to non-responsive or non-timely proposers/bidders or when all proposals/bids are rejected. 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>.

22. **Samples:** Samples of all items shall be submitted together with the bid document within 5 working days after the bid closing date. The offer without samples will be rejected – This Clause is not applicable.
23. **Packaging:** All items must be delivered as a kit, packed in a Card Box. Technical Specifications (or equivalent quality) for Card Box:
Double-wall corrugated fibreboard box
Modified FEFCO type 0203 with meeting inner flaps - one inner flap to have the same height as the long flap
All corners on long side flaps trimmed 25 mm, Glued and stitched outside.
Quality: BC composition, with min. 17kN edge crush resistance (EN ISO 3037)
Minimum 60% of resulting box strength must be maintained in tropical conditions i.e. 40 degree centigrade and 90% relative humidity.
24. **Quality:** CE & ISO certification to be provided with quote

Schedule of Requirements and Pricing

No.	Item description and specification	Total Qty	Unit Price (USD)	Total price (USD)	Delivery Time in Weeks after Purchase Order Acknowledgement
1	<p>Description: Portable X-Ray Unit for survey back-up Quantity: 1 unit</p> <p>Specification: Compact, easily transportable, fully digital mobile radiographic unit with articulated telescopic arms suitable for taking X- Rays in a mobile van with provisions for security attachments to avoid damage during transportation, bed-side x-ray for ward patients, intensive care units and operation theatres. The unit should be a digital system with flat panel detector and must include the following:</p> <p>1. Power Line Connection The unit should operate on single phase power supply with plug-in facility to any standard wall outlet with automatic adaptation to line voltage 200 to 240 volts, 15 amp plug. Unit should also operate on a Generator (30KW) or re-chargeable batteries</p> <p>2. Generator I. Must be microprocessor controlled high frequency, output 30 kW or more at Nominal Power Rating II. It should have a digital display of mAs and KV and an electronic timer. III. KV range: 40KV to 125 KV or more. IV. It should be capable of delivering up to 300 mAs in different steps. V. Shortest exposure time: Should be 1ms or less</p> <p>3. X-Ray Tube I. Output should match the output of the generator II. It must have a rotating</p>	1			

anode with 3000 rpm or more

III. It should have dual focus.
Large focus: 1.3mm and small Focus 0.6mm or better

IV. Anode heat storage capacity should be more than 100KHU

V. Multi leaf collimator rotatable +/-90 degrees with off/on timer should be supplied with the system

VI. Extractable measurable tape should be available

VII. Detachable remote control with 5metre coil cord

4. Flat panel Detector

I. The flat panel detector should be of size 14 x 17 inch or more

II. Detector should have DQE of 63% or more

III. The detector pixel matrix should be 2k x 2k or more

IV. Pixel size/pitch should be 160µm or less

V. The machine should have a detector storage compartment

VI. The image viewing time after exposure should not be more than 5 sec

VII. Weight of the detector should not be >5 Kg

VIII. The detector should be designed and calibrated for General Radiography Purposes and must be fully integrated with the mobile unit including the controls

IX. The detector should have a long chord to easily reach the patient for bedside x-rays

5. Battery

I. The machine should be able to run on mains as well as on battery supply

II. The machine should be able to run at least 200 exposures before charging

III. The battery should also provide power for the motor to move the machine

IV. The battery should be able to be charged from a normal 15A, 220-240V single phase socket in less than 6 hours, preferably

6. In-built Console

I. The machine should have an integrated/in-built console with TFT touch screen

II. The console should enable to view the image, and provide post processing features, using touch screen

III. The post processing features should include zoom, contrast and brightness adjustment, panning, annotate, mark and reporting

IV. Storage of image with a memory of at least 3000 images

V. The touch screen size should be 15 inches or more

VI. One no. Grid to be provided as standard (8:1 or better)

7. Connectivity

The machine should be fully network ready and it should be possible to transfer images and patient data from and to hospital network using LAN connectivity or wireless LAN and DICOM digital system

8. The unit must have an affective braking system for parking, transport and emergency braking. The tube stand must be fully counter-balanced with rotation in all directions. It should have inch Mover function

9. It must have an articulated or telescopic arm for maximum positioning flexibility in any patient position

10. The machine should have a small foot print and should be able to fit in a small space

11. The cables should preferably be concealed in the arm system

12. The exposure release switch should be detachable with a chord of at least 5 metres

13. A grid of 10:1 ratio of appropriate size preferably 17" x 17" should be supplied				
Total cost of goods (ex-works)				
			Transportation	
			Insurance	
			TOTAL DAP Harare, Zimbabwe,	

Name and Signature of Supplier/Vendor

Stamp:

General Terms and Conditions

1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind UNDP unless agreed to in writing by a duly authorized official of UNDP.

2. PAYMENT

- 2.1 UNDP shall, on fulfilment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.
- 2.2 Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.
- 2.3 Unless authorized by UNDP, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
- 2.4 The prices shown in this Purchase Order may not be increased except by express written agreement of UNDP.

3. TAX EXEMPTION

- 3.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNDP's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP to determine a mutually acceptable procedure.
- 3.2 Accordingly, the Supplier authorizes UNDP to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

4. RISK OF LOSS

Risk of loss, damage to or destruction of the goods shall be governed in accordance with DAP Incoterms 2010, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.

5. EXPORT LICENCES

Notwithstanding any INCOTERM 2010 used in this Purchase Order, the Supplier shall obtain any export licences required for the goods.

6. FITNESS OF GOODS/PACKAGING

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by UNDP, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

7. INSPECTION

- 7.1 UNDP shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.
- 7.2 Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

8. INTELLECTUAL PROPERTY INFRINGEMENT

The Supplier warrants that the use or supply by UNDP of the goods sold under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold UNDP and the United Nations harmless from any actions or claims brought against UNDP or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

9. RIGHTS OF UNDP

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNDP may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- 8.1 Procure all or part of the goods from other sources, in which event UNDP may hold the Supplier responsible for any excess cost occasioned thereby.
- 8.2 Refuse to accept delivery of all or part of the goods.
- 8.3 Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of UNDP.

10. LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with UNDP to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by UNDP.

11. ASSIGNMENT AND INSOLVENCY

- 11.1. The Supplier shall not, except after obtaining the written consent of UNDP, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.
- 11.2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNDP may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

12. USE OF UNDP OR UNITED NATIONS NAME OR EMBLEM

The Supplier shall not use the name, emblem or official seal of UNDP or the United Nations for any purpose.

13. PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to UNDP without specific permission of UNDP in each instance.

14. CHILD LABOUR

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

15. MINES

The Supplier represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

16. SETTLEMENT OF DISPUTES

16.1. Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.

16.2. Arbitration

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. PRIVILEGES AND IMMUNITIES

Nothing in or related to these General Terms and Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of the United Nations, including its subsidiary organs.

VENDOR PROFILE

SECTION 1 (For Internal Use only)		UN INFORMATION	
Requesting Person:		Date:	Atlas Vendor No:
First Name / Last Name/Extension		UN Index No:	
VENDOR TYPE: <input type="checkbox"/> Staff <input type="checkbox"/> SSA <input type="checkbox"/> Service Contract <input type="checkbox"/> Meeting Participant <input type="checkbox"/> NGO <input type="checkbox"/> Supplier <input type="checkbox"/> Other			
VENDOR APPROVER SIGNATURE: _____		DATE: _____	

Complete either Section 2 or Section 3 (not both)

SECTION 2 PERSON INFORMATION (For Individuals only)			
Last Name		First Name	
Middle Name			
Nationality		Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Address			
City,	State/Province/County	Postal Code (ZIP)	Country
E-mail Address	Telephone Number	Fax Number	

SECTION 3 SUPPLIER INFORMATION (For Companies only)			
Company Name:		Parent Company Name (if applicable)	Web Site URL: (if applicable)
Street Address			
City	State/Province/County	Postal Code	Country
Contact Person (MAIN ADDRESS)		Telephone	Fax
Name:			E-mail Address
Title:			

SECTION 4 BENEFICIARY BANKING INFORMATION			
Bank Name			
Bank ID:	For US banks only use whether: (9 digits)		SWIFT code 8 or 11 characters (required for overboard payments)
	ACH <input type="checkbox"/>	Fed wire <input type="checkbox"/>	
Branch ID: (for Canadian Banks only) 9 digits routing no.		Branch Name:	
Street Address:			
City	State/Province	Postal Code	Country

SECTION 5 BENEFICIARY BANK ACCOUNT DETAILS			
Account Name: (name as it appears on bank account)		Bank Account Currency <input type="checkbox"/> US\$ <input type="checkbox"/> Other (PLEASE INDICATE) _____	
Bank Account No.: (ENTER WITH NO PUNCTUATION, NO DOTS, DASHES OR SPACES)		Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
IBAN (European Banks)			
Swift Code (8 digit)		Branch Code	BSB code (6 digit) Australia Banks
Bank Information for Intermediary/Correspondent Bank (if applicable)			
Name of Bank:		Address of Bank:	
Bank Account No (of beneficiary bank with intermediary bank)		SWIFT Code:	FED WIRE NO. (US BANKS ONLY)

I, _____, in my capacity as _____, hereby authorize the agency to direct payments for goods and services to the above account.

Signature: _____

INCOMPLETE OR ERRONEOUS INFORMATION WILL PREVENT FINAL CREDIT OF PAYMENTS TO YOUR ACCOUNT