

**REQUEST FOR QUOTATION (RFQ)**

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| UNDP BIH  Zmaja od Bosne bb; Sarajevo | DATE: August 8, 2019 |
| REFERENCE: BIH/RFQ/**124/**19 |

Dear Sir / Madam:

We kindly request you to submit your quotation for:

**Supply and delivery of wide-range spectrometer and black carbon aethalometer** 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 **Thursday, August 22, 2019 by 12:00 CET** and via ***courier mail*** to the address below:

**United Nations Development Programme**

Zmaja od Bosne bb, Sarajevo 71000

General Service

**REF: BIH- RFQ-124-19**

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 |
| Customs clearance, if needed, shall be done by: | Supplier/Offeror |
| Exact Address/es of Delivery Location/s (identify all, if multiple) | Mašinski fakultet Sarajevo, Adresa: Vilsonovo šetalište 9, 71000 Sarajevo, Bosna i Hercegovina  Faculty of Mechanical Engineering, Adress: Vilsonovo šetalište 9, 71000 Sarajevo, Bosnia and Herzegovina |
| UNDP Preferred Freight Forwarder, if any | Not applicable |
| Distribution of shipping documents *(if using freight forwarder)* | Not applicable |
| Latest Expected Delivery Date and Time *(if delivery time exceeds this, quote may be rejected by UNDP)* | 90 days upon acceptance of UNDP PO |
| Delivery Schedule | N/A |
| Packing Requirements | N/A |
| Mode of Transport | Land |
| Preferred Currency of Quotation | Local Currency: BAM |
| Value Added Tax on Price Quotation | Must be exclusive e of VAT and other applicable indirect taxes (VAT stated separately) |
| After-sales services required | ☒ Service and maintenance available in BiH. /Servis, odrzavanje I rezervni dijelovi dostupni u BiH. |
| Deadline for the Submission of Quotation | August 22, 2019 by 12:00 CET |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language | Local or English language |
| Documents to be submitted | Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;/**Pravilno ispunjen obrazac kako je navedeno u Prilogu 2 i u skladu sa listom zahtjeva u Prilogu 1**  Latest Business Registration Certificate; /**Najnovije rješenje o registraciji;**  Tax Registration Certificate/**Uvjerenje o poreskoj registraciji;**  Latest Internal Revenue Certificate/Tax Clearance (certified copy not older then 2 months from the expiration of deadline of this RfP); **/Potvrde o izmirenim direktnim i indirektnim porezima (ovjerena fotokopija ne starija od 2 mjeseca od dana isteka ovog poziva);**  List of three references in the last three (3) years for the similar scope of services and/or delivery of goods. **/Tri reference u posljednje tri (3) godine za sličan opseg usluga i/ili isporuku robe;**  Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List**. /Pisana izjava da se podnosilac prijave ne nalazi na listi Vijeća sigurnosti UN-a 1267/1989, UN odjela za nabavke ili drugoj UN listu o neprihvatljivosti;**  Catalogue/technical specification of the offered products and equipment /**Katalog proizvoda sa tačno označenim proizvodima i specifikacijom iz ponude za trazenu opremu**;  Authorization by the Manufacturer, if bidder is not a manufacturer /**Dokaz da je ovlašteni ponuđač zastupnik/distributer u ime proizvođača, ukoliko sam ponuđač nije proizvođač**  List of authorised service(s) in BiH whith contacts. / **Listu ovlaštenih servisa u BiH sa kontaktima.**  Declaration of CE marking Conformity for those machinery and equipment whose technical specifications require such marking. /**Deklaracija o CE oznakama Usaglašenost za opremu čije tehničke specifikacije zahtevaju takvo obilježavanje.** |
| Period of Validity of Quotes starting the Submission Date | 90 days |
| Partial Quotes | Partial quotes are permitted. |
| Payment Terms | Within 30 days upon UNDP’s acceptance of the goods delivered as specified and receipt of invoice. |
| Advanced Payment | Not allowed |
| Evaluation Criteria | Technical responsiveness/Full compliance to requirements and lowest price per item  Full acceptance of the PO/Contract General Terms and Conditions  Bider should meet following criteria:  ☒ To be authorized diller/distributor by the Manufacturer, if bidder is not a manufacturer /Dokaz da je ovlašteni ponuđač zastupnik/distributer u ime proizvođača, ukoliko sam ponuđač nije proizvođač  ☒ Authorised service(s) availability in Bosnia and Herzegovina./ Ovlašteni servis dostupan u Bosni i Hercegovini |
| UNDP will award to: | One or more Proposers, depending on the following factors:  a) Technical responsiveness/Full compliance to requirements  b) Lowest price offer of technically qualified/responsive Quotation per item |
| Type of Contract to be Signed | ☒ Contract for goods/services for/to UNDP;  ☒ Purchase Order/s |
| Special conditions of Contract | Cancellation of PO/Contract if the delivery/completion is delayed by 10 days |
| Conditions for Release of Payment | Written Acceptance of Goods based on full compliance with RFQ requirements |
| Annexes to this RFQ | Specifications of the Goods Required (Annex 1)  Form for Submission of Quotation (Annex 2)  General Terms and Conditions / Special Conditions (Annex 3) Link: [English version](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-2493)  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) | *UNDP BIH - GENERAL SERVICES* [*registry.ba@undp.org*](mailto:registry.ba@undp.org) *Fax: 033 552 330*  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.

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,**

*UNDP BIH* August 8, 2019

**Annex 1**

**Technical specifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No./ Broj** | **Description and characteristics of the product** | **Opis i karakteristike proizvoda** | **Unit of measure /Jedinična mjera** | **Quantity/**  **Količina** |
| 1 | Wide-range aerosol spectrometer: SMPS (Scanning Mobility Particle Sizer) condensation spectrometer in combination with optical (laser based) spectrometer with following specifications:  - Aerosol detection range: from 5 nanometers (or less) to 10 micrometers (or more)  - Total number of channels: more than 70  - Working fluid: n-butanol  - Working pressure range: from 75 kPa (or less) to 105 kPa (or more)  - Working temperature range: from 10 \*C (or less) to 35 \*C (or more)  - Electrostatic classifier with at least two different DMAs (Differential Mobility Analyzer)  - Non-radioactive neutralizer  - Interfaces: RS-232, USB, Ethernet  - Software: MS Windows compatible  For optical spectrometer set of 100 pcs of PTFE filters is required  The warranty period must not be shorter than 12 months. The name and address of the authorized service provider must be indicated in the offer.  Fast delivery of equipment is preferable and bids with a delivery period longer than three months will not be considered. | Širokopojasni spektrometar: SMPS (eng. Scanning Mobility Particle Sizer) kondenzacijski spektrometar u kombinaciji sa optičkim (laserskim) spektrometrom. Tražene karakteristike:  - Područje detekcije aerosoli: od 5 nanometara (ili manje) do 10 mikrometara (ili više)  - Ukupan broj kanala u području detekcije: više od 70  - Radni fluid: n-butanol  - Radno područje pritiska: od 75 kPa (ili manje) do 105 kPa (ili više)  - Radno područje temperature: od 10 \*C (ili manje) do 35 \*C (ili više)  - Elektrostatički klasifikator sa najmanje dva različita diferencijalna analizatora mobilnosti (DMA)  - Neutralizator koji ne sadrži radioaktivan izvor  - Interfejs: RS-232, USB, Ethernet  - Software: MS Windows kompatibilan  Za optički spektrometar se traži 100 kom PTFE filtera  Period važenja garancije na uređaj ne smije biti kraći od 12 mjeseci. U ponudi obavezno naznačiti naziv i adresu ovlaštenog servisa.  Poželjan je što kraći rok isporuke, a ponude sa rokom isporuke dužim od tri mjeseca neće biti uzete u razmatranje. | set | 1 |
| 2 | Instrument for the real-time measurement of aerosol Black Carbon, aethalometer, with following specifications:  - Number of channels: 7 (or more)  - Air flow rate: between 2 L/min and 5 L/min  - Working temperature range: from 0 \*C (or less) to 40 \*C (or more)  - Working altitude: up to 3000 m ASL  - Interfaces: RS-232, USB, Ethernet  Required accessories:  - Tape rolls, 28 pcs  - Filter cartridges, 7 pcs  - Sharp cut cyclone 2.5 micrometers at flow rate of 5 L/min  - Filter/validation kit  The warranty period must not be shorter than 12 months. The name and address of the authorized service provider must be indicated in the offer.  Fast delivery of equipment is preferable and bids with a delivery period longer than three months will not be considered. | Aparat za mjerenje koncentracije čađi (eng. Black Carbon) - etalometar, sljedećih karakteristika:  - Broj kanala: 7 (ili više)  - Protok zraka: između 2 litra/min i 5 litara/min  - Radno područje temperature: od 0 \*C (ili manje) do 40 \*C (ili više)  - Radno područje nadmorske visine: do 3000 metara (ili više)  - Interfejs: RS-232, USB, Ethernet  Uz aparat se traži dodatno:  - Trake za mjerenje, 28 rolni  - Umetak za filter, 7 komada  - Ciklon oštrog reza od 2.5 mikrometara pri protoku od 5 litara/min  - Filter/validacioni kit  Period važenja garancije na uređaj ne smije biti kraći od 12 mjeseci. U ponudi obavezno naznačiti naziv i adresu ovlaštenog servisa.  Poželjan je što kraći rok isporuke, a ponude sa rokom isporuke dužim od tri mjeseca neće biti uzete u razmatranje. | set | 1 |

**Annex 2**

**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 supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. **BIH/RFQ/124/19:**

**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.** |  |  |  |  |  |
| **2.** |  |  |  |  |  | |
|  | **Total Price of Goods** |  |  |  |  | |
|  | Add : Cost of Transportation |  |  |  |  | |
|  | Add : Cost of Insurance |  |  |  |  | |
|  | Add : Other Charges (pls. specify) |  |  |  |  | |
|  | **TOTAL without VAT** |  |  |  |  | |
|  | Add: VAT 17% |  |  |  |  | |
|  | **Total Final and All-Inclusive Price Quotation** |  |  |  |  | |

**TABLE 2: 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*** |
| Latest Delivery Time by Item: | 3 months from the date of a Purchase Order Issuance |  |  |  |
|  |  |  |
| Certification or authorization to act as Agent in behalf of the Manufacturer, if bidder is not a manufacturer | |  |  |  |
| Warranty and  After-Sales Requirements | ☒ Brand new replacement if Purchased Unit is beyond repair |  |  |  |
| ☒ Warranty of minimum 1 year. /Garancija od minimalno 1 godine. |  |  |  |
| ☒ Service and maintenance available in BiH. /Servis i odrzavanje dostupni u BiH. |  |  |  |
| Validity of Quotation of 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]*

**Annex 3**

**General Terms and Conditions**

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General Terms and Conditions (for Goods and/or Services)

Link: [English version](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-2493)