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**REQUEST FOR QUOTATION (RFQ)**

**(Supply of Medical Items for UNDP South Sudan)**

|  |  |
| --- | --- |
| NAME & ADDRESS OF FIRM | DATE: August 9, 2019 |
| REFERENCE: Q-078/19 |

Dear Sir / Madam:

This is a call to submit your quotation for **Supply of Laboratory/Medical Items to UN Clinic-UNDP South Sudan ,** 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 16.30 August 16, 2019 -South Sudan Local Time and via (choose appropriate box) *e-mail,* [*bids.juba@undp.org*](mailto:bids.juba@undp.org) *courier mail or facsimile* to the address below:

**United Nations Development Programme**

(A): via email to:

United Nations Development Programme

South Sudan

bids.juba@undp.org

or

(B): by hand/courier to:

United Nation Development Programme

Office Compound, Ministry road, plot #21

Juba South Sudan

Ref: Q-78/19

**Bids submitted by hand/courier must be recorded in the bid receipt record form and dropped in the bid box. Bids not recorded shall automatically be disqualified.**

Quotations submitted by email must be limited to a maximum of 5 MB, 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 above-mentioned goods:

|  |  |  |
| --- | --- | --- |
| Delivery Terms  [INCOTERMS 2010] | DAP-UNDP-Juba-South Sudan | |
| Customs clearance[[1]](#footnote-1), if needed, shall be done by: | UNDP | |
| Exact Address/es of Delivery Location/s (identify all, if multiple) | P.O. Box 410, UNDP office, Ministries Road, Juba-South Sudan | |
| UNDP Preferred Freight Forwarder, if any[[2]](#footnote-2) | N/A | |
| Distribution of shipping documents *(if using freight forwarder)* | **The selected vendor shall take full responsibility as indicated in their bid offer to transport the items and deliver to UNDP in Juba, South Sudan** | |
| Latest Expected Delivery Date and Time (***if delivery time exceeds/delayed, quote may be rejected by UNDP)*** | **15th Sept 2019, 16:00-South Sudan Local Time** | |
| Delivery Schedule | Required | |
| Packing Requirements | N/A | |
| Mode of Transport | AIR | LAND |
| SEA | OTHER |
| Preferred  Currency of Quotation[[3]](#footnote-3) | United States Dollars  Local Currency at UN operational rate for that specific month | |
| Value Added Tax on Price Quotation[[4]](#footnote-4) | **Must be exclusive of VAT and other applicable indirect taxes** | |
| After-sales services required | Will be required upon request by UNDP | |
| Deadline for the Submission of Quotation | COB, *Friday, August 16, 2019, 16:30 South Sudan Local Time* | |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language | English | |
| Documents to be submitted[[5]](#footnote-5) | Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;  A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users;  Official License by the local authorities to supply laboratory equipment and drugs  Quality Certificates (ISO, etc.);  Latest Business Registration Certificate;  Latest Internal Revenue Certificate / Tax Clearance;  Complete documentation, information and declaration of any goods/services classified or may be classified as “Dangerous Goods/services”.  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 | 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 | Not Permitted. Vendors are expected to quote for the entire requirement list | |
| Payment Terms[[6]](#footnote-6) | 100% within 30 days upon complete delivery of goods/services | |
| Liquidated Damages | Applicable if delivery is delayed by 30 days | |
| **Technical Evaluation Criteria** | Technical responsiveness/Full compliance to requirements and lowest price[[7]](#footnote-7)  Declaration of conformity. The submitter shall provide a declaration of conformity to applicable regulation(s) and/or standard(s). This declaration of conformity shall be established according to the model given in ISO/IEC 17050  The medical services must be from suppliers who are legally registered by their national regulatory authority and have valid manufacturing licenses.  Conformity of products with specific safety / performance standards i.e Vendors to provide proof of conformity to product specific standards shall be provided for the product category covering the products e.g EC list of harmonized standards, as published on the OJCE, FDA recognized standards, etc.  Shelf life: The shelf life of the device shall be clearly indicated. Devices with less than 75% shelf life will not be accepted  Environmental Management Systems. Bidders are encouraged to provide ISO 14001 certification.  Full acceptance of the PO/Contract General Terms and Conditions  Earliest Delivery / Shortest Lead Time[[8]](#footnote-8) | |
| UNDP will award to: | One Supplier only | |
| Type of Contract to be Signed | Purchase Order | |
| Contract General Terms and Conditions | General Terms and Conditions for contracts (goods and/or services)  Applicable Terms and Conditions are available at  <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> | |
| Special conditions of Contract | Cancellation of PO/Contract if delivery is delayed by 30 days after confirmation of order  Cancellation of PO/Contract if quality is not as per specification indicted in this RFQ | |
| Conditions for Release of Payment | Passing Inspection  Written Acceptance of Goods/Services based on full compliance with RFQ requirements | |
| Annexes to this RFQ[[9]](#footnote-9) | Specifications of the goods (Annex 1)  Form for Submission of Quotation (Annex 2)  General Terms and Conditions goods/services: <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)[[10]](#footnote-10) | [procurement.info.ss@undp.org](mailto:procurement.info.ss@undp.org)  Any delay in UNDP’s response shall not be 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/Services 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/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 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 A. Cherif*

*Head of Procurement* August 9, 2019

**Annex 1**

**Technical Specifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Items to be Supplied\*** | **Description / Specifications of Items to be supplied** | **U/M** | **Quantity** |
| 1 | ESR Automated Machine | Huma SRate 24  ESR Automated machine  Bench top machine  Country of origin: German  Digital Data Processing with touch screen and inbuild printer  Sample Load: Up to 8 samples  24 samples per hour  20 minutes read time  Uses EDTA tubes | Pc | 1 |
| 2 | Blood collecting tubes | Blood collecting tubes for Blood Glucose Analysis with Sodium Fluoride | Pkts (100) | 10 |
| 3 | Urine Strip reader | CyanStrip mini Reader Code: CY011 Cyan Strip Mini  Portable  Reads cypress strips  Performance: 50 Tests/Hour  Colored Touch screen  External Printer Code: CY011-S02  Fully Automated report generation | Pc | 1 |
| 4 | Blood collecting tubes | EDTA Blood collecting tubes 4 ml Purple top | Pkts (100) | 10 |
| 5 | Sample cups for Humastar100 | Cups for samples | Pkt (1000) | 5 |
| 6 | Humapure Cartridge | Cartridge for Huma Pure | Pcs | 5 |
| 7 | H. Pylori Antigen test | Rapid Test strip | Pkts (50) | 10 |
| 8 | Humacount 5D Diluent | HC5D Diluent with reagent card, Ref 16450/10 | 1 Pkt (20 Lts) | 3 |
| 9 | Humacount 5D Cleaner | HC5D Clean, Ref 16450/60 | Bottle (50mls) | 5 |
| 10 | Humacount 5D Lyse 1 | HC 5D CBC Lyse 1 with reagent card, Ref 16450/20 | Bottle (200 mls) | 3 |
| 11 | Humacount 5D Lyse 2 | HC 5D Differential Lyse 2 with reagent card, Ref 16450/30 | Bottle (500 mls) | 3 |
| 12 | Rapid Syphilis test strips | Determine Syphilis test strips |  | 3 |
| 13 | Rapid HIV Test Strips | Determine HIV ½ Test strips | Pkts (100 Tests) | 1 |
| 14 | H. Pylori Test strips | i-check Rapid test strips for H. pylori | Pkts (100 Tests) | 5 |
| 15 | Blood glucose Reagent | Glucose LiquiUV Mono (For Humastar 100) | Pkts (20 tests) | 5 |
| 16 | Glycated hemoglobin (HbA1c) Reagent | HbA1c reagent | Pkt (100mls) | 5 |
| 17 | Cholesterol Reagent | Cholesterol Liquicolor, Ref 10017 | Pkts (100 Mls) | 2 |
| 18 | Triglycerides reagent | Triglycerides Liquicolor, Ref 10720P | Pkts (30mlsx4) | 2 |
| 19 | HDL Cholesterol reagent | HDL cholesterol Liquicolor, Ref 10084 | Pkts (15mlsx8) | 3 |
| 20 | LDL Cholesterol reagent | LDL Cholesterol liquicolor, Ref | Pkt (80mls) | 3 |
| 21 | Urea reagent | UreaUV, Ref 10094 | Pkt (80mls) | 2 |
| 22 | Creatinine reagent | Auto Creatinine liquicolor, Ref 10052 | Pkt (8x40 Mls) | 3 |
| 23 | Uric Acid reagent | Uric Acid Liquicolor, Ref 10690 | Pkt (100mls) | 2 |
| 24 | GOT (ASAT) | GOT Liquicolor, Ref 12011 | Pkt (30mlx4/ 4x100mls) | 2 |
| 25 | GPT (ALAT) | GPT Liquicolor, Ref 12012 | Pkt (8mlx10) | 2 |
| 26 | GGT | Gamma GT Liquicolor, Ref 12013 | Pkt (8mlsx10) | 2 |
| 27 | Humastar 100 Calibration serum | Autocal H016, Ref 13160 | Pkt (8mlsx10) | 5 |
| 28 | Humaster 100 Control serum | Humatrol N, Ref 13511 | Pkt (4x5mls) | 3 |
| 29 | Humastar 100 Special wash solution | Special wash solution, Ref 18974 | Pkts (6x5mls) | 8 |
| 30 | Humastar 100 Wash Additive | Wash Additive, Ref 18971 | Pkt (12x 30 mls) | 4 |
| 31 | Rapid Widal test strips | Test strips for detection of Typhoid Antigen | Pkt (4x25mls) | 10 |
| 32 | Urine collection containers | Plastic urine collecting containers with cups (50mls) | Pkt (25 tests) | 2 |
| 33 | Giemsa Stain | Giemsa Stain | Pkts (500) | 2 |
| 34 | Urine dip stick | Reagent strips for Urinalysis URS 10T | 1 Ltr | 10 |
| 35 | **NEBULIZER:** Bench to and portable  High efficiency for fast treatment  Rechargeable battery | Operating Voltage 220-240  10 W power  Nebulization time 0.2-0.7  Automatic switch off  Three programable flow levels  5 µparticle size  **Accessories**  Should come along with;  Both Adult and Pediatric facemasks  Nasal prong  Mouth piece  Connection tube  Medication cups | EA | 1 |
| 36 | **ECG WITH MONITOR AND INTERPRETATION:** LCD monitor 3-6-12 channels in standard mode  High resolution thermal printer (8 dots/mm)  Memory scroll for reviewing previous results  Digital filters  Pacemaker detection  In build high capacity batteries | Internal rechargeable batteries  2.5 hours battery autonomy (without charging)  Frequency response 0.05: 145hzs  Thermal printer 8 dots/mm  Scrolling speed 5mm/s, 10 mm/s and 25mm/s  Internal defibrillation protection  Light weight and bench top (small size)  **Accessories**  Comes with the following accessories  6 electrodes chest  Roll of paper  Battery  Patient cable  4 electrodes for extremists | EA | 1 |
| 37 | **AUTOCLAVE:** Bench Top  Proportional integral derivate to monitor closed loop controls  Internal tanks for both pure water and used water  Preset temperatures  Easy to use with push on buttons to activate and deactivate cycles  Fully Automated cycles with computer board  Automatic self-test for periodic controls  Anomaly detector  Cycle time wrapped 121’C: 56 mins; Flash 134’C: 32 mins; Prion 134’C: 58 minutes | Chamber size of not more than 245x 500mm  Operating voltage 230-50/60 Hz  Manual closing  PID system  Biological incubator connector | EA | 1 |

**Note: Bidders are requested to attach item brochures in the submission**

**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION[[11]](#footnote-11)**

***(This Form must be submitted only using the Supplier’s Official Letterhead[[12]](#footnote-12))***

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. \_\_\_\_\_\_\_:

**TABLE 1 : Offer to Supply Items Compliant with Technical Specifications and Requirements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **Description/Specification Goods/Services** | **UOM** | **Quantity** | **Unit Price (USD)** | **Total Price (USD)** |
| 1 | ESR Automated Machine | Pc | 1 |  |  |
| 2 | Blood collecting tubes | Pkts (100) |  |  |  |
| 3 | Urine Strip reader | Pc |  |  |  |
| 4 | Blood collecting tubes | Pkts (100) |  |  |  |
| 5 | Sample cups for Humastar100 | Pkt (1000) |  |  |  |
| 6 | Humapure Cartridge | Pcs |  |  |  |
| 7 | H. Pylori Antigen test | Pkts (50) |  |  |  |
| 8 | Humacount 5D Diluent | 1 Pkt (20 Lts) |  |  |  |
| 9 | Humacount 5D Cleaner | Bottle (50mls) |  |  |  |
| 10 | Humacount 5D Lyse 1 | Bottle (200 mls) |  |  |  |
| 11 | Humacount 5D Lyse 2 | Bottle (500 mls) |  |  |  |
| 12 | Rapid Syphilis test strips |  |  |  |  |
| 13 | Rapid HIV Test Strips | Pkts (100 Tests) |  |  |  |
| 14 | H. Pylori Test strips | Pkts (100 Tests) |  |  |  |
| 15 | Blood glucose Reagent | Pkts (20 tests) |  |  |  |
| 16 | Glycated hemoglobin (HbA1c) Reagent | Pkt (100mls) |  |  |  |
| 17 | Cholesterol Reagent | Pkts (100 Mls) |  |  |  |
| 18 | Triglycerides reagent | Pkts (30mlsx4) |  |  |  |
| 19 | HDL Cholesterol reagent | Pkts (15mlsx8) |  |  |  |
| 20 | LDL Cholesterol reagent | Pkt (80mls) |  |  |  |
| 21 | Urea reagent | Pkt (80mls) |  |  |  |
| 22 | Creatinine reagent | Pkt (8x40 Mls) |  |  |  |
| 23 | Uric Acid reagent | Pkt (100mls) |  |  |  |
| 24 | GOT (ASAT) | Pkt (30mlx4/ 4x100mls) |  |  |  |
| 25 | GPT (ALAT) | Pkt (8mlx10) |  |  |  |
| 26 | GGT | Pkt (8mlsx10) |  |  |  |
| 27 | Humastar 100 Calibration serum | Pkt (8mlsx10) |  |  |  |
| 28 | Humaster 100 Control serum | Pkt (4x5mls) |  |  |  |
| 29 | Humastar 100 Special wash solution | Pkts (6x5mls) |  |  |  |
| 30 | Humastar 100 Wash Additive | Pkt (12x 30 mls) |  |  |  |
| 31 | Rapid Widal test strips | Pkt (4x25mls) |  |  |  |
| 32 | Urine collection containers | Pkt (25 tests) |  |  |  |
| 33 | Giemsa Stain | Pkts (500) |  |  |  |
| 34 | Urine dip stick | 1 Ltr |  |  |  |
| 35 | **NEBULIZER:** Bench to and portable  High efficiency for fast treatment  Rechargeable battery | EA |  |  |  |
| 36 | **ECG WITH MONITOR AND INTERPRETATION:** LCD monitor 3-6-12 channels in standard mode  High resolution thermal printer (8 dots/mm)  Memory scroll for reviewing previous results  Digital filters  Pacemaker detection  In build high capacity batteries | EA |  |  |  |
| 37 | **AUTOCLAVE:** Bench Top  Proportional integral derivate to monitor closed loop controls  Internal tanks for both pure water and used water  Preset temperatures  Easy to use with push on buttons to activate and deactivate cycles  Fully Automated cycles with computer board  Automatic self-test for periodic controls  Anomaly detector  Cycle time wrapped 121’C: 56 mins; Flash 134’C: 32 mins; Prion 134’C: 58 minutes | EA |  |  |  |
|  | **Total Price of goods[[13]](#footnote-13)** | | | |  |
|  | Add : Cost of Transportation to Juba | | | |  |
|  | Add : Cost of Insurance | | | |  |
|  | **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*** |
| Delivery location (DAP-Juba, South Sudan ) |  |  |  |
| Delivery Lead Time (30 days) |  |  |  |
| Country/ies Of Origin[[14]](#footnote-14): |  |  |  |
| Validity of Quotation (90 days) |  |  |  |
| Insurance (1-year manufacturer) |  |  |  |
| After sales services (required upon request from UNDP) |  |  |  |
| 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]*

1. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)
4. [↑](#footnote-ref-4)
5. [↑](#footnote-ref-5)
6. [↑](#footnote-ref-6)
7. *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.* [↑](#footnote-ref-7)
8. [↑](#footnote-ref-8)
9. [↑](#footnote-ref-9)
10. [↑](#footnote-ref-10)
11. *Thi27s serves as a guide to the Supplier in preparing the quotation and price schedule.*  [↑](#footnote-ref-11)
12. *Offici28al Letterhead must indicate contact details – addresses, email, phone and fax numbers – for verification purposes 29* [↑](#footnote-ref-12)
13. *Pricing of goods should be consistent with the INCO Terms indicated in the RFQ* [↑](#footnote-ref-13)
14. *If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UNDP if awarded the PO/contract.* [↑](#footnote-ref-14)