



REQUEST FOR QUOTATION (RFQ) (Broilers)

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| TO ALL INTERESTED BIDDERS | DATE: August 16, 2019 |
| | REFERENCE: ETH0346(R) |

Dear Sir / Madam:

1. We kindly request you to submit your quotation for **3390 broilers day old chicks (390 male and 3000 female), plus 2% mortality allowance** as detailed in **Annex 1** of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations must be submitted on or before **September 6, 2019** and via the below e mail address
United Nations Development Programme
Ethiopia
Att: Mekdelawit Hailu
Procurement.et@undp.org

Quotations submitted by email must be limited to a maximum of **25 MB**, virus-free and no more than **5 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 good/s

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| Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule) | <input checked="" type="checkbox"/> CIP Addis Ababa (as per incoterm 2010) | |
| 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) | United Nations Development Programme ECA Old Building, 7th Floor, Africa Hall PO Box 5580, Addis Ababa, Ethiopia | |
| UNDP Preferred Freight Forwarder, if any ² | <input checked="" type="checkbox"/> Kuehne Nagel and Nagel A/S <input checked="" type="checkbox"/> With freight forwarder whose global presence is proved, safe and reliable in offering the freight forwarder service | |
| Distribution of shipping documents (if using freight forwarder) | <input checked="" type="checkbox"/> Commercial Invoice: One Original and two copies of Commercial Invoice (stamped and signed by Chamber of Commerce) <input checked="" type="checkbox"/> Airway Bill (AWB): Original and copies of Waybill (AWB) <input checked="" type="checkbox"/> Packing List: One Original and three copies of Packing List <input checked="" type="checkbox"/> Delivery Note: One Original and three copies of Packing List <input checked="" type="checkbox"/> Insurance Coverage Certificate: Three copies of Insurance Certificate and insurance claim procedure <input checked="" type="checkbox"/> Warranty Certificate: One Original and two copies of Warranty Certificate <input checked="" type="checkbox"/> Certificate of Origin (C/O): One (1) Original and two (2) copies (stamped and signed by Chamber of Commerce) <input checked="" type="checkbox"/> Pre-delivery Inspection at Factory Level: One Original and two copies of Pre-delivery Inspection Sheet by Supplier <input checked="" type="checkbox"/> certificate for internationally acceptable good practices, bio-security and management standards enabling freedom for diseases. <input checked="" type="checkbox"/> veterinary certificate signed by a veterinarian of the competent authority of exporting country that will indicate terms on the specification item 1.6, item 1.7, item 1.8 | |
| Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP) | <input checked="" type="checkbox"/> 40 days from the issuance of the Purchase Order (PO) | |
| Delivery Schedule | <input checked="" type="checkbox"/> Required | |
| Packing Requirements | As per the standard indicated on Annex 1 item 1.10 and 1.11 which should be indicated on the offer | |
| Mode of Transport | <input checked="" type="checkbox"/> AIR <input type="checkbox"/> SEA | <input type="checkbox"/> LAND <input type="checkbox"/> OTHER [pls. specify] |
| Preferred | <input checked="" type="checkbox"/> United States Dollars | |

¹ Must be linked to INCO Terms chosen.

² Depends on INCO Terms. The suggestion to use a UNDP preferred courier is only for purposes of familiarity with procedures and documentary requirements applicable to the UNDP when clearing with customs.

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| Currency of Quotation ³ | |
| Value Added Tax on Price Quotation ⁴ | <input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes |
| After-sales services required | <input checked="" type="checkbox"/> Warranty on supply for minimum period of 3 months |
| Deadline for the Submission of Quotation | COB, <i>Friday, September 06, 2019</i> and East African Time (EAT) |
| 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 the country of origin, use/dual use nature of goods or services, including and disposition to end users; <input checked="" type="checkbox"/> Confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected; <input checked="" type="checkbox"/> Quality Certificates (ISO, etc.); <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied; <input checked="" type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods". <input checked="" type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); <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; |
| Period of Validity of Quotes starting the Submission Date | <input checked="" type="checkbox"/> 120 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 |

³ 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.

⁴ 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.

⁵ First 2 items in this list are mandatory for the supply of imported goods

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| | extension in writing, without any modification whatsoever on the Quotation. |
| Partial Quotes | <input checked="" type="checkbox"/> Not permitted |
| Payment Terms ⁶ | <input checked="" type="checkbox"/> 100% upon complete delivery of goods |
| Liquidated Damages | <input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay: 0.05 Max. no. of days of delay: 30 days After which UNDP may terminate the contract. |
| Evaluation Criteria [check as many as applicable] | <input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁷ Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions [this is a mandatory criterion and cannot be deleted regardless of the nature of services required] <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time ⁸ |
| UNDP will award to: | <input checked="" type="checkbox"/> One and only one supplier |
| Type of Contract to be Signed | <input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilized for Long-Term Agreement ⁹ and if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) |
| Contract General Terms and Conditions | <input checked="" type="checkbox"/> 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 | <input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 40 days |
| Conditions for Release of Payment | Passing Inspection UNDP requires pre-inspection of the supply <input checked="" type="checkbox"/> Passing all Testing As per the specification- Annex 1 <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements |

⁶ 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.

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.

⁸ This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).

⁹ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

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| Annexes to this RFQ ¹⁰ | <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: 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) ¹¹ | Mekdelawit Hailu Procurement Specialist a.i. Info.procurement@undp.org 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 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>.

¹⁰ Where the information is available in the web, a URL for the information may simply be provided.

¹¹ 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.



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,
Endrias Getachew
D.C.D.(O)a.i.
August 16, 2019**

Annex 1 Technical Specifications

Specification of Broiler day old parent stock chicks

1.

Detailed specification/ standards require

The Day-Old Broiler parent stocks intended for importation must meet the standards of production performance (uniform weight and size, vigorous, active and good looking) and health performance (vaccinated at day old for Marex and NCD)

- 1.1. Amount: **3900 Broiler parent stock (day old chicks) (390 Male and 3000 Female)**
- 1.2. *The Day-Old Broiler parent stocks intended for importation must be free from any genetically modified organism (GMO) or living modified organism (LMO)*
- 1.3. *Country of origin, breed name, identification number on each chick box must be available and clearly readable*
- 1.4. *The day-old parent stocks chicks must be from the line breed with high breeding value,*
- 1.5. *The source farms and hatcheries shall be certified for internationally acceptable good practices, bio-security and management standards enabling freedom for diseases*
- 1.6. *The day-old parent stock chicks should be accompanied by veterinary certificate signed by a veterinarian of the competent authority of exporting country*
- 1.7. *The certificate shall approve the lines and the day old parent stocks are free from clinical/infection evidences of any communicable disease such as Newcastle, infectious bursal disease, pullorum disease, infectious laryngotracheitis, and fowl cholera in the previous year; and shall also be from H5 and H7 sub type avian influenza, psittacosis, avian encephalomyelitis, egg drop syndrome, infectious bronchitis, chronic respiratory disease caused by mycoplasma gallisepticum, infectious synovitis caused by mycoplasma synovial, and infectious coryza for the past 6 month*
- 1.8. *The certificate shall provide information regarding date of pre-export quarantine (if applicable, kinds of vaccines administered and dates of vaccination.*
- 1.9. *The source flocks for day old Broiler parent stocks shall not be vaccinated with vaccines against avian influenza and coccidiosis*
- 1.10. *The DOCs shall be transported with clean and sealed containers disinfected to the standard with officially approved disinfectant by the exporting country*
- 1.11. *The containers should have to have a specification of*

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| Material | : | Paper BOX |
| Dimension | : | 59.5cm x 43.44cm x 13.2cm (LxWxH) |

Weight : 382.3 gm

Area : 0.682 m²

Total Ventilation duct of the box : 0.664cm²

1.12. The birds shall not be transited through countries or zones where highly pathogenic avian influenza is known to occur

1.13. No supplementary feed or beddings shall be supplied, and no other poultry or birds be loaded during the transportation

1.14. Confirmation of details of transport and arrival times must be supplied to the competent authority at destination port not less than 7 days prior delivery

1.15. DOCs shall be transported by air, on route and using air craft approved/ accepted by the competent authority where DOCs have been packed in compliance with standards, properly labeled and accompanied by health certificate.

1.16. The day-old birds must be unloaded at the port of entry stated in the import permit

1.17. On arrival the day-old chicks must be transported under quarantine conditions to avian quarantine facility approved by the competent authority. Vehicles whilst being used to transport the crates / chick's boxes to the quarantine facility must not transport any other poultry of different origin and health status

2. Others

2.1. Import permit authorization will processed by the Ministry of Agriculture (MOA);

2.2. Parent stocks to be imported will follow the legal customs route

2.3. Management guide/Manual specific to each breed in English language

**Taye Amsalu
D.C.D.(O) a.i.
August 16, 2019**

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹²

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹³)

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. **ETH0346**:

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 | 1-day old Broiler (Male) | 390 | | | |
| 2 | 1-day old Broiler (Female) | 3000 | | | |
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| | Total Prices of Goods¹⁴ | | | | |
| | Add: Cost of Transportation | | | | |
| | Add: Cost of Insurance | | | | |
| | Add: Other Charges (pls. specify) | | | | |
| | Total Final and All-Inclusive Price Quotation | | | | |

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

| Other Information pertaining to our Quotation are as follows: | Your Responses | | |
|--|----------------------------|-----------------------------|---|
| | <i>Yes, we will comply</i> | <i>No, we cannot comply</i> | <i>If you cannot comply, pls. indicate counter proposal</i> |
| Delivery Lead Time | | | |
| Estimated weight/volume/dimension of the Consignment /Package: | | | |
| Country/ies Of Origin ¹⁵ : | | | |
| Warranty and After-Sales Requirements | | | |

¹² This serves as a guide to the Supplier in preparing the quotation and price schedule.

¹³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

¹⁴ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

¹⁵ 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.

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| Dead or sick chickens attributed to supplier linked causes | | | |
| a) Replacing Chicken Stock because of appropriate Vaccination (Marks) Minimum (3) three-month period | | | |
| b) replacement chickens if it is beyond Treatment | | | |
| c) Replace Chicken Sick/ dead attributed to supplier linked causes. | | | |
| Validity of Quotation (120 days) | | | |
| All Provisions of the UNDP General Terms and Conditions | | | |
| certificate for internationally acceptable good practices, bio-security and management standards enabling freedom for diseases | | | |
| veterinary certificate signed by a veterinarian of the competent authority of exporting country that will indicate terms on the specification item 1.6, item 1.7, item 1.8 | | | |
| I Certification (if applicable) | | | |

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]