



REQUEST FOR QUOTATION (RFQ)
(Sound proof wall and Accessories)

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|-----------------------------------|---------------------------------|
| NAME & ADDRESS OF FIRM | DATE: September 13, 2019 |
| | REFERENCE: ETH0678 |

Dear Sir / Madam:

We kindly request you to submit your quotation for **Supply and Fix sound proof wall with accessories**, 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 **September 23, 2019** and via ☒ *e-mail*, to the address below:

United Nations Development Programme
Ethiopia
Att Mekdelawit hailu
Procurement.et@undp.org

Quotations submitted by email must be limited to a maximum of **25MB**, 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 abovementioned good/s: *[check the condition that applies to this RFQ, delete the entire row if condition is not applicable to the goods and services being procured]*

| | |
|--|---|
| Delivery Terms [INCOTERMS 2010] <i>(Pls. link this to price schedule)</i> | <input checked="" type="checkbox"/> CIP Addis Ababa (as per incoterm 2010) |
| Customs clearance, 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 | <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 <i>(if using freight forwarder)</i> | <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 |
| Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i> | <input checked="" type="checkbox"/> 30 days from the issuance of the Purchase Order (PO) |
| Delivery Schedule | <input checked="" type="checkbox"/> Required |
| Packing Requirements | Minimum Supplier standard |
| Mode of Transport | <input checked="" type="checkbox"/> AIR |
| Preferred Currency of Quotation | <input checked="" type="checkbox"/> United States Dollar |
| Value Added Tax on Price Quotation | <input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes |
| After-sales services required | <input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 1 year |
| Deadline for the Submission of Quotation | COB, Monday, September 23, 2019 and 5:00 EAT |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language | <input checked="" type="checkbox"/> English |
| Documents to be submitted | <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; |

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| | <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 type="checkbox"/> Latest Internal Revenue Certificate / Tax; <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 extension in writing, without any modification whatsoever on the Quotation. |
| Partial Quotes | <input checked="" type="checkbox"/> Not permitted |
| Payment Terms | <input checked="" type="checkbox"/> 100% upon complete delivery of goods and services |
| 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 Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criterion and cannot be deleted regardless of the nature of services required]</i> <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time <input checked="" type="checkbox"/> Others drawing available and as per the requested size |
| 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 |
| Contract General Terms and Conditions | <input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimi contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html |

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| Special conditions of Contract | <input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 Days <input checked="" type="checkbox"/> Others Goods are not shipped as per the specification and supplier sample approved. |
| Conditions for Release of Payment | Passing Inspection After a full acceptance of the supply and services as per the requirement from the requesting unit. Complete Installation <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements |
| Annexes to this RFQ | <input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html <input checked="" type="checkbox"/> Others Photo Of the type of Material required 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) | MG/AK <i>Info.procurement@undp.org</i> 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 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,
Endrias Getachew
D.C.D.(O)a.i.
September 13, 2019**

Technical Specifications

| Items to be Supplied* | Quantity | Description / Specifications of Goods | Latest Delivery Date |
|-------------------------|-----------------------------|--|----------------------|
| Sound Proof Wall | As per Table 2 Below | <p>Supply and fix sound proof Glass and Panel partition for the conference room, accelerators rooms, lobby areas 7th floor drawings attached (drawings attached)</p> <ul style="list-style-type: none"> • Dimension (100mm thick) • Supplier to submit a certificate for the wall structure be sound Proof tested and fire rating tested results from internationally accepted testing laboratory. • Panels colors: Beige • Glass: Clear glass • Doors: Glass doors • Glass should be glazed with shatter resistant film on both sides please • Mortise Lock heavy duty stainless steel, mat finish • Hinges heavy duty stainless steel, Brushed mat; 3 on each leaf to take 4 screws each. Sample to be approved • Door stoppers made of stainless steel with black rubber infill (spherical shape) • Quantity 8 pcs • Contractor to confirm measurements on site • Submit fabrication drawings • Submit as built drawings after completion • Submit list of reference projects executed in Ethiopia • Specification of stipulated materials. | |

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|--|--|--|--|
| | | <ul style="list-style-type: none"> • Contractor can propose alternative sound proof wall structure. • Glazing selected color, give available color • Visit site before submission • Installation and erection time will be Working hours at night and weekends. • *Supplier should indicate Project delivery time and completion period • Reconfirm location of doors • Logo on entrance doors (UNDP) | |
| | | Erecting and installation of the Walls | |

Table 2

| No | Drawing code | UOM | Qty |
|-----------|---|----------------|--------|
| 1 | SPWD1 | M ² | 46.00 |
| 2 | SPWD2 | M ² | 17.00 |
| 3 | SPWD3 | M ² | 16.00 |
| 4 | SPWD4 *2 | M ² | 17.50 |
| 5 | SPWD5 | M ² | 26.00 |
| 6 | SPWD6 | M ² | 18.00 |
| 7 | SPW1 | M ² | 6.50 |
| 8 | SPW2 | M ² | 3.50 |
| 9 | SPW3 | M ² | 15.00 |
| 10 | SPW4 | M ² | 8.00 |
| 11 | SPWD7 | M ² | 66.00 |
| 12 | SPW5 | M ² | 10.5 |
| Sub Total | | | 250.00 |
| 14 | FWD2 (Not sound proof but similar appearance) | M ² | 16.00 |
| 15 | FW2 (Not sound proof but similar appearance) | M ² | 9.00 |
| 16 | FW3 (Not sound proof but similar appearance) | M ² | 3.00 |
| 17 | FW4 (Not sound proof but similar appearance) | M ² | 10.00 |
| 18 | FW5 (Not sound proof but similar appearance) | M ² | 8.00 |
| 19 | FW6 (Not sound proof but similar appearance) | M ² | 17.50 |
| Sub Total | | | 63.50 |

**Pls. attach delivery schedule, if relevant, and cluster by lot, if partial bids will be allowed. Specify delivery locations if goods multiple destinations.*

Endrias Getachew
DCD(O) a.i.
August 19, 2019

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. _____:

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 | Supply of Sound proof wall | 313.50 | | | |
| 3 | Installation and erection of walls | 313.50 | | | |
| | Total Prices of Goods + Services | | | | |
| | Add : Cost of Transportation | | | | |
| | Add : Cost of Insurance | | | | |
| | Add : Other Charges (pls. specify) | | | | |
| | Total Final and All-Inclusive Price Quotation | | | | |

TABLE 2 : Estimated Operating Costs (if applicable)

| List of Consumable Item/s (Include fast moving parts, if any) | Estimated Average Consumption | Unit of Measure | Unit Price | Total Price per Item |
|--|-------------------------------|-----------------|------------|----------------------|
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TABLE 3 : 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 |
| Expected Delivery Lead Time is 20-30 days however the supplier can specify the no of days that he can supply (highest point in the evaluation) | | | |
| Estimated weight/volume/dimension of the Consignment as per factory standard | | | |
| Country/ies Of Origin | | | |

| | | | |
|--|--|--|--|
| Warranty and After-Sales Requirements | | | |
| a) Minimum one (1) year warranty on goods | | | |
| b) Replacement if Purchased good is not as per the sample provided and as well specification | | | |
| Validity of Quotation (120 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]