

|  |
| --- |
|  |

**REQUEST FOR QUOTATION (RFQ)**

**(Goods)**

|  |  |
| --- | --- |
| All Qualified and Interested Vendors both local and International | DATE: November 5, 2019 |
| REFERENCE: ETH0979 |

Dear Sir / Madam:

We kindly request you to submit your quotation for **Portable Air quality monitoring equipment and other equipment’s**, 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 November 14, 2019and via (choose appropriate box) *e-maill* to the address below:

**United Nations Development Programme**

procurement.et@undp.org

Mr. MGW

Quotations submitted by email must be limited to a maximum of 25MB, virus-free and no more than two 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

|  |  |  |
| --- | --- | --- |
| Delivery Terms  [INCOTERMS 2010]  *(Pls. link this to price schedule)* | CIP – INCOTERM 2010 | |
| Customs clearance[[1]](#footnote-1), if needed, shall be done by: | UNDP | |
| Exact Address/es of Delivery Location/s | United Nations Development Programme (UNDP) Attn: Procurement Specialist Menelik II Ave, UNECA Premises Congo Building 6th floor  info.procurementet@undp.org  Post Box No. 5580, Addis Ababa, Ethiopia | |
| UNDP Preferred Freight Forwarder, | Kuehne + Nagel | |
| Distribution of shipping documents *(if using freight forwarder)* | N/A | |
| Latest Expected Delivery Date and Time *(if delivery time exceeds this, quote may be rejected by UNDP)* | 30 days from the issuance of the Purchase Order (PO) | |
| Delivery Schedule | Required | |
| Packing Requirements |  | |
| Mode of Transport | AIR | LAND |
| SEA | OTHER *[pls. specify]* |
| Preferred  Currency of Quotation[[2]](#footnote-2) | United States Dollars  Local Currency : Ethiopian Birr | |
| Value Added Tax on Price Quotation[[3]](#footnote-3) | Must be inclusive of VAT and other applicable indirect taxes | |
| After-sales services required | Warranty on Parts and Labor for minimum period of 1 year | |
| Deadline for the Submission of Quotation | Before 10:00 AM, *Thursday, November 14, 2019 and East African time* | |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language | English | |
| Documents to be submitted[[4]](#footnote-4) | 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;  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;  Latest Business Registration Certificate ;  Latest Internal Revenue Certificate / Tax Clearance;  Evidence/Certification of Environmental Sustainability (“Green” Standards) of the Company or the Product being supplied ;  Complete documentation, information and declaration of any goods classified or may be classified as “Dangerous Goods”.  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 | 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 | Permitted [ *vendors are allowed to quote partial items from the list so long us the specification meets to the requirment)]* | |
| Payment Terms | 100% upon complete delivery of good | |
| Liquidated Damages | The liquidated damages for delay shall be 1% of the price of  the PO per week of delay, up to a maximum of 10% of the  Final price of the PO | |
| Evaluation Criteria  *[check as many as applicable]* | ☒ Technical responsiveness/Full compliance to requirements and lowest price Comprehensiveness of after-sales services ☒ Full acceptance of the PO/Contract General Terms and Conditions [this is a mandatory criteria and cannot be deleted regardless of the nature of services required] | |
| UNDP will award to: | One or more Supplier, depending on the following factors: *[technically qualified lowest bidder will be awarded]* | |
| Type of Contract to be Signed | Purchase Order  Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement | |
| Contract General Terms and Conditions | General Terms and Conditions for contracts (goods and/or services)  General Terms and Conditions for de minimis contracts  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 the delivery/completion is delayed or is not satisfactory | |
| Conditions for Release of Payment | Written Acceptance of Goods based on full compliance with RFQ requirements | |
| Annexes to this RFQ[[5]](#footnote-5) | Specifications of the Goods Required (Annex 1)  Form for Submission of Quotation (Annex 2)  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) | *Mr. MGW*  *Procurement officer*  *Info.procurementet@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 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*

*Deputy RR , OIC* November 5, 2019

**Annex 1**

**Technical Specifications**

**Specifications and specified quality Portable Air quality monitoring equipment**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Desired monitoring equipment** | **quantity** | **specification** |
| **1** | **YSI ProDSS Multipara meter Sampling Instrument** | **5** | * Display Color, LCD graphic display; 3.9 cm width x 6.5 cm height * USB port Built-in micro USB On-The-Go port for PC connection, recharging/powering the ProDSS and connecting directly to a USB stick * Cables Available with or without depth sensor in 1, 4, 10, 20, 30, 40, 50, 60, 70, 80, 90, and 100-meters * Sensor ports 4 universal sensor ports on each cable; can accept any ProDSS sensor * Warranty 3-year instrument; 2-year bulkhead, cable assembly, and sensors; 1-year pH and pH/ORP sensor modules, ODO sensor caps, and Li-ion * battery pack; 6-months ammonium, nitrate, and chloride sensor modules * Memory > 100000 data sets * Logging modes Single point or continuous with autostable feature * GLP compliance yes; 400 detailed GLP records can be stored and are available to view, downloads, and prints. * Languages English, Spanish, Portuguese, French, German, Italian, Japanese, Norwegian, Simplified Chinese, Traditional Chinese * Certifications CEC, CE; RoHS; IP-67; WEEE; FCC; UN Part III, Section 38.3, Test methods for lithium-ion batteries (Class 9) * GPS Optional internal GPS; coordinates are stored with measurement data and site lists * Sites and data ID 100 user-defined sites and 100 user-defined data ID tags * Parameters: temperature, TDS, PH, Dissolved Oxygen, electrical conductivity, salinity, turbidity, TSS, NH4+, NH3, chloride, nitrate, depth, * Temperature : range -5 to 70 °C (temperature compensation range for DO mg/L measurement: -5 to 50 °C ), accuracy: ±0.2 °C , resolution: 0.1 °C or 0.1 °F (user selectable), unit °C, °F, K * pH : range 0 to 14 pH units accuracy: ±0.2 pH units, resolution 0.01 pH units, unit pH, pH mV * Dissolved Oxygen: range 0 to 500%, 0 to 50 mg/L, accuracy: 0 to 200%: ±1% of reading or 1% saturation, whichever is greater, 200 to 500%: ±8% of reading, 0 to 20 mg/L: ±0.1 mg/L or 1% of reading, whichever is greater, 20 to 50 mg/L: ±8% of reading, Resolution : 0.01 mg/L and 0.1%, or 0.1 mg/L and 1% (user selectable) unit: % saturation, % saturation local, mg/L, ppm * Conductivity range: 0 to 200 mS/cm Accuracy: 0 - 100 mS/cm: ±0.5% of reading or .001 mS/cm, whichever is greater, 100 - 200 mS/cm: ±1.0% of reading, Resolution : 0.001, 0.01 or 0.1 µS/cm (range dependent), unit : μS/cm, mS/cm * Salinity: range 0 to 70 ppt, accuracy ±1.0% of reading or ±0.1 ppt, whichever is greater, resolution 0.01 ppt , unit ppt or PSU * Total Dissolved Solids (TDS): range 0 to 100 g/L accuracy: Calculated from specific conductance and a user-selectable TDS multiplier (0.30 to 1.00; default 0.65), resolution; 0.001, 0.01, 0.1 g/L, unit: mg/L, g/L, kg/L * Turbidity : range 0 to 4000 FNU accuracy: 0 to 999 FNU: 0.3 FNU or ±2% of reading, whichever is greater, 1000 to 4000 FNU: ±5% of reading , resolution 0.1 FNU , unit FNU, NTU * Total Suspended Solids (TSS): accuracy :- User correlated from turbidity field measurements and lab TSS measurements from grab samples, resolution: 0.01, 0.1 mg/L, unit : mg/L * Ammonium ion: range: 0 to 200 mg/L NH4-N , accuracy: ±10% of reading or 2 mg/L, whichever is greater, resolution: 0.01 mg/L, unit:NH4-N mg/L, NH4-N mV * Ammonia: range 0 to 200 mg/L NH3-N, resolution: - 0.01 mg/L , unit NH3-N mg/L * Chloride: range 0 to 18000 mg/L Cl, accuracy: ±15% of reading or 5 mg/L, whichever is greater, resolution: 0.01 mg/L, unit : Cl mg/L, Cl mV * Nitrate: range 0 to 200 mg/L NO3-N, accuracy ±10% of reading or 2 mg/L, whichever is greater, resolution 0.01 mg/L, unit NO3-N mg/L, NO3-N mV * Depth : range 0 to 328 feet (0 to 100 m) ±0.013 ft (±0.004 m) for 1, 4, and 10 m cables, ±0.13 ft (±0.04 m) for cables 20 m and longer, resolution 0.001 m or 0.01, unit ft m, ft |
| **2** | **Hand held odor meter** | **1** | Model OMX-SRM  Object gas Ethanol, Acetone, Hydrogen etc  Odor strength 0.0 to 999  Classification 0 to 90 |
| **3** | **E6000 Combustion Analyzer** | **2** | The instrument is equipped with:   Pneumatic circuit which can accommodate up to 6 sensors in the FLEX-sensors series.   Intuitive user interface: the instrument can be used without the support of the user manual.   Wide (55x95 mm) and bright TFT color display which delivers great readability thanks to the zoom function and an efficient backlight.   Single rechargeable 'Li-Ion' battery pack, used to power both the unit and the thermal printer.   Thermal printer integrated in the instrument.   Connectivity with a computer through the USB connection and/or Bluetooth ®. Once the special software provided with the instrument is used, this allows for the storage of combustion analysis as well as the configuration of the main parameters.   Connectivity with a smartphone through Bluetooth®. Once the specific APP “E-Inst. App” available on Google play-store is installed on the device, the user can start remote analysis of combustion and/or view real-time data of the analysis in progress.  Main functions:  - Combustion analysis in manual or automatic mode (UNI 10389-1 or BImSchV or according to the data logger function, user-defined mode).  - The analyzer is pre-installed with 12 commonly used fuel parameters (such as natural gas, #4 oil, diesel wood, coal, propane, & LPG)  - The user can load and save parameters for 32 additional fuels if the fuels chemical are known.  - Monitoring of pollutants (emissions).  - Memory capable of storing up to 2,000 full analysis.  - Storing of acquired data and their averaging.  Measurable gases:  - CO, CO2, CxHy referenced to methane, O2,- CO (ambient monitoring), CO / H2, CO (low, medium, high), NO (low, medium), NO2 (low, medium), SO2 (low, medium), NOx, H2S  Measurements:  - Ambient CO (with the internal sensor), Draft in the stack,  - Smoke (with the use of the external manual pump).  - Gas pressure in the piping, pressure in the burning chamber and check of the pressure switches, using the measurement range up to 80 WC (200hPa).  - Combustion air measurement, Auxiliary temperatures, Air speed for air or flue gas leaving the stack with the use of Pitot tube  - Ionization current measurement (with external auxiliary probe), calibration |
| **4** | **Portable Particulate Monitor PM10 / PM2.5** | **2** | BENEFITS   * Measure PM10 and PM2.5 simultaneously * Add up to 30 different gaseous pollutants (CO, CO2, NO2, VOC, O3, SO2, H2S and more) * Active fan sampling ensures highest possible accuracy * Monitor fits comfortably in the hand * Automatic humidity compensation * Can be field calibrated to a trusted reference source * Long life lithium battery allows a full 24 hours in the field * Download data direct to PC via USB * Free PC software (Windows 7, 8, XP and above compatible)   APPLICATIONS   * Ambient (outdoor) air quality surveys * Checking pollution “hotspots” * Validating air quality models * Indoor air quality testing * Personal exposure monitoring * Short term fixed monitoring   Portable Particulate Monitor PM10 / PM2.5  Aeroqual is excited to introduce a truly handheld portable particulate monitor for accurate and simultaneous measurement of PM10 and PM2.5 in ambient outdoor and indoor environments.  Compatible with Aeroqual’s Series 200/300/500 air quality monitors, the portable particulate monitor will output particulate matter (PM) measurements for PM10 and PM2.5 in real-time.  The monitor can also be used to measure gaseous pollutants such as carbon monoxide (CO), carbon dioxide (CO2), nitrogen dioxide (NO2), ozone (O3), sulfur dioxide (SO2), and hydrogen sulfide (H2S). Simply swap the PM sensor head for the gas sensor head of your choice.  How does it work?  The PM sensor head uses a laser and optical sensor to measure light scattered from particles passing through the laser beam. The optical sensor transforms scattered light into electrical signals which are processed to provide mass measurements – in this case PM2.5 and PM10.  *Active sampling and humidity compensation*  Like all Aeroqual sensor heads the PM sensor head has an in-built fan to ensure a stable and precise flow of sample air to the sensor. The sensor head also compensates for humidity by way of an on-board humidity sensor. In humid conditions light scattering sensors are likely to read high because moisture surrounds particles, causing them to appear ‘bigger’. The humidity compensation feature reduces this effect on the measurement.  *Display and K factor application*  The PM sensor head is supplied factory-calibrated and ready to use. An electrical signal is passed from the sensor head to the Aeroqual Series 200/300/500 base unit which displays the measurements on the screen in milligrams per cubic metre (mg/m3). In the case of the Series 300 and 500 base units, a gain (or K factor) can be applied to the sensor output. This allows users to adjust the readings relative to a trusted source such as EPA-approved reference monitor.  *Battery and datalogging*  The Series 200/300/500 monitors come with a long-life Lithium battery. When using the PM sensor head the battery allows for 24 hours of remote operation between charges. Recharging takes just 3 hours. The monitor can be plugged into the mains and left to run indefinitely. Finally, in the Series 500 model, measurements can be stored on the device and downloaded later to a computer via the USB cable and bundled software.  Outdoor Air Quality Test Kits  The Series 500 is also featured in our new Outdoor Air Quality Test Kit (Starter) and Indoor Air Quality Test Kit (Starter), a convenient way to test multiple gases and particulates in the air around you. |
| **5** | **HAND AUGER SET FOR HETEROGENEOUS SOILS (Product code 01.11.SO)** | **02** | * Hand auger set for heterogeneous soils * Product code – 01.11.SO * The hand auger set for heterogeneous soils is suitable for manual augering and sampling in a wide variety of soil types for the purpose of general soil research (profiles, geology and mineralogy) and sampling in environmental research. * The hand auger set for heterogeneous soils is available as a full standard set for augering up to 5 m of depth, containing bottom parts and various auger bodies, extension rods, handles, a push/pull handle, utility probe, maintenance kit and various accessories in an aluminium transport case. * The full set weighs 26.4 kg.   Technical Specification   |  |  |  |  | | --- | --- | --- | --- | | No | Type of Auger | Diameter (mm) | Blade width (mm) | | 01 | Edelman clay type auger | 70 | 30 | | 02 | Edelman combination type auger | 70 | 35 | | 03 | Edelman sand type auger | 70 | 40 | | 04 | Edelman coarse-sand type auger | 70 | 75 | | 05 | Riverside auger | 70 | N/A. | | 06 | Stony soil auger | 70 | N/A. | | 07 | Spiral auger | 40 | N/A. | | 08 | Piston sampler | Tube 40 Total 6 cm | N/A. | | 09 | Gouge Auger | 30 | N/A. |  * The auger bodies are manufactured in (non-toxic, not stainless steel) iron-manganese steel. The piston sampler is made of stainless steel. All auger bodies are unpainted for the purpose of environmental research.   Auger set for heterog. soils to max 5 m.  HAND AUGER SET FOR HETEROGENEOUS SOILS (Product code 01.11.SO) |
| **6** | **Decibel(dB)** | **3** | * Noise range level 30-150dB * Dynamic range :50dB * Resolution: 0.5 dB, Accuracy ± 0.5 dB * Frequency : 31.5Hz - 8kHz * Storage capacity :32700 reading * Frequency evaluation :fast (125m),slow (1sec), impulse * Warranty and ISO calibration certificate * Including Calibrator * Frequency weighting curves A – C, * Averaging over time Lm, Separate Max. storage |

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

**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION[[6]](#footnote-6)**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery[[7]](#footnote-7))***

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 ( PLEASE INSERT THE ACTUAL SPECIFICATION OF THE ITEM OFFERING)** | **Quantity** | **Latest Delivery Date** | **Unit Price** | **Total Price per Item** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | **Total Prices of Goods[[8]](#footnote-8)** | | | |  |
|  | Add : Cost of Transportation | | | |  |
|  | Add : Cost of Insurance | | | |  |
|  | Add : Other Charges (pls. specify) | | | |  |
|  | **Total Final and All-Inclusive Price Quotation** | | | |  |

P.S. Please attached Catalogue and detailed spec of the item

**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 Lead Time |  |  |  |
| Estimated weight/volume/dimension of the Consignment: |  |  |  |
| Country/ies Of Origin[[9]](#footnote-9): |  |  |  |
| Warranty and After-Sales Requirements |  |  |  |
| 1. Minimum one (1) year warranty on both parts and labor |  |  |  |
| 1. Brand new replacement if Purchased Unit is beyond repair |  |  |  |
| Validity of Quotation |  |  |  |
| All Provisions of the UNDP General Terms and Conditions |  |  |  |
| Other requirements *[pls. specify]* |  |  |  |

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. *Must be linked to INCO Terms chosen.* [↑](#footnote-ref-1)
2. *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.* [↑](#footnote-ref-2)
3. *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.* [↑](#footnote-ref-3)
4. *First 2 items in this list are mandatory for the supply of imported goods*  [↑](#footnote-ref-4)
5. *Where the information is available in the web, a URL for the information may simply be provided.* [↑](#footnote-ref-5)
6. *This serves as a guide to the Supplier in preparing the quotation and price schedule.*  [↑](#footnote-ref-6)
7. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-7)
8. *Pricing of goods should be consistent with the INCO Terms indicated in the RFQ* [↑](#footnote-ref-8)
9. *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-9)