

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM	DATE: November 7, 2019	
	REFERENCE: RFQ	

Dear Sir / Madam:

We kindly request you to submit your quotation for the Supply and installation of **SUPPLY AND DELIVERY OF TIMBER TESTING EQUIPMENT TO ZAMBIA BUREAU OF STANDARDS (ZABS)** 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, 2019 and via (choose appropriate box) $\boxtimes e$ -mail, \square courier mail or \square facsimile to the address below:

United Nations Development Programme

UN House, Alick Nkhata Road, Longacres Lusaka ATT: Ronald Seri procurement.zm@undp.org

Quotations submitted by email must be limited to a maximum of 5MB, 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.

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule) Customs clearance ¹ , if needed, shall be done by:	☐ FCA ☐ CPT ☑ CIP ☐ DAP ☐ Other N/A ☐ UNDP ☑ Supplier/Offeror ☐ Freight Forwarder		
Exact Address/es of Delivery Location/s (identify all, if multiple)	Lusaka		
UNDP Preferred Freight Forwarder, if any ²	N/A		
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)	 ⊠ 2 months from the issuance of the Purchase Order (PO) □ As per BOQ attached [if delivery will be staggered] Time: [pls. indicate] Time Zone of Reference: [pls. indicate] 		
Delivery Schedule	⊠ Required □ Not Required		
Packing Requirements	N/A □ AIR □ LAND		
Mode of Transport	□SEA □OTHER N/A		
Preferred Currency of Quotation ³	☑United States Dollars☐Euro☐Local Currency : ZMW		
Value Added Tax on Price Quotation ⁴	☐ Must be inclusive of VAT and other applicable indirect taxes ☐ Must be exclusive of VAT and other applicable indirect taxes		
After-sales services required	 ☑ Warranty on Parts and Labor for minimum period of 24 months ☑ Technical Support ☑ Provision of Service Unit when pulled out for maintenance/ repair ☐ Others N/A 		

¹ Must be linked to INCO Terms chosen.

²Depends 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.

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.

Deadline for the Submission	COB, Thursday, November 14, 2019 and 17:00 HOURS Zambian Time
of Quotation	
All documentations, including	□ English
catalogs, instructions and	☐ French
operating manuals, shall be	☐ Spanish
in this language	☐ Others [pls. specify, including dialects, if needed]
	☐ Duly Accomplished Form as provided in Annex 2, and in
Documents to be submitted ⁵	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;
	\square 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;
	☐ Quality Certificates (ISO, etc.);
	☐ Latest Business Registration Certificate;
	☐ Latest Internal Revenue Certificate / Tax Clearance;
	☐ Manufacturer's Authorization of the Company as a Sales Agent (if
	Supplier is not the manufacturer);
	☐ Certificate of Exclusive Distributorship in the country (if
	applicable, and if Supplier is not the manufacturer);
	☐ 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".
	☐ Patent Registration Certificates (if any of technologies submitted
	in the quotation is patented by the Supplier);
	\square Written Self-Declaration of not being included in the UN Security
	Council 1267/1989 list, UN Procurement Division List or other UN
	Ineligibility List;
	☐ Others [pls. specify as many as required]
	☐ 60 days
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	□ Not permitted
	\square Permitted [pls. provide conditions for partial quotes, and ensure
	that requirements are properly listed to allow partial quotes (e.g., in
	lots, etc.)]

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

Payment Terms ⁶	☐ Others [pls. specify]
,	
Liquidated Damages	☐ Will not be imposed
	Percentage of contract price per day of delay : 0.05%
	Max. no. of days of delay : 5
	After which UNDP may terminate the contract.
Evaluation Criteria	☐ Technical responsiveness/Full compliance to requirements and
[check as many as applicable]	lowest price ⁷
	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]
	☐ Cathern for a mariful.
	☐ Others [pls. specify]
UNDP will award to:	☑ One and only one supplier
OND! Will award to:	☐ One or more Supplier, depending on the following factors:
	[Clarify fully how and why will this be achieved. Please do not choose
	this option without indicating the parameters for awarding to
	multiple Suppliers]
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 ⁹ and <i>if LTA will be signed,</i>
	specify the document that will trigger the call-off. E.g., PO, etc.)
	☐ Other Type/s of Contract [pls. specify]
Contract General Terms and	☐ General Terms and Conditions for contracts (goods and/or
Conditions	services)
	General Terms and Conditions for de minimis contracts
	(services only, less than \$50,000)
	Applicable Terms and Conditions are available at
	Applicable Terms and Conditions are available at

_

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 checque 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

	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 by 10 days ☑ Others As per link provided below under Annexes clause
Conditions for Release of Payment	Passing Inspection [specify method, if possible] Complete Installation ☑ Passing all Testing [specify standard, if possible] ☑ Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible ☐ Written Acceptance of Goods based on full compliance with RFQ requirements ☑ Others Upon Delivery of Service
Annexes to this RFQ ¹⁰	 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/b usiness/how-we-buy.html Usiness/how-we-buy.html Dothers [pls. specify, if any] 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	Kasamba M Kalinda Procurememt and Supplies Management Officer kasamba.kalinda@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.

_

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.

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,
Dick Kampamba
Procurement Analtst
September 11, 2019

Annex 1

Technical Specifications

ITEM NO.	ITEM DESCRIPTION	QUANTITY
1.	Universal Tensile Tester (UTT) It is a multi-purpose material testing machine that tests the mechanical properties of various metal materials, non-metal materials, composite materials, and polymer materials in the state of tension, compression, bending, shearing, peeling, tearing and other mechanical properties.	01
	i. Computer + Software control and display 6 kinds test curves: Force-displacement, force-deformation, stress-displacement, stress-deformation, force-time, displacement-time ii. Can be installed extensometer to test deformation of rubber or metal material iii. Can do high temperature test by high temperature oven and furnace iv. Can be installed all kinds of test fixtures, manual / hydraulic / pneumatic fixtures v. Can be customized height, width, and follow any test standard or customer request vi. Also have Digital Display TypeSystem hydraulic or pneumatic jaws Technical Specifications	
	 i. Operating Environment Temperature: 10 to 35 °C / Humidity: 20 to 80% ii. Max. load force: 5KN 10KN 20KN iii. Crosshead Travel(mm): 1000 iv. Effective tensile space (mm): 700 v. Effective Test width (mm) 400 vi. Crossbeam travel speed(mm/min): 0.001-1000 vii. Load accuracy: Class 1 (class 0.5 optional) viii. Load resolution:1/300000 ix. Tensile grip: Manual Wedge Fixture, Compression Fixture, 3 Point Bending Fixture x. Electronic Extensometer for metal material:(optional) xi. Large deformation extensometer for wood: (optional) Accessories	
	Standard accessories required Spares 12 months' supply required Installation and Commission Required	
	Training On-site training of service technicians and operators (Analysts) required for at least 2 days Operation and service manuals Both required in English Nearest Service Centre Required Warranty	
2	24 months warranty from date of commissioning Laboratory Hot Air Oven Use- To assess the change in physical properties of the materials with the change in temperature. Feature	01

Three kinds of controller types Pointer controller, LED microcomputer controller and Microcomputer intelligent type. II. The shell must be made of high quality cold-rolled steel with metallic paint spray. Nice overall color design suitable for all labs and workshop production. III. With double-layer glass observation window, easy to watch the materials in the chamber. IV. Two models material inner chamber mirror stainless steel and ordinary cold-rolled stainless steel. ٧. Air circulation system consists of low noise fans and air cycle duct to make the temperature more uniform. The reasonable air circulation ensures the temperature uniform in the inner chamber and fast warm-up time. VI. High temperature resistant silicone for sealing the door, high-temperature heat pipes for the heating element to ensure safety and longer life. **Technical specifications** Power (Hz); 50 ii. Voltage: 220/240V **Accessories** All necessary product accessories **Spares** 12 months' supply required **Installation and Commission** Installation and commissioning to be done by vendor Training Required Operation and service manuals Both required in English **Nearest Service Centre** Required Warranty 12 months warranty from date of commissioning 3 Gloss meters 02 Use- to measure the specular reflection of a surface **Feature** Ι. Single or triangle measurements II. High precision measurements III. Battery & mains power supply IV. Bluetooth and USB interface ٧. 900 data memory storage VI. Simple to use and operate VII. Ergonomic design VIII. PC Software for data transfer **Application** Painting II. Leather III. Floors IV. Ceramics V. Plastic VI. Marble

VII. wood **Technical specifications** Measuring Range(Gu) :0~120, 120~2000 @ 20°,0~120, 120~1000 @ 60°,0~120, 120~160 @ 85° II. Readout Error(Gu): ±1.5 (0~120) ±1.5%(120~2000) III. Repeatability: ±0.5 (0~120) ±0.5%(120~2000) IV. 20°, 60°, 85° Aperture (mm) V. Measurement Spot (mm) :10x10 @ 20°,9x15 @ 60°,5x38 @ 85° VI. 1.5V, AA x 4 Power Supply: : 10~40°C, <85%RH VII. Working Environment VIII. Dimension (mm): $164 \times 58 \times 88$ IX. Net Weight(g) : 520 **Accessories** ii. All necessary product accessories **Spares** 12 months' supply required **Installation and Commission** Installation and commissioning to be done by vendor **Training** Required **Operation and service manuals** Both required in English **Nearest Service Centre** Required Warranty 12 months warranty from date of commissioning 01 4 **Muffle Furnace** For testing the ash percentage in wood samples. **Technical Specifications** xii. Operating Environment Temperature: 100°C - 1300°C Max. ramp range 10°C per min xiii. xiv. Weight about 40 kg min Electric voltage 220 - 240 volts XV. xvi. Sintering volume 22,280 cubic cm xvii. Sintering surface ceramic xviii. Controller pre-programmable automatic cycling Over temperature protection system to be included xix. **Accessories** Standard accessories required **Spares** 12 months' supply required **Installation and Commission** Required **Training** On-site training of service technicians and operators (Analysts) required for at least 2 days Operation and service manuals Both required in English

	Nearest S	ervice Centre			1
	Required				
	Warranty				
	24 months warranty from date of commissioning				
5	Feature Color light Colour Ass under cons Color light Inks, Plast	Color matching cabinet Feature Color light box can accommodate up to 5 light sources. The consistency of the light sources in all Colour Assessment Cabinets gives excellent viewing conditions for reliable colour critical decisions under consistent lighting. Color light box instrument for the Graphic arts, Photographic, Textile, Packaging, Printing, Leather, Inks, Plastic, Wood, Automotive and Ceramics industries Technical specs			
	Light Source	Color Light Box Application	Color temperature(k)	Power(W)	
	D65 :	International standard Artificial Daylight	6500	18	
	TL84 :	Applied to stores in Europe, Japan and China	4000	18	
	CWF:	(Cool White Fluorescent)American Standard	4150	18	
	F:	"Sun-setting Light Yellow" incandescent light source(imitation of sunset)	2700	40	
	UV:	Viewing under ultraviolet light to detect and evaluate optical brighteners or fluorescent pigments	Wavelength:365nm	20	
	Standard accessories required Spares 12 months' supply required Installation and Commission Required Training On-site training of service technicians and operators (Analysts) required for at least 2 days Operation and service manuals Both required in English Nearest Service Centre Required Warranty 24 months warranty from date of commissioning				
6	Handhold	Moisture meter			01
U		moistare meter			01
	Features				

- Designed for Moisture Level of Soil or Other Similar Material
- Easy to Operate
- Data Hold Function
- Microprocessor Based
- Built-In Low Battery Indicator
- Durable, Long-Lasting Housed in a Compact ABS-Plastic Housing

Technical specifications:

- Battery Size AAA
- Battery Type Alkaline
- Data Hold Freeze the display reading
- Display Type LCD 28 x 19 mm (1.1 x 0.75")
- Maximum Ambient Humidity 80% RH
- Low Battery Indicator Yes
- Maximum Ambient Temperature 50 (C) (122 (F))
- Measurement Type Moisture
- Minimum Ambient Temperature 0 (C) (32 (F))
- Moisture Measurement Range 0 to 50% moisture content on soil
- Number of Batteries 4
- Power Source Battery (included)
- Probe type 2 pin moisture electrode
- Measurement units %, °C, °F
- Sample rate aprox 0.8 sec

Accessories

Standard accessories required

Spares

12 months' supply required

Installation and Commission

Required

Training

On-site training of service technicians and operators (Analysts) required for at least 2 days **Operation and service manuals**

Both required in English

Nearest Service Centre

Required

Warranty

7.

24 months warranty from date of commissioning

Furniture Universal Testing Machine

01

Furniture Universal Testing Machine is used for testing the mechanical properties of tables, desks,beds and chairs. Can perform the horizontal static load ,vertical static load, impact test and durability test.

Features

I. The machine adopts frame structure design. The frame is made of high quality industrial aluminum, beautiful and generous.

- II. Up to 8 sets of cyclinders installed, one set on each side, three on top frame, and one reserved. All cylinders can be adjusted up and down, frontward and backward to cover all mounting surfaces. The eight sets of cylinders can execute joint or independent operation.
- III. The bottom fixed block is free to adjust the position to accommodate different specifications of the sample.
- IV. PC controller to control the actions of the instrument; the operation is intuitive and simple.
- V. Using the precision pressure regulating valve to adjust the pressure to change the loading force value; high precision force sensor sense the force value immediately; each load group adjusts the control individually; the loading force is stable and reliable.
- VI. Removable loading pad, can easily change the different loading pad to meet the different test requirements.

Technical Specifications

- I. Operating Environment Temperature: 10 to 35 °C / Humidity: 20 to 80%
- II. Frame space :-2.5x2.5x2m(Other configurations available on application)
- III. Load cell range: 3KN
- IV. Power supply: 1Φ, AC 240V
- V. Standard Accessories :- Horizontal loading device

4 sets

- VI. Vertical loading device :- 2 set
- VII. Impact device :- 1 set
- VIII. Local loading pad: 6 pcs
- IX. Stoppers: 4 pcs
- X. 75mm*75mm Loading pad:- 4 pcs
- XI. 100kg Disc superimposed weight :- 1set
- XII. Φ 300MM Loading pad :- 1pc

Accessories

Standard accessories required

Spares

12 months' supply required

Installation and Commission

Required

Training

On-site training of service technicians and operators (Analysts) required for at least 4 days **Operation and service manuals**

Both required in English

Nearest Service Centre

Required

Warranty

24 months warranty from date of commissioning

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, an
hereby offer to supply the items listed below in conformity with the specification and requirement
of UNDP as per RFQ Reference No:

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

Item No.	Description/Specification of Services	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
	Total Final and All-Inclusive Price Quotation				

TABLE 2: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our	Your Responses			
Quotation are as follows :	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:				

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

Country/ies Of Origin ¹⁴ :	
Warranty and After-Sales Requirements	
a) Training on Operations and Maintenance	
b) Minimum one (1) year warranty on both parts and labor	
 Service Unit to be Provided when the Purchased Unit is Under Repair 	
 d) Brand new replacement if Purchased Unit is beyond repair 	
e) Others	
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]

14

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.