



RFQ Reference: RFQ/MWI/007-2021

Date: 31 August 2021

## SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for **Supply of Materials for Manufacturing COVID Supplies** as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Name: Tirnesh Prasad

Title: Head of Procurement

Date: August 31 2021

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Introduction</b>	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
<b>Deadline for the Submission of Quotation</b>	<p><b>14th September 2021 as indicated in this RFQ.</b></p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> <b>Dedicated Email Address: <a href="mailto:etenderbox.mw@undp.org">etenderbox.mw@undp.org</a>, with the Mandatory email subject: Supply of Materials for Manufacturing COVID Supplies (bids will not be considered, if failed to adhere to this instruction).</b></p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: <a href="mailto:etenderbox.mw@undp.org">etenderbox.mw@undp.org</a></p> <ul style="list-style-type: none"> <li>▪ File Format: As per RFQ requirement.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: 5MB</li> <li>▪ Mandatory subject of email: <b>Supply of Materials for Manufacturing COVID Supplies</b></li> <li>▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y.”</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The bidder should receive an email acknowledging email receipt.</li> </ul>
<b>Cost of preparation of quotation</b>	<p>UNDP shall not 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.</p>
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></p>
<b>Gifts and Hospitality</b>	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a</p>

	stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
<b>Conflict of Interest</b>	<p>UNDP requires every prospective Supplier 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. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for Works</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<p><input checked="" type="checkbox"/> Liquidatd Damages Clause will be imposed as follows: 0.2 percent of the delivered price of the delayed services for each additional day of delay until actual delivery, up to a maximum deduction of 10 per cent of the purchase order/contract price. Once the maximum is reached, the UN purchasing authority may consider termination of the purchase order/contract</p>
<b>Eligibility</b>	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
<b>Currency of Quotation</b>	Quotations shall be quoted in MWK
<b>Joint Venture, Consortium or Association</b>	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>

<b>Only one Bid</b>	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</p> <p>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</p> <p>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</p>
<b>Duties and taxes</b>	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
<b>Language of quotation</b>	<p>English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p><input checked="" type="checkbox"/> Company Profile.</p> <p><input checked="" type="checkbox"/> Registration certificate;</p> <p><input type="checkbox"/> List and value of projects performed for the last 5 years plus client's contact details who may be contacted for further information on those contracts;</p> <p><input type="checkbox"/> List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project;</p> <p><input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 3 clients in terms of Contract value in similar field;</p> <p><input type="checkbox"/> Completed and signed CVs for the proposed key Personnel;</p> <p><input type="checkbox"/> Other -</p>
<b>Quotation validity period</b>	<p>Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.</p>
<b>Price variation</b>	<p>No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.</p>
<b>Partial Quotes</b>	<p><input type="checkbox"/> Not permitted</p> <p><input checked="" type="checkbox"/> Permitted Bidder can bid for one or more Lots, but not within the Lots.</p>
<b>Alternative Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted</p> <p>If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, <a href="#">Click or tap here to enter text.</a> reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"</p>

<b>Payment Terms</b>	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other Click or tap here to enter text.
<b>Conditions for Release of Payment</b>	<input checked="" type="checkbox"/> Supply of goods in accordance to the RFQ requirement <input type="checkbox"/> Passing all Testing in accordance to the requirement <input type="checkbox"/> Completion of Training on Operation and Maintenance <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
<b>Contact Person for correspondence, notifications and clarifications</b>	E-mail address: procurement.mw@undp.org cc: tirnesh.prasad@undp.org <b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.</b> <b>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. Response will only be provided to written clarification requests</b>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated through email. Click or tap here to enter text.
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
<b>Evaluation criteria</b>	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others Click or tap here to enter text.
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	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.
<b>Type of Contract to be awarded</b>	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> <a href="#">Contract Face Sheet</a> (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> <a href="#">Contract for Works</a> <input type="checkbox"/> Other Type/s of Contract [pls. specify]  <b>Technical Evaluation Criteria:</b> <ul style="list-style-type: none"> <li>• Minimum 5 years of relevant experience.</li> <li>• Compliances with all technical requirements of this RFQ.</li> </ul> <b>Criteria to Award each Lots</b> Lowest priced technically responsive, eligible and qualified bid;  One Bidder for One Lot;  If a Bidder is the lowest priced technically responsive, eligible and qualified bids for more than ONE Lot, the award will be made for a LOT where the highest price difference between the lowest and the second lowest offer. e.g.: Bidder A bids \$100 for Lot-1 and \$90 for Lot-2 Bidder B bids \$90 for Lot-1 and \$85 for Lot-2

	For the above scenery, Bidder B is awarded for Lot-1 and Bidder A for Lot-2.
<b>Expected date for contract award.</b>	27 September 2021
<b>Publication of Contract Award</b>	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

## ANNEX 1: SCHEDULE OF REQUIREMENTS

### Technical Specifications for Goods:

<b>LOT 1</b>	
Description	Units
<b>96%</b> Ethanol _14 drums of 200 litres each (Food grade)	200ltr Drum
<b>2.5L</b> bottle of <b>30%</b> Hydrogen Peroxide.	Litres
<b>5 L bottle of &gt;=98%</b> Glycerol	5 ltr bottle
Fragrances _ neutral perfume 150ml	150ml btls
Food colorant green in color- <b>40ml</b>	40ml btls
Carbomer 940	Kg
AminoMethylPropanol	ltrs
Propylene Glycol	200 ltr Drum
Acetone (2.5L Bottle)	Bottles
<b>LOT 2</b>	
Description	Units

Clear PVC binding sheets A4 250 micron (pack of 1000 pieces)	Pack of 1000
PVC edge banding roll - White (1mm x 22mm x 200m)	Rolls
Double cap rivets 6mm - nickel plated (pack of 100 pieces)	Pack of 100
<b>LOT 3</b>	
<b>Description</b>	<b>Units</b>
Elastic band roll (1 inch x 40m) White 25mm width	Meters
Elastic band roll (1 inch x 40m) Black 25mm width	Meters
Single side foam tape (3mm x 20mm x 25m)	Number
Metal snap buttons - nickel plated	Each
<b>LOT 4</b>	
<b>Description</b>	<b>Units</b>
<b>50ml plastic bottles</b>	each
Carton boxes (L 40cm X W 20cm X H 18cm) 0.5cm thick	each
Cell tapes -big (duct tape)	each
Custom branding stickers and labels(Front part 380mm x20mm) (back part 305mm x20mm)	Number
User manual printing A4	Number
Bottles stickers with UNDP and MZUNI log 4.5 by 6cm	each
Clear ziplock packaging bags (10inch x 13inch) (pack of 1000 pieces)	Number
Corrugated packaging cartons	Number
8-Inch Scissors	Number
150 cm Fabric Ruler	Number
<b>LOT 5</b>	
<b>Description</b>	<b>Units</b>
Laser Tube 300W CO2	Number
Soldering Iron	Number
Universal Hand Press Rivetting Machine	Number

Label Printer: <b>Inkjet</b> , <b>print resolutions</b> -4800 x 1200dpi, 2400 x 1200 dpi, 600 x 600 dpi, <b>print speed</b> -up to 50.8mm (2") per second, <b>Ink catridges</b> - colour (CMY), <b>print width</b> -19mm (0.75") to 108mm(4.25") <b>print length</b> -19mm( 0.75) to 609.6 mm(24") <b>media width</b> -25.4mm (1") to 108mm (4.25") <b>Dimensions</b> 264mm W x 389mm D x 180 mm H (closed) , 442mm H (open) (10.4"W x 15.3 D x 7.1" H (closed) , 17.4" open	Each
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## Delivery Requirements

Delivery Requirements	
<b>Delivery date and time</b>	Bidder shall deliver as indicated in the delivery table below or as per delivery instruction on the Purchase Order.
<b>Delivery Terms (INCOTERMS 2020)</b>	N/A
<b>Customs clearance (must be linked to INCOTERM)</b>	<input checked="" type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation (where applicable) <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
<b>Exact Address(es) of Delivery Location(s)</b>	Refer delivery schedule table below.
<b>Distribution of shipping documents (if using freight forwarder)</b>	N/A
<b>Packing Requirements</b>	N/A
<b>Training on Operations and Maintenance</b>	N/A
Minimum 6 months	Minimum 6 months
<b>After-sales service and local service support requirements</b>	N/A
<b>Preferred Mode of Transport</b>	Land

## ANNEX 2: QUOTATION SUBMISSION FORM

*Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

### Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

#### Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: \_\_\_\_\_

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

### **ANNEX 3:**

## TECHNICAL AND FINANCIAL OFFER - GOODS

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.		
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.	
<b>Currency of the Quotation:</b> Click or tap here to enter text. <b>INCOTERMS:</b> DAP			

LOT 1							
Description	Units	Rating	Compliance to the requirements		Qty	Unit Costs	Total Price
			Yes	No			
96% Ethanol _14 drums of 200 litres each (Food grade)	200ltr Drum				37		
2.5L bottle of 30% Hydrogen Peroxide.	Litres				38		
5 L bottle of >=98% Glycerol	5 ltr bottle				49		
Fragrances _ neutral perfume 150ml	150ml btls				300		
Food colorant green in color- 40ml	40ml btls				30		
Carbomer 940	Kg				40		
AminoMethylPropanol	ltrs				40		
Propylene Glycol	200 ltr Drum				1		
Acetone (2.5L Bottle)	Bottles				100		
Shipment or freight cost					1		
<b>Lot 1 Total</b>							

<b>LOT 2</b>							
<b>Description</b>	<b>Units</b>				<b>Qty</b>	<b>Unit Costs</b>	<b>Estimated Cost</b>
Clear PVC binding sheets A4 250 micron (pack of 1000 pieces)	Pack of 1000				170		
PVC edge banding roll - White (1mm x 22mm x 200m)	Rolls				530		
Double cap rivets 6mm - nickel plated (pack of 100 pieces)	Pack of 100				4,100		
Shipment or freight cost					1		
<b>Lot 2 Total</b>							
<b>LOT 3</b>							
<b>Description</b>	<b>Units</b>				<b>Qty</b>	<b>Unit Costs</b>	<b>Estimated Cost</b>
Elastic band roll (1 inch x 40m) White 25mm width	Meters				16,000		
Elastic band roll (1 inch x 40m) Black 25mm width	Meters				10,000		
Single side foam tape (3mm x 20mm x 25m)	Rolls				980		
Metal snap buttons - nickel plated	Each				275,000		
Shipment or freight cost					1		
<b>Lot 3 Total</b>							
<b>LOT 4</b>							
<b>Description</b>	<b>Units</b>				<b>Qty</b>	<b>Unit Costs</b>	<b>Estimated Cost</b>
<b>50ml plastic bottles</b>	each				64,000		
Carton boxes (L 40cm X W 20cm X H 18cm) 0.5cm thick	each				500		
Cell tapes -big (duct tape)	each				100		
Custom branding stickers and labels(Front part 380mm x20mm) (back part 305mm x20mm)	Number				66,350		

User manual printing A4	Number				65,500		
Bottles stickers with UNDP and MZUNI log 4.5 by 6cm	each				64,000		
Clear ziplock packaging bags (10inch x 13inch) (pack of 1000 pieces)	Number				65		
Corrugated packaging cartons L68cm X W45cm X H37cm	Number				850		
8-Inch Scissors	Number				20		
150 cm Fabric Ruler	Number				20		
Shipment or freight cost					1		
<b>Lot 4 Total</b>							
<b>LOT 5</b>							
<b>Description</b>	<b>Units</b>				<b>Qty</b>	<b>Unit Costs</b>	<b>Estimated Cost</b>
Laser Tube 300W CO2	Number				1		
Soldering Iron	Number				5		
Universal Hand Press Rivetting Machine	Number				5		
Label Printer:							
	Each				3		
Shipment or freight cost					1		
<b>Lot 5 Total</b>							



## Delivery Schedule and Locations

LOT 1						
Description	Units	Qty	Delivery Locations by Quantities			
			MUBAS	MUST	KUHES	MZUNI
96% Ethanol _14 drums of 200 litres each (Food grade)	200ltr Drum	37	0	0	23	14
2.5L bottle of 30% Hydrogen Peroxide.	Litres	38	0	0	30	8
5 L bottle of >=98% Glycerol	5 ltr bottle	49	0	0	40	9
Fragrances _ neutral perfume 150ml	150ml btls	300	0	0	0	300
Food colorant green in color- 40ml	40ml btls	30	0	0	0	30
Carbomer 940	Kg	40	0	0	40	0
AminoMethylPropanol	ltrs	40	0	0	40	0
Propylene Glycol	200 ltr Drum	1	0	0	1	0
Acetone (2.5L Bottle)	Bottles	100	100	0	0	0
Shipment or freight cost		1				
<b>Lot 1 Total</b>						
LOT 2						
Description	Units	Qty	Delivery Locations by Quantities			
			MUBAS	MUST	KUHES	MZUNI
Clear PVC binding sheets A4 250 micron (pack of 1000 pieces)	Pack of 1000	170	135	35	0	0
PVC edge banding roll - White (1mm x 22mm x 200m)	Rolls	530	230	300	0	0

Double cap rivets 6mm - nickel plated (pack of 100 pieces)	Pack of 100	4,100	2750	1350	0	0
Shipment or freight cost		1				
<b>Lot 2 Total</b>						
<b>LOT 3</b>						
Description	Units	Qty	Delivery Locations by Quantities			
			MUBAS	MUST	KUHES	MZUNI
Elastic band roll (1 inch x 40m) White 25mm width	Meters	16,000	10000	6000	0	0
Elastic band roll (1 inch x 40m) Black 25mm width	Meters	10,000	10000	0	0	0
Single side foam tape (3mm x 20mm x 25m)	Rolls	980	655	325	0	0
Metal snap buttons - nickel plated	Each	275,000	275000	0	0	0
Shipment or freight cost		1				
<b>Lot 3 Total</b>						
<b>LOT 4</b>						
Description	Units	Qty	Delivery Locations by Quantities			
			MUBAS	MUST	KUHES	MZUNI
<b>50ml plastic bottles</b>	each	64,000	0	0	0	64000
Carton boxes (L 40cm X W 20cm X H 18cm) 0.5cm thick	each	500	0	0	0	500
Cell tapes -big (duct tape)	each	100	0	0	0	100
Custom branding stickers and labels(Front part 380mm x20mm) (back part 305mm x20mm)	Number	66,350	66350	0	0	0
User manual printing A4	Number	65,500	65500	0	0	0
Branded Bottles stickers 4.5 by 6cm	each	64,000	0	0	0	64000

Clear ziplock packaging bags (10inch x 13inch) (pack of 1000 pieces)	Number	65	65	0	0	0
Corrugated packaging cartons L68cm X W45cm X H37cm	Number	850	850	0	0	0
8-Inch Scissors	Number	20	20	0	0	0
150 cm Fabric Ruler	Number	20	20	0	0	0
Shipment or freight cost		1				
<b>Lot 4 Total</b>						
<b>LOT 5</b>						
<b>Description</b>	<b>Units</b>	<b>Qty</b>	<b>Delivery Locations by Quantities</b>			
			<b>MUBAS</b>	<b>MUST</b>	<b>KUHES</b>	<b>MZUNI</b>
Laser Tube 300W CO2	Number	1	1	0	0	0
Soldering Iron	Number	5	5	0	0	0
Universal Hand Press Rivetting Machine	Number	5	3	2	0	0
Label Printer:	Each	3	0	3	0	0
Shipment or freight cost		1				
<b>Lot 5 Total</b>						

#### Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery schedule and locations			
Warranty and After-Sales Requirements	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements <i>[pls. specify]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

**Other Information:**

Estimated weight/volume/dimension of the Consignment:	Click or tap here to enter text.
Country/ies of Origin: <i>(if export licence required this must be submitted if awarded the contract)</i>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<p><i>Exact name and address of company</i></p> <p>Company Name: Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>

