



REQUEST FOR QUOTATION (RFQ) (Goods)

Dear Sir / Madam:

We kindly request you to submit your quotation **Procurement of laboratory chemicals and consumables for morphological and molecular characterization**, as detailed in Annex 1 of this RFQ. When preparing your Quotation, please be guided by the form attached hereto as Annex 2.

If you are interested in submitting a Quotation in response to this RFQ, please prepare your Quotation comprising of all required documents in accordance to Bid Data Sheet and should be submitted through the **UNDP Oracle Supplier Portal for online eTendering**, which can be accessed at <https://idcs-950009d4c7154de7b9a4acb69ea50742.identity.oraclecloud.com/ui/v1/signin>.

No hard copy or email submissions will be accepted by UNDP:

The step by step instructions for registration of bidders and quotation/proposal submission through the UNDP ATLAS E-Tendering system is available in the instructions manual for the bidders, attached with this RFQ. Should you require any training on the **UNDP Oracle Supplier Portal for online eTendering** or face with any difficulties when registering your company or submitting your bid, please send an email to the E-Tendering Help Desk at info.procurement@undp.org to request for help.



The guidelines for **registration** and **preparation** bid submission is available on the following link:https://procurement-notices.undp.org/docs/UNDP_Oracle_Supplier_portal_user_guide_August%202021.pdf

The bidders are advised to use Internet Explorer (Version 10 or above) to avoid any compatibility issues with the e-tendering system.



Tender Overview

UNDP ETH CO hereby invites qualified supplier for the acquisition of laboratory chemicals and consumables for morphological and molecular characterization



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1 Overview

1.1 General Information

Title	RFQ- Laboratory Chemicals and Consumables
Contact Point	QY
Outcome	
E-Mail	info.procurementet@undp.org
Reference Number	ETH-0000183355
Beneficiary Country	Ethiopia
Introduction	

Interested suppliers must submit their offer directly in the system as instructed in the solicitation document, following the instructions in the available user guide. If you have an account, log in in this link: <http://supplier.nextgenerp.partneragencies.org/> using your username and password. Use the forgotten password/username feature if you do not remember them. If you do not have an account already, you can register one following this link: <https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715271>.

Search for the specific tender using search filters and subscribe to the tender in order to get notifications in case of amendments of the tender document. If you need support with the online system, you can contact the contact details of this tender as indicated in the solicitation document.

1.2 Tender Timeline

Preview Date	
Open Date	16/06/22 08:18 AM
Close Date	28/06/22 07:24 AM
Estimated Award Date	2022-06-28T07:24:09.000+00:00
Time Zone	Coordinated Universal Time

1.3 Response Rules

This negotiation is governed by all the rules displayed below.

	Rule
<input type="checkbox"/>	



	Rule
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response

1.4 Terms

Negotiation Currency USD ()

Eligible Response Currencies

Check the one currency in which you will enter your response.

	Response Currency	Description	Price Precision
<input type="checkbox"/>	USD	RFQ General Instructions to Bidders	2

1.5 Attachments

File Name or URL	Type	Description
Annex -1 - Technical Specs LOT	File	Technical Specs



2 Requirements

**Response is required*

Dear Supplier,

Please review carefully the requirements and questions in this section. Provide answers as required and upload supporting documents when requested so.

2.1 Section 1. Section 2 RFQ General Instructions and Data sheet

1. Introduction

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 [UNDP Programme and Operations Policies and Procedures \(POPP\) on Contracts and Procurement](#) and with the provision in the General Instructions to Bidders in the document herewith attached.

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.

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 cancellation of the tender in the online portal.

Attachments:

File Name or URL	Type	Description
RFQ General Instructions to Bidders	File	RFQ General Instructions to Bidders

2. General Conditions of Contract

Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to one of the General Conditions of Contract below as applicable in each case specified in the Requirements section

Applicable GTC:

General Terms and Conditions for de minimis contracts (services only, less than \$50,000)

3. Special Conditions of Contract



- Cancellation of PO/Contract if the delivery/completion is delayed by [15 days]

4. Duties and taxes

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 in the requirements section.

All prices must:

- be exclusive of VAT and other applicable indirect taxes

5. Language of quotation

Quotation must be in [English]

Including documentation including catalogues, instructions and operating manuals.

6. Payment Terms

- 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation and acceptance of such by UNDP Ethiopia.

7. Conditions for Release of Payment

- Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements

8. Clarifications

Requests for clarification from bidders will not be accepted any later than 3 days before the RFQ deadline. Responses to request for clarification will be communicated directly with messages in the portal.

9.

One or more suppliers, depending on the following factors:

- Technical responsiveness/Full compliance for each LOT.



10. Evaluation Method

- Submission of requested files under clause "Documents to be submitted"
- Document demonstrating bidder is authorized dealer or authorized distributor to supply the requested products.
- Past contract history for the supply of similar products which you are submitting a bid.
- Minimum 2 contract implemented in the past 3 years of similar contract value.
- Lowest priced technically responsive offer
- Full acceptance of the PO/Contract General Terms and Conditions

11. Eligibility

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.

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.

Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative

12. Type of Contract to be awarded

- Purchase Order

13. Expected date for contract award

Expected date for contract award is 1 July 2022 (subject to change).



2.2 Section 2. Documents to be submitted

*1. Company Profile

Please write a a very brief profile of the company highlighting areas of expertise, capacity, and experience. You can upload attachments for more comprehensive description of your company, in addition to the brief profile written directly in the system. Ensure to upload your company's profile.

Response attachments are required.

*2. Registration Certificate

Have you provided a copy of your company registration certificates?

Target: Yes

*3. List of recent projects

Have you provided a list of recent projects and their value, indicating client's contact details who may be contracted for further information on those contracts?

Target: Yes

*4. Offer validity

Confirm validity of your offer from deadline of RFQ.

2.3 Section 3. Annex 1: Schedule of Requirements

*1. Compliance with technical requirements

Please confirm whether you comply with technical requirements. Indicate per each line if complying fully and state if any deviations. Upload the full document as per template provided and add additional technical documentation as needed.

Attachments:

File Name or URL	Type	Description
TABLE 3 Compliance Sheet.docx	File	TCS FORM

*2. Delivery time

Confirm that you meet the required delivery time as indicated below in calendar days from the contract signature. Provide a delivery plan indicating how many days per each of the key milestones.

Delivery Lead Time – 45 days after award of Contract

Response attachments are optional.



***3. Delivery INCOTERMS**

Please confirm acceptance of the INCOTERMS as indicated in the Portal.

Supply of Goods: CIP (Carriage & Insurance Paid) Airfreight to Bole International Airport Addis Ababa

The supplier is responsible to provide the below listed documents to UNDP Logistics Officer::

- AWB (original set to be sent with shipment & electronic before shipment for pre- customs clearance)
 - Commercial Invoice
 - Packing List

Note: all documents shall be issued on the name of UNDP Ethiopia. A complete set of original shipping document listed above must be pouched to UNDP Ethiopia for custom clearance purpose.

***4. Packing requirements**

Confirm compliance with packing requirements as indicated in the RFQ.

2.4 Section 4. Annex 2 - Quotation submission form

***1. Legal name of bidder or Lead entity**

Provide the legal name of the bidder, or the Lead Entity in case of JVs
Response attachments are optional.

***2. Legal Address**

Provide the legal address of the bidder
Response attachments are optional.

***3. Registration year**

Provide the registration year of the company

***4. UNGM registration**

Are you a UNGM registered vendor? If yes, provide UNGM number in the comments box

***5. Previous relevant experience**



Provide information on most recent 3 relevant contracts, upload table if needed:
Name of previous contracts Client & Reference Contact Details including e-mail Contract Value Period of activity Types of activities undertaken

Response attachments are optional.

2.5 Section 5. Bidder Declaration

***1. Requirements and Terms and Conditions**

Requirements and Terms and Conditions: 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.

***2. Capacity and capability**

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.

***3. Ethics**

Ethics: 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.

***4. Code of Conduct**

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 : <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and acknowledge that it provides the minimum standards expected of suppliers to the UN.

***5. Conflict of Interest**

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.

***6. Prohibitions and Sanctions**

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.



***7. Bankruptcy**

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.

***8. Offer Validity Period**

I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.

***9. Acceptance of contract**

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.

***10. Signatory person**

I/We hereby confirm that this offer in the system is submitted by an authorized person from the company and it warrants and agrees that he/she been authorized by the Organization/s to make this declaration on its/their behalf.

2.6 Section 6. Annex 3 - Financial offer

1. Financial offer

Please provide detailed pricing directly in the system per each line, unless otherwise instructed by UNDP. By submitting the financial offer in the system, your company confirms acceptance of all the terms indicated in this RFQ document.

3 Lines

 Instructions **SUPPLIER'S QUOTATION**

3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-LOT - 1 Peptone - suitable for microbiology- Quality Level 200, assay $\geq 12\%$ total nitrogen (N) basis and $\geq 3.5\%$ amino-nitrogen basis, Form powder, pH 6.5-7.5 (2% in H ₂ O)- pack size 500g	41102403		Ea	Ea			
10-LOT-1 Potassium nitrate (KNO ₃): suitable for cell culture, suitable for plant cell culture, pack size 1kg	41105000		Ea	Ea			
11-LOT-1 Potassium chloride (KCl): molecular biology grade assay $\geq 99.0\%$, pack size 1kg	41105000		Ea	Ea			
12-LOT 1 Sucrose: molecular biology grade assay $\geq 99.5\%$ (GC), pack size 500g	41105000		Ea	Ea			

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
13-LOT-1 CIP Airfreight, Bole International Airport, Addis Ababa	78141501		Ea	Ea			
14-LOT-2 Multichannel Pipettes for 384-Well Plates, 5-50ul CappAero™ Multichannel Pipettes for 384-Well Plates, 16 Channel, 5-50ul	41105000		Ea	Ea			
15-LOT-2 Multichannel Pipettes for 384-Well Plates, 0.2-2ul CappAero™ Multichannel Pipettes for 384-Well Plates, 16 Channel, 0.2- 2ul	41105000		Ea	Ea			
16- LOT-2 PCR Plate, 384-well PCR Plate, 384- well, standard, each pack contains 50 piece	41105000		Ea	Ea			
17-LOT -2 PCR plate ThermalSeal fPCR: and qPCR: suitable L=142.9 mm , W =79.4 mm Thickness 2 mil, each pack should contain 100 piece	41105000		Ea	Ea			



Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
18-LOT-2	41105000	Inoculating Turntable Petri-dish rotator for 100mm (dimension 150 x 32mm (5.91 x 1.26"))	Ea	Ea			
19-LOT-2	41105000	Glass Petri Dish with Lids, Autoclavable Borosilicate Glass, each pack must contain 10 piece	Ea	Ea			
2-LOT-1	41102403	Pentachloronitrobenzene (PCNB), MW= 295.33, assay ≥94% (GC), Mp=140-143 °C (lit.) solubility toluene: 50 mg/mL, clear, faintly to slightly yellow Density=1.718 g/cm ³ at 25 °, 500g pack size	Ea	Ea			
20-LOT-2	41105000	GelRed Nucleic Acid Stain Nucleic Acid Stain 10000X DMSO, molecular lab standard 0.5ml	Ea	Ea			

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
21-LOT-2	41105000		Ea	Ea			
Ready To Load PCR Master mix 5x concentration (5xFIREPol® Master Mix Ready To Load Stable Taq DNA Polymerase Master Mix for PCR 1ml)							
22-LOT-2	41105000		Ea	Ea			
Molecular DNA oligo Primers Oligo Sequence (5` to 3') Synthesis Scale/form CAACTCCCAA ACCCCTGTGA 1 µmole /dry CGACGATTAC CAGTAACGA 1 µmole /dry AGCCGCGAAA TCTACTTTGA 1 µmole/ dry TTA AACGGACAG AGCACACG 1 µmole /dry (One QTY from each sequence)							
23-LOT-2	78141501		Ea	Ea			
CIP Airfreight, Bole International Airport, Addis Ababa							



Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
3-LOT-1	85121800		Ea	Ea			
Czapex-Dox agar (C-DOX agar):composed of Sucrose, Sodium Nitrate, Dipotassium Phosphate, Magnesium Sulfate, Potassium Chloride, Ferrous Sulfate, Agar) Final pH (at 25 °C) 7.3 ± 0.2, Microbiology standard, pack size 500g							
4-LOT-1	42191500		Ea	Ea			
Czapek-Dox broth: Microbiology standard (composed of Sucrose, Sodium Nitrate, Dipotassium Phosphate, Magnesium Sulfate, Potassium Chloride, Ferrous Sulfate) Final pH 7.3 +/- 0.2 at 25°C, pack size 1g							
5-LOT-1	41102403		Ea	Ea			
Chloramphenicol: (>98% HPLC)Linear Formula: C ₁₂ H ₁₇ ClN ₂ O ₂							

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
6-LOT-1	41105000		Ea	Ea			
Neomycin sulfate: L-Norleucine : (L-2-Aminohexanoic acid), pack size 500g							
7-LOT-1	41105000		Ea	Ea			
Neomycin sulfate: for microbiology assay, pack size 1 g							
8-LOT-1	41105000		Ea	Ea			
L-Methionine : Reagent grade, ≥98% (HPLC) Synonym(s): (S)-2-Amino-4-(methylmercapto)butyric acid, L-2-Amino-4-(methylthio)butanoic acid, Linear Formula: CH ₃ SCH ₂ CH ₂ CH(NH ₂)CO ₂ H, pack size 500g							
9-LOT-1	41105000		Ea	Ea			
Beef extract: powder suitable for microbiology nitrogen analysis~12% total, impurities<9% sodium chloride ≤7% loss on dryingpH 6.5-7.5, H ₂ O: soluble, pack size 500							

