



# Procurement of Chromatograph for Medical Institution in MNE

## SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in line items section of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This RFQ document generated by the online system;

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 directly in the system responding to the questions and uploading required documents. by the date and time indicated in the online portal. It is your responsibility to ensure that your quotation is submitted before the deadline. Quotations received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

Quotations must be submitted directly in NextGenERP supplier portal following this link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal.

Follow the instructions in the user guide to search for the tender using Negotiation ID in this document.



In case you have never registered before, follow this link to register a profile:

[https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&\\_adf.ctrl-state=azywmctp\\_1&\\_afLoop=6329722925931702&\\_afWindowMode=0&\\_afWindowId=null&\\_afFS=16&\\_afMT=screen&\\_afMFW=1042&\\_afMFH=575&\\_afMFDW=1280&\\_afMFDH=720&\\_afMFC=8&\\_afMFCl=0&\\_afMFM=0&\\_afMFR=144&\\_afMFG=0&\\_afMFS=0&\\_afMFO=0](https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&_adf.ctrl-state=azywmctp_1&_afLoop=6329722925931702&_afWindowMode=0&_afWindowId=null&_afFS=16&_afMT=screen&_afMFW=1042&_afMFH=575&_afMFDW=1280&_afMFDH=720&_afMFC=8&_afMFCl=0&_afMFM=0&_afMFR=144&_afMFG=0&_afMFS=0&_afMFO=0)

Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Thank you and we look forward to receiving your quotations.



**Tender Overview**

Gas chromatograph will be purchased for the Montenegrin Institute for Public Health chemistry analytical laboratory.



## Table of Contents

1 Overview.....	5
1.1 General Information.....	5
1.2 Tender Timeline.....	
1.3 Response Rules.....	6
1.4 Terms.....	6
2 Requirements.....	7
2.1 Section 1. Section 2 RFQ General Instructions and Data sheet.....	7
2.2 Section 2. Documents to be submitted.....	8
2.3 Section 3. Annex 1: Schedule of Requirements.....	8
2.4 Section 4. Annex 2 - Quotation submission form.....	9
2.5 Section 5. Bidder Declaration.....	10
2.6 Section 6. Annex 3 - Financial offer.....	11
3 Lines.....	12
3.1 Line Information.....	12



## 1 Overview

### 1.1 General Information

<b>Title</b>	Procurement of Gas Chromatograph
<b>Contact Point</b>	Procurement Unit
<b>Outcome</b>	
<b>E-Mail</b>	procurement.me@undp.org
<b>Reference Number</b>	RFQ-27-22
<b>Beneficiary Country</b>	Montenegro
<b>Introduction</b>	

Gas chromatograph will be purchased for the Montenegrin Institute for Public Health chemistry analytical laboratory.

Gas chromatography (GC) is an analytical technique used to separate and analyze samples that can be vaporized without thermal decomposition. The GC chromatograph is used to identify components of a liquid mixture and determine their relative concentration. It may also be used to separate and purify components of a mixture. Additionally, gas chromatography can be used to determine vapor pressure, heat of solution, and activity coefficients. Industries often use it to monitor processes to test for contamination or ensure a process is going as planned.

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.

UNDP Office procurement.me@undp.org  
Procurement Unit

### 1.2 Tender Timeline

<b>Preview Date</b>	
<b>Open Date</b>	28/07/22 06:34 AM
<b>Close Date</b>	15/08/22 14:00 PM



**Time Zone** Coordinated Universal Time

### 1.3 Response Rules

*This negotiation is governed by all the rules displayed below.*

	<b>Rule</b>
<input type="checkbox"/>	Negotiation is restricted to invited suppliers
<input type="checkbox"/>	Suppliers are allowed to respond to selected lines
<input type="checkbox"/>	Suppliers are allowed to provide multiple responses
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response

### 1.4 Terms

**Negotiation Currency** EUR ()



## 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. Special Instructions

Please read and follow the specific instructions included in Specific Instructions document herewith attached.

#### 3. 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 / Special Conditions for Contract:



[https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP\\_POPP\\_DOCUMENT\\_LIBRARY/Public/PSU\\_Considerations%20of%20Contracting\\_UNDP%20GTCs%20for%20Contracts%20\(Goods%20and-or%20Services\)%20-%20Sept%202017.pdf&action=default](https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Considerations%20of%20Contracting_UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf&action=default)

Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy:  
[How we buy | United Nations Development Programme \(undp.org\)](#)

## 2.2 Section 2. Documents to be submitted

### \*1. Company Profile

Please write 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.

*Response attachments are optional.*

### \*2. Registration Certificate

Have you provided a copy of your company registration certificates?

*Target: Yes*

### \*3. Offer validity

Confirm validity of your offer of **90 days** from deadline of RFQ

#### I-1. Compliance with requirements in this section

Internal for evaluation team: Mark score as 1 if offer has complied with all requirements in this section overall. Mark 0 if not. If marked as 0, system will disqualify offer automatically.

## 2.3 Section 3. Annex 1: Schedule of Requirements

### \*1. Compliance with technical requirements

Please confirm whether you comply with technical requirements. Upload the full document as per template provided and add additional technical documentation as needed.

Attachments:

File Name or URL	Type	Description
REQUIREMENT SPECIFICATION.docx	File	Specifications

### \*2. Delivery time

Please indicate the number of days needed for delivery of the device upon contract signature.

UNDP preferred delivery time is 60 days upon the contract signature.

*Response attachments are optional.*





**\*3. Delivery INCOTERMS**

Please confirm acceptance of the required INCOTERMS: DAP

**\*4. Training on operations and maintenance**

Confirm compliance with requirement for training on operations upon delivery

**\*5. Warranty period**

Confirm acceptance of the warranty period of two (2) years .

**\*6. After-sales services and local service support**

Confirm availability of after-sales services and local service support for the device that is the matter of this procurement action

**I-1. Compliance with technical requirements**

Internal for evaluation team: Mark score as 1 if offer has complied with all requirements in this section overall. Mark 0 if not. If marked as 0, system will disqualify offer automatically.

**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. Bank Information**

Please provide the following bank information and upload a bank document as proof:

Bank Name:

Bank Address:

IBAN:

SWIFT/BIC:

Account Currency:

Account number:

*Response attachments are optional.*

**I-1. Compliance with requirements in this section**



Internal for evaluation team: Mark score as 1 if offer has complied with all requirements in this section overall. Mark 0 if not. If marked as 0, system will disqualify offer automatically.

## **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. 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.

### **\*3. 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.

### **\*4. 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.

### **\*5. 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.

### **\*6. Offer Validity Period**

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

### **\*7. 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.

### **\*8. 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 using the attached table.

Please note , in case of discrepancy of the price preseneted in the 'price schedule' in attached excel sheet and the price provided in the system , the offered price in the 'price schedule' (attachment) prevails.

By submitting the financial offer in the system, your company confirms acceptance of all the terms indicated in this RFQ document.

Attachments:

File Name or URL	Type	Description
Price schedule with specs RFQ	File	price schedule

### I-1. Compliance with financial offer requirements

Internal for evaluation team: Mark score as 1 if offer has complied with all requirements in this section overall. Mark 0 I not. If marked as 0, system will disqualify offer automatically.



### 3 Lines

Instructions

#### 3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1- chromatograph - please enter total amount calculated in the price schedule form	41171600		Ea	Ea			