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&_afr.ctrl-
state=azywmctp_1&_afrLoop=6329722925931702&_afrWindowMode=0&_afrWindowId=null&_afrFS=16&_afrMT=screen&_afrMFW=104
2&_afrMFH=575&_afrMFDW=1280&_afrMFDH=720&_afrMFC=8&_afrMFCI=0&_afrMFM=0&_afrMFR=144&_afrMFG=0&_afrMFS=0&_afrMFO=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.

This document has important legal consequences. The information contained in this document is proprietary of United Nation be used, reproduced, or disclosed to others without the express and written consent of United Nations.
Tender Overview

Supply, Delivery and Installation of Office Furniture to 3 Police Posts, Prosecution Office and Rural Court in North, South and Central Darfur States
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1 Overview

1.1 General Information

<table>
<thead>
<tr>
<th>Title</th>
<th>Supply Delivery Installation of Office Furniture to Darfur States</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amendment</td>
<td>1- Time Zone: Cairo</td>
</tr>
<tr>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>Contact Point</td>
<td>Siham Mohammed</td>
</tr>
<tr>
<td>Outcome</td>
<td></td>
</tr>
<tr>
<td>E-Mail</td>
<td><a href="mailto:siham.mohammed@undp.org">siham.mohammed@undp.org</a></td>
</tr>
<tr>
<td>Reference Number</td>
<td>UNDP/SDN/RFQ/22/019</td>
</tr>
<tr>
<td>Beneficiary Country</td>
<td>Sudan</td>
</tr>
<tr>
<td>Introduction</td>
<td>Equipping (supply and installation) of 3 Police Posts, 1 Prosecution Office and 1 Rural / District Court with Furniture items /Tawilla locality in North Darfur, Gereida locality in South Darfur, Nertiti locality in Central Darfur and Assalaya locality in East Darfur States.</td>
</tr>
<tr>
<td>RFQ Ref:</td>
<td>UNDP/SDN/RFQ/22/019</td>
</tr>
</tbody>
</table>

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. If you do not remember 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/ProcPosRegisterSupplier?prcBuId=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 COUNTRY OFFICE SUDAN
PROCUREMENT UNIT

1.2 Tender Timeline

| Preview Date | 24/05/22 10:20 AM |
| Open Date | 24/05/22 10:20 AM |
| Close Date | 02/06/22 12:00 PM |
| Time Zone | Coordinated Universal Time |
1.3 Response Rules

This negotiation is governed by all the rules displayed below.

<table>
<thead>
<tr>
<th>Rule</th>
<th>Negotiation is restricted to invited suppliers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Suppliers are allowed to revise their submitted response</td>
</tr>
</tbody>
</table>

1.4 Terms

Negotiation Currency  USD ()

Eligible Response Currencies

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

<table>
<thead>
<tr>
<th>Response Currency</th>
<th>Description</th>
<th>Price Precision</th>
</tr>
</thead>
<tbody>
<tr>
<td>USD</td>
<td>RFQ General Instructions to Bidders</td>
<td>2</td>
</tr>
</tbody>
</table>

1.5 Attachments

<table>
<thead>
<tr>
<th>File Name or URL</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Specifications.xlsx</td>
<td>File</td>
<td></td>
</tr>
<tr>
<td>Annex 3 - BOQ (Technical and F</td>
<td>File</td>
<td></td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>File Name or URL</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFQ General Instructions to Bidders</td>
<td>File</td>
<td>RFQ General Instructions to Bidders</td>
</tr>
</tbody>
</table>

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 contracts of goods and services

3. Special Conditions of Contract

- NA

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
[according to project and applicable country agreement]

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 and services and submission of payment documentation.

Quotation shall be quoted in:

1. Local Currency (SDG); or
2. United States Dollar (USD)

Method for Currency Conversion: UN Operational Exchange Rate prevailing on closing date of submission of Bids.

Notes:

- The Purchase Order (PO) will be issued in the currency selected by the bidder and does not carry any contract price variation due to currency devaluation. In case of selection of USD, Bank Account in USD is to be provided.
- All USD and SDG payment should be done via bank transfer or depositing to company bank account.
- Bidders are free to choose the currency of bid (USD or SDG). The currency of bid will be the currency of contract/PO.
- Locally registered bidders (Sudanese) will receive their payment inside Sudan in SDG. If the bidder quoted in USD, they will receive their payment in SDG to the equivalent of USD (using the prevailing UN Exchange Rate on the date of the payment).

7. Conditions for Release of Payment
1. After 100% supply, delivery and installation of furniture;
2. Written Acceptance of Goods and Services based on full compliance with RFQ requirements.

8. Clarifications

Requests for clarification from bidders will not be accepted any later than the date indicated below.
Responses to request for clarification will be communicated directly with messages in the portal.

30 May 2022
Target: 2022-05-30T00:00:00.000+00:00

9.

☐ The Contract or Purchase Order will be awarded or issued to the lowest price substantially compliant offer

10. Evaluation Method

☐ Full compliance with all requirements as specified in Annex 1

☐ Full acceptance of the General Conditions of Contract

☐ Compliance with Delivery Time frame

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 indicated in the system.
2.2 Section 2. Documents to be submitted

*1. Company Profile

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

Response attachments are required.

*2. Registration Certificate

Have you provided a copy of your company registration certificates in Sudan?

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. List of ongoing projects with UNDP and other national/multi-national org.

Have you provided a list of ongoing projects, and their values, with UNDP and other national or multi-national organizations, including contact details of clients and current completion ratio of each project?

*5. Offer validity

Confirm validity of your offer from deadline of RFQ.

1-1. 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. 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.

*2. Delivery time

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

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

4. **Exact address of delivery location**

   Accept to deliver to the address(es) and locations indicated in the RFQ herewith:

   **Location of Distribution- within 2 months from the issuance of Purchase Order**

   1. Police Post in Tawila Locality, North Darfur
   2. Police Post in Jildu Locality, Central Darfur
   3. Police Post in Assalaya Locality, East Darfur
   4. Prosecution Office in Assalaya Locality, East Darfur
   5. Rural Court in Gereida locality, South Darfur

5. **Distribution of shipping documents**

   Shipping documents must be provided as follows:
   [INSERT INSTRUCTIONS ON HOW SHIPPING DOCUMENTS MUST BE DISTRIBUTED]

6. **Packing requirements**

   Confirm compliance with packing requirements as indicated in the RFQ.

7. **Transport method**

   Select the offered transport method from the options below. Upload transport plan and details of freight forwarders.

   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 required.*

2. **Legal Address**

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

3. **Registration year**
Provide the registration year of the company
*Response attachments are required.*

**4. Legal structure**

Choose the applicable legal structure from the options below.

**5. UNGM registration**

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

**6. Company statement on Enviromental policy**

Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)

**7. Commitment to sustainability**

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)

**8. Member of UN Global Compact**

Is your company member of UN Global Compact?

**9. 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 required.*

**10. Previous relevant experience**

Provide information on most recent 2 relevant contracts/PO, upload copies of contracts/PO.
Name of previous contracts Client & Reference Contact Details including e-mail Contract Value Period of activity Types of activities undertaken

*Response attachments are required.*

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 I 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. 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 Total pricing directly in the system, and provide detailed pricing in Annex 3. By submitting the financial offer in the system, your company confirms acceptance of all the terms indicated in this RFQ document.

Attachments:

<table>
<thead>
<tr>
<th>File Name or URL</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial and Technical Offer</td>
<td>File</td>
<td></td>
</tr>
</tbody>
</table>

Response attachments are required.

2. Cargo information

Provide estimated weight, volume and dimensions of the consignment, including number and dimensions of pallets, and/or size and number of containers as applicable.

Response attachments are optional.

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 if not. If marked as 0, system will disqualify offer automatically.
3 Lines

Instructions  Dear Supplier,

Please fill up the Financial Offer

Thank you,

3.1 Line Information

<table>
<thead>
<tr>
<th>Line</th>
<th>Category Name</th>
<th>Item</th>
<th>UOM</th>
<th>Estimated Quantity</th>
<th>Unit Price</th>
<th>Total Price</th>
<th>Additional Attributes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>56101532</td>
<td>Lum</td>
<td>Lum</td>
<td>Lum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-Supply of Office Furniture to South, East and North Darfur States - Total</td>
<td>56101532</td>
<td>Lum</td>
<td>Lum</td>
<td>Lum</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>