



## SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for Designing and printing of MoHCC-COVID-19 Vaccine Posters 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&\\_af.ctrl-state=azywmctp\\_1&\\_afrLoop=6329722925931702&\\_afrWindowMode=0&\\_afrWindowId=null&\\_afrFS=16&\\_afrMT=screen&\\_afrMFW=1042&\\_afrMFH=575&\\_afrMFDW=1280&\\_afrMFDH=720&\\_afrMFC=8&\\_afrMFCI=0&\\_afrMFM=0&\\_afrMFR=144&\\_afrMFG=0&\\_afrMFS=0&\\_afrMFO=0](https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&_af.ctrl-state=azywmctp_1&_afrLoop=6329722925931702&_afrWindowMode=0&_afrWindowId=null&_afrFS=16&_afrMT=screen&_afrMFW=1042&_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.



## Table of Contents

1 Overview.....	4
1.1 General Information.....	4
1.2 Tender Timeline.....	
1.3 Response Rules.....	5
1.4 Terms.....	5
1.5 Attachments.....	5
2 Requirements.....	6
2.1 Section 1. Section 2 RFQ General Instructions and Data sheet.....	6
2.2 Section 2. Documents to be submitted.....	8
2.3 Section 3. Annex 1: Schedule of Requirements.....	9
2.4 Section 4. Annex 2 - Quotation submission form.....	11
2.5 Section 5. Bidder Declaration.....	12
2.6 Section 6. Annex 3 - Financial offer.....	13
3 Lines.....	15
3.1 Line Information.....	15



## 1 Overview

### 1.1 General Information

<b>Title</b>	MoHCC Covid-19 Posters
<b>Amendment</b>	Poster artwork has been updated to include Ndebele and Shona posters
<b>Description</b>	
<b>Contact Point</b>	Preston Hwena
<b>Outcome</b>	
<b>E-Mail</b>	zw.psm.gfatm@undp.org
<b>Reference Number</b>	RFQ-ZIM-GF-011-2022
<b>Beneficiary Country</b>	Zimbabwe
<b>Introduction</b>	UNDP Zimbabwe would like to invite all interested suppliers in the printing and publishing sector to participate in the design and printing of MoHCC Covid-19 Vaccination posters. This requirement is part of the UN Support to the government of Zimbabwe in fight against the covid-19 pandemic.

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 ZIMBABWE  
GLOBAL FUND PROCUREMENT UNIT

### 1.2 Tender Timeline

<b>Preview Date</b>	
<b>Open Date</b>	08/05/22 18:40 PM
<b>Close Date</b>	09/05/22 14:00 PM
<b>Time Zone</b>	Coordinated Universal Time



### 1.3 Response Rules

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

	Rule
<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** USD ()

### 1.5 Attachments

File Name or URL	Type	Description
BL1207_COVID-19 Vaccine Poster	File	Artwork- Updated
RFQ-ZIM-GF-011-2022-MoHCC-COVI	File	RFQ Document - Updated



## 2 Requirements

*\*Response is required*

### 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 60 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  
[VAT line to be shown separately where applicable]

#### 5. Language of quotation

Quotation must be in English Language

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.

#### 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 from the tender closing date. Responses to request for clarification will be communicated directly with messages in the portal.

*Target: 2021-08-28T00:00:00.000+00:00*

9.

- The Contract or Purchase Order will be awarded 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



Earliest Delivery /shortest lead time

## 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.

*Target: 2022-05-03T00:00:00.000+00:00*

## 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.

*Response attachments are optional.*

### \*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. 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?

**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. Indicate per each line if complying fully and state if any deviations. Upload the full document as per template provided on Annex 1 and add additional technical documentation where possible.

**\*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.

*Response attachments are optional.*

**\*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:

**5. Distribution of shipping documents**

Shipping documents must be provided as follows:

**For Warehouse:**

- Invoice, Delivery Note, Product Documents/Certificate of Origin and Quality Certificates– 1 Copy Each.



**For UNDP – Payment Processing:**

- Tax invoice (Stamped and Signed) - 1 Original.
- Delivery Note (Signed At Warehouse) -1 Original.
- Product Documents/Quality Certificates/Certificate of Origin - 1 original.

**\*6. Packing requirements**

Confirm compliance with packing requirements as indicated in the RFQ.

**\*7. Training on operations and maintenance**

Confirm compliance with requirement for training on operations and maintenance as specified in the RFQ. Upload training and maintenance plan as needed.

**\*8. Offer validity**

Confirm validity of your offer from deadline of RFQ.

120 days

**\*9. Warranty period**

Confirm acceptance of the warranty period as required in the RFQ. Upload warranty document if applicable.

**\*10. After-sales services and local service support**

Confirm compliance with after-sales services and local service support requirements as indicated in the RFQ. Upload plan and details as applicable.

**\*11. Transport method**

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

**\*12. Registration year**



Provide the registration year of the company

#### 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. **Legal structure**

Choose the applicable legal structure from the options below.

#### \*4. **UNGM registration**

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

#### \*5. **ISO 9000 or equivalent**

Do you possess an ISO 9000 certificate or equivalent? If yes, upload a copy.

#### \*6. **ISO 14001 or 14064**

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):

#### \*7. **Company statement on Environmental policy**

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

#### \*8. **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)

#### \*9. **Member of UN Global Compact**

Is your company member of UN Global Compact?

#### \*10. **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.*

**\*11. 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.*

**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. 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.

**\*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

#### 3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-MoHCC-Covid 19 Vaccine Posters	82121500		Ea	Ea			