



REQUEST FOR QUOTATION (RFQ) (Goods)

To All Bidders	DATE: August 15, 2019
	REFERENCE: UNDP/SOM/RFQ/23/2019/Supply and Delivery of Cleaning Material and Supplies for UNDP Garowe Area Office

Dear Sir / Madam:

We kindly request you to submit your quotation for **Supply and Delivery of Cleaning Material and Supplies for UNDP Garowe Area Office under Long Term Agreement (LTA)** as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **26th August 2019 at 15:00H East Africa Time (GMT+3)** via hand delivery to the address below;

**United Nations Development Programme (UNDP), Somalia
Garowe Area Office
UN Common Compound,
Main tarmac Road,
Garowe
Att: Registry**

The envelope must be clearly marked as follows:

Bear the name and address of Bidder (submitting company) addressed to UNDP at the abovementioned address and bear the RFQ reference No, i.e. **UNDP/SOM/RFQ/23/2019/Supply and Delivery of Cleaning Material and Supplies for UNDP Garowe Area Office**. Closing date: **26th August 2019, 15:00H East Africa time (GMT+3)**.

Or via email to the following **mandatory designated email address:**

bids.so@undp.org with the subject line: **UNDP/SOM/RFQ/23/2019/Supply and Delivery of Cleaning Material and Supplies for UNDP Garowe Area Office**. Please note: **Quotations sent to or copied to personal email addresses of UNDP staff or any other UNDP email address other than the mandatory designated email address will be disqualified.**

Quotations submitted by email must be limited to a maximum of **10 MB**, virus-free and no more than two email transmissions **in PDF format**. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned goods:

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP
Exact Address/es of Delivery Location/s (identify all, if multiple)	United Nations Common Compound, Alongside UN Common Compound, Main tarmac Road, Garowe
Latest Expected Delivery Date and Time (<i>if delivery time exceeds this, quote may be rejected by UNDP</i>)	<input checked="" type="checkbox"/> Ready stock and maximum 10 days from the Purchase Order (PO)
Packing Requirements	<input checked="" type="checkbox"/> Standard, properly sealed to protect the items from damage or breaking until final delivery to UNDP
Mode of Transport	<input checked="" type="checkbox"/> LAND
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Deadline for the Submission of Quotation	26th August 2019 15:00H East Africa Time (GMT+3)
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.

Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days of UNDPs acceptance of goods and receipt of invoice for goods supplied against each Purchase Order (PO)
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One Supplier, depending on the following factors: Lowest Priced technically responsive offer
Type of Contract to be Signed	<p><input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP based on a Long-Term Agreement for a minimum of one (1) year period and may be extended up to a maximum of two (2) additional one-year periods subject to satisfactory performance evaluation, price competitiveness and availability of funds.</p> <p>OBJECTIVE AND SET UP OF THE LONG-TERM AGREEMENT (LTA)</p> <p>Objective: The overall objective of setting up this LTA is to facilitate and expedite the acquisition process of supply and delivery of cleaning materials for UNDPs requirement under the LTA.</p> <p>Estimate Volume: for reference purposes, the estimated volume of cleaning materials/supplies per year has been included in Annex 1 of this RFQ</p> <p>Trigger for Supply of Required Goods: The Vendor shall receive a Purchase Order for specific requirements from UNDP Somalia and ensure timely delivery as specified in the RFQ</p> <p>Number of LTAs: UNDP will award the LTA to one supplier selected from this procurement process in line with the evaluation methodology and criteria specified herein. The LTA shall be non-exclusive and will not have an upfront commitment by UNDP in terms of volume contracted during its duration as this will be determined by actual needs. When UNDP has specific requirements, this shall be initiated through a Purchase Order based on unit rates quoted by the awarded company in the RFQ process.</p>
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 10 calendar days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements

Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only)	Procurement Unit: procurement.so@undp.org 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.

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. 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.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor 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.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Vendor 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.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your quotation.

Sincerely yours,


FOR:

Iryna Malykh
Head of Procurement
UNDP Somalia

Technical Specifications

Item No.	Description/Specification of Goods	Unit of Measure	Quantity Need per month	Quantity Need per Annum
1	Liquid for washing kitchen utensils: Size- 750ml jerry-can; Fragrance- lemon (Pride or equivalent) dish washing liquid soap	750ml bottle	25 bottles	300 bottles (225 Litres)
2	Washing powder for washing clothes in laundry machines packed in 3kg bag (Omada dharka)	3kg each bag	9 bags	108 bags (324 kg)
3	Regular Bleaching detergent: for washing white clothes; packed in 1 litre bottle, (Clorox / equivalent) (Warankilo)	1 litre bottle packed in Carton of 24 bottles	24 bottles (1 carton)	288 bottles
4	Air fresheners and fragrance; (in different types of fragrance i.e. Aziz, Layla, Roses & Malak) Size: 300ml (Carfisada guriga)	Bottle of 300ml	41 bottles	492 bottles
5	Fabric softener (Stay soft / equivalent); Size- 1 litre; comfort essence concentrates (comfort dharka lagu carfiyo)	1 Litre bottle	5 bottles	60 bottles
6	Cleaning rags: Pure cotton material, light double toweling; 50 x 50 cm (Shukumanada cad cad)	Piece	10 pieces	120 pieces
7	Hard contractor hand gloves, medium, large and extra -large sizes; used when cleaning toilets & kitchens (Gloves noca adag)	Pair	5 pairs	60 pairs
8	Brooms- soft (Moon light/equivalent) with handle (screwed)	Piece	5 pieces	60 pieces
9	Brooms- hard bristles (Moon light/ equivalent) - (screwed on to the handle); for outdoor use. (iskobayasha dhulka lagu xaqo noca adag)	Piece	24 pieces	288 pieces
10	Dustpans with handles (Moon light or equivalent) (Malaf)	Piece	10 pieces	120 pieces
11	Disinfectant (Dettol; Biochem or equivalent) in 5litre jerry-can (safe)	Jerry can each 5 litres	10 jerricans	120 jerricans
12	Soft gloves (small large) (Gloves noca yar yar)	Piece	15 pieces	180 pieces
13	Soft gloves (large)	Piece	15 pieces	180 pieces
14	Toilet brushes with holding container – strong and durable (suuliga)	Piece	4 pieces	48 pieces

15	Waste disposal /Garbage bags: size is 750mm x 950 mm x 30 micron in 20pcs; black in color	20 Pieces per pack	14 packs (280 pieces)	168 packs (3360 pieces)
16	Odourless Insecticide- spray cans: size- 400ml to kill all insects that crawl or fly including mosquitoes. (Biif baaf)	Can of 400ml	20 cans	240 cans
17	All surfaces glass cleaner (Shinex or equivalent): Size 650ml (w,clean)	Can of 650ml	36 cans	432 cans
18	Tissue paper: Fine,10 rolls per packet, pure white hygiene toilet paper 10 x 400 sheets x 2 ply (Toilet tissue) used in bath rooms (standard toilet size tissue papers)	Packets of 10 rolls	20 packets	240 packets
19	Dispenser liquid soap: pink in color (Safe clean / Ellino liquid in 400ml bottle or equivalent) (handwash)	Bottle of 400ml	15 bottles	180 bottles
20	Face masks (White) with rubber band behind the head used as protective gear when spraying or dusting (face mask). Each box with 50 pieces	Box of 50 pieces	5 boxes	60 boxes
21	Mops (Moon light or equivalent) (mop tirtiraha)	Piece	17 Pieces	204 pieces
22	Feather dusters: used for high dusting areas and cobweb remover (iskobaha darbiyada boorka looga dajiyo)	Piece	5 Pieces	60 pieces
23	Vim size 500gm or equivalent	Bottle of 500gms	10 bottles	120 bottles
24	Flash (or equivalent) in blue and green colors; Size- 500ml bottles; fragrance- fresh pine (Flash ta suliyada)	Bottle of 500gms	31 bottles	372 bottles
25	Good quality slippers different size (Dacas)	Pairs	2 pairs	24 pairs
26	Local washing Powder bag of 50PCs 100gm each (Hillaac or equivalent) (Omo hilaac)	Piece of 100gm	161 pieces	1932 pieces
27	Body Wash Soap Pieces of 90 gms each (Dove, Oley or equivalent) (Soup dove)	Pieces	23 Pieces	276 pieces
28	Cloth washing Bar Soap - bundle of 3 PCs 200 grms each (Maris)	Bundle	3 bundles	36 bundles
29	Steel Wire (SOKO Brand) bundle of 10 PCs (Liifta weelka)	Bundle	30 bundles	360 bundles
30	Liquid Oven Cleaner (heavy duty) 1 litre	Bottle of 1 litre	3 bottles	36 bottles
31	Good quality Buckets 15litres (sakeel)	Bucket of 15litres	1 bucket	12 buckets
32	Dust Bins (normal size for office use) (dust pin ka qashinka kan ofice ka)	Piece	2 pieces	24 pieces
33	White Soft cloth for wiping windows glasses, rolls of 30 yards or 27.43 Meters (Shiid)	Roll	21 Rolls	252 rolls

34	Paper bags (for small dust pin at villas) bag of 50 PCS (bacaha yar yar ee dust pin ka)	Bag of 50 pcs	5 bags	60 bags
35	Liquid soap for washing clothes (Shampoo) 5 litres (shampoda dharka)	Jerrican of 5 litres	3 jerricans	36 jerricans
36	Dish cleaner sponge bag of 10 PCS (buushka weelka lagu dhaqo)	Bundle of 10pieces	2 bundles	24 bundles
37	Pegs (clip for drying clothes) dozen of 12 PCS (biinanka dharka)	Dozen	5 dozen	60 dozen
38	Toilet pump with wood handle (pump ka suliga)	Each	3 pieces	36 pieces
39	Harpic 500ml used for strong stain removal ,99.9% kills germs and used for freshness in to one	Bottle of 500ml	36 bottles	432 bottles
40	CBC pure Coconut oil 500ml	Bottle	17 bottles	204 bottles
41	GYM cleaner- Multi surface sanitizer and cleaner with spray bottle of 750ML kills  99.99% germs	Piece	5 pieces	60 pieces
42	Soft hygiene tissues /Facial tissue papers 400 tissues 2ply size of 18.5x20.5 mm with intensity of 14gm white in color	Pcs	10	120
43	Public toilet tissue papers TPPNT210 used in hand paper dispenser boxes in public toilets big size	Piece	3 pieces	36 pieces

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION
(This Form must be submitted only using the Supplier's Official Letterhead/Stationery)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. **UNDP/SOM/RFQ/23/2019/Supply and Delivery of Cleaning Material and Supplies for UNDP Garowe Office:**

TABLE 1: Offer to Supply Goods Compliant with Technical Specifications and Requirements

Item No.	Description/Specification of Goods	Unit of Measure	Quantity per month	Latest Delivery Date	Unit Price (USD)	Total Price/ Item/ Annum (USD)
1	Liquid for washing kitchen utensils: Size- 750ml jerry-can; Fragrance- lemon (Pride or equivalent) dish washing liquid soap	25 each 750ml	25	Within 10 days of receipt of PO		
2	Washing powder for washing clothes in laundry machines packed in 3kg bag (Omada dharka)	3kg each bag	9	Within 10 days of receipt of PO		
3	Regular Bleaching detergent: for washing white clothes; packed in 1 litre bottle, (Clorox / equivalent) (Warankilo)	Carton of 24 pieces	5 cartons	Within 10 days of receipt of PO		

Item No.	Description/Specification of Goods	Unit of Measure	Quantity per month	Latest Delivery Date	Unit Price (USD)	Total Price/ Item/ Annum (USD)
4	Air fresheners and fragrance; (in different types of fragrance i.e. Aziz, Layla, Roses & Malak) Size: 300ml) (Carfisada guriga)	41	Pieces	Within 10 days of receipt of PO		
5	Fabric softener (Stay soft / equivalent); Size- 1 litre; comfort essence concentrates (comfort dharka lagu carfiyo)	Liters	5	Within 10 days of receipt of PO		
6	Cleaning rags: Pure cotton material, light double toweling; 50 x 50 cm (Shukumanada cad cad)	Pcs	10	Within 10 days of receipt of PO		
7	Hard contractor hand gloves, medium, large and extra -large sizes; used when cleaning toilets & kitchens (Gloves noca adag)	Pairs	5	Within 10 days of receipt of PO		
8	Brooms- soft (Moon light/equivalent) with handle (screwed	Pcs	5	Within 10 days of receipt of PO		
9	Brooms- hard bristles (Moon light/equivalent) - (screwed on to the handle); for outdoor use. (iskobayasha dhulka lagu xaqo noca adag)	Pieces	24	Within 10 days of receipt of PO		
10	Dustpans with handles (Moon light or equivalent) (Malaf)	Pieces	10	Within 10 days of receipt of PO		
11	Disinfectant (Dettol; Biochem or equivalent) in 5litre jerry-can (safe)	jerry can each 5 litre	10	Within 10 days of receipt of PO		
12	Soft gloves (small large) (Gloves noca yar yar)	Pieces	15	Within 10 days of receipt of PO		
13	Soft gloves (large)	Pieces	15	Within 10 days of receipt of PO		
14	Toilet brushes with holding container – strong and durable(suuliga)	Pieces	4	Within 10 days of receipt of PO		
15	Waste disposal /Garbage bags: size is 750mm x 950 mm x 30 micron in 20psc; black in color	20 Pieces per pack	24 pack	Within 10 days of receipt of PO		
16	Odourless Insecticide- spray cans: size- 400ml to kill all insects that crawl or fly including mosquitoes. (Biif baaf)	Pieces	20 Piece	Within 10 days of receipt of PO		

Item No.	Description/Specification of Goods	Unit of Measure	Quantity per month	Latest Delivery Date	Unit Price (USD)	Total Price/ Item/ Annum (USD)
17	All surfaces glass cleaner (Shinex or equivalent): Size 650ml(w, clean)	Piece	24 Piece	Within 10 days of receipt of PO		
18	Tissue paper: Fine, 10 rolls, pure white hygiene toilet paper 10 x 400 sheets x 2 ply (Toilet tissue)	Packet of 10rolls	10 pkts	Within 10 days of receipt of PO		
19	Dispenser liquid soap: in 5 liters jerry-can, pink in color (Safe clean / Ellino liquid in 400ml bottle or equivalent) (handwash)	5 Litres	11 litres	Within 10 days of receipt of PO		
20	Face masks (White) with rubber band behind the head used as protective gear when spraying or dusting (face mask)	Pieces	59 Piece	Within 10 days of receipt of PO		
21	Mops (Moon light or equivalent) (mop tirtiraha)	4 Piece	4 Piece	Within 10 days of receipt of PO		
22	Feather dusters: used for high dusting areas and cobweb remover (iskobaha darbiyada boorka looga dajiyo)	Pcs	5	Within 10 days of receipt of PO		
23	Vim size 500gm or equivalent	Pieces	10 Piece	Within 10 days of receipt of PO		
24	Flash (or equivalent) in blue and green colors; Size- 500ml bottles; fragrance- fresh pine (Flash ta suliyada)	Litres	31 Litre	Within 10 days of receipt of PO		
25	Good quality slippers different size(Dacas)	Pairs	2	Within 10 days of receipt of PO		
26	Local washing Powder bag of 50 PCs 100grm each (Hillaac or equivalent) (Omo hilaac)	Per Bag 50 pcs	161	Within 10 days of receipt of PO		
27	Body Wash Soap cartons of 48 PCs 90 grms each (Dove, Oley or equivalent) (Soup dove)	Carton	23	Within 10 days of receipt of PO		
28	Cloth washing Bar Soap - bundle of 3 PCs 200 grms each (Maris)	Bundle	3	Within 10 days of receipt of PO		
29	Steel Wire (SOKO Brand) bundle of 10 PCs (Liifta weelka)	Bundle	30	Within 10 days of receipt of PO		
30	Liquid Oven Cleaner (heavy duty) 1 litres	Pcs	3	Within 10 days of receipt of PO		
31	Good quality Buckets 15 liters (sakeel)	Pcs	1	Within 10 days of receipt of PO		

Item No.	Description/Specification of Goods	Unit of Measure	Quantity per month	Latest Delivery Date	Unit Price (USD)	Total Price/ Item/ Annum (USD)
32	Dust Bins (normal size for office use) (dust pin ka qashinka kan office ka)	Pcs	2	Within 10 days of receipt of PO		
33	White Soft cloth for wiping windows glasses rolls of 30 yards or 27.43 Meters (Shiid)	Roll	21Roll	Within 10 days of receipt of PO		
34	Paper bags (for small dust pin at villas) bag of 100 PCs(bacaha yar yar ee dust pin ka)	Pcs	252	Within 10 days of receipt of PO		
35	Liquid soap for washing clothes (Shampoo) 5 litres(shampoda dharka)	Pcs each 5litres	3	Within 10 days of receipt of PO		
36	dish cleaner sponge bag of 10 PCs(buushka weelka lagu dhaqo)	Bandle	2	Within 10 days of receipt of PO		
37	Pegs (clip for drying clothes) dozen of 12 PCs (biinanka dharka)	Dozen	1	Within 10 days of receipt of PO		
38	Toilet pump with wood handle (pump ka suliga)	Pcs	3	Within 10 days of receipt of PO		
39	Harpic 500ml used for strong stain removal ,99.9% kills germs and used for freshness in to one	500ml	36	Within 10 days of receipt of PO		
40	CBC pure Coconut oil 500ml	Pcs	17	Within 10 days of receipt of PO		
41	GYM cleaner	Pcs	5 pcs	Within 10 days of receipt of PO		
42	Soft hygiene tissues /Facial tissue papers 400 tissues 2ply size of 18.5x20.5 mm with intensity of 14gm white in color	Pcs	10	Within 10 days of receipt of PO		
43.	Rolled TPPNT210 Public toilet tissue papers used dispenser boxes	Piece	3 pieces	Within 10 days of receipt of PO		
Total Final and All-Inclusive Price Quotation						

TABLE 2: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time (10 days after PO)			
Validity of Quotation (90 days from date of quotation)			
All Provisions of the UNDP General Terms and Conditions			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

Name of the Supplier's Authorized Person]

Signature

Designation/title

Date