



DATE: November 19, 2019

REQUEST FOR QUOTATION (RFQ)

Dear Sir/Madam:

We kindly request you to submit your quotation for **Procurement of One (1) Body Scanner** 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 close of business Tuesday, December 3, 2019 (proposals cannot be received after 12:00 noon Tehran local time.) and via UNDP Registry Email to the addresses below:

UNDP Registry Email Address

registry.ir@undp.org

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.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

Delivery Terms [INCOTERMS 2010]	CIP-Tehran
Customs clearance, if needed, shall be done by:	For international bidders, the Customs Clearance will be carried out by UNODC-Iran
Exact Address/es of Delivery Location/s	International bidders: Imam Khomeini Airport National bidders: The items should be delivered to a warehouse in Tehran (the complete address will be provided after contracting)
UNDP Preferred Freight Forwarder, if any	Not applicable
Distribution of shipping documents	Required for International bidders
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	Maximum 30 days from the issuance of the Purchase Order (PO)
Delivery Schedule	Required
Packing Requirements	Ship-worthy packaging and protective foam ensuring safe shipment and storage
Mode of Transport	Air for International Bidders
Preferred Currency of Quotation	<u>National bidders: Iranian Rial</u>



	<p>Note: For the local suppliers the purchase order will be issued, and the payment(s) will be made in local currency (Iranian Rial).</p> <p><u>International Bidders: Euro</u></p> <p>Note: For the international suppliers the purchase order will be issued, and the payment(s) will be made in Euro.</p> <p>For the purpose of comparison of all offers, UNDP will convert the currency quoted in the offer into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Offers.</p> <p>Please refer to below website for the updated exchange rates: http://treasury.un.org/operationalrates/OperationalRates.aspx</p>
Value Added Tax on Price Quotation	<p>Must be exclusive of VAT and other applicable indirect taxes for International bidders.</p> <p>National bidders shall include VAT and other applicable indirect taxes in their quotations.</p>
After-sales services required	<p>The supplier agrees to change and replace any faulty item parts whether identified at the time of clearance from customs, installation or delivery of training; prior to the final handing over of the machine to end user no matter the cause of faultiness being caused due to transportation or manufacturing.</p>
Deadline for the Submission of Quotation	<p>As specified in the notification</p>
All documentations, including catalogues, instructions and operating manuals, shall be in this language	<p>English</p>
Documents to be submitted	<ul style="list-style-type: none"> • Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1 including the detailed specifications of the devices; • Latest Business Registration Certificate of the bidder; • Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured • Company's list of similar contracts; • Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; • Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer)
Other Documents	<p>Product(s) Catalogue</p>
Period of Validity of Quotes starting the Submission Date	<p>90 days</p> <p>In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been</p>

United Nations Development Programme



Empowered lives.
Resilient nations.

	initially indicated in this RFQ. The vendor shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	Not permitted
Payment Terms	<ul style="list-style-type: none"> • 70% upon complete delivery of goods in the country; • 20% after clearance from the Customs and successful installation by the company's local agent; • 10% after completion of training.
Liquidated Damages	Will be imposed under the following conditions: 0.5% of contract for every week of delay, up to a maximum duration of 1 calendar month. Thereafter, the contract may be terminated.
Evaluation Criteria	<ul style="list-style-type: none"> • The bidder should have at least 10 years of experience in manufacture and supplying of Body Scanner Systems and services described above. • Technical responsiveness/Full compliance to requirements and lowest price • Full acceptance of the PO/Contract General Terms and Conditions • Earliest Delivery / Shortest Lead Time
UNDP will award to:	One and only one supplier for each lot
Type of Contract to be Signed	Purchase Order
Special conditions of Contract	The purchase order/contract may be cancelled if the delivery is delayed by 30 days.
Conditions for Release of Payment	<ul style="list-style-type: none"> • Passing Post-shipment Inspection • Written Acceptance of Goods based on full compliance with RFQ requirements by the end-user • Others
Annexes to this RFQ	<ul style="list-style-type: none"> • Specifications of the Goods Required (Annex 1) • Form for Submission of Quotation (Annex 2) • General Terms and Conditions/Special Conditions (Annex 3) <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>

United Nations Development Programme



Empowered lives.
Resilient nations.

Contact Person for Inquiries (Written inquiries only)	<p>Focal Person in UNDP: Mr. Nazli Alavi Procurement Analyst Address: No. 8 Shahrzad Boulevard, Darrous, Tehran – Iran Fax No. :(+98) 21 22 86 95 47 E-mail address dedicated for this purpose: nazli.alavi@undp.org</p> <p>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.</p>
--	--

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 herein attached as Annex 3.

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

United Nations Development Programme



Empowered lives.
Resilient nations.

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,

Nazli Alavi
Procurement Analyst
Head of Procurement

Annex 1 Technical Specifications

Subject: One (1) Body Scanner Machine (Person screening device)

The intended use of the device is to legitimately search for concealed contraband in the human body through expose of ionizing radiation (non-medical purpose) for full body scan.

Below is the minimum required specification, devices with higher technical specifications would also be considered.

Image quality should be at the industry standard with use of 1.5 mm sensor, preferable more than 1300 sensors for having more detailed image.

Platform should have a direct connection with the moving platform through a wheel and not using a belt. It should be completely silent and with precise acceleration for better image quality.

Operator Console should have fingerprint reader for the operator to get access to the operator menu to avoid unauthorized use of the device. The operator console should also have a multi touch screen.

ID camera the device should have ID camera to add photo picture to the scan.

ELECTRICAL DATA	
Power supply:	230 VAC 1 phase / 110 to 125 VAC $\pm 10\%$ (50/60Hz)
Power consumption:	<2 KVA
E-stops:	2
SOFTWARE	
Image Display:	b/w (65K Grey levels)
Image enhancements:	Sharpen, emboss, sepia, 3D negative, colour filters
Display:	23" colour multi touch screen
Software:	Controller, viewer, application (Win 10 IoT)
Data storage:	Local SQL DB
Identification:	Biometric reader (fingerprint)
OPERATIONAL DATA	
Start-up time:	<3 min.
Warm-up:	Only when >7hr power down
Platform speed:	0,10 m/s
Platform load capacity:	Not less than 300 kg
Scan method:	Person moving through X-ray beam
Scan time:	Not more than 7 sec.
Scan height:	Not less than 190 cm
Image result:	Still DICOM image (up to 1792 x 4450 res.)
SCAN-IMAGE GENERATION	
Generator cooling:	Oil, closed circuit
Scan format:	Line Scan
Generator:	160KV cp
Detector:	Not less than 1216 diodes

Dosage Levels:	3 levels, can be adjusted (0,2 µSv up to 6,0 µSv)
Duty cycle:	100%
MECHANICAL DATA	
Dimensions (cm):	Not more than 270(L), 230(H), 175(W)
Dimensions Desk (c.):	Not more than 69(L), 140(H), 51(W)
Weight:	Not more than 780 kg
Construction:	Steel
Covers:	Steel
CRITICAL COMPONENTS	
X-ray tube:	80 - 160KV mono-block
HVL @ 100KVL:	5mm Al
Detector assembly:	5Vdc diode array PCB's
Platform assembly:	24Vdc motor + gearbox
Controller PC (Win10):	I3, 8Gb + SSD, 2x 2TB HD
Viewer PC (Win10):	I7, 16GB +SSD
OPERATIONAL CONDITIONS	
Humidity:	10% - 90% (non-condensing)
Storage temperature:	0°C to 70°C
Operating temperature:	0°C to 35 °C
Power consumption:	<2KVA
Sound pressure:	<40 dB

➤ **Important notes:**

The supplier shall warrant to provide spare parts for minimum of 10 years.

- The supplier is expected to properly manufacture/supply, transport (CIP Tehran), install and operationalize the Body Scanner machine in the designated location (to be identified by UNODC and Iranian authorities).
- The supplier agrees to change and replace any faulty item parts whether identified at the time of clearance from customs, installation or delivery of training; prior to the final handing over of the machine to end user no matter the cause of faultiness being caused due to transportation or manufacturing.
- The supplier representative is welcomed to be present during clearance of the machine from customs and transfer to the installation point.
- The supplier is to envoy training instructor(s) for training the staff of end user on daily use and maintenance of the device as well as safety and precautions. The training is to be organized in Iran and the cost related to instructor remuneration, return ticket and accommodation shall be included in the financial offer.
- The supplier is requested to provide in their bid documents a full description including advantageous and disadvantageous of their product.
- The supplier is expected to complete the delivery of Body Scanner Machine by **end-January 2019** and finalize the installation and initiate the training within 20 days following UNODC notification for clearance of the goods from Customs.



Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery²)

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 dated November 14, 2019:

Item	Description	Unit Price (EUR)*	Quantity Required	Guarantee Name & Duration	Total Price per item (EUR)
1	Body Scanner		1		
Total Prices of Goods					
Add : Cost of Transportation to place of delivery					
Add: Cost of Installation					
Add: Cost of Training					
Add : Cost of Insurance					
Add : Cost of packaging					
Add : Value Added Tax (if applied)					
Add : Other Charges (pls. specify)					
Total Final and All-Inclusive Price Quotation					

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

[Name and Signature of the Supplier's Authorized Person]
[Designation]
[Date]

¹This serves as a guide to the Supplier in preparing the quotation and price schedule.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes.