



Ref: RFQ-PAL-0000085734

Date: 21 November 2019

**REQUEST FOR QUOTATION (RFQ)**  
**(Goods)**

Dear Sir / Madam:

We kindly request you to submit your quotation for **Procurement of Sterilizers, Sharp Boxes and Biological incubators**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Interested bidders are requested to submit their quotations on or before **12:00 noon** (Jerusalem time) **(5:00EST)** on **2 December 2019**.

Please note that this procurement process is being conducted through the online tendering system of UNDP. Bidders who wish to submit an offer must be registered in the system. Visit this page for system user guides and videos in different languages:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement- notices/resources/>

If already registered, go to <https://etendering.partneragencies.org> and sign in using your username and password.

**Use "Forgotten password" link if you do not remember your password. Do not create a new profile.** If you have never registered in the system before, you can register by visiting the link below and follow the instructions in the user guide (attached):

<https://etendering.partneragencies.org>

- **Username:** event.guest
- **Password:** why2change

**It is strongly recommended to create a username with two parts: your first name and last name separated by a ".", (similar to the one shown above).** Once registered you will receive a valid password to the registered email address which you can use for signing in and changing your password.

**Please note that your new password should meet the following criteria:**

- Minimum 8 characters
- At least one UPPERCASE LETTER
- At least one lowercase letter
- At least one number



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You can view and download tender documents with the guest account as per the above username and password, However, if you are interested to participate, you must register in the system and subscribe to this tender to be notified when amendments are made.

Quotations that are received by UNDP after the deadline indicated, 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] (Pls. link this to price schedule)	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input checked="" type="checkbox"/> DAP <input type="checkbox"/> Other [pls. specify]	
Customs clearance, if needed, shall be done by:	<input type="checkbox"/> UNDP <input type="checkbox"/> Supplier/Offeror <input type="checkbox"/> Freight Forwarder <input type="checkbox"/> Not Applicable	
Exact Address/es of Delivery Location/s (identify all, if multiple)	Ministry of Health – Gaza Contact Person Name: Jomah Al-najjar Mobile: 0599799795	
UNDP Preferred Freight Forwarder, if any	N/A	
Distribution of shipping documents (if using freight forwarder)	N/A	
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> <b>Sixty (60)</b> days from the issuance of the Purchase Order (PO)	
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required	
Ex-factory / Pre-shipment inspection	According to the applicable Standards for packaging of Medical equipment/devices.	
Packing Requirements	The successful bidder shall offer Goods that are securely contained, packaged and marked, to protect the Goods during delivery to their final destination. The cost of packing shall be included in the unit price.	
Mode of Transport	<input checked="" type="checkbox"/> AIR	<input checked="" type="checkbox"/> LAND
	<input type="checkbox"/> SEA	<input type="checkbox"/> OTHER [pls. specify]



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Preferred Currency of Quotation	<input checked="" type="checkbox"/> <b>United States Dollars</b> <input type="checkbox"/> Euro <input type="checkbox"/> Local Currency : <i>[pls. specify]</i>
Value Added Tax on Price Quotation	<input type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> <b>Must be exclusive of VAT and other applicable indirect taxes</b>
After-sales services required	<input type="checkbox"/> Warranty on Parts and Labor for minimum period of <i>Click to type</i> <input type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input checked="" type="checkbox"/> Others <b>Warranty for 12 Months – Maintenance Bank Guarantee 5% of Contract Value for 12 Months</b>
Performance Security	<b>Required in the amount of 10% of the Contract amount</b> (a) Within (7) days of receipt of the letter of Intent, and before contract signature, the successful Bidder shall furnish a Performance Security to UNDP in the amount of 10% of the contract Value; (b) The Performance Security shall be valid until end of defects liability period (i.e. 12 months after the intended completion date); (c) The proceeds of the Performance Security shall be payable to the UNDP as a compensation for any loss resulting from the Contractors' failure to complete its obligations under the contract; (d) The Performance Security shall be denominated in the currency of the contract.
Deadline for the Submission of Quotation	Date and Time: As specified in the system (note that zone indicated in the system is New York Time zone). Please Note: <ul style="list-style-type: none"> <li>• Date and time visible on the main screen of event (on e tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system.</li> </ul>
Clarifications or changes to the bid solicitation (if any)	If any, will be documented and sent to all invited bidders via the e tendering system.
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English and / or <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others Arabic
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"/> Company Profile (brief description/background of the company); <input checked="" type="checkbox"/> List and value of similar contract executed during the past five years with contact details and amount;



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	<input checked="" type="checkbox"/> Latest Business Registration Certificate ; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <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; <input type="checkbox"/> Others <i>[pls. specify as many as required]</i>
Period of Validity of Quotes starting the Submission Date	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 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.
Manner of Submitting	Online bidding in E tendering module: <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> <b>Event ID: 0000004903</b>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of goods <input type="checkbox"/> Others <i>[pls. specify]</i>
Liquidated Damages	<input type="checkbox"/> Will not be imposed <input checked="" type="checkbox"/> Will be imposed under the following conditions : Percentage of contract price per day of delay : <b>0.25%</b> Max. no. of days of delay : <b>40</b> After which UNDP may terminate the contract.
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criterion and cannot be deleted regardless of the nature of services required]</i> <input type="checkbox"/> Earliest Delivery / Shortest Lead Time <input type="checkbox"/> Others <i>[pls. specify]</i>
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier <input type="checkbox"/> One or more Supplier, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Suppliers]</i>



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Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP <input type="checkbox"/> Other Type/s of Contract <i>[pls. specify]</i>
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 40 Days <input type="checkbox"/> Others <i>[pls. specify]</i>
Inspection upon delivery	Supplies to be inspected by UNDP and beneficiary technical staff on / upon delivery.
Installation Requirements	Equipment to be fully installed (as per the manufacturer's specifications and instructions) and be fully operational. The winning supplier must install the equipment and test it on his/her own cost and responsibility
Testing Requirements	Testing, Adjusting and Balancing to be done by the winning supplier technical specialized staff to meet the manufacturers specifications and instructions Certified standards and certification of operating to meet manufacturers specification and instructions
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection <input checked="" type="checkbox"/> Complete Installation <input type="checkbox"/> Passing all Testing <i>[specify standard, if possible]</i> <input type="checkbox"/> Completion of Training on Operation and Maintenance <i>[specify no. of trainees, and location of training, if possible]</i> <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements <input type="checkbox"/> Others <i>[pls. specify]</i>



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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"/> Bid Submission Form (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a> <input type="checkbox"/> Others [pls. specify, if any]  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)	<i>The Procurement Analyst</i> Email: <a href="mailto:proc10.papp@undp.org">proc10.papp@undp.org</a>  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



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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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

**Thank you and we look forward to receiving your quotation.**

**Sincerely yours,**

*Shehadeh A. Habash*  
*Head of Procurement Unit*  
UNDP/PAPP

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## Annex 1

### Technical Specifications

Items to be Supplied*	QTY	Description / Specifications of Goods
<b>Sterilization device</b>	<b>3</b>	<ul style="list-style-type: none"> <li>Vertical Steam Sterilizer.</li> <li>Good brand name from a well manufactured company.</li> <li>Internal chamber is 80-90 litter. Chamber and door are made of stainless steel 316L or better.</li> <li>Thickness of chamber of sterilizer shall be minimum 5mm</li> <li>Manual door system provided with safety clutches which will prevent the door if any obstacles are encountered.</li> <li>Body made from stainless steel 304</li> <li>All connecting pipes shall be made of high quality stainless steel AISI 316L.</li> <li>Sterilization temperature (121-134) for Standard program (liquid, solid, west with fan).</li> <li>Program is a continuous cycle in the event of interrupt in electricity.</li> <li>Has 3- time per-vacuum preceding vacuum drying by vacuum pump.</li> <li>Fully automated autoclave will fill, sterilize, exhaust dry, west fan</li> <li>High efficiency air pump circulates hot air after the sterilization cycle for fast drying.</li> <li>Automatic filling and protected against water lake and no need for water pump.</li> <li>Hepa filter 0.2µm air filter (replaceable).</li> <li>Pre-loaded cycles for: unwrapped instruments, wrapped/packs, glassware, medical west and additional drying cycle.</li> <li>All program parameters can be customized and stored.</li> <li>Automatic shut off at the end of both the sterilization and dry cycles.</li> <li>Low water sensor prevents activation of sterilization cycle when there is insufficient water in the chamber or reservoir.</li> <li>Constant monitoring of temperature and pressure for sterilization.</li> </ul>



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		<ul style="list-style-type: none"> <li>Suitable for operating on 220-230 V or 380v , 50 HZ</li> <li>Provide with two wire baskets made of stainless steel 316L</li> <li>Power outage recovery system.</li> <li>International certifications.</li> <li><b>Spare parts:</b> <ol style="list-style-type: none"> <li>three door gaskets</li> <li>eight bacterial (air) filters.</li> <li>two complete set of heating elements</li> <li>1000 cycle Chemical Indicator Test Strip Class 5 (121c-20min &amp;135c-7min).</li> <li>5000 test, bwoi.dick.test (500 test).</li> <li>100 cycle biological indicators with incubator 60 min.</li> </ol> </li> <li>Operating manual and maintenance manual (in original) soft and hard copies.</li> <li><b>Warranty:</b> 3-year warranty.</li> </ul>
Sharps boxes (safety boxes) for the collection of the solid waste (Capacity 5 letter)	10,000	<ul style="list-style-type: none"> <li>The volume of the box 5 liters</li> <li>The weight of the box not less than 165 gm</li> <li>When burning the Box; The box must be flammable NOT explosive</li> <li>Attached the text that must be printed at all sides of the box in Arabic language and according to the approved sample by the UNDP and MoH.</li> <li>The box must be manufactured from pasteboard (Carton) and didn't allow for any type of moisture to be entered, and the box is coated of plastic layer – brown color and not allow to water to be entered.</li> <li>The outside color of the box is white</li> <li>The box must be parallel rectangles size 5 litter capacity</li> <li>The bas of the box 11 X 16 cm.</li> </ul>
Biological Indicator Incubator:	2	<ul style="list-style-type: none"> <li>Biological Indicator Incubator is supporting equipment for bio-indicator. It is small in size, less weight and is suitable for pressure steam sterilizer biological indicator, ethylene oxide sterilization biological indicator and other biological indicator sterilization, effect detection and cultivation.</li> <li>Used in Biological indicator sterilization, Research, Laboratory, Medical.</li> <li>Also known as Laboratory Biological Indicator Incubator. Temperature Accuracy: <math>\leq \pm 0.5^{\circ}\text{C}</math> at <math>56^{\circ}\text{C}</math></li> </ul>



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		<ul style="list-style-type: none"><li>Time for Heating: <math>\leq 6</math> min (20°C to 56°C), results 24 hours incubation , minimum capacity 10 -well, انابيب الفحص //// plus//// Steam Biological Indicators 24 H, 100/Box</li></ul>
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*\*Pls. attach delivery schedule, if relevant, and cluster by lot, if partial bids will be allowed. Specify delivery locations if goods multiple destinations.*



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## Annex 2

### FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>1</sup>

**(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>2</sup>)**

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- PAL-0000082210:

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

Item No.	Description/Specification of Good	QTY	Unit Price (US\$)	Total Price per Item
1	Sterilization device	3		
2	Sharps boxes (safety boxes) for the collection of the solid waste (Capacity 5 liter)	10,000		
3	Biological Indicator Incubator:	2		
	<b>Total Prices of Goods<sup>3</sup></b>			
	<b>Total in Words: Final and All-Inclusive Price Quotation</b>			

Other Information pertaining to our Quotation is as follows:

Delivery Lead Time	
Country/ies Of Origin:	

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

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

<sup>3</sup> Pricing of goods should be consistent with the INCO Terms indicated in the RFQ



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**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			
Estimated weight/volume/dimension of the Consignment:			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>			

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]*



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Annex 3  
Bid Submission Form

*(This should be written in the Letterhead of the Bidder. Except for indicated fields, no changes may be made in this template.)*

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Insert Location  
Insert Date

To: UNDP/PAPP Procurement Unit

Dear Shehadeh Habash:

We, the undersigned, hereby offer to implement the works and related services required for \_\_\_\_\_ in accordance with your Invitation to Bid dated *Insert: bid date*. We are hereby submitting our Bid, which includes the Technical Bid and Price Schedule.

We hereby declare that:

- a) All the information and statements made in this Bid are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby fully accept the Schedule of Requirements and Technical Specifications describing the duties and responsibilities required of us in this ITB, and the General Terms and Conditions of UNDP's Standard Contract for this ITB.

We agree to abide by this Bid for [insert: period of validity as indicated in Data Sheet].

We undertake, if our Bid is accepted, to initiate the implementation of the works including the provision of related services not later than the date indicated in the Data Sheet.



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We fully understand and recognize that UNDP is not bound to accept this Bid, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Contact Details: \_\_\_\_\_