



REQUEST FOR QUOTATION (RFQ) (Goods)

DATE: January 27, 2020

REFERENCE: **RFQ No. 005-2020-UNDP-UKR**

Dear Sir / Madam:

We kindly request you to submit your quotation for medicines for patients with Viral Hepatitis B and C, 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 February 7, 2020 via ☒e-mail to the address below:

United Nations Development Programme
1 Klovsky Uzviz, Kyiv, Ukraine 01021
Iryna Shchokova
iryna.shchokova@undp.org

Quotations submitted by email must be limited to a maximum of 5 MB, virus-free and no more than one email transmissions. 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 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 ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> UNDP <input type="checkbox"/> Supplier/Offeror <input type="checkbox"/> Freight Forwarder
Exact Address/es of Delivery Location/s (identify all, if multiple)	DAP – Kyiv region, Central Warehouse of the MoH The products shall be supplied to the Central Warehouse (State Enterprise) of MoH or designated by them entity appointed by UNDP. Exact location of the warehouse will be notified at the time of contracting.
Distribution of shipping documents (if using freight forwarder)	health.logistics.ua@undp.org health.procurement.ua@undp.org iryna.shchokova@undp.org
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> 60 days from the issuance of the Purchase Order (PO) Date. For 2018 budget q-ty - not later than 31st March 2020 <input type="checkbox"/> As per Delivery Schedule attached [if delivery will be staggered]
Delivery Schedule	<input checked="" type="checkbox"/> Required if applicable <input type="checkbox"/> Not Required
Packing Requirements	<p>1) Medical products shall be transported and stored in accordance with the temperature mode specified in the product instruction. All temperature restricted commodities must be shipped with clear marking the corresponding temperature conditions. It is the responsibility of the Bidder to provide complete packing as required for transportation. Bidders shall explain their capabilities and experience to handle temperature control items where applicable.</p> <p>2) The individual packages shall be packed in carton boxes. Each carton shall contain only one product and one batch. Packing must be sufficiently strong to withstand rough handling and exposure to extreme temperatures and air moisture. All temperature restricted commodities shall be shipped with a minimum number of data loggers as specified below.</p> <p>Minimum requirements for dataloggers / for PURCHASE ORDERS: Shipments of temperature sensitive health products should be accompanied by dataloggers. The number of dataloggers should be 1 if shipment has 5 or less boxes, 2 per each 5 boxes if shipment has</p>

¹ Must be linked to INCO Terms chosen.

	<p>more than 5 boxes. If products are shipped in containers, each container should have 2 dataloggers. Dataloggers should be activated, set up with adequate alarm levels and placed inside a box with the products. The boxes with dataloggers should be clearly identified with bright colour stickers (ideally orange).</p> <p>The minimum technical requirements for dataloggers are as follows:</p> <ul style="list-style-type: none"> ▪ Measures temperature (from -30° to +45°C, with accuracy +/- 0.5°C). ▪ Readings to include time and date ▪ Single or multiple use ▪ Direct USB interface, without need for additional cable ▪ Automatically creates PDF report when connected to computer. ▪ Rapid data download to graph ▪ Alarm levels set up before shipping according to manufacturer's storage requirements ▪ LCD featuring up to 1 decimal point readings ▪ Alarm indication on LCD screen ▪ Sampling rate: at least 1 measure per hour ▪ Push button to activate and stop logging. ▪ Easy to understand user's guide & instructions <p>All cases should be marked with/prominently indicate the following:</p> <ol style="list-style-type: none"> A. Shipping marks; B. The generic name of the product; C. The dosage form (tablet, ampoule, syrup); D. Strength/ concentration of the product; E. Number of registration certificate F. Date of manufacture and expiry (in clear language not code); G. Batch number; H. Quantity per case; I. Special instructions for storage; J. Name of manufacturer; K. Carton numbering e.g. carton 1/40; L. Any additional cautionary statements. <p>3) Labelling of primary package now of supply must correspond to the specification approved by UNDP. In case of any deviations found, the Contractor must provide additional documentation to enable receipt of goods.</p>
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	<p>4) Primary packaging must preserve quality, safety and stability of the product it contains. The entire package must be duly sealed and protected from spoiling. Each package shall contain instructions for the use of the medicine in the language of country of destination or the original language.</p> <p>In case medical products are delivered in original packaging with instructions for the use in the original language, translation of instruction for the use into the language of country of destination shall be provided in the electronic format at the time of supply.</p> <p>The information mentioned on the secondary packaging should be coherent with the information printed on the primary packaging and shall at least provide the following information:</p> <ul style="list-style-type: none"> ▪ The International Non-Proprietary Name (INN) of the product; ▪ The statement of the net content (number of units, weight or volume); ▪ The batch number; ▪ The expiry date in an encoded form; ▪ Any special storage conditions or handling precautions that may be necessary; ▪ Directions for use, warning and precautions that may be necessary; ▪ The name and address of the manufacturer or the company responsible for placing the product on the market; ▪ The marketing license number. <p>5) The Product Leaflet should at least contain the following information:</p> <ul style="list-style-type: none"> ▪ Product name in INN format; ▪ Uses; ▪ Instructions for use; ▪ Precautions; ▪ Storage conditions. <p>In case of the detection of a defective product either in the quality of a product or other defects such as packaging, the Contractor will be requested to replace the complete batch at its own cost within one (1) month. In the event of a dispute by the Contractor, a counter analysis will be carried out by an independent neutral laboratory</p>
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	agreed by both UNDP and the Contractor. If the counter analysis confirms the defect, the cost of such analysis will be borne by the Contractor as well as the replacement and disposal of the defective batch. In the event of the independent analysis confirming the quality of the product, UNDP will meet all costs for such analysis.	
Mode of Transport	<input checked="" type="checkbox"/> AIR	<input checked="" type="checkbox"/> LAND
	<input type="checkbox"/> SEA	<input type="checkbox"/> OTHER <i>[pls. specify]</i>
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input type="checkbox"/> Local Currency : <i>[pls. specify]</i>	
Value Added Tax on Price Quotation ²	<input type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	
Deadline for the Submission of Quotation	<i>Friday, February 07, 2020, 13:00 Kyiv time (+2 GMT)</i>	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others <i>[pls. specify, including dialects, if needed]</i>	
Documents to be submitted ³	<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"/> PRODUCT STANDARDS In view of the specific emergency situation experienced by the country, and the urgency with which UNDP has been requested to procure these medicines, these standards below are specific for this procurement action and in no way constitute an obligation from UNDP to use any of these standards in future procurement actions. <u>UNDP will procure the medicines only under one the following product standards options:</u> OPTION 1 [A+C]: A) Approved/registered by a Stringent National Medicines Regulatory Authority (SRA) as defined by WHO. Stringent Drug Regulatory Authority (SRA) means a regulatory authority: (a) a member of ICH prior to 23 October 2015, namely: the US Food and Drug Administration, the European Commission (in case of the European Union both European Medical Agency (EMA) and European Union member States) and the Ministry of Health, Labour	

² This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

³ First 2 items in this list are mandatory for the supply of imported goods

	<p>and Welfare of Japan also represented by the Pharmaceuticals and Medical Devices Agency; or</p> <p>(b) an ICH observer prior to 23 October 2015, namely: the European Free Trade Association, as represented by Swissmedic and Health Canada; or</p> <p>(c) a regulatory authority associated with an ICH member through a legally-binding, mutual recognition agreement prior to 23 October 2015, namely: Australia, Iceland, Liechtenstein and Norway</p> <p>*) In case product is registered by SRA authorities for “export only” (i.e. registered but not marketed on the country of SRA authority), UNDP will conduct additional verification of product’s compliance to the products standards.</p> <p>AND</p> <p>C) The product is being manufactured at sites with valid WHO Public Inspection Report (WHOPIR) or GMP Certificate issued by PIC/S authorities**.</p> <p>**) The selected Suppliers are requested to manufacture products only at manufacturing sites/units/blocks, which are certified by WHO (WHOPIR) or PIC/S GMP. Respective information would be verified through shipping documents.</p> <p>NB: GMP certificates should be provided for all manufacturing sites where product is being produced (incl. manufacturing, packaging, batch release and quality control activities).</p> <p>OPTION 2 [B+C]:</p> <p>B) Registered in Ukraine OR at least one successfully completed supply of the product in the similar volume in/to Ukraine within the past five years (since January 2015).</p> <p>AND</p> <p>C) The product is being manufactured at sites with WHO Public Inspection Report (WHOPIR) or GMP Certificate issued by PIC/S authorities**.</p> <p>**) The selected Suppliers are requested to manufacture products only at manufacturing sites/units/blocks, which are certified by WHO (WHOPIR) or PIC/S GMP. Respective information would be verified through shipping documents prior delivery.</p> <p>NB: GMP certificates should be provided for all manufacturing sites where product is being produced (incl. manufacturing, packaging, batch release and quality control activities).</p> <p>OPTION 3 [D+C]:</p> <p>D) Prequalified by World Health Organization</p> <p>AND</p>
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	<p>C) The product is being manufactured at sites with valid WHO Public Inspection Report (WHOPIR) or GMP Certificate issued by PIC/S authorities**</p> <p>**) The selected Suppliers are requested to manufacture products only at manufacturing sites/units/blocks, which are certified by WHO (WHOPIR) or PIC/S GMP. Respective information would be verified through shipping documents prior delivery.</p> <p>NB: GMP certificates should be provided for all manufacturing sites where product is being produced (incl. manufacturing, packaging, batch release and quality control activities).</p> <p><input checked="" type="checkbox"/> Latest Business Registration Certificate;</p> <p><input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);</p> <p><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;</p> <p><input type="checkbox"/> Others <i>[pls. specify as many as required]</i></p>
Period of Validity of Quotes starting the Submission Date	<p><input type="checkbox"/> 60 days</p> <p><input checked="" type="checkbox"/> 90 days</p> <p><input type="checkbox"/> 120 days</p> <p>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.</p>
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i></p>
Payment Terms ⁴	<p><input checked="" type="checkbox"/> 100% upon complete delivery of goods within 30 days</p> <p><input type="checkbox"/> Others <i>[pls. specify]</i></p>
Liquidated Damages	<p><input type="checkbox"/> Will not be imposed</p> <p><input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay: 0.5% Max. no. of days of delay: 15 (fifteen) calendar days After which UNDP may terminate the contract.</p>

⁴ UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁵ <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</i> <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time ⁶ <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:
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilized for Long-Term Agreement ⁷ and if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <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 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 15 (fifteen) calendar days <input type="checkbox"/> Others <i>[pls. specify]</i>
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements <input type="checkbox"/> Others <i>[pls. specify]</i>

⁵ UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

⁶ This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).

⁷ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

Annexes to this RFQ ⁸	<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 <input type="checkbox"/> Others <i>[pls. specify, if any]</i> 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) ⁹	Iryna Shchokova Procurement and Administrative Specialist iryna.shchokova@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.

⁸ Where the information is available in the web, a URL for the information may simply be provided.

⁹ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

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,

Sukhrob Kakharov

**Sukhrob Kakharov
Operations Manager
United Nations Development Program**

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Annex 1

Technical Specifications

Item#	Description / Specifications of Goods			Quantity 2018	Quantity 2019	TOTAL Q-TY required (2018+2019)	Latest Delivery Date
	International Non-Proprietary Name	Presentation Form	Dosage				
1	Tenofovir	tablets, capsules, pills	300 mg	112,230	505,590	617,820	112,230 tablets (Q-ty 2018) - till 31.03.20 505,590 tablets (Q-ty 2019) - 4 month from the PO

Sukhrob Kakharov

Sukhrob Kakharov

**Title: Operations Manager
United Nations Development Program**

Annex 2**FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹⁰*****(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹¹)***

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. **RFQ No. 005-2020-UNDP-UKR**:

TABLE 1: Offer to Supply Goods Compliant with Technical Specifications and Requirements/Technical Information (Table 1)**TABLE 2: Price Schedule Form (Table 2)**

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]

¹⁰ This serves as a guide to the Supplier in preparing the quotation and price schedule.

¹¹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes