



## REQUEST FOR QUOTATION (RFQ) (Petrol Jerrycans)

|                        |                     |
|------------------------|---------------------|
| NAME & ADDRESS OF FIRM | DATE: March 9, 2020 |
|                        | REFERENCE: ETH1346  |

Dear Sir / Madam:

We kindly request you to submit your quotation for Supply of , 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 **March 20, 2020** and via  *e-mail*, to the address below:

**United Nations Development Programme**  
**Procurement.et@undp.org**  
**Att: QA/AK**  
**Subject Line : Supply of Petrol Jerry Cans**

Quotations submitted by email must be limited to a maximum of 8 MB, virus-free and no more than 5 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<br>[INCOTERMS 2010]<br>(Pls. link this to price<br>schedule)   | <input checked="" type="checkbox"/> DAP  |   |
| Customs clearance, if<br>needed, shall be done by:  | <input checked="" type="checkbox"/> Supplier/Offeror   |   |
| Exact Address/es of Delivery<br>Location/s (identify all, if<br>multiple)   | NEBE Warehouse<br>Within Addis City  |   |
| UNDP Preferred Freight<br>Forwarder, if any   | N/A  |   |
| Distribution of shipping<br>documents (if using freight<br>forwarder)   | N/A  |   |
| Latest Expected Delivery<br>Date and Time (if delivery<br>time exceeds this, quote may<br>be rejected by UNDP)      | <input checked="" type="checkbox"/> 30 days from the issuance of the Purchase Order (PO)   |   |
| Delivery Schedule   | <input checked="" type="checkbox"/> Required   |   |
| Packing Requirements  | Standard Packing shipment as per the company standard  |   |
| Mode of Transport   | <input checked="" type="checkbox"/> AIR  | <input checked="" type="checkbox"/> LAND      |
|   | <input type="checkbox"/> SEA   | <input type="checkbox"/> OTHER [pls. specify] |
| Preferred<br>Currency of Quotation  | <input checked="" type="checkbox"/> United States Dollars  |   |
|   | <input checked="" type="checkbox"/> Local Currency: ETB if the company is a local company  |   |
| Value Added Tax on Price<br>Quotation   | <input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes   |   |
| After-sales services required   | <input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 1 year   |   |
| Deadline for the Submission<br>of Quotation   | <input checked="" type="checkbox"/> Date and Time of Submission: 5:00 PM, Thursday, March 20, 2020<br>east African time  |   |
|   | <input checked="" type="checkbox"/> Time Zone: (UTC +03:00) Addis Ababa/Nairobi Time   |   |
|   | <input checked="" type="checkbox"/> Please schedule your time to submit the quotation on or before<br>the deadline as indicated in the RFQ, the submission after the<br>deadline shall not be accepted.  |   |
| Manner of Disseminating<br>Supplementary information<br>to the RFQ and Responses<br>and or Clarification to queries | <input checked="" type="checkbox"/> Direct communication to prospective Bidder via Email<br>(info.procurementet@undp.org ) & posting to the relevant<br>websites;<br>Note: The email correspondence must have an RFQ reference<br>number in the subject line of the email. |   |
| Manner of Submitting Bid  | Electronic Submission through a secured email ONLY. <b>Hardcopy<br/>submission will be rejected.</b>   |   |
| All documentations, including<br>catalogs, instructions and<br>operating manuals, shall be<br>in this language      | <input checked="" type="checkbox"/> English  |   |

|   |   |
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| 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;<br><input checked="" type="checkbox"/> Latest Business Registration Certificate;<br><input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance;<br><input checked="" type="checkbox"/> Successful completion of at least two (2) similar contracts (general Supply ) in the last 3 years;<br><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<br>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% upon complete delivery of goods & acceptance of goods by UNDP  |
| Liquidated Damages  | <input checked="" type="checkbox"/> Will be imposed under the following conditions:<br>Percentage of contract price per day of delay: 0.3%<br>Max. no. of days of delay: 30<br>After which UNDP may terminate the contract.   |
| Evaluation Criteria<br><i>[check as many as applicable]</i> | <input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price<br><input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions<br><input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time  |
| UNDP will award to:   | <input checked="" type="checkbox"/> One and only one supplier   |
| Type of Contract to be Signed                               | <input checked="" type="checkbox"/> Purchase Order  |
| Contract General Terms and Conditions                       | <input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)<br>Applicable Terms and Conditions are available at<br><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 10 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)<br><input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2)<br><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions:<br><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><br>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) | QA/AK<br><i>Info.procurmentet@undp.org</i><br>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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

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

**Sincerely yours,**

*[Enter name of authorized staff]*

*[Designation]*

*[Click here to enter a date]*

Annex 1

### Technical Specifications

| Items to be Supplied* | Quantity | Description / Specifications of Goods   | Latest Delivery Date            |
|-----------------------|----------|---|---------------------------------|
| 1                     | 552      | <ul style="list-style-type: none"><li>• Plastic Petrol Jerry Can - Holding up to 25 Liters Petrol.</li><li>• Specially treated plastic creating a fluorine carbon barrier that prevents erosion of the container.</li><li>• Flexible no-spill spout which must stores inside container when not in use.</li><li>• Built in breather.</li><li>• Strong Carry Handle.</li><li>• Weight must not exceed 2.1 Kg</li><li>• Color: Red or White</li><li>• Warranty no less than 12 months</li></ul> | <b>30 days from PO received</b> |

\*Pls. attach delivery schedule,

[Enter name of authorized staff]

[Designation]

[Click here to enter a date]

## 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. ETH 1346**:

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

| Item No. | Description/Specification of Goods  | Quantity | Latest Delivery Date | Unit Price | Total Price |
|----------|---|----------|----------------------|------------|-------------|
| 1        | <ul style="list-style-type: none"> <li>• Plastic Petrol Jerry Can - Holding up to 25 Liters Petrol.</li> <li>• Specially treated plastic creating a fluorine carbon barrier that prevents erosion of the container.</li> <li>• Flexible no-spill spout which must stores inside container when not in use.</li> <li>• Built in breather.</li> <li>• Strong Carry Handle.</li> <li>• Weight must not exceed 2.1 Kg</li> <li>• Color: Red or White</li> </ul> | 552      | 30 days from the PO  |            |             |
|          | <b>Total Prices of Goods</b>  |          |                      |            |             |
|          | <b>Total Final and All-Inclusive Price Quotation</b>  |          |                      |            |             |

**TABLE 3 : Offer to Comply with Other Conditions and Related Requirements**

| <b>Other Information pertaining to our Quotation are as follows :</b> | <b>Your Responses</b>             |                                    |  |
|---|-----------------------------------|------------------------------------|--|
|   | <b><i>Yes, we will comply</i></b> | <b><i>No, we cannot comply</i></b> | <b><i>If you cannot comply, pls. indicate counter proposal</i></b> |
| Delivery Lead Time (30 Days after award of Contract)                  |                                   |                                    |  |
| Validity of Quotation (90 Days)                                       |                                   |                                    |  |
| 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 and Signature of the Supplier's Authorized Person]*  
*[Designation]*  
*[Date]*