



REQUEST FOR QUOTATION (RFQ) (Goods)

ALL SUPPLIERS	DATE: March 30, 2020
	REFERENCE: RFQ-CO-2020-20

Dear Sir / Madam:

We kindly request you to submit your quotation for **Supply and delivery of Personal Protective Equipment (PPE)**, 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 **April 6, 2020 2.00pm Sri Lanka Time** and via email to the address below:

United Nations Development Programme (UNDP)
202-204 Baudhaloka Mawatha, Colombo 07, Sri Lanka.
Attention: Head of Procurement
procurement.lk@undp.org

Quotations submitted by email must be limited to a maximum of 10 MB per transmission, 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 [INCOTERMS 2010] <i>(Pls. link this to price schedule)</i>	<input checked="" type="checkbox"/> DDP	
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror	
Exact Address/es of Delivery Location/s (identify all, if multiple)	United Nations Development Programme (UNDP) 202-204 Bauddhaloka Mawatha Colombo 07 Sri Lanka.	
UNDP Preferred Freight Forwarder, if any	N/A	
Distribution of shipping documents <i>(if using freight forwarder)</i>	N/A	
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> ASAP from the issuance of the Purchase Order (PO)	
Delivery Schedule	<input checked="" type="checkbox"/> Required	
Packing Requirements	As recommended by Manufacturer	
Mode of Transport	<input type="checkbox"/> AIR	<input type="checkbox"/> LAND
	<input type="checkbox"/> SEA	<input checked="" type="checkbox"/> BY ANY MEANS IN SPEED UP THE PROCESS
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Local Currency: (LKR) for national bidders <i>All prices shall be quoted in one of the currencies indicated above. Where Bids are quoted in different currencies, for the purposes of comparison of all Bids:</i> <i>a) UNDP will convert the currency quoted in the Bid into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Bids; and</i> <i>b) In the event that UNDP selects a Bid for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</i>	
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Local Supply must be exclusive of VAT	
After-sales services required	<input checked="" type="checkbox"/> Others if any packaging damaged, supplier should replace with new one	

Deadline for the Submission of Quotation	COB, Monday, April 06, 2020 and 2.00PM Sri Lanka Time
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"/> 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 checked="" type="checkbox"/> Others certificate or letter that stated the supplier has the capacity/certificate to supply the required medicines <input checked="" type="checkbox"/> For each manufacturing site: <ol style="list-style-type: none"> ISO 13485 certificate or equivalent Quality Management System If ISO 13485 is issued by an accredited Notified Body (NB), the name of the Notified Body should be mentioned in the certificate. <input checked="" type="checkbox"/> For each each product: <ol style="list-style-type: none"> A picture of the item or the brochure/information leaflet of each product Product Certificate issued by an EU Notified Body for CE marked medical devices or a letter of approval of the Regulatory Authority of another GHTF founding member country (European Union, USA, Australia, Canada, Japan) Product Declaration of Conformity (DOC) referring to a GHTF standard (European Union, USA, Australia, Canada, Japan) If the medical device is CE marked (European standard), the name and address of the EC representative (European Community representative)
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 days <input 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.
Partial Quotes	<input type="checkbox"/> Not permitted

	<input checked="" type="checkbox"/> Permitted bidder may quote one or more items specified in Annex 2
Payment Terms	<input checked="" type="checkbox"/> 14 days Credit
Liquidated Damages	N/A
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"/> 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 checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time
UNDP will award to:	<input checked="" type="checkbox"/> One or more Supplier, depending on the following factors: <i>Based on the shortest delivery time</i>
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) <input type="checkbox"/> General Terms and Conditions for de minimi 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 2 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 <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)	<p>Chanaka Liyanage Head of Procurement/Administration chanaka.liyanage@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>
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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,

Chanaka Liyanage
Head of Procurement/Administration
March 30, 2020

Technical Specifications

No.	Category	Detailed specifications	Packing unit	Quantity	Total quantity of individual units requested (Packing unit X quantity)	Latest Delivery Date
1	MASK – SURGICAL/MEDICAL MASK 3PLY	Medical/surgical mask, good breathability, internal and external faces should be clearly identified, structured design that does not collapse against the mouth 3ply disposable face mask	Pack of 100	143	14,300	ASAP
2	HAND SANITIZER	Alcohol-based hand rub - minimum 70 % Alcohol	1 Dispensing Bottle of 500ml	128	128	ASAP
3	DIGITAL THERMOMETER	Clinical thermometer Digital thermometer Celsius scale. Safe to use, no glass, no mercury. Measurement range: 32°C to 43°C. Accurate measurement: +/- 0.1°C between 35°C to 41°C. Liquid crystal display, easy to read. Beep sound and switch off. Waterproof for ease of cleaning. Battery powered (min. 1000 measurement). Low battery indicator. Supplied with battery. Supplied with clear instructions for use/preventive maintenance. Conforms to EN 12470-3	1 thermometer	226	226	ASAP
4	NON-CONTACT INFRARED THERMOMETER (NCITs)	Infrared thermometer Displays patient temperature by measurement of infrared radiation from the skin Device must be reusable, with sterilizable surface Display should be easily readable in all levels of ambient light	1 infrared thermometer	32	32	ASAP

		<p>Specified accuracy to be better than 0.3 deg C</p> <ul style="list-style-type: none"> * Measurement range at least to 25 at 42 deg C * * High / low patient temperature display feature preferred * Auto power off required after minimum of 1 minute * 'Out of range' indication required * Response time to steady reading < 5 seconds required <p>Specified accuracy to be better than 0.3 deg C</p> <p>Display graded in maximum 0.1 deg C steps. High/low patient temperature, low battery, malfunction, °F or °C.</p>				
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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 Reference No. _____:

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

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price (Currency _____)	Total Price per Item (Currency_ _____)
1	MASK – SURGICAL/MEDICAL (Pack of 100)	143			
2	HAND SANITIZER (1 Dispensing Bottle of 500ml)	128			
3	DIGITAL THERMOMETER (1 thermometer)	226			
4	NON-CONTACT INFRARED THERMOMETER (NCITs) (1 infrared thermometer)	32			
	Total Prices of Goods				
	Add : Cost of Transportation				
	Add : Cost of Insurance				
	Add : Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation (DDP – Colombo, Sri Lanka INCOTERMS 2010 - Delivered at delivery location)				

TABLE 2 : Estimated Operating Costs (if applicable)

List of Consumable Item/s (Include fast moving parts, if any)	Estimated Average Consumption	Unit of Measure	Unit Price	Total Price per Item

¹ This 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

TABLE 3 : 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>
Compliance with the technical specifications detailed in Annex 1			
Delivery Lead Time			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
<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"/> 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 checked="" type="checkbox"/> Others certificate or letter that stated the supplier has the capacity/certificate to supply the required medicines <input checked="" type="checkbox"/> For each manufacturing site: <ol style="list-style-type: none"> ISO 13485 certificate or equivalent Quality Management System If ISO 13485 is issued by an accredited Notified Body (NB), the name of the Notified Body should be mentioned in the certificate. <input checked="" type="checkbox"/> For each each product: <ol style="list-style-type: none"> A picture of the item or the brochure/information leaflet of each product Product Certificate issued by an EU Notified Body for CE marked medical devices or a letter of approval of the Regulatory 			

Authority of another GHTF founding member country (European Union, USA, Australia, Canada, Japan) 4. Product Declaration of Conformity (DOC) referring to a GHTF standard (European Union, USA, Australia, Canada, Japan) 5. If the medical device is CE marked (European standard), the name and address of the EC representative (European Community representative)			
Other requirements			

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]