

**REQUEST FOR QUOTATION (RFQ)**

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| UNDP BIH  Zmaja od Bosne bb; Sarajevo | DATE: April 6, 2020 |
| REFERENCE: **BIH/RFQ/040/20** |

Dear Sir / Madam:

We kindly request you to submit your quotation for:

**Supply and Delivery of Personal protective equipment (gloves and waterproof boot covers)** 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 **Wednesday, April 8, 2020 by 10:00 CET** and via **email**or courier mail to the address below:

**United Nations Development Programme**

Zmaja od Bosne bb, Sarajevo 71000

General Service or

by email to [registry.ba@undp.org](mailto:registry.ba@undp.org)

**REF: BIH- RFQ-040-20**

Quotations submitted by email must be limited to a maximum of 20 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 [INCOTERMS 2010] | DDP Sarajevo, BiH |
| Customs clearance, if needed, shall be done by: | Supplier/Offeror |
| Exact Address/es of Delivery Location/s | UNDP BiH, UN House Zmaja od Bosne bb |
| UNDP Preferred Freight Forwarder, if any | Not applicable |
| Distribution of shipping documents | Not applicable |
| Latest Expected Delivery Date and Time *(if delivery time exceeds this, quote may be rejected by UNDP)* | **ASAP but not later than 20 days upon acceptance of UNDP Purchase Order** |
| Delivery Schedule | N/A |
| Packing Requirements | N/A |
| Mode of Transport | N/A |
| Preferred Currency of Quotation | Local Currency: BAM |
| Value Added Tax on Price Quotation | Must be exclusive of VAT and other applicable indirect taxes (VAT stated separately) |
| After-sales services required | N/A |
| Deadline for the Submission of Quotation | **April 8, 2020 by 10:00 CET** |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language | Local or English language |
| Documents to be submitted | Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;/**Pravilno ispunjen obrazac kako je navedeno u Prilogu 2 i u skladu sa listom zahtjeva u Prilogu 1**  Latest Business Registration Certificate; /**Najnovije rješenje o registraciji;**  Reference list on company’s memorandum for delivery of similar items in last 3 years. **/Referenc lista na memorandumu firme za posljednjih tri (3) godine za sličan opseg usluga i/ili isporuku robe;**  Catalogue/technical specification of the offered products and equipment /**Katalog proizvoda sa tačno označenim proizvodima i specifikacijom iz ponude za trazenu opremu**;  Certification or authorization to act as Agent in behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer***; (Potvrda o zastupanju proizvođača čiji su proizvodi ponuđeni)***  Quality Certificates (where applicable)/ **Certifikati kvalitete** |
| Period of Validity of Quotes starting the Submission Date | **Minimum 7 calendar days** |
| Partial Quotes | **Partial quotes are permitted. Offeror can submit quote per item and for partial quantity that can be delivered ASAP or within 20 days and to indicate the latest delivery date for remaining quantity** |
| Payment Terms | 100% within 30 days upon UNDP’s acceptance of the goods delivered as specified and receipt of invoice |
| Advanced Payment | Not allowed |
| Evaluation Criteria | Technical responsiveness/Full compliance to requirements and lowest price per item  Earliest Delivery / Shortest Lead Time  Full acceptance of the PO/Contract General Terms and Conditions |
| UNDP will award to: | One or more suppliers, depending on the following factors:  Technical responsiveness/Full compliance to requirements and lowest price per item  Earliest Delivery / Shortest Lead Time |
| Type of Contract to be Signed | ☒ Contract for goods/services for/to UNDP;  ☒ Purchase Order/s |
| Special conditions of Contract | Cancellation of PO/Contract if the delivery/completion is delayed by 10 days |
| Conditions for Release of Payment | Written Acceptance of Goods based on full compliance with RFQ requirements |
| Annexes to this RFQ | Specifications of the Goods Required (Annex 1)  Form for Submission of Quotation (Annex 2)  General Terms and Conditions / Special Conditions (Annex 3) Link: [English version](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-2493)  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) | *UNDP BIH - GENERAL SERVICES* [*registry.ba@undp.org*](mailto:registry.ba@undp.org) *Fax: 033 552 330*  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 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 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,**

*UNDP BIH* April 6, 2020

**Annex I**

**TECHNICAL SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal protective equipment** | | **Unit of measure** | **Quantity** |
| **Items** |  | | |
| 1 | **Personal protective gloves, size MEDIUM, box of 100 gloves.**  Examination glove, extended cuff, latex, powder-free, non-sterile, single use;  Cuff length preferably reach mid-forearm, reaching well above the wrist;  • EU standard directive 93/42/EEC Class I, EN 455 or equivalent;  • EU standard directive 89/686/EEC Category III, EN 374 or equivalent;  • ANSI/ISEA 105-2011 or equivalent;  • ASTM D6319-10 or equivalent. | **boxes** | **1000** |
| 2 | **Personal protective gloves, size LARGE, box of 100 gloves.**  Examination glove, extended cuff, latex, powder-free, non-sterile, single use;  Cuff length preferably reach mid-forearm, reaching well above the wrist;  • EU standard directive 93/42/EEC Class I, EN 455 or equivalent;  • EU standard directive 89/686/EEC Category III, EN 374 or equivalent;  • ANSI/ISEA 105-2011 or equivalent;  • ASTM D6319-10 or equivalent. | **boxes** | **1000** |
| 3 | **Personal protective gloves, size EXTRA LARGE, box of 100 gloves.**  Examination glove, extended cuff, latex, powder-free, non-sterile, single use;  Cuff length preferably reach mid-forearm, reaching well above the wrist;  • EU standard directive 93/42/EEC Class I, EN 455 or equivalent;  • EU standard directive 89/686/EEC Category III, EN 374 or equivalent;  • ANSI/ISEA 105-2011 or equivalent;  • ASTM D6319-10 or equivalent. | **boxes** | **500** |
| 4 | **Personal protective gloves, size MEDIUM, box of 100 gloves.**  Examination glove, extended cuff, nitrile, powder-free, non-sterile, single use;  Cuff length preferably reach mid-forearm, reaching well above the wrist;  • EU standard directive 93/42/EEC Class I, EN 455 or equivalent;  • EU standard directive 89/686/EEC Category III, EN 374 or equivalent;  • ANSI/ISEA 105-2011 or equivalent;  • ASTM D6319-10 or equivalent. | **boxes** | **200** |
| 5. | **Personal protective gloves, size LARGE, box of 100 gloves.**  Examination glove, extended cuff, nitrile, powder-free, non-sterile, single use;  Cuff length preferably reach mid-forearm, reaching well above the wrist;  • EU standard directive 93/42/EEC Class I, EN 455 or equivalent;  • EU standard directive 89/686/EEC Category III, EN 374 or equivalent;  • ANSI/ISEA 105-2011 or equivalent;  • ASTM D6319-10 or equivalent. | **boxes** | **200** |
| 6. | **Personal protective gloves, size EXTRA LARGE, box of 100 gloves.**  Examination glove, extended cuff, nitrile, powder-free, non-sterile, single use;  Cuff length preferably reach mid-forearm , reaching well above the wrist;  • EU standard directive 93/42/EEC Class I, EN 455 or equivalent;  • EU standard directive 89/686/EEC Category III, EN 374 or equivalent;  • ANSI/ISEA 105-2011 or equivalent;  • ASTM D6319-10 or equivalent. | **boxes** | **100** |
| 7. | **Acid resistant protective gloves**  Durable, nitrile gloves designed for work in wet and dry conditions with chemical and scratches resistance;  Minimum length 35 cm;   * EN ISO 374-1:2016 (or equivalent); * DIN EN 388:2016 (or equivalent); * Sizes: M:20,000 pcs, L:20,000 pcs, XL:10,000 pcs | **pairs** | **25,000** |
| 8. | **Disposable waterproof boot cover, pack of 100 pcs**  Designed to cover feet and footwear up to the shin and to avoid slipping;  Made of: polypropylene (PP) or polyethylene (PE) or PP + PE, laminated with a hard wearing PVC sole;  For indoor and outdoor use;  Elastic ankle and cuff;  High degree of water resistance;   * ISO 9073: 2003 or equivalent; * EN 14126:2003 or equivalent: * ISO 7854:2015 or equivalent.   Sizes: S: 2,500 pcs, M: 5,000 pcs, L: 5,000 pcs, XL: 2,500 pcs | **pack** | **150** |

*[Enter name of authorized staff]*

*[Designation]*

**Annex 2**

**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. **BIH/RFQ/040/20:**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description/Specification of Goods** | **Quantity** | **Maximum Quantity**  **available** | **Latest Delivery Date** | **Unit Price** | **Total Price per Item** |
| **1.** |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  | |
| **3.** |  |  |  |  |  |  | |
| **…** |  |  |  |  |  |  | |
|  | **Total Price of Goods** |  |  |  |  |  | |
|  | Add : Cost of Transportation |  |  |  |  |  | |
|  | Add : Cost of Insurance |  |  |  |  |  | |
|  | Add : Other Charges (pls. specify) |  |  |  |  |  | |
|  | **TOTAL without VAT** |  |  |  |  |  | |
|  | Add: VAT 17% |  |  |  |  |  | |
|  | **Total Final and All-Inclusive Price Quotation** |  |  |  |  |  | |

**TABLE 2: Offer to Comply with Other Conditions and Related Requirements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Other Information pertaining to our Quotation are as follows:** | | **Your Responses** | | |
| ***Yes, we will comply*** | ***No, we cannot comply*** | ***If you cannot comply, pls. indicate counter proposal*** |
| Delivery Term | DDP Sarajevo |  |  |  |
| Delivery Lead Time | ASAP but not later than 20 days from the date of a Purchase Order Issuance |  |  |  |
|  |  |  |
| Compliance with Technical Specifications |  |  |  |  |
| Validity of Quotation: | Minimum 7 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]*

**Annex 3**

**General Terms and Conditions**

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| --- |
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General Terms and Conditions (for Goods and/or Services)

Link: [English version](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-2493)