



## REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM	DATE: April 17, 2020
	REFERENCE: RFQ/023/2020

Dear Sir / Madam:

We kindly request you to submit your quotation for Supply and Delivery of **Thirty (30) Briquetting Machines and Bio Char Kilns** 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 ~~Friday, April 24, 2020~~ <sup>Wed, April 29, 2020</sup> and via (choose appropriate box) ☒ e-mail to the address below:

### United Nations Development Programme

UN House, Alick Nkhata Road, Longacres Lusaka

ATT: Procurement Unit

[procurement.zm@undp.org](mailto:procurement.zm@undp.org)

Quotations submitted by email must be limited to a maximum of 5MB, 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.

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> DAP Incoterms – Delivery at place to the required location
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)	<input checked="" type="checkbox"/> Serenje and Chitambo
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"/> 2-4 Weeks weeks from the issuance of the Purchase Order (PO)
Delivery Schedule	<input checked="" type="checkbox"/> Required
Packing Requirements	<input checked="" type="checkbox"/> Up to the supplier, Good and standard safe for shipment free from any damage.
Mode of Transport	<input checked="" type="checkbox"/> Up to the supplier, Good and standard safe for shipment free from any damage.
Preferred	<input checked="" type="checkbox"/> United States Dollars
Currency of Quotation	<input checked="" type="checkbox"/> <del>Zambian currency (ZMW)</del> At the discretion of the bidder. The contract will be signed in the currency in which bidder has submitted their bid.  UNDP will apply the <b>UN Operational exchange rate</b> on the date of bid closing for the purpose of converting the currency for the bid comparison purpose.
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 12 months <input checked="" type="checkbox"/> Technical Support
Deadline for the Submission of Quotation	<del>COB, Friday, April 24, 2020 and 17:00 HOURS</del> <b>Wed, 29 April 2020</b> <b>17:00 HOURS</b> <b>Zambian Time</b>
All documentations, including catalogs, instructions and	<input checked="" type="checkbox"/> English

operating manuals, shall be in this language	
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 with previous minimum Two years experience in supply of Briquetting machines or related items.; <input checked="" type="checkbox"/> Proposed delivery Period <input checked="" type="checkbox"/> Latest certificate of Incorporation ; <input checked="" type="checkbox"/> Valid Tax Clearance;
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 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 checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of goods
Liquidated Damages	<input checked="" type="checkbox"/> 0.5% penalty up to a maximum of 5% of the total contract amount from the total price for each day of delay beyond the delivery period 10 days. Thereafter, the contract may be terminated at the discretion of UNDP

<p>Evaluation Criteria [check as many as applicable]</p>	<p><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</p> <p><u>The Quotations, technical and price, will be evaluated at the following stages:</u></p> <p><u>PRELIMINARY EXAMINATION</u>  The Preliminary evaluation shall assess bid documentation for compliance with the following</p> <ul style="list-style-type: none"> <li>• Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;</li> <li>• Company profile with previous minimum Two years experience in supply of Briquetting machines or related items.;</li> <li>• Proposed delivery Period</li> <li>• Latest certificate of Incorporation ;</li> <li>• Valid Tax Clearance; Bid submitted before deadline.</li> <li>• Bid Submission Form – signed by authorized person.</li> <li>• The vendor proposal meets the bid validity 60 days.</li> </ul> <p><u>TECHNICAL EVALUATION</u></p> <ul style="list-style-type: none"> <li>• Full compliance of Bid to the Technical specifications including the warranty and after sale services;</li> </ul> <p><u>FINANCIAL EVALUATION</u></p>
	<p>Financial offers of the technically responsive bid(s) shall be compared against the lowest bid as well as internal cost estimates and ranked. The lowest priced technically responsive bid shall be recommended for contract/PO award.</p>
<p>UNDP will award to:</p>	<p><input checked="" type="checkbox"/> One and only one supplier</p>
<p>Type of Contract to be Signed</p>	<p><input checked="" type="checkbox"/> Purchase Order</p>
<p>Contract General Terms and Conditions</p>	<p><input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p>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></p>
<p>Special conditions of Contract</p>	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 10 days</p>

Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing inspection for each item and clearance by end user and UNDP; <input checked="" type="checkbox"/> Fully accepted delivery note signed by user. <input checked="" type="checkbox"/> Original Invoice <input checked="" type="checkbox"/> Completion of delivery and user training (100%)
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: <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>  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>Procurement and Supplies</i> <i>Procurement.zm@undp.org</i> 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:

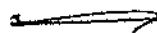
<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

**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,



Roland Seri

DRR UNDP Zambia

April 17, 2020

## Technical Specifications

### 1. Briquetting Machine – Qty 30

- a. An extruder of diameter 32mm made of cast iron for manually operated machine
- b. The extruder comes with a handle, screw to fasten the handle and screw
- c. A 6mm diameter extrusion pipes and 10cm long welded to the 6mm head.
- d. A robust stand fabricated out of 30X5mm Angle irons

### 2. Bio Char Kiln – Qty 30

- a. Charring drum – 210ltr empty steel drum perforated with 16mm holes set at standard distance so as to allow pyrolysis to take place in the chamber.
- b. Lid-made out of an extra cut off from a 2<sup>nd</sup> drum
- c. Chimney (stove pipe)- cut off from 2<sup>nd</sup> pipe and rolled
- d. Stumper- made out of 1.2m of 32mm diameter pipe with a base cut from drum lid, to be used for quenching the fire when process is over.
- e. Poker- a 12mm steel rod, 1m long, with a 20cm handle, to be used for mixing as the charring process progresses.

## 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 Reference No. RFQ-023-2020:

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

Item No.	Description/Specification of Services	Qty	Latest Delivery Date	Unit Price	Total Price per Item
1	Briquetting machine	30			
2	Bio Char Kiln	30			
3	Delivery/transport				
4	Other charges				
	<b>Total Final and All-Inclusive Price Quotation</b>				

<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



**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			
Latest business registration certificate			
Latest Tax Clearance Certificate			
1 year Warranty			
Validity of Quotation-60 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]*