



REQUEST FOR QUOTATION (RFQ)

UNDP Cyprus UNDP Programme Management Office P.O.BOX 25644, Nicosia 2063, Cyprus	DATE: April 27, 2020 REFERENCE: UNDP/CYP/RFQ-82-2020
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Dear Sir / Madam:

We kindly request you to submit your quotation for: **Supply and Delivery of PPE Equipment/Supplies for (COVID-19) to Nicosia – Cyprus** 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 **Thursday, April 30, 2020 by 14:00 Cyprus local time** via email to Solicitations.lif.cy@undp.org and the subject of email must be **REF: UNDP/CYP/RFQ-082-2020**.

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]	Nicosia - Cyprus
Customs clearance, if needed, shall be done by:	Supplier/Officer (UNDP will provide the necessary Tax/VAT exemption certificate)
Exact Address/es of Delivery Location/s	To be confirmed upon award of PO
UNDP Preferred Freight Forwarder, if any	Not applicable
Distribution of shipping documents	Not applicable
Latest Expected Delivery Date and Time	ASAP
Delivery Schedule	N/A
Packing Requirements	N/A
Mode of Transport	N/A
Preferred Currency of Quotation	Local Currency: EURO
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 30, 2020 by 14:00 Cyprus Local time
All documentations, including catalogs, instructions and operating manuals, shall be in this language	Local or English 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"/> Latest Business Registration Certificate <input checked="" type="checkbox"/> Reference list on company's memorandum for delivery of similar items <input checked="" type="checkbox"/> Technical specification of the offered equipment <input checked="" type="checkbox"/> Certification or authorization to act as Agent in behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer <input checked="" type="checkbox"/> Quality Certificates/ CE Marking Certificate/FDA/ISO 13485/9001; <input checked="" type="checkbox"/> Declaration of Conformity for the Goods offered/Manufacturer certificate/Testing Certificate
Period of Validity of Quotes starting the Submission Date	To be indicated by a bidder in a offer
Partial Quotes	Partial quotes are permitted.
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	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements of UNDP QA <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time/Lowest price <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	One supplier, depending on the following factors: <input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements of UNDP QA <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time/ Lowest price
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
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	<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 (Annex 3) Link: English version 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 Cyprus solicitations.lif.cy@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.

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 Cyprus

April 27, 2020

TECHNICAL SPECIFICATION

Procurement of PPE Medical Equipment/Supplies for (COVID-19)		Unit of Measure	Quantity
Items			
1	Hand sanitizer Alcohol >60% Bulk 5 lts bottles refill	Bottle	4,500
2	Hand sanitizer dispenser, wall mounted	Pcs	2,500
3	Sprayer, compression type, 7.4 litres to be used for disinfection of public areas	Pcs	500
4	Thermometer, clinical, IR, handheld set, distance infrared type	Pcs	50
5	Gloves, w/o powder, nitrile, disposable, L	Box of 100	380
6	Gloves, w/o powder, nitrile, disposable, M	Box of 100	380
7	Gloves, w/o powder, nitrile, disposable, S	Box of 100	380
8	Head cover, waterproof, disposable, non-sterile	Box of 100	570
9	Mask, high-fil, FFP2/N95, no valve, nonsterile	Box of 100	660
10	Mask, disposable, type IIR, public use	Box of 100	120
11	HE Apron, protect, plastic, disposable	Box of 100	90
12	Coverall, protection, Cat III, type 6b, L	Box of 100	73
13	Coverall, protection, Cat III, type 6b, M	Box of 100	73
14	Coverall, protection, Cat III, type 6b, XL	Box of 100	73
15	Gloves, heavy-duty, rubber/nitrile, L	Box of 100	10
16	Gloves, heavy-duty, rubber/nitrile, M	Box of 100	10
17	Gloves, heavy-duty, rubber/nitrile, S	Box of 100	10
18	Goggle, panoramic, regular nose, indirect ventilation	Pcs	800
19	Face Shield, reusable	Pcs	800
20	HE Apron, protection, plastic, re-usable	pcs	50
21	Heavy Duty PVC Boots, Reusable, Pair, Size 42	pairs	170
22	Heavy Duty PVC Boots, Reusable, Pair, Size 43	Pairs	170
23	Heavy Duty PVC Boots, Reusable, Pair, Size 44	Pairs	170
24	Shoes, Hard-toe for labours/workers, sizes, 42, 43 , 44	Pairs	150
25	Clogs for kitchen, free size, fit for all	Pairs	50

[Enter name of authorized staff]

[Designation]

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. **UNDP/CYP/RFQ/082/2020**:

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

Item No.	Description/Specification of Goods	Qty	Delivery date to DAP - Nicosia, Cyprus	Unit Price Euro	Total Price per Item Euro
1.	Hand sanitizer Alcohol >60% Bulk 5 lts bottles refill	4,500			
2.	Hand sanitizer dispenser, wall mounted	2,500			
3.	Sprayer, compression type, 7.4 litres to be used for disinfection of public areas	500			
4.	Thermometer, clinical, IR, handheld set, distance infrared type	50			
5.	Gloves, w/o powder, nitrile, disposable, L	380			
6.	Gloves, w/o powder, nitrile, disposable, M	380			
7.	Gloves, w/o powder, nitrile, disposable, S	380			
8.	Head cover, waterproof, disposable, non-sterile	570			
9.	Mask, high-fil, FFP2/N95, no valve, nonsterile	660			
10.	Mask, disposable, type IIR, public use	120			
11.	HE Apron, protect, plastic, disposable	90			
12.	Coverall, protection, Cat III, type 6b, L	73			
13.	Coverall, protection, Cat III, type 6b, M	73			
14.	Coverall, protection, Cat III, type 6b, XL	73			
15.	Gloves, heavy-duty, rubber/nitrile, L	10			
16.	Gloves, heavy-duty, rubber/nitrile, M	10			
17.	Gloves, heavy-duty, rubber/nitrile, S	10			

18.	Goggle, panoramic, regular nose, indirect ventilation	800			
19.	Face Shield, reusable	800			
20.	HE Apron, protection, plastic, re-usable	50			
21.	Heavy Duty PVC Boots, Reusable, Pair, Size 42	170			
22.	Heavy Duty PVC Boots, Reusable, Pair, Size 43	170			
23.	Heavy Duty PVC Boots, Reusable, Pair, Size 44	170			
24.	Shoes, Hard-toe for labours/workers, sizes, 42, 43 , 44	150			
25.	Clogs for kitchen, free size, fit for all	50			
Total without VAT 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		
		<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	ASAP			
Compliance with Technical Specifications				
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]

General Terms and Conditions

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

Link: [English version](#)