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**REQUEST FOR QUOTATION (RFQ)**

**(Goods)**

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| --- | --- |
|  Name and Address of Firm | DATE: May 19, 2020 |
| REFERENCE: **RFQ-ZIM-GF-028-2020 – COVID-19 TENTS READVERTISED** |

Dear Sir / Madam:

We kindly request you to submit your quotation for Supply and Delivery of Tents, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

 Documents uploaded in the system as part of your quotation 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 is submitted on or before the deadline indicated by UNDP in the e-Tendering system. Bids must be submitted in the online e-Tendering system in the following link: <https://etendering.partneragencies.org> using your username and password.

If you have not registered in the system before, you can register now by logging in using

username: event. guest

password: why2change

and follow the registration steps as specified in the system user guide.

If you have already registered before, sign in using the username and password. Use the “forgotten password” button if you do not remember your password. Make sure that your password has at least 8 characters, at least one in capital letters, and contains at least 1 number.

You can find detailed user guides and videos on how to use the system by following this link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

|  |  |
| --- | --- |
| Delivery Terms [INCOTERMS 2020] *(Pls. link this to price schedule)* | [x] DAP |
| Customs clearance, if needed, shall be done by: | [x] UNDP or its appointed agent |
| Exact Address/es of Delivery Location/s (identify all, if multiple) | UN-WFP Managed Warehouse Manica Warehouse 91 Coventry Road WorkingtonHarareZimbabwe |
| Distribution of shipping documents *(if using freight forwarder)* | UNDP and UNWFP  |
| Latest Expected Delivery Date and Time *(if delivery time exceeds this, quote may be rejected by UNDP)* | [x]  4 WEEKS OR EARLIER from the issuance of the Purchase Order (PO) |
| Delivery Schedule | [x] Required |
| Packing Requirements  | Shipments should be packed to allow the relevant mode of transport for the goods. |
| Mode of Transport |  [x]  AIR | [x] LAND |
|  [ ] SEA | [ ] OTHER- Bidder to propose |
| Preferred Currency of Quotation | [x] United States Dollars |
| Value Added Tax on Price Quotation | [x]  Must be exclusive of VAT and other applicable indirect taxes  |
| After-sales services required |  N/A  |
| Deadline for the Submission of Quotation  | As indicated in e-tendering system |
| Bid Submission address | <https://etendering.partneragencies.org>ZWE10-EVENT ID **0000005989** |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language  | [x]  English  |
| Documents to be submitted | [x]  Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;[x]  Latest Business Registration Certificate;[x]  Latest Internal Revenue Certificate / Tax Clearance;[x]  Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; |
| Samples | Sample Requirements:It is required that bidders submit an A4 sample of exact material of the tent to be supplied. The Sample shall be delivered, DDP, by the 27t**h May 2020 on or before 4pm** to the below address clearly labelled with below shipping marks:Samples for **RFQ-ZIM-GF-028-2020- COVID-19 TENTS** UNDP ZimbabweAtt: Procurement Associate Ground Floor Block 9Arundel Office Park, Norfolk Road, Mount Pleasant,Harare, Zimbabwe.OR**2) Videos, Photos, pictures and brochures of the complete tent**Bid Closing Date: **As indicated in e-tendering system**Closing Date for physical Samples Submission is **27th May 2020 on or before 4pm. Videos, photos, pictures and brochures must be submitted together with the bid as per tender submission guidelines through e-tendering.**It should be noted that it is entirely the responsibility of the bidder to ensure that the sample is submitted on time and in perfect condition for technical evaluation. The bidder is also responsible for freight and clearing cost of the samples. Evaluation of sample on the basis of specifications shall form part of evaluation criteria.  |
| Period of Validity of Quotes starting the Submission Date | [x]  90 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 | [x]  Not Permitted |
| Payment Terms | [x]  100% within 30 days after complete delivery of goods |
| Liquidated Damages  | [x]  Will be imposed under the following conditions:Percentage of contract price per day of delay: 0.5%Max. no. of days of delay: 30 DaysAfter which UNDP may terminate the contract. |
| Evaluation Criteria  | [x]  Technical responsiveness/Full compliance to requirements and lowest price[[1]](#footnote-1)(**3 Technically responsive lowest priced offerors will be required to pitch the actual final product for final inspection before contract award.)**[x]  Delivery time- Preference will be given to suppliers with ability to deliver within 4 weeks or earlier. [x]  Full acceptance of the PO/Contract General Terms and Conditions  |
| UNDP will award to: | [x]  Only One supplier |
| Type of Contract to be Signed | [x]  Purchase Order |
| Special conditions of Contract | [x]  Cancellation of PO/Contract if the delivery/completion is delayed by 30 days |
| Conditions for Release of Payment |  [x]  Written Acceptance of Goods based on full compliance with RFQ requirements |
| Annexes to this RFQ | [x]  Specifications of the Goods Required (Annex 1)[x]  Form for Submission of Quotation (Annex 2)[x]  General Terms and Conditions / Special Conditions (Annex 3). 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)[[2]](#footnote-2) | *Oscar Zindoga*zw.psm.gfatm@undp.org; oscar.zindoga@undp.orgAny 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. |
| Contract General Terms and Conditions | [x]  General Terms and Conditions for contracts (goods and/or services)Applicable Terms and Conditions are available at <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>  |

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,**

*Osama Hussian*

*Procurement Specialist* May 19, 2020

**Annex 1**

**Technical Specifications**

**Tents (20Men)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DESCRIPTION** | **SPECIFICATIONS** | **QUANTITY** | **TECHNICL COMPLIANCE (YES/NO)** | **COMMENTS** |
| Measurements/dimensions  | 20 men tents, 10m long by 5.5m wide | 50 |  |  |
| Canvas material | Ripstop type capable of withstanding heavy rains and winds. (Minimum of 25mph to a maximum of 30mph.) 100% waterproof. The 500g/m2 fabrics are U.V. coated and water resistant (provides the required hydrostatic pressure for outdoor tents). Tensile strength should be between 10.1 and 12.0 oz. flame resistant should meet the CPAI 84 standards |  |  |
| Canvas gauge | 500 micro or more. At least 150D (150 denier) |  |  |
| Canvas colour | Green  |  |  |
| Roof type | Heaped and 100% waterproof |  |  |
| Roof ventilation | 2 screened apertures on the length side and one on the width side  |  |  |
| Walls ventilation | Half height drop sides straps and hooks to be provided. Fastening strapping at the bottom to bind with the ground sheet  |  |  |
| Corner poles | 50mm electroplated iron pole |  |  |
| Centre Poles | 2 x 3.66 m high x63 mm round tube electroplated. |  |  |
| Wall support poles | 50mm electroplated iron poles. 5 poles on the length side and 3 on the width side.  |  |  |
| Supporting ropes | 6m x 16mm nylon ropes or electroplated chain |  |  |
| Pegs  | 24 x 75cm x 16mm deformed iron, beveled on one end with a hook on the other end |  |  |
| Ground Sheet | Waterproof PVC material with fastening strapping along its perimeter to bind with the wall canvas |  |  |
| Stitched joints | Triple application of seam sealant on both sides of all stitched joints |  |  |
| Packaging list | Each tent should be packed in a single pouch. **Ropes, roof, walls, ground sheet and hammer** |  |  |
| Poles  | Poles and pegs for each tent should be bundled tight |  |  |
| Doors | 2 |  |  |
| **Pitching and Inspection** | **3 Technically qualified lowest priced bidders will be required to pitch a complete sample tent for final evaluation.** |  |  |
| **Tent 1: Side view** | **Tent 2: Angle view** | **Tent 3: End view** |  |  |  |
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*Osama Hussian*

*PSM Specialist* May 19, 2020

**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION[[3]](#footnote-3)**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery[[4]](#footnote-4))***

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-ZIM-GF-028-2020 -COVID-19 TENTS** \_\_\_\_\_\_:

**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 per Item** |
| 1. | COVID-19 Tents (20Men) | 50 |  |  |  |
|  |  |  |  |  |  |
|  | Total Prices of Goods[[5]](#footnote-5) |  |
|  |  Add: Cost of Transportation  |  |
|  |  Add: Cost of Insurance |  |
|  |  Add: Other Charges (pls. specify) |  |
|  | 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 Lead Time (4 weeks or Earlier) |  |  |  |
| Incoterms (DAP 2020) |   |  |  |
| Country/ies Of Origin[[6]](#footnote-6):  |  |  |  |
| Validity of Quotation (90 Days) |  |  |  |
| Sample submitted |  |  |  |
| Payment terms (100% within 30 days after complete delivery of goods) |  |  |  |
| 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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1. [↑](#footnote-ref-1)
2. *This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.* [↑](#footnote-ref-2)
3. *This serves as a guide to the Supplier in preparing the quotation and price schedule.*  [↑](#footnote-ref-3)
4. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-4)
5. *Pricing of goods should be consistent with the INCO Terms indicated in the RFQ* [↑](#footnote-ref-5)
6. *If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UNDP if awarded the PO/contract.* [↑](#footnote-ref-6)