



REQUEST FOR QUOTATION (RFQ) (Goods)

NAME & ADDRESS OF FIRM	DATE: May 20, 2020
	REFERENCE: RFQ/TZA/2020/010

Dear Sir / Madam:

We kindly request you to submit your quotation for **Purchase of Youth Toolkits for Mwanza, Zanzibar and Tanga – PVE, UNDP** 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 May 26, 2020 and 01:00PM EAT via (choose appropriate box) ☒ e-mail, (tenders.tz@undp.org)

Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s: *[check the condition that applies to this RFQ, delete the entire row if condition is not applicable to the goods being procured]*

Delivery Terms [INCOTERMS 2010] <i>(Pls. link this to price schedule)</i>	<input checked="" type="checkbox"/> Other DDP
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror
Exact Address/es of Delivery Location/s (identify all, if multiple)	PVE ZANZIBAR, TANGA AND MWANZA
UNDP Preferred Freight Forwarder, if any ²	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"/> 07 working days from the issuance of the Purchase Order.
Delivery Schedule	<input checked="" type="checkbox"/> Required
Packing Requirements	N/A

Mode of Transport	<input checked="" type="checkbox"/> AIR	<input checked="" type="checkbox"/> LAND
	<input checked="" type="checkbox"/> SEA	
Preferred Currency of Quotation ³	<input checked="" type="checkbox"/> TZS:	
Value Added Tax on Price Quotation ⁴	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes	
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 1 year <input checked="" type="checkbox"/> Technical Support <input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair	
Deadline for the Submission of Quotation	Tuesday 26th May 2020 at 13:00hrs	
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; (MANDATORY) <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; (MANDATORY) <input checked="" type="checkbox"/> Tax Clearance <input checked="" type="checkbox"/> Business License	
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"/> Will be imposed under the following conditions: Percentage of contract price per day of delay: 0.1% Max. no. of days of delay: 15 days After which UNDP may terminate the contract.	
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price Comprehensiveness of after-sales services <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 Supplier	

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) Applicable Terms and Conditions are available at:
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 21 Working days after the PO is signed
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection <input checked="" type="checkbox"/> Complete Installation <input checked="" type="checkbox"/> Passing all Testing <input checked="" type="checkbox"/> Completion of Training on Operation and Maintenance <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ5	<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 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)6	Email: tenders.tz@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 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,

Sergio Valdini

Sergio Valdini

Deputy Resident Representative

Annex 1**LOT 1****ZANZIBAR INSTITUTE OF TOURISM**

S/N	ITEM	QT	PRICE	COMPLY/NOT COMPLY
1.	Blender	2		
2.	Food Processors	1		
3.	Mixer	1		
4.	Mini fridge	1		
5.	Mini freezer	1		
6.	Vegetable cutter	1		
7.	Pipping bag	1		
8.	Nozzle	1		
9.	Scale	1		
10.	Chopping board	1		
11.	Oven(cooking range 4 banners)	1		
12.	Mould in different shape	1		
13.	Trays for baking	1		
14.	Sandwich toaster	1		
15.	Fryer	1		
16.	slicer	1		
17.	Spatula	3		
18.	Scraper	1		
19.	Bread knife	2		
20.	Perlat knife	2		
21	Coffee marker machine	1		
22	Cocktail shaker	1		
TOTAL				

S/N	ITEM			
1.	Jack/Joiner plane : No 6 / No 5	7		
2.	Smooth plant No 4	7		
3.	Rip saw/Cross Cut saw	7		
4.	Tenon saw 1 pc	7		
5.	Mortise chisel ½ is 3/8 ¼ = 3 pcs	7		
6.	Farmer is set 4 pcs	7		
7.	Mortise gauge 1pc	7		
8.	Marking gauge 1pc	7		
9.	Try square 12 1pc	7		
10.	Bavel square 1pc	7		

11.	Pincer 1pc	7		
12.	Plier vpc	7		
13.	Screw driver set 1set	7		
14.	Claw hammer 500g 1pc	7		
15.	Hand bross 1pc	7		
16.	Hand drill 1pc	7		
17.	Sash Cramps 95000/= 2pcs	7		
	HAND Electrical Tools	7		
18.	Hand drill 750 w	7		
19.	Jig saw	7		
20.	Rauter	7		
	SUBTOTAL FOR ONE STUDENT			
	TOTAL FOR 7 STUDENTS			
	GRAND TOTAL FOR GROUP 1 & 2			

LOT 2**SIDO TANGA**

S/N	Raw Materials	No of Pieces	Price	Total
1	Nurtition flower	50		
2	tomato & Chili sauce			
3	Peanut batter	50		
4	Spices	50		
5	Gallric	50		
6	Fruits for juice			
7	Mbilimbi/peacos	50		
8	fruits jam			
10	wine Matterials			
	SUB TOTAL			
	Packaging Matterials	quantity	Price	Total
1	Tomato Sauce bottles gm 500	100		
2	Chill sauce bottles gm 250	100		
3	Peanut batter botles gm 500	100		
4	Fruit Jam botle	100		
5	Galric paster bottle	100		
6	Nutrition floor bags	100		
8	Food spices vegetable bags	100		
9	Mbilimbi/Peacos botle gm 350	100		
	SUB TOTAL			
	Tools	Quantity	Price	Total

1	Breander hev duty	1		
2	Canles seaves	2		
3	canless knives	3		
4	Canless spounces	5		
5	Digital weight measures	1		
6	Thermometer	1		
7	Gass stove	1		
8	Souce pan 19,20& 30 litres (set)	1		
9	Measuring cylinder mils 1000	1		
10	Plastic bucket 20 litres	3		
11	Plastic bucket 10 litres	3		
12	Plastic jug	2		
13	PH Metre	1		
14	Food proccessing Alminium table	1		
15	Label designing	10		
16	Label printing	100		
SUB TOTAL				
Transportation Cost		Quantity	Price	Total
1	Transport Cost	1		
SUB TOTAL				
Machinery		Quantity	Price	Total
1	Peanut batter machine (Processing & Roasting)	1		
SUB TOTAL				4,000,000.00
Operational cost		Quantity	Price	Total
1	Rent for two rooms(six months)	6		
2	Renovation cost for the room to meet TFDA food processeing requirements	2		
TOTAL				
GRAND TOTAL				

TALIRI							
	TYPE	PRICE@	PRICE FO 1 BOX OF CHICKS	NO, OF CHICKS PER 1 BOX	TOTAL NO OF CHICKS	TOTAL NO OF BOXES	TOTAL COST
1	BROILER	1,400.00	140,000.00	100	1000	10	
2	SASSO (FULL PACKEGE-TRATMENT DRUGS AND FOOD FOR 1 MONTH)	1,500.00	150,000.00	100	500	5	
TOTAL							

LOT 3 MWANZA

TOOL KITS FOR VETA STUDENTS			
Sn.	OCCUPATIN/TRADE	WORKING TOOLS	COST
1	TAILORING / USHONAJI – 2 PEOPLE	SEWING MACHINE	
		PAIR OF SCISSORS 12	
		PAIR OF SCISSORS 5	
		TAPE MEASURE – STRING	
	SUB TOTAL		
2	WELDING / UCHOMELEAJI – Only one person	TRANSFORMER WELDING MACHINE 300 AMP	
		ANGLE GRINDER	
		HAND HACKSAW	
		BALL PAIN HAMMER 2 KG	
		BENCH VICE	
	SUB TOTAL		
3	PLUMBLING / MABOMBA – 5 people	STOCK AND DIE 0.5" – 2" SET	
		HACKSAW FRAME	
		HACKSAW BLADE	
		TAPE MEASURE	
		PORTABLE VISE	
		COLD CHISEL	
		SPLIT LEVEL	
	SUB TOTAL		
4	MOTOR VEHICLE MECANICS / MAGARI – 8 people	TOOLBOX COMPLETE FOR MOTOR VEHICLE MECHANICS	
		WHEEL SPANNER	
		HYDRAULIC JACK 3t	
	SUB TOTAL		
5	ELECTRICAL / UMEME – 2 people	COMBINATION PLIER	
		SIDE CUTTER PLIER	
		LONG NOISE PLIER	

		STAR SCREW DRIVER SET	
		FLAT SCREW DRIVER SET	
		MULTIMETRE	
		LINE TESTER	
		SPLIT LEVEL	
	SUB TOTAL		

Sergio Valdini
Sergio Valdini
Deputy Resident Representative
May 20, 2020

FORM FOR SUBMITTING SUPPLIER'S QUOTATION7
(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. RFQ/TZA/2020/010:

TABLE 3: Offer to Supply Goods Compliant with Technical Specifications and Requirements

LOT 1

ZANZIBAR INSTITUTE OF TOURISM				
S/N	ITEM	QT	PRICE	COMPLY/NOT COMPLY
1.	Blender	2		
2.	Food Processors	1		
3.	Mixer	1		
4.	Mini fridge	1		
5.	Mini freezer	1		
6.	Vegetable cutter	1		
7.	Pipping bag	1		
8.	Nozzle	1		
9.	Scale	1		
10.	Chopping board	1		
11.	Oven(cooking range 4 banners)	1		
12.	Mould in different shape	1		
13.	Trays for baking	1		
14.	Sandwich toaster	1		
15.	Fryer	1		
16.	slicer	1		
17.	Spatula	3		
18.	Scraper	1		
19.	Bread knife	2		
20.	Perlat knife	2		
21	Coffee marker machine	1		
22	Cocktail shaker	1		
	TRANSPORT CHARGES			
TOTAL				

S/N	ITEM			
1.	Jack/Jointer plane : No 6 / No 5			
2.	Smooth plant No 4			
3.	Rip saw/Cross Cut saw			
4.	Tenon saw 1 pc			
5.	Mortise chisel ½ is 3/8 ¼ = 3 pcs			
6.	Farmer is set 4 pcs			
7.	Mortise gauge 1pc			
8.	Marking gauge 1pc			
9.	Try square 12 1pc			
10.	Bavel square 1pc			
11.	Pincer 1pc			
12.	Plier vpc			
13.	Screw driver set 1set			
14.	Claw hammer 500g 1pc			
15.	Hand bross 1pc			
16.	Hand drill 1pc			
17.	Sash Cramps 2pcs			
	HAND Electrical Tools			
18.	Hand drill 750 w			
19.	Jig saw			
20.	Rauter			
	SUBTOTAL FOR ONE STUDENT			
	TOTAL FOR 7 STUDENTS			
	GRAND TOTAL FOR GROUP 1 & 2			

LOT 2**SIDO TANGA**

S/N	Raw Materials	No of Pieces	Price	Total
1	Nurtition flower	50		
2	tomato & Chili sauce		200,000	200,000
3	Peanut batter	50		
4	Spices	50		
5	Gallric	50		
6	Fruits for juice		120,000	150,000
7	Mbilimbi/peacos	50		
8	fruits jam			150,000
10	wine Matterials			100,000
	SUB TOTAL			
	Packaging Matterials	quantity	Price	Total
1	Tomato Sauce bottles gm 500	100		
2	Chill sauce bottles gm 250	100		
3	Peanut batter botles gm 500	100		
4	Fruit Jam botle	100		
5	Galric paster bottle	100		
6	Nutrition floor bags	100		
8	Food spices vegetable bags	100		
9	Mbilimbi/Peacos botle gm 350	100		
	SUB TOTAL			475,000.00
	Tools	Quantity	Price	Total
1	Breander hev duty	1		
2	Canles seaves	2		
3	canless knives	3		
4	Canless spounces	5		
5	Digital weight measures	1		
6	Thermometer	1		
7	Gass stove	1		
8	Souce pan 19,20& 30 litres (set)	1		
9	Measuring cylinder mils 1000	1		
10	Plastic bucket 20 litres	3		
11	Plastic bucket 10 litres	3		
12	Plastic jug	2		
13	PH Metre	1		
14	Food proccessing Alminium table	1		
15	Label designing	10		
16	Label printing	100		

	SUB TOTAL			
	Transportation Cost	Quantity	Price	Total
1	Transport Cost	1		
	SUB TOTAL			
	Machinery	Quantity	Price	Total
1	Peanut batter machine (Processing & Roasting)	1		
	SUB TOTAL			
	GRAND TOTAL			

TALIRI

	TYPE	PRICE@	PRICE FO 1 BOX OF CHICKS	NO, OF CHICKS PER 1 BOX	TOTAL NO OF CHICKS	TOTAL NO OF BOXES	TOTAL COST
1	BROILER			100	1000	10	
2	SASSO (FULL PACKAGE- TREATMENT DRUGS AND FOOD FOR 1 MONTH)			100	500	5	
	TOTAL						

LOT 3 MWANZA

TOOL KITS FOR VETA STUDENTS			
Sn.	OCCUPATION/TRADE	WORKING TOOLS	COST
1	TAILORING / USHONAJI – 2 PEOPLE	SEWING MACHINE	
		PAIR OF SCISSORS 12	
		PAIR OF SCISSORS 5	
		TAPE MEASURE – STRING	
	SUB TOTAL		
2	WELDING / UCHOMELEAJI – Only one person	TRANSFORMER WELDING MACHINE 300 AMP	
		ANGLE GRINDER	
		HAND HACKSAW	
		BALL PAIN HAMMER 2 KG	
		BENCH VICE	
	SUB TOTAL		
3	PLUMBLING / MABOMBA – 5 people	STOCK AND DIE 0.5" – 2" SET	
		HACKSAW FRAME	

		HACKSAW BLADE	
		TAPE MEASURE	
		PORTABLE VISE	
		COLD CHISEL	
		SPLIT LEVEL	
	SUB TOTAL		
4	MOTOR VEHICLE MECANICS / MAGARI – 8 people	TOOLBOX COMPLETE FOR MOTOR VEHICLE MECHANICS	
		WHEEL SPANNER	
		HYDRAULIC JACK 3t	
	SUB TOTAL		
5	ELECTRICAL / UMEME – 2 people	COMBINATION PLIER	
		SIDE CUTTER PLIER	
		LONG NOISE PLIER	
		STAR SCREW DRIVER SET	
		FLAT SCREW DRIVER SET	
		MULTIMETRE	
		LINE TESTER	
		SPLIT LEVEL	
	SUB TOTAL		

TABLE 4: 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			
Estimated weight/volume/dimension of the as detailed in BOQ/TOR			
Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance			
b) Minimum Three (1) year warranty on both parts and labor			
c) Service Unit to be Provided when the Purchased Unit is Under Repair			
d) Brand new replacement if Purchased Unit is beyond repair			
Validity of Quotation			
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]