



REQUEST FOR QUOTATION (RFQ) for Goods

UNDP/AFG/RFQ/2020/0000006191– Procurement for Supply of Chlorhexidine Liquid to Afghanistan

The United Nations Development Programme (UNDP) hereby invites you to submit a quotation for the supply of the following product to UNDP Afghanistan in response to COVID19 outbreak:

#	Description/Specification of goods	Unit of measure	Quantity
1	Chlorhexidine Liquid 4.0 % in 500 ml	Bottle	35,000

Full details and specifications are provided in Section 2 of this RFQ.

This RFQ includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet:

- This Request for Quotation
- Section 1: Documents and Information Comprising the Offer
- Section 2: Technical Requirements, Delivery Schedule and Evaluation Criteria
- Section 3: Form for Submitting Supplier's Quotation including Compliance table and Offer submission Form.

If you are interested in submitting a Quotation in response to this RFQ, please prepare your quotation comprising of all required documents in accordance to Bid Data Sheet and should be submitted through the UNDP ATLAS E-Tendering system, which can be accessed at <https://etendering.partneragencies.org>.

No hard copy or email submissions will be accepted by UNDP:

The step by step instructions for registration of bidders and quotation/proposal submission through the UNDP ATLAS E-Tendering system is available in the instructions manual for the bidders, attached with this RFQ. Should you require any training on the UNDP ATLAS E-Tendering system or face with any difficulties when registering your company or submitting your bid, please send an email to the E-Tendering Help Desk at procurement.af@undp.org to request for help.

The bidders are advised to use Internet Explorer (Version 10 or above) browser to avoid any compatibility issues with the E-Tendering system.

Please refer to E-Tendering system for closing date of this RFQ.

Please note that UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See http://www.undp.org/about/transparencydocs/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf and http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/ for full description of the policies)

UNDP looks forward to receiving your Quotation and thanks you in advance for your interest in UNDP procurement opportunities.

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,

A handwritten signature in blue ink, appearing to be 'Shah', is positioned above the title and date.

Title: Head of Procurement Unit

Date: **June 7, 2020**

Section 1 DOCUMENTS AND INFORMATION COMPRISING THE QUOTATION

Please ensure to include the following documents in your offer:

1. Duly signed Annex 2: Form for submitting Supplier's quotation, including 'Offer Submission Form'.
2. Company Profile
3. Certificate of Registration of the business.
4. Brochure containing full details of the offered product including any applicable quality certificate for the goods proposed.
5. Past contract history for the Supply of similar items/products. **Provide at least 2 copies of Contract or Purchase Orders.**
6. Detailed List of Contracts held of similar dollar value successfully executed within the last 5 years. **Provide at least 2 copies of Contract or Purchase Orders.**
7. Delivery schedule (see Annex 2).
8. Minimum of 3 (three) references (name, emails and telephone) which UNDP may contact for reference checks. Alternatively, letters letter from clients with statements of satisfactory performance are acceptable. If any past contracts were held with the UN Agencies, please list them all.

Note: **Failure to provide any of the above documentation may result in disqualification of your bid.**

Section 2 TECHNICAL REQUIREMENTS, DELIVERY CONDITIONS AND EVALUATION CRITERIA.

Technical requirements:

UNDP is supporting countries to strengthen their health systems in the face of COVID-19, including **procuring urgently needed medical supplies**, strengthening health infrastructure, managing health waste and ensuring salary payments to health workers. UNDP's work draws on its experience in delivering large-scale health programmes for the Global Fund and partners in more than 50 countries at highly competitive rates. For example, from 2014 to 2017, UNDP provided health procurement and supply-chain strengthening services in 30 countries with US\$1 billion in agreements, while generating savings of US\$65 million in the procurement of anti-retrovirals alone.

UNDP is also helping countries advance inclusive and integrated crisis management by supporting governments to maintain core functions, and to plan, coordinate, communicate and finance their responses. This builds on UNDP's global capacity in business continuity and our long experience in helping countries strengthen institutions, uphold rule of law and human rights, address exacerbated gender inequalities, mitigate the risks of disasters, overcome crises, and build resilience.

The objective of the Request for Quotation is to provide procurement support services to LOTFA Project of Ministry of Interior Afghanistan (MOIA) by sourcing quality assured health products at affordable prices in order to support the MOIA in their response to COVID19 outbreak as follows:

Technical Specification of Goods:

No	Item	Uses	UoM	Quantity
1	Chlorhexidine Liquid 4.0 % in 500 ml	<ul style="list-style-type: none"> antimicrobial skin cleanser helps reduce bacteria that potentially can cause disease for skin wound and general skin cleansing surgical hand scrub personnel hand wash preoperative skin preparation 	Bottle	35,000

QUALITY STANDARDS

UNDP is sourcing for health products in accordance to UNDP's Quality Assurance (QA) Policy for health products which is based on World Health Organization's (WHO) norms and standards for health products. The objective of UNDP QA Policy is to reduce the risk of sourcing substandard or falsified health products.

The technical evaluation will be based on Non-Discretionary "Pass/Fail" Criteria on the eligibility and qualification requirements.

1. REGISTRATION / AUTHORIZATION

Successful Bidder whose product(s) complies with quality standards but is not registered with MOH can supply the product (s) to Afghanistan through a one-time import permit which is to be obtained by UNDP National Partner (Consignee of the Goods). The process may take up 2-3 weeks following the receipt of respective documents, as specified in RFQ Datasheet. Bidders offering nonregistered products that are compliant with quality standards, must provide the required documents to UNDP, so that UNDP National Partner could start obtaining one-time import permit. Failure to obtain one-time import permit by UNDP National Partner and/or submit the required documents to UNDP will serve, at no claim to UNDP, as a ground for contract termination, and awarding a contract to the next lowest technically compliant Bidder.

2. PACKAGING, LABELLING, PUBLIC INFORMATION LEAFLETS (PILs)

1) In the event of contract award, it will be the responsibility of the supplier to provide complete packing and labelling as required for transportation of the supplied products. All products must be packed, labelled, handled and documented in accordance with applicable international standards as well as any additional instructions provided in the Purchase Order. The packing must be of a sturdy export quality that will provide adequate protection for carriage by air, sea and/or road to final destinations worldwide, including remote locations under adverse climatic and storage conditions.

2. PRE-SHIPMENT INSPECTION

When all the goods from a specific purchase order are ready for shipment with their final packing and marking, a pre-shipment inspection may be carried out by UNDP or its representative for verification of quality, quantity, packing, labelling, marking and sampling.

In cases when pre-shipment inspection is required, the corresponding Purchase Order will indicate this.

For this purpose, the Contractor will have to submit the applicable documentation to UNDP or its representative and allow UNDP or its representative access to all the goods. At least the packing list showing also the batch numbers per product and the full address of inspection should be made available to UNDP or its representative 7 working days before the pre-shipment inspection is requested to be carried out. Inspection/testing by UNDP or its representative in no way relieves the Contractor from the performance of full contractual obligations to UNDP. The cost of the pre-shipment inspection will be borne by UNDP. However, it is the responsibility of the Contractor to assure that all facilities, to carry out a proper inspection are made available at their expense, and the goods for one shipment are presented at one location and on the date requested by UNDP or its representative. Furthermore, UNDP or its representative will charge the Contractor for the repeat, supplementary or abortive inspection visits necessitated by the fault of the Contractor.

In case of the detection of a defective product either in the quality of a product or other defects such as packaging, the Contractor will be requested to replace the complete batch at its own cost within one (1) month. UNDP may decide to conduct a Quality Control testing during pre-inspection. In the event of a dispute by the Contractor, a counter analysis will be carried out by an independent neutral laboratory agreed by both UNDP and the Contractor. If the counter analysis confirms the defect, the cost of such analysis will be borne by the Contractor as well as the

replacement and disposal of the defective batch. In the event of the independent analysis confirming the quality of the product, UNDP will meet all costs for such analysis.

3. STIPULATIONS CONCERNING CONTRACTOR RESPONSIBILITY FOR QUALITY, PACKAGING AND WARRANTY

UNDP shall have the right to make claims under the warranty after the Goods have been delivered to the final destination indicated in the Purchase Order. Upon receipt of a written notice from UNDP, the Contractor shall, with all reasonable speed, replace the defective Goods without cost to Purchaser at the final location. The Contractor will be required to remove, at his own risk and cost, the defective Goods once the replacement Goods have been delivered. UNDP may dispose the defective Goods, in collaboration of national regulatory authorities, on the Contractor's costs. UNDP is obliged to call the Contractor's representative to dispose the defective Goods, which will certify the fact of disposal of the defective Goods. The Contractor will reimburse UNDP for the cost of disposal of the defective Goods, provided the documentary evidence is provided and the Contractor's representative is present at the disposal of the defective Goods.

4. STIPULATIONS CONCERNING RECALLS

In the event any of the Goods are recalled either by the National Regulatory Authority (NRA) of the country of production, the NRA of the recipient country or the Manufacturer, after the Clean Report of Findings CRF related to the PO(s) covering the same Goods is issued, the Contractor shall notify UNDP immediately, providing full details of the reason for the recall and replace affected goods within one (1) month, at its own cost, the items covered by the recall with Goods that fully meet the requirements of the Technical Specifications and original PO(s) against which they were supplied, and arrange for collection or destruction of any defective Goods. If the Contractor fails to fulfil its recall obligation promptly, UNDP will, at the Contractor's expense, carry out the recall.

5. IMPLEMENTATION OF GLOBAL SUPPLY CHAIN STANDARDS

As part of the International Procurement Agencies (IPAs) and UNDP's commitment to enhance the security and efficiency along the health supply chain, UNDP is encouraging the use of a global and harmonised framework by adopting the Global Supply Chain Standards, GS1 and identification for health products from 2019 onwards. UNDP will work closely with the awarded vendors in order to implement the GS1 standards through a tailored roadmap divided by phases (GTINs/GLNs/GDSN). This harmonised framework will enable an end to end chain visibility and traceability; will ensure supply chain efficiencies and security; and will increase patient safety.

RFQ Data Sheet:

Delivery Terms [INCOTERMS 2020] and Preshipment inspection	Delivery to DAP Ministry of Interior Affairs, General Health Directorate, PD5, Kabul Afghanistan. When all the goods from a specific purchase order are ready for shipment with their final packing and marking, a pre-shipment inspection may be carried out by UNDP or its representative for verification of quality, quantity, packing, labelling, marking and sampling. In cases when pre-shipment inspection is required, the corresponding Purchase Order will indicate this.
Customs clearance ¹ , if needed, shall be done by:	UNDP Afghanistan
Exact Address/es of Delivery Location/s (identify all, if multiple)	Ministry of Interior Affairs, General Health Directorate, PD5, Kabul Afghanistan.
UNDP Preferred Freight Forwarder, if any	Not Applicable
Distribution of shipping documents (<i>if using freight forwarder</i>)	If custom clearance to be completed by UNDP, the supplier is responsible to provide the below listed documents to UNDP Logistics Officer: <ul style="list-style-type: none"> - Bill of Lading/Waybill - Invoice - Packing List Note: all documents shall be issued on the name of UNDP Afghanistan. A complete set of original shipping document listed above must be pouched to UNDP Afghanistan for custom clearance purpose.
Latest Expected Delivery Date and Time (<i>if delivery time exceeds this, quote may be rejected by UNDP</i>)	Maximum 30 days from the issuance of Purchase Order (PO) for <u>entire quantity</u>.
Delivery Schedule	<input checked="" type="checkbox"/> Required with bid and must demonstrate compliance (see Annex 2 Price schedule where delivery date must be indicated).
Labelling requirements Packing Requirements	<input checked="" type="checkbox"/> Required
Mode of Transport	<input checked="" type="checkbox"/> LAND or AIR or SEA
Preferred Currency of Quotation ²	United States Dollar (USD) <i>Where Bids are quoted in different currencies, for evaluation purposes bid prices expressed in different currencies shall be converted in: [US Dollars] in accordance with the prevailing UN operational rate of exchange on the last day of submission of Bid shall apply.</i>
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> All items must be exclusive of import duties, VAT and other applicable indirect taxes.
After-sales services required	<input checked="" type="checkbox"/> Standard Manufacturer Warranty shall be provided for each item

¹ Must be linked to [INCO Terms 2020](#) chosen.

² Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

Deadline for the Submission of Quotation	<p>As indicated in the e-Tendering system.</p> <p>Date and Time: As specified in the system (note that the time zone indicated in the system in New York Time zone).</p> <p>PLEASE NOTE: -</p> <p>Date and time visible on the main screen of the event (on the E-Tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the E-Tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure quotations are submitted within this deadline. UNDP will not accept any bid that is not submitted directly to the system.</p> <p>Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.</p>
Language in which user manuals are preferred	<input checked="" type="checkbox"/> English
Documents to be submitted by Bidder	<p><input checked="" type="checkbox"/> All documents listed in Section 2 of the RFQ must be provided.</p> <ul style="list-style-type: none"> • Duly Accomplished Form as provided in Annex 2 • Bidder's Latest Business Registration Certificate • Technical Specifications/brochures of the offered product • Quality Assurance Certificates for the items proposed (if applicable) • Past contract history for the Supply of same items/products which you are submitting a bid with copy of minimum 2 contracts or Purchase Orders. • Detailed List of Contracts held of similar dollar value successfully executed within the last 5 years, with copy of minimum 2 contracts/Purchase Orders. • Delivery schedule. • Three (3) References for which similar products were provided. <p><input checked="" type="checkbox"/> If applicable, a statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users;</p> <p><input checked="" type="checkbox"/> Confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected;</p> <p><input checked="" type="checkbox"/> Completed and signed 'Offer Submission Form'</p>
Period of Validity of Quotes starting the Submission Date	60 days
Partial Quotes	<input checked="" type="checkbox"/> Not Permitted:
Payment Terms ³	100% upon complete delivery of goods per delivery schedule, and written acceptance by UNDP.

³ UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or

Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions : Percentage of contract price per day of delay : 0.5 Max. no. of days of delay : 20 After which UNDP may terminate the contract.
Evaluation Criteria	<input checked="" type="checkbox"/> Vendor is a legally registered entity. <input checked="" type="checkbox"/> Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization <input checked="" type="checkbox"/> Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future. <input checked="" type="checkbox"/> Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer <input checked="" type="checkbox"/> Minimum 3 years of experience supplying similar supplies <input checked="" type="checkbox"/> Minimum 2 contracts implemented for Supply of similar products. <input checked="" type="checkbox"/> Minimum 2 contract implemented in the past 5 years of similar contract value. <input checked="" type="checkbox"/> Lowest priced technically responsive offer ⁴ <input checked="" type="checkbox"/> Delivery Lead Time <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One Supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract for Goods and/or Services to UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Post-Qualification actions that may be employed by UNDP:	Post Qualification Actions that may be applied by UNDP: <input checked="" type="checkbox"/> Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted; <input checked="" type="checkbox"/> Validation of extent of compliance to the RFQ requirements and evaluation criteria based on what has so far been found by the evaluation team; <input checked="" type="checkbox"/> Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder; <input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed; <input checked="" type="checkbox"/> Sampling and Testing of delivered goods, where available.
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO if delivery is delayed by 20 days

higher, UNDP shall require the vendor to submit a bank guarantee or bank check payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

⁴ UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

	<input type="checkbox"/> Others <i>[pls. specify]</i>
Conditions for Release of Payment	<i>[specify no. of trainees, and location of training, if possible]</i> <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements <input type="checkbox"/> Others <i>[pls. specify]</i>
Annexes to this RFQ ⁵	<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 <input type="checkbox"/> Others <i>[pls. specify, if any]</i> 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	<i>Procurement Unit with the subject email of this RFQ title</i> <i>Procurement.af@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.

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ 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.

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁷
(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁸)

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. _____:

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

Item No.	Description/Specification of Goods	Brand Name Model No.	Country of Origin	Stock Availability	Unit of Measure	Quantity	Latest Delivery time from PO award	Unit Price	Total Price per Item
1									
2									
3									
4									
5									
6									
	Total Prices of Goods⁹								
	Add : Cost of Transportation								
	Add : Cost of Insurance								
	Add : Other Charges (pls. specify)								
	Total Final and All-Inclusive Price Quotation. Incoterm 2020; DAP Address: LOTFA Project, New MOI Compound, Kabul Afghanistan.								

⁷ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

⁹ Pricing of goods should be consistent with the [INCO Terms 2020](#) indicated in the RFQ

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 comply</i>	<i>No, we do not comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Technical compliance of offered product against the technical specifications defined in Section 2 of RFQ, and bidder has provided detailed specifications/brochures for product.			
Delivery Lead Time within 30 days from issuance of Purchase Order / Contract			
Validity of Quotation 60 days from bid submission date			
Minimum 3 years of experience supplying similar Goods			
Minimum 2 contracts implemented for Supply of similar Goods			
Minimum 2 contracts implemented in the past 5 years of similar contract value.			
Any item if rejected at the time of receiving & inspection will be supplied within 2 weeks from inspection date otherwise liquidate damages will be applied in accordance to Bid Data Sheet of this RFQ.			
Confirmation of financial soundness to enable efficient supply and delivery of the products offered, without dependence on advance payments from UNDP.			
Payment terms (within net 30 days after delivery and written acceptance) of goods			
Acceptance of 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]

OFFER SUBMISSION FORM

Must be duly completed and stamped by the Offeror and returned with the Offer.

To: United Nations Development Programme

Dear Sir/Madam,

We, the undersigned, hereby offer to supply the goods and related services in accordance with your Request for Offer (Ref:) dated . We are hereby submitting our offer, which includes the Price Schedule (annex 1).

We hereby declare that:

- a) All the information and statements made in this Offer are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby fully accept the Schedule of Requirements and Technical Specifications describing the duties and responsibilities required of us in this RFO, and the General Terms and Conditions of UNDP's Standard Contract for this RFO.

We agree to abide by this Offer for **60 days**.

We undertake, if our Offer is accepted, to initiate the supply of goods and provision of related services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this Offer, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

Name of the Offeror:

Address of the Offeror:

Authorized signature:

Name of authorized signatory:

Functional Title:

Date:
