



## REQUEST FOR QUOTATION (RFQ) (Goods and Services)

Prospective Bidders	DATE: June 10, 2020
	REFERENCE: UNDP_NAM_2020_006_RFQ_Small Miners PPE KITS and FIRST AID KITS: Provision of Goods

Dear Sir / Madam:

We kindly request you to submit your quotation for **Provision of Goods** 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 **June 19, 2020** and via (choose appropriate box)

☒ E-MAIL, or **hand delivered** to the address below:

**1st Floor, UN House  
United Nations Development Programme  
38 -44 Stein Street, Klein Windhoek**

or

***E-mail: - [procurement.na@undp.org](mailto:procurement.na@undp.org)***

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.

<b>Delivery Terms</b> [INCOTERMS 2010] (Pls. link this to price schedule)	DAP (Delivery at Place)
<b>Exact Address/es of Delivery Location/s</b> (identify all, if multiple)	<b>UN House, 1<sup>st</sup> Floor</b> <b>Windhoek, Republic of Namibia</b> <b>38 -44 Stein Street</b> <b>Klein Windhoek</b>
<b>Latest Expected Delivery Date and Time</b> (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> <b>TWO WEEKS</b> from the issuance of the Purchase Order (PO) Time: <b>17:00PM</b> Time Zone of Reference: <b>UTC+2</b>
<b>Delivery Schedule</b>	<input checked="" type="checkbox"/> Not Required
<b>Value Added Tax on Price Quotation<sup>1</sup></b>	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes
<b>Deadline for the Submission of Quotation</b>	COB, Friday, June 19, 2020 at 13:00pm
<b>All documentations, and correspondence, shall be in this language</b>	<input checked="" type="checkbox"/> English
<b>Documents to be submitted with your quotation<sup>2</sup></b>	<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 Valid Good Standing Certificate from Receiver of Revenue office. <input checked="" type="checkbox"/> Latest Business Registration Certificate Valid; <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;
<b>Period of Validity of Quotes starting the Submission Date</b>	<input checked="" type="checkbox"/> <b>60 days</b> 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.
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Not permitted
<b>Payment Terms<sup>3</sup></b>	<input checked="" type="checkbox"/> 100% upon Certification of Receipt of Goods and satisfactory confirmation by the <b>Programme Officer</b> and submission of related Invoice.
<b>UNDP will award to:</b>	<input checked="" type="checkbox"/> One and only one Service Provider

<sup>1</sup>This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

<sup>2</sup> First 2 items in this list are mandatory for the supply of imported goods

<sup>3</sup>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 higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

<b>Type of Contract to be Signed</b>	<input type="checkbox"/> Institutional Contract / UNDP Purchase Order
<b>Special conditions of Contract</b>	<input type="checkbox"/> Cancellation of PO/Contract upon Unsatisfactory Services delivery and any breach of contract and the General Terms and Conditions by <b>14 Days' notice</b> . <input type="checkbox"/> Others <i>[pls. specify]</i>
<b>Conditions for Release of Payment</b>	<input type="checkbox"/> Certification and Confirmation of Satisfactory Services Deliver of Goods by the <b>Programme Officer</b> on full compliance with <b>RFQ</b> requirements. <input type="checkbox"/> Others <i>[pls. specify]</i>
<b>Annexes to this RFQ<sup>4</sup></b>	<input type="checkbox"/> Specifications of the Service Required (Annex 1) X FORM FOR SUBMITTING SUPPLIER'S QUOTATION (Annex 2) X General Terms and Conditions Annex 3 <b><u>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</u></b>
<b>(Written inquiries only)<sup>5</sup></b>	E-mail: <b><i>procurement.na@undp.org</i></b> <u>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.</u>

The quotation that complies with all of the **Specifications, Service 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.

**Thank you and we look forward to receiving your quotation.**

**Sincerely yours,**



**UNDP, Operations Manager**

**June 10, 2020**

<sup>4</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>5</sup> 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.