



## REQUEST FOR QUOTATION (RFQ)

To All Bidders	<b>DATE:</b> June 18, 2020
	<b>REFERENCE:</b> UNDP/SOM/RFQ/2020/022 for: Supply and Delivery of Surgical Masks.

Dear Sir / Madam:

We kindly request you to submit your quotation for: **Supply and Delivery of Surgical Masks**, 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 via email on or before **June 23, 2020 at 12:00H East Africa Time (GMT+3)** to the **mandatory** designated submission email address below:

United Nations Development Programme  
Somalia  
[bids.so@undp.org](mailto:bids.so@undp.org)

**Please note: Quotations sent to or copied to personal email addresses of UNDP staff or any other UNDP email address other than the mandatory designated submission email address will be disqualified.**

Quotations must be limited to a maximum of **ten (10) MB per transmission**, virus-free and no more than three (3) email transmissions **in pdf format**. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected. The subject line for each email must be clearly indicated as follows: **UNDP/SOM/RFQ/2020/022 for: Supply and Delivery of Surgical Masks**.

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. Please ensure that your quotations are signed and in the **.pdf format** and, free from 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]	DAP
Exact Address/es of Delivery Location/s (identify all, if multiple)	UNDP Offices at UNCC, Mogadishu-Off Airport Road, Somalia.
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	Ten (10) working days from date of issuance of the Purchase Order
Preferred Currency of Quotation	United States Dollar (USD)
Value Added Tax on Price Quotation	Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	N/A.
Deadline for the Submission of Quotation	<b>June 23, 2020 at 12:00H East Africa Time (GMT+3)</b>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	English
Documents to be submitted	<ul style="list-style-type: none"> <li>• Company Profile</li> <li>• Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;</li> <li>• Full Specification sheet for Masks;</li> <li>• Declaration of Conformity Certificate;</li> <li>• Latest Business Registration Certificate;</li> <li>• Reference list on company's memorandum for delivery of similar items in the last 3 years;</li> <li>• Latest Internal Revenue Certificate / Tax Clearance;</li> <li>• Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;</li> </ul>
Period of Validity of Quotes starting the Submission Date	<p>60 days</p> <p>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.</p>
Partial Quotes	Not permitted
Payment Terms	100% upon complete delivery of goods and receipt of invoice
Evaluation Criteria	<ul style="list-style-type: none"> <li>• Technical responsiveness/Full compliance to requirements and lowest price</li> <li>• Earliest Delivery / Shortest Lead Time</li> <li>• Full acceptance of the PO/Contract General Terms and Conditions</li> </ul>

UNDP will award to:	<ul style="list-style-type: none"> <li>One and only one supplier</li> </ul>
Type of Contract to be Signed	<ul style="list-style-type: none"> <li>Purchase Order</li> </ul>
Contract General Terms and Conditions	<ul style="list-style-type: none"> <li>General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></li> </ul>
Special conditions of Contract	Cancellation of PO/Contract if the delivery/completion is delayed by two weeks calendar days after agreed delivery date.
Conditions for Release of Payment	<ul style="list-style-type: none"> <li>Within 30 days of complete delivery of goods and receipt of invoice;</li> <li>Written acceptance of goods based on full compliance with RFQ requirements.</li> </ul>
Annexes to this RFQ	<ul style="list-style-type: none"> <li>Specifications of the Goods Required (Annex 1)</li> <li>Form for Submission of Quotation (Annex 2)</li> <li>General Terms and Conditions / Special Conditions: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></li> </ul> <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>
Contact Person for Inquiries (Written inquiries only)	<p><b>Procurement Unit</b>  <b>Email address:</b> <a href="mailto:procurement.so@undp.org">procurement.so@undp.org</a></p> <p>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.</p>

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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your quotation.

Sincerely yours,

Benard Korir  
OIC Head of Procurement  
Somalia Country Office

### Technical Specifications

Items to be Supplied*	Quantity	Technical Specifications	Latest Delivery Date
Surgical Masks	<b>27000</b>	Medical/surgical mask, good breathability, internal and external faces should be clearly identified, structured design that does not collapse against the mouth 3ply disposable face mask non-sterile.	<b>10 working days upon receipt of Purchase Order (PO)</b>

## 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/SOM/RFQ/2020/022 for: Supply and Delivery of Surgical Masks.**

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

Item No.	Specifications	Quantity	Latest Delivery Date	Unit Price-Box (USD)	Total Price (USD)
1	Surgical Masks (3ply disposable face mask non-sterile).-In Box of 50pcs	540 Boxes			
<b>Total Final and All-Inclusive Price Quotation</b>					

**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>
<b>Delivery Lead Time:</b> ASAP but not later than 10 days from the date of a Purchase Order Issuance			
<b>Validity of Quotation:</b> (sixty (60) days			
All Provisions of the UNDP General Terms and Conditions			
Compliance to the requirement			

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]*