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## REQUEST FOR QUOTATION (RFQ) For Supply and Delivery of Surgical Masks for UNDP

<b>NAME &amp; ADDRESS OF FIRM</b>	<b>DATE: June 18, 2020</b>
	<b>REFERENCE: UNDP/ RFQ/16/2020</b>

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.

This bidding process will result in entering into a Long Term Agreement (LTA) with the selected vendor for a period of one year, with the provision of extension for additional one year, based upon satisfactory performance.

Quotations may be submitted on or before **5:00PM, July 2, 2020** by *e-mail*,  
to [procurement.np@undp.org](mailto:procurement.np@undp.org) with subject line "Quotation for Supply of Surgical Masks (ref: UNDP/RFQ/16/2020)- {Bidder's Name}"

Quotations submitted by email must be limited to a maximum of **35 MB** (each transmission), virus-free and no more than **5** email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

*5 email Tran They 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 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.*

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



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Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> <b>DDP for delivery in Kathmandu, Nepal.</b> <input type="checkbox"/> Other	
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> <b>Supplier/Offeror for DDP</b> <input type="checkbox"/> Freight Forwarder	
Exact Address/es of Delivery Location/s (identify all, if multiple)	UNDP Nepal UN House, Pulchowk Lalitpur, Nepal.	
UNDP Preferred Freight Forwarder, if any	N/A	
Distribution of shipping documents (if using freight forwarder)	N/A	
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> The requirement is to deliver surgical masks in lots as and when needed under a long term agreement initially for a period of one year and with a provision of extension for additional one year, based on satisfactory performance.	
Delivery Schedule	<input checked="" type="checkbox"/> <b>Required</b> <input type="checkbox"/> Not Required	
Packing Requirements		
Mode of Transport		<input checked="" type="checkbox"/> <b>LAND</b>
Preferred Currency of Quotation	<input type="checkbox"/> United States Dollars <b>or</b> <input checked="" type="checkbox"/> <b>Local Currency : NPR</b>	
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> <b>Must be inclusive of VAT and other applicable indirect taxes</b>	



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After-sales services required	<input type="checkbox"/> Warranty on the equipment for at least one year <input type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others
Deadline for the Submission of Quotation	<b>Thursday, July 02, 2020 and 1700hrs (local time)</b>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> <b>English</b>
Documents to be submitted	<input checked="" type="checkbox"/> <b>Duly Accomplished Form as provided in Annex 2 and in accordance with the Schedule of Requirement and Technical Specifications in Annex 1;</b> <input checked="" type="checkbox"/> <b>Specifications, Catalogues/Brochures of offered mask;</b> <input checked="" type="checkbox"/> <b>Sample of the offered mask;</b> <input checked="" type="checkbox"/> <b>Latest Business Registration Certificate;</b>  <input checked="" type="checkbox"/> <b>Latest Tax (VAT/PAN) Registration Certificate;</b> <input checked="" type="checkbox"/> <b>Latest Tax Clearance Certificate;</b>  <input checked="" type="checkbox"/> <b>List of similar supplies completed in the past;</b> <input checked="" type="checkbox"/> <b>Client certificate for successful completion of similar supplies from at least two clients;</b>  <input checked="" type="checkbox"/> <b>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	<input checked="" type="checkbox"/> <b>90 days</b>



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	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"/> <b>Not permitted</b>
Payment Terms	<input checked="" type="checkbox"/> After delivery and acceptance of surgical masks in lots.
Liquidated Damages	N/A
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> <b>Verification of samples submitted</b> <input checked="" type="checkbox"/> <b>Technical responsiveness/Full compliance to requirements and lowest price</b> <input checked="" type="checkbox"/> <b>Full acceptance of the PO/Contract General Terms and Conditions</b> <input type="checkbox"/> Others
UNDP will award to:	<input checked="" type="checkbox"/> <b>One and only one supplier.</b>
Type of Contract to be Signed	<input checked="" type="checkbox"/> <b>Purchase Order</b>
Special conditions of Contract	<input type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days <input checked="" type="checkbox"/> <b>Others Not applicable</b>
Conditions for Release of Payment	<b>Written Acceptance of Goods based on full compliance with RFQ requirements by the Project or UNDP.</b>



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Annexes to this RFQ	<p><input checked="" type="checkbox"/> <b>Schedule of Requirement and Technical Specifications of Surgical Masks (Annex 1)</b></p> <p><input checked="" type="checkbox"/> <b>Form for Submission of Quotation (Annex 2)</b></p> <p><input checked="" type="checkbox"/> <b>General Terms and Conditions / Special Conditions (Annex 3).</b></p> <p><input type="checkbox"/> Others</p> <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><i>Procurement Unit</i> <i>UNDP Nepal</i> <i>Email: <a href="mailto:query.procurement.np@undp.org">query.procurement.np@undp.org</a></i></p> <p>Written inquiries must be submitted mentioning RFQ Ref: UNDP/RFQ/16/2020, on or before 5:00PM, 24 June 2020. UNDP shall respond to the inquiries through a bulletin posted on UNDP Website: <a href="http://www.np.undp.org/content/nepal/en/home/operations/procurement.html">http://www.np.undp.org/content/nepal/en/home/operations/procurement.html</a>. Inquiries received after the above date and time shall not be entertained.</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



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

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

**Sincerely yours,**

*Shiva Prakash Adhikari*  
Procurement Associate  
UNDP Nepal



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## Annex 1

### Schedule of Requirement and Technical Specifications of Surgical Masks

Item No.	Description	Estimated quantity per year	Remarks
1	<p><b>Surgical Masks should be as per WHO standard and meeting the following specifications:-</b></p> <ul style="list-style-type: none"> <li>• 3 ply disposable medical/surgical masks</li> <li>• Without glass fibers</li> <li>• Anti dust</li> <li>• Anti droplets</li> <li>• Anti pollen</li> <li>• Filtration efficiency &gt;95%</li> <li>• Nose bar adaptable</li> </ul>	300,000 pcs.	To be delivered to UNDP, UN House, Pulchowk, Lalitpur in lots on as and when required basis.

Shiva Prakash Adhikari  
Procurement Associate, UNDP  
June 18, 2020



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## Annex 2

### FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>1</sup>

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>2</sup>)*

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/RFQ/16/2020**:

**TABLE 1 : Offer for Long Term Agreement for supply and delivery of Surgical Masks**

S.N	Description	Estimated qty per year	Unit Price in NPR.	Total in NPR.
1	Supply of Surgical Masks in accordance with the specifications and details as per Schedule of Requirement and Technical Specification of Surgical Masks – Annex 1	300,000 pcs.		
	<b>Total without VAT</b>			
	<b>VAT 13% (if applicable)</b>			
	<b>TOTAL PRICE WITH VAT</b>			

**TABLE 2 : Estimated Operating Costs (if applicable)**

List of Consumable Item/s (Include fast moving parts, if any)	Estimated Average Consumption	Unit of Measure	Unit Price	Total Price per Item
<b>NOT APPLICABLE</b>				

<sup>1</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>2</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes





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**TABLE 3 : 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 in Lots as when required basis			
Estimated weight/volume/dimension of the Consignment:	NA	NA	
Country/ies Of Origin <sup>3</sup> :			
Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance	NA	NA	
b) Minimum ONE year warranty on items to be supplied and technical support	NA	NA	
c) Brand new replacement if Purchased item is not working within warranty period	NA	NA	
Validity of Quotation – <b>90 days</b>			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>			

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]*

<sup>3</sup> *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.*



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## **Annex 3**

### **General Terms and Conditions**