



# **REQUEST FOR QUOTATIONS**

**Supply of Medical Evacuation chairs and Automated External  
Defibrillators (AED) for UN House, Lesotho**

**Reference: RFQ/UNCS/2020/003**



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## REQUEST FOR QUOTATION (RFQ) (Goods)

NAME & ADDRESS OF FIRM	DATE: July 16, 2020
	REFERENCE: RFQ/UNCS/2020/003

Dear Sir / Madam:

We kindly request you to submit your quotation for **2 Medical External Evacuation Chairs and 2 Automated External Defibrillators (AED) for UN House, Lesotho**, 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 **July 31, 2020** and via (choose appropriate box) ☒ e-mail, ☒ courier mail or ☐ facsimile to the address below:

**United Nations Development Programme**  
**United Nations House**  
**13 UN Road**  
**Maseru, Lesotho 100**  
**Betty Wabunoha**  
[lesotho.common.services@one.un.org](mailto:lesotho.common.services@one.un.org)

Quotations submitted by email must be limited to a maximum of 10 MB, virus-free. 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.

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

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP <input checked="" type="checkbox"/> DAP <input type="checkbox"/> Other [pls. specify]	
Customs clearance <sup>1</sup> , if needed, shall be done by:	<input type="checkbox"/> UNDP <input checked="" type="checkbox"/> Supplier/Offeror <input type="checkbox"/> Freight Forwarder	
Exact Address/es of Delivery Location/s (identify all, if multiple)	United Nations House 13 UN Road, Maseru Lesotho	
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> 30 days from the issuance of the Purchase Order (PO) <input checked="" type="checkbox"/> As per Delivery Schedule attached [if delivery will be staggered] Time : 05:00pm Time Zone of Reference : GMT+2	
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required	
Packing Requirements		
Mode of Transport	<input type="checkbox"/> AIR <input type="checkbox"/> SEA	<input checked="" type="checkbox"/> LAND <input type="checkbox"/> OTHER [pls. specify]
Preferred Currency of Quotation <sup>2</sup>	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency : Maloti (LSL) or South African Currency (ZAR)	
Value Added Tax on Price Quotation <sup>3</sup>	<input type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of One (1) year <input checked="" type="checkbox"/> Technical Support <input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others [pls. specify]	
Deadline for the Submission of Quotation	COB, Indicate date and Time zone	
All documentations, including catalogs, instructions and	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish	

<sup>1</sup> Must be linked to INCO Terms chosen.

<sup>2</sup> 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.

<sup>3</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.

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operating manuals, shall be in this language	<input type="checkbox"/> Others <i>[pls. specify, including dialects, if needed]</i>
Documents to be submitted <sup>4</sup>	<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"/> 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; <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; <input checked="" type="checkbox"/> Quality Certificates (ISO, etc.); <input checked="" type="checkbox"/> Latest Business Registration Certificate ; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied ; <input checked="" type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods". <input checked="" type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); <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; <input type="checkbox"/> Others <i>[pls. specify as many as required]</i>
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> 120 days  <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	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>
Payment Terms <sup>5</sup>	<input checked="" type="checkbox"/> 100% upon complete delivery of goods

<sup>4</sup> First 2 items in this list are mandatory for the supply of imported goods

<sup>5</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

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	<input type="checkbox"/> Others <i>[pls. specify]</i>
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <sup>6</sup> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</i> <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time <sup>7</sup> <input type="checkbox"/> Others <i>[pls. specify]</i>
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier <input type="checkbox"/> One or more Supplier, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Suppliers]</i>
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement <sup>8</sup> and if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Other Type/s of Contract <i>[pls. specify]</i>
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimi contracts (services only, less than \$50,000)  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>
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days <input type="checkbox"/> Others <i>[pls. specify]</i>
Conditions for Release of Payment	Passing Inspection Commissioning Complete Installation <input checked="" type="checkbox"/> Passing all Testing SABS

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.

<sup>6</sup> 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.

<sup>7</sup> This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).

<sup>8</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

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	<input checked="" type="checkbox"/> Completion of Training on Operation and Maintenance At least 3 people <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 <sup>9</sup>	<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: <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> <input checked="" type="checkbox"/> Others  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) <sup>10</sup>	<i>Tumeliso Ramaili</i> <i>Common Services Procurement Assistant</i> <i>Tumeliso.ramaili@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.

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.

<sup>9</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>10</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.

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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,**

*Pheea Mafethe*  
Pheea Mafethe  
UNDP Operations Analyst

## Annex 1

**Technical Specifications (See Attachment)**

Items to be Supplied*	Quantity	Description / Specifications of Goods	Latest Delivery Date
Medical Evacuation Chairs and accessories	2	<i>As per attached</i>	31 August 2020
Automated External Defibrillators (AED) (Automated)	2	<i>As per attached</i>	31 August 2020

*\*Pls. attach delivery schedule, if relevant, and cluster by lot, if partial bids will be allowed. Specify delivery locations if goods multiple destinations.*

*Pheea Mafethe*  
Pheea Mafethe  
Operations Analyst



## Annex 2

**FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>11</sup>**  
*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>12</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. \_\_\_\_\_:

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

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
	<b>Total Prices of Goods<sup>13</sup></b>				
	Add : Cost of Transportation				
	Add : Cost of Insurance				
	Add : Other Charges (pls. specify)				
	<b>Total Final and All-Inclusive Price Quotation</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

<sup>11</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>12</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

<sup>13</sup> Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

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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			
Estimated weight/volume/dimension of the Consignment:			
Country/ies Of Origin <sup>14</sup> :			
Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance			
b) Minimum one (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			
e) Compliance Standards ( <b><i>As per attached</i></b> )			
f) Installation			
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.

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*[Name and Signature of the Supplier's Authorized Person]  
[Designation]  
[Date]*

<sup>14</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.

Annex 1 (Attachment)

## Technical Specifications

### 1. Medical Evacuation Chair



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Features and Benefits

- Innovative Stair-TREAD system allows easily controlled stair descent
- Easy set-up and instruction pictograms on seatback
- Color-coded controls for faster operation
- Extendable head end and foot end lift handles for ergonomic lifting
- Extendable upper-control handle for upright operator posture and unobstructed line of sight
- Positive action locking mechanism for passenger security
- Dual wheel locks for more secure transfers
- Oversized rear wheels with sealed bearings for smoother transports
- Compact storage size conserves space in corridors and closets
- Lightweight, rugged aluminum construction for low effort transports
- Power washable for easy cleaning
- Grease-free maintenance for ease of care
- Restraints' with Fastex buckles for passenger security
- Molded hand grips fit hands for better ergonomics
- Head support allows evacuation of passengers with compromised head control
- Two-piece molded ABS seat for greater passenger comfort

Technical Specifications:

Width	20.5 in. (52 cm)
Depth <sup>3</sup>	28 in. (71 cm)
Folded Depth	11 in. (28 cm)
Weight	34 lb. (15 kg)
Maximum Load <sup>4,5</sup>	500 lb. (227 kg)

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## Additional Accessories Required:



**Wall Mount**



**Chair Cover**

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## **2. Automated External Defibrillators (AED)**

### **TYPE**

Semi-automatic external  
defibrillator

### **MODELS**

DDU-100A, DDU-100E

### **WAVEFORM**

Biphasic Truncated Exponential  
(Impedance compensated)

### **ENERGY**

Adult: 150 Joules  
Pediatric: 50 Joules  
(nominal into 50 ohm load)

### **CHARGE TIME\*\***

DBP-2800: Less than 6 seconds  
DBP-1400: Less than 9 seconds

\*\*Typical, with new battery at 25° C

### **VOICE PROMPTS**

Extensive voice prompts  
guide user through operation  
of the unit and CPR

### **CPR PACING**

Metronome

### **CONTROLS**

- Lighted On/Off button
- Lighted Shock button

### **INDICATORS**

- “check pads”
  - “do not touch patient”
  - “analyzing”
  - AED status LED
- 

## **Self Tests**

### **AUTOMATIC**

Automatic daily, weekly and  
monthly and quarterly circuitry tests

### **BATTERY INSERTION**

System integrity test on battery  
insertion

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**PAD PRESENCE**

Pads preconnected tested daily

**USER-INITIATED**

Unit and battery pack system  
test may also be initiated by the  
user

**STATUS INDICATION**

Visual and audible indication of  
unit status

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## Patient Analysis System

**PATIENT ANALYSIS**

Automatically evaluates patient impedance for proper pad contact. Monitors signal quality and analyzes patient ECG for shockable/non-shockable rhythms

**SENSITIVITY/SPECIFICITY**

Meets AAMI-DF-39 specifications and AHA recommendations

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## Defibrillation / Monitoring Pads

**MODEL**

Adult – DDP-100  
Child/Infant – DDP-200P

**TYPE**

Pre-connected, single-use, non-polarized, disposable, self-adhesive electrodes with cable and connector

**SURFACE AREA**

103 cm<sup>2</sup> (nominal, each pad)  
50 cm<sup>2</sup> (nominal, each pad)

**PAD PLACEMENT**

Adult – Anterior/Anterior  
Child/Infant – Anterior/Posterior

**CABLE LENGTH** (typical)

48 in (122 cm)

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## Environmental

**TEMPERATURE**

Operating: 0 to 50°C (32 to 122°F)  
Standby: 0 to 50°C (32 to 122°F)  
(with battery installed)

**RELATIVE HUMIDITY**

Operating / Standby: 5% – 95%  
(non-condensing)

**ALTITUDE**

-500 to 15,000 ft (-150 to 4500 m) per MIL-STD-810F 500.4 Procedure II

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## **VIBRATION**

Ground (MIL-STD-810F 514.5 Category 20)

Helicopter (RTCA/DO-160D, Section 8.8.2, Cat R, Zone 2, Curve G)

Jet Aircraft (RTCA/DO-160D, Section 8, Cat H, Zone 2, Curves B & R)

## **SHOCK / DROP ABUSE TOLERANCE**

MIL-STD-810F 516.5 Procedure IV (1 meter, any edge, corner, or surface, in standby mode)

## **SEALING / WATER RESISTANCE**

IEC60529 class IP54; Splash Proof, Dust Protected (Battery Pack installed)

## **ESD**

EN61000-4-2:2009 (open air up to 15kV or direct contact up to 8kV)

## **EMC (Emission)**

EN60601-1-2:2001 +A1:2006, limits EN55011:1998 +A1:1999 +A2:2002 Group 1 Level B, method

## **EMC (Immunity)**

EN60601-2-4:2003, limits EN 61000-4-3:2002 Level 3 (10V/m), method

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## **Battery Pack**

### **TYPE**

- Lithium/Manganese Dioxide
- Disposable, recyclable, non rechargeable

### **LOW BATTERY INDICATORS**

- Visible
- Audible

### **MODEL DBP-2800**

### **POWER**

15V, 2800 mAh

### **CAPACITY \*\***

- 300 shocks or 16 hours continuous operation

### **STANDBY-LIFE\*\***

- 7 years

### **MODEL DBP-1400**

### **POWER**

15V, 1400 mAh

### **CAPACITY\*\***

- 125 shocks or 8 hours continuous operation

### **STANDBY-LIFE\*\***

- 5 years

\*\*Typical, with new battery at 25° C

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## Event Documentation

### INTERNAL EVENT RECORD

Critical ECG segments and rescue event parameters are recorded and can be downloaded to a removable data card

### PC-BASED EVENT REVIEW

ECG with event tag display, and audio playback when available

### REMOVABLE STORAGE

(optional) Up to 12 hours of ECG and event data storage (no audio option) or up to 2 hours of audio, ECG and event storage (audio option) on a removable data card. Actual length of storage is dependent on card capacity.

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### SIZE

8.5 x 11.8 x 2.7 inches  
(22 x 30 x 7 cm)

### WEIGHT (Approximate)

With DBP-1400: 4.2 lbs (1.9 kg)  
With DBP-2800: 4.4 lbs (2.0 kg)

**Note:** The AEDs should be delivered with Wall Mount safety and signage to indicate its location. It should also be delivered with Clinical Operational Manual and 15 handouts. Automated safety operation is preferable.

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