



REQUEST FOR QUOTATION (RFQ) (Goods)

ALL SUPPLIERS	DATE: June 31, 2020
	RFQ REFERENCE: RFQ-CO-2020-47

Dear Sir / Madam:

We kindly request you to submit your quotation for **Supply & Delivery of Fully Automated Bio-Chemistry Analyzer**, as detailed in Annex 2 of this RFQ. When preparing your quotation, please be guided by the forms attached hereto as Annex 1.

Quotations shall be submitted on or before **August 13, 2020 2.00pm Sri Lanka Time** and via email to the address below: Make sure to indicate **RFQ reference** in the Subject Line.

United Nations Development Programme (UNDP)
202-204 Baudhaloka Mawatha, Colombo 07, Sri Lanka.
Attention: Head of Procurement
procurement.lk@undp.org

Quotations submitted by email must be limited to a maximum of 10 MB per 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.

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.

Annex 1

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 checked="" type="checkbox"/> DAP	
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror	
Exact Address/es of Delivery Location/s (identify all, if multiple)	District General Hospital, Regional COVID-19 Laboratory, Dr Kapila Mallawarachchi, Director	
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"/> Within 30 days from the issuance of the Purchase Order (PO)	
Delivery Schedule	<input checked="" type="checkbox"/> Required	
Packing Requirements	As recommended by Manufacturer	
Mode of Transport	<input type="checkbox"/> AIR	<input type="checkbox"/> LAND
	<input type="checkbox"/> SEA	<input checked="" type="checkbox"/> BY ANY MEANS IN SPEED UP THE PROCESS
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Local Currency: (LKR) <i>All prices shall be quoted in one of the currencies indicated above. Where Bids are quoted in different currencies, for the purposes of comparison of all Bids:</i> <i>a) UNDP will convert the currency quoted in the Bid into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Bids; and</i> <i>b) In the event that UNDP selects a Bid for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</i>	
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Indicate separately in price schedule	

After-sales services required	<input checked="" type="checkbox"/> Others if any packaging damaged, supplier should replace with new one
Deadline for the Submission of Quotation	Thursday, August 13, 2020, 2.00PM Sri Lanka Time
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Forms as provided in Annex 2 and Annex 3; <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; (sample provided) <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Others certificate or letter that stated the supplier has the capacity/certificate to supply the required medicines <input checked="" type="checkbox"/> Brochure/information leaflet of each product including a picture of the item <i>Quotations submitted without these documents are considered non-responsive.</i>
Period of Validity of Quotes starting the Submission Date	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days 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"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 30 days Credit
Liquidated Damages	N/A
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements listed in Annex 2 <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Delivery to destination within 30 days from purchase order date <input checked="" type="checkbox"/> Lowest Price
UNDP will award to:	<input checked="" type="checkbox"/> One Supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order

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 minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 1 month
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html <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)	Sripalee de Silva Operations Assistant – Procurement sripalee.desilva@undp.org 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.

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,

Chanaka Liyanage
Head of Procurement/Administration
July 31, 2020

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. **RFQ-CO-2020-47**:

**TABLE 1 : Offer to Supply Goods Compliant with Technical Specifications and Requirements –
table for each item quoted**

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price (Currency LKR)	Total Price per Item (Currency LKR)
1	Fully Automated Bio-Chemistry Analyzer (Covering all requirements in Annex 2)	1			
	Total Prices of Goods				
	Add : Cost of applicable taxes				
	Add : Cost of Transportation				
	Add : Cost of Insurance				
	Add : Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation (Delivered at destination)				

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

TABLE 3 : Offer to Comply with Other Conditions and Related Requirements

Other requirements pertaining to our RFQ 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>
Full compliance with the technical specifications/requirements detailed in Annex 2 of the product(s) quoted			
Full acceptance of the PO/Contract General Terms and Conditions			
Delivery at destination within 30 days from purchase order date			
Validity of Quotation – 90 days			
Documents listed below attached as part of the Quotation			
<input checked="" type="checkbox"/> Duly Accomplished Forms as provided in Annex 2 and Annex 3; <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; (sample provided) <input checked="" type="checkbox"/> Latest Business Registration Certificate ; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if supplier is not the manufacturer); <input checked="" type="checkbox"/> Others certificate or letter that stated the supplier has the capacity/certificate to supply the required medicines <input checked="" type="checkbox"/> Brochure/information leaflet of each product including a picture of the item			
Other requirements			

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]