



REQUEST FOR QUOTATION (RFQ)
(Goods)

All invited Local Suppliers of PPE	DATE: August 3, 2020
	REFERENCE: COVID-19/UNDPETH/R/20

Dear Sir / Madam:

We kindly request you to submit your quotation for Hand Sanitizers; Alcohol; Surgical Masks; Exam. Gloves and Infrared Thermometers, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 1.

Quotations may be submitted on or before **AUGUST 12,2020 at 10 :00 am Nairobi time** via Secured *e-mail* address provided below:

United Nations Development Programme

Procurement Unit

MG

Secured email address: Procurement.et@undp.org

Interested and Qualified bidders can download all the documents and the Request for Quotation documents from the link : http://procurement-notices-admin.undp.org/edit_notice.cfm?notice_id=68520.

Quotations submitted by email must be limited to a maximum of 10MB, virus-free and no more than *[indicate number]* 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.

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

Annex I:

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. **COVID-19/UNDPETH/R/20**.

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
1	Hand Sanitizer ,100ml (Gel Type in Bottle); 95% Alcohol; 98% Glycerol; kills germs up to 99.9%,	9,101			
2	Hand Sanitizer ,500ml (Gel Type in Bottle); 95% Alcohol; 98% Glycerol; kills germs upto 99.9%,	44,725			
3	Hand Sanitizer ,150ml (Gel Type in Bottle);	780			
4	KN95 Surgical Mask	25,441			
5	Examination Gloves (50 in a box); Latex; Sterile, Powder free;	141			
6	Non-contact Infrared Thermometer (pc); i-Health digital thermometer PT3 or equivalent model;	18			
7	Alcohol (100%) Liters;	4,641			
7	Total Prices of Goods				
	Value Added Tax (VAT)				
8	Total Final and All-Inclusive Price Quotation				
9	Delivery Schedule / Time (Buyer's Requirement is <u>Three days from stock</u>).				

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

Please note that the buyer can cancel this RFQ if required. The Quantities of each item are subject to add or reduce up to 25% of the mentioned Quantities of each line item.

Delivery Terms [INCOTERMS 2020]	<input checked="" type="checkbox"/> FCA
Exact Address/es of Delivery Location/s (identify all, if multiple)	United Nations Development Programme (UNDP); Procurement Unit; ECA Compound, Congo Building; 7th Floor; North Wing; Addis Ababa; Ethiopia.
Distribution of shipping documents (<i>if using freight forwarder</i>)	Click here to enter text.
Latest Expected Delivery Date	<input checked="" type="checkbox"/> Five (5) calendar days from the issuance of the Purchase Order (PO)
Delivery Schedule	<input checked="" type="checkbox"/> Required
Packing Requirements	Refer to the Annex I.
Preferred Currency of Quotation ¹	<input checked="" type="checkbox"/> Local Currency: ETB.
Value Added Tax on Price Quotation ²	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Warranty on products and minimum period of One Year for Non-contact Infrared Thermometer; <input checked="" type="checkbox"/> Technical Support for Non-contact Infrared Thermometer; if required;
Deadline for the Submission of Quotation	COB, <i>Wednesday, August 12, 2020 at 10:00 am local time;</i>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English

Documents to be submitted ³	<p><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;</p> <p><input checked="" type="checkbox"/> Quality Certificates (EFDA certificate.);</p> <p><input checked="" type="checkbox"/> Latest Business Registration Certificate;</p> <p><input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance;</p> <p><input checked="" type="checkbox"/> Manufacturer’s Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);</p> <p><input checked="" type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer);</p> <p><input checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability (“Green” Standards) of the Company or the Product being supplied;</p> <p><input checked="" type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as “Dangerous Goods”.</p> <p><input checked="" type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier);</p> <p><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;</p> <p style="padding-left: 40px;">- Submission of Certificate from Ethiopian Food and Drug Administration (EFDA) or Foods, Medicine and Healthcare Administration and Control Authority of ETHIOPIA is a must.</p> <p><u>For non-contact Infrared Thermometers and N95 Surgical MASKS:</u></p> <ul style="list-style-type: none"> • ISO 13485 or EFDA or equivalent certificates for <u>each manufacturer</u>; • catalogs, instructions and operating manuals, shall be in this language; • Product Certificate issued by an EU Notified Body for CE marked medical devices or a letter of approval of the Regulatory Authority of another GHTF founding member country; if imported, • Leaflet for each product + production capacity; <p>In addition:</p> <ul style="list-style-type: none"> • Name and address of certificate owner and of Manufacturer needs to be mentioned; • Certificate holder Name should be mentioned; • Reference and Manufacturer name is be filled or mentioned in your Quotation;
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 days

Partial Quotes	<input checked="" type="checkbox"/> Permitted
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of goods
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criterion and cannot be deleted regardless of the nature of services required]</i> <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time
UNDP will award to:	<input checked="" type="checkbox"/> One or more Supplier, depending on the following factors: <i>Technical Compliance to the requirement and lowest price;</i>
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) 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.
Conditions for Release of Payment	<ul style="list-style-type: none"> • Passing Inspection; • Passing all Testing; • Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ ⁴	<input checked="" type="checkbox"/> Specifications of the Goods Required and Form for Submission of Quotation (Annex 1) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions 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)⁵</p>	<p><i>MG</i> <i>Info.procurementet@undp.org</i></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>
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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,
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DRR-O;
August 12, 2020