



REQUEST FOR QUOTATION (RFQ)
Supply and Delivery of Efficient energy cooking stoves

NAME & ADDRESS OF FIRM	DATE: 12 August 2020
	REFERENCE: RFQ/2020/Energy Saving Stoves

Dear Sir / Madam:

We kindly request you to submit your quotation for Supply of 1304 Efficient energy cooking stoves in Lithipeng, Khoelenya and Thaba Mokhele Community Councils, 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 August 21, 2020 and via (choose appropriate box) ☒ e-mail, ☐ Hand Deliver or ☐ facsimile to the address below:

United Nations Development Programme

The Resident Representative,
REF: RFQ/2020/Energy Saving Stoves
United Nations Road
3RD Floor UN House
P.O Box 301
Maseru, Lesotho
Tel: +266 2222 8127

Email: rethabile.thipe@undp.org

Quotations submitted by email 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:

Exact Address/es of Delivery Location/s (identify all, if multiple)	RVCC Project Sites in Mphahle's Hoek District in Lesotho
Customs Clearance, if needed shall be done by:	Supplier
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	Within 10 weeks of sharing the purchase order
Delivery Schedule	Required
Packaging Requirements	As per standards: up to the Contractor to ensure goods are supplied intact/not tempered with. Damaged items will not be received and should be replaced with new ones of the same specifications
Mode of Transport	Any mode
Preferred Currency of Quotation	Local Currency: Loti (LSL) for local submissions Or USD for international submissions
Value Added Tax	Must be exclusive of VAT and all other applicable indirect taxes
After-sales services required	1. All items shall include 12 months warranty on defect liability 2. The defective items shall be repaired or replaced at supplier's cost
Deadline for the Submission of Quotation	21 August 2020
All documentations, including catalogs, instructions and operating manuals, shall be in this language	English
Documents to be submitted	<ul style="list-style-type: none"> ➤ Annex 2, Form for Submitting Supplier's Quotation and in accordance with the Schedule of Requirements in Annex 1; ➤ Annex 3, Offer to Comply with Other Conditions and Related Requirements ➤ Detailed Technical Specifications of the proposed stoves. Attach the product brochure with clear pictures ➤ Latest Business Registration Documents e.g Tax clearance, Trader's License, Certificate of incorporation ➤ Company Profile ➤ List of Similar Services provided and contact details of clients where similar services were provided within the past 3 years ➤ Confirmation of availability of comprehensiveness of after-sales services ➤ Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List

Period of Validity of Quotes starting the Submission Date	60 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	Not Permitted
Payment Terms ¹	50% Payment will be released satisfactory delivery of 500 stoves, 50% upon delivery of remaining 500 stoves.
Liquidated Damages	Will be imposed under the following conditions: Cancellation of PO /contract if the delivery of items is delayed 10 days beyond the 30 days delivery time indicated in the RFQ after availing the approved PO to the selected vendor.
Contract Awarding	The contract shall be awarded to qualified bidders who has submitted the lowest- priced, technically acceptable and responsive offer
Bid Security	n/a
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price; <input checked="" type="checkbox"/> Compliance to List of Similar Services provided and contact details of clients where similar services were provided within the past 3 years <input checked="" type="checkbox"/> Comprehensiveness of after-sales services; <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions; <input checked="" type="checkbox"/> Acceptable Delivery Schedule (10 weeks); <input checked="" type="checkbox"/> Warranty for a period of one year after delivery and acceptance of goods by UNDP;
UNDP will award to:	UNDP may award to more than one supplier, depending of different stoves options proposed
Type of Contract to be Signed	Purchase Order
Contract General Terms and Conditions	UNDP General Terms and Conditions for Goods and Services Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process

Conditions for Release of Payment	➤ Written Acceptance of completion of the services, based on full compliance with RFQ requirements
Contact Person for Inquiries (Written inquiries only) ²	<i>Rethabile Maope</i> <i>Procurement Associate</i> <i>Rethabile.thipe@undp.org</i> <i>Tel: 22228127</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.
Annexes to this RFQ ¹⁰	1. Annex 1 – Technical Specifications 2. Annex 2 – FORM FOR SUBMITTING SUPPLIER'S QUOTATION 3. Annex 3 – Offer to Comply with Technical Requirements
Post qualification Actions	At the discretion of UNDP, it may conduct the post qualification actions using one or more; or all of the actions indicated below: if necessary: <input checked="" type="checkbox"/> Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted; <input checked="" type="checkbox"/> Inquiry and reference checking with previous entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder; <input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed; <input checked="" type="checkbox"/> Visits to the previously supplied projects for other clients; <input checked="" type="checkbox"/> Ocular Inspection of current Office, equipment possessed.
Other Information Related to the RFQ	In case of discrepancy between unit price and total, the unit price shall prevail - UNDP reserve the right to vary the quantity of material to be procured, maintaining the same unit price quoted by the bidder.

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

² 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.

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,

Pheea Mafethe _____

12 August 2020

Annex 1. Technical Specifications

<u>Items to be Supplied*</u>	<u>Specifications of Goods</u>	<u>Quantity</u>	<u>Latest Delivery Date</u>
Fuel efficient stove	<ul style="list-style-type: none">• The burning chamber should be designed to reduce smoke emissions and create clean biomass combustion.• Has the ability to burn any dry solid biomass fuel (animal waste, crop residue, small sticks) and wood pellets• Should give users who ordinarily don't have electricity access the facility to charge their phones (USB ports) and to plug in the LED lamp attachment.• Should have a 5W solar panel and rechargeable lithium-iron battery• Use Fan to accelerate heat generation, offers close to 100% combustion• Offers a knob/devise to control heat output• Should minimizes smoke emissions to mitigate the negative health effects of Household Air Pollution.	1304	10 weeks of sharing the purchase order

Pheea Mafethe

*Pheea Mafethe
Operations Analyst
12 August 2020*



Annex 2.1

FORM FOR SUBMITTING SUPPLIER'S QUOTATION³

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁴)

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	Description	Latest Delivery Date	Unit Price	Quantity	Total (Indicate currency)
1	Fuel efficient stove			1304	
	<i>Please share the specifications for the proposed stove</i>				
	Total Prices of Goods⁵				
	Add : Cost of Transportation				
	Add : Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation				

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

[Designation]

[Date]

³ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁴ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

⁵ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

Annex 3

Offer to Comply with Other Conditions and Related Requirements

This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁶)

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 10 weeks			
Validity of Quotation 60 days			
Warranty and After Sales Requirements			
a) Minimum one (1) year warranty for items that requires warranty			
b) Replacement Unit to be Provided when the Purchased Unit is Under Repair			
c) Brand new replacement if Purchased Unit is beyond repair (Yes/No)			
Life Expectancy 8-12 years			
All Provisions of the UNDP General Terms and Conditions			
Technical Specifications provided in Annex 1			

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

Company/ Business Name: _____

Authorized Person: _____

Functional Title: _____

Email: _____

Signature: _____

Date: _____

⁶ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

