



## REQUEST FOR QUOTATION (RFQ) (Goods)

All invited Bidders	DATE: October 5, 2020
	REFERENCE: ETH1667

Dear Sir / Madam:

We kindly request you to submit your quotation for Personal protective Equipment, 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 October 12, 2020 and via ☒ e-mail, to the address below:

**United Nations Development Programme**  
United Nations Development Programme (UNDP)  
UNDP Procurement Unit  
[Procurement.et@undp.org](mailto:Procurement.et@undp.org)

Quotations submitted by email must be limited to a maximum of *[indicate size]* MB, 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

Delivery Terms [INCOTERMS 2020]	<input checked="" type="checkbox"/> CIP	
Customs clearance <sup>1</sup> , if needed, shall be done by:	<input checked="" type="checkbox"/> UNDP	
Exact Address/es of Delivery Location/s (identify all, if multiple)	UNITED NATIONS DEVELOPMENT PROGRAMME(UNDP); ECA COMPOUND, CONGO BUILDING; 6TH FLOOR; NORTH WING; P.O.BOX. 5580; ADDIS ABABA, ETHIOPIA;	
UNDP Preferred Freight Forwarder, if any <sup>2</sup>	Air Freight	
Distribution of shipping documents	<b>Invoice, two original and two copy;</b> <b>packing list;</b> <b>Certificate of Origin;</b>	
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> 20 days from the issuance of the Purchase Order (PO)	
Delivery Schedule	<input checked="" type="checkbox"/> Required	
Packing Requirements	Required	
Mode of Transport	<input checked="" type="checkbox"/> AIR	
Preferred Currency of Quotation <sup>3</sup>	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Euro	
Value Added Tax on Price Quotation <sup>4</sup>	<input type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input 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 two years;
Deadline for the Submission of Quotation	COB, <i>Monday, October 12, 2020 and 10:00AM EAT</i>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted <sup>5</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"/> 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"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <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;
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> Not permitted
Payment Terms <sup>6</sup>	<input checked="" type="checkbox"/> 100% upon complete delivery of goods <input type="checkbox"/> Others <i>[p/s. specify]</i>

Liquidated Damages	<input checked="" type="checkbox"/> Will not be imposed
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <sup>7</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 criterion and cannot be deleted regardless of the nature of services required]</i>
UNDP will award to:	<input checked="" type="checkbox"/> One and only 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)  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 20
Conditions for Release of Payment	Passing Inspection TO BE UNDERTAKEN AT THE FINAL DELIVERY SITE; Complete Installation
Annexes to this RFQ <sup>8</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>  Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.

<sup>7</sup>

<sup>8</sup> Where the information is available in the web, a URL for the information may simply be provided.

Contact Person for Inquiries (Written inquiries only) <sup>9</sup>	<i>Procurement Team;</i> <i>Procurement Unit</i> <a href="mailto:info.procurementet@undp.org">info.procurementet@undp.org</a> 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.
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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

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<sup>9</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.

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,**

## Specifications for Small scale wood processing machines

No	Item		QTY.	Unit price in USD	Total Price	Latest Delivery Date
1	Logosol F2+ Chain Sawmill (4 m) with Stihl MS661 including accessory package F2 or <b>Equivalent</b> ;	<b>Weight:</b> 65 kg <b>Length:</b> 4, 5 or 6 meters as standard, but it can be extended to the desired length. <b>Width:</b> 0.92 m <b>Height:</b> 1.08 m <b>Log-loading height::</b> 0.6 m <b>Distance between log lifters:</b> 1 or 2 meters <b>Log diameter:</b> Up to 70 cm with the possibility of cutting even larger logs when required. <b>Log length:</b> 3, 7, 4, 7 eller 5, 7 m. <b>Max. log weight in its standard configuration:</b> 1200 kg <b>Effective sawing capacity:</b> 3–4 logs per hour. <b>Accessories:</b> All the previous F2, M8 and F1 accessories are compatible. <b>Saw units:</b> Stihl chainsaws MS661/MS880 or Logosol's electric saws. Including accessories instruction materials and safety wears;	2			20days
2	Logosol Chainsaw Stihl MS661 C-M or <b>Equivalent</b> ;	<b>DISPLACEMENT</b> : 91.1 cc (5.56 cu. in.), <b>ENGINE POWER:</b> 5.4 kW (7.2 bhp) <b>POWERHEAD WEIGHT</b> Flush-Cut: 7.4kg (16.3 lbs.), Wrap-Handle: 7.66 kg (16.8 lbs.) <b>FUEL CAPACITY</b> : 825 cc (27.9 oz.) <b>CHAIN OIL CAPACITY:</b> 360 cc (12.2 oz.) <b>OILOMATIC CHAIN:</b> 33 RS3 <b>GUIDE BAR LENGTHS:</b> 40 to 80 cm (16" to 32") <b>POWER SOURCE:</b> Gas It can manage extreme loads. Always optimum performance and the lowest fuel consumption. Easy to start and ElastoStart (shock- absorbing handle). Including all accessories, spare parts, instruction materials and safety wears.	2			20 days

3	Logosol Chainsaw Stihl MS88 Or <b>Equivalent;</b>	<p>Guide bar length up to 150 cm  Power: 8.6hp.  Weight : 9.9kg  It can manage extreme loads;  Always optimum performance and the lowest fuel consumption;  Easy to start and ElastoStart (shock- absorbing handle);  Including all accessories, spare parts, instruction materials and safety wears.</p>	2			20 days
4	Logosol Big Mill with guide rail package, for 66" (167 cm) or <b>Equivalent;</b>	<p><b>Weight:</b> 41 kg (saw frame: 26 kg, rail assembly: 15 kg)  <b>Length:</b> 2x3 meters as standard. Easy to extend.  <b>Max. log diameter:</b> Up to 180 cm, with the possibility of sawing even larger logs.  <b>Guide bar length:</b> 142, 166, 214 cm  <b>Recommended motor power:</b> Min. 9 hp. We recommend the Stihl MS880.</p> <p>With all its packages, including all accessories, spare parts instruction materials and safety wears.</p>	2			20 days
5	Logosol 751 PRO Band Sawmill with trailer or <b>Equivalent;</b>	<p><b>Capacity</b>  Effective sawing length (standard): 4.8 m, Max. log diameter: 75.1 cm  Max. Cant width: 60 cm, Min. thickness of last board: 24 mm</p> <p><b>Motor options</b>  Petrol engine: 13 hp or 18 hp  Electric motor: 4.6 kW or 8 kW</p> <p><b>Band blades</b>  Type and size: Band length: 3843 mm Width: 33 mm, Band blade speed: 30 m/s</p> <p><b>Band wheels</b>  Band wheel diameter: 50 cm  Maintenance-free wheel bearings  Rotational speed: 1000 rpm</p> <p>With all its packages, including all accessories, spare parts instruction materials and safety wears.</p>	2			20 days



6	Logo sol PH260 5-cutter Moulder or <b>Equivalent</b> ;	<p>Top horizontal cutter  <b>Width:</b>15-260 mm (5/8-10 1/4")  <b>Height:</b>10-100 mm (7/16-3 15/16")</p> <p>Bottom horizontal cutter  <b>Diameter:</b>72 mm (2 7/8")  <b>Width:</b>300 mm (11 7/8")  <b>Continuous output:</b>  3 kW (4 hp)  <b>Number of rev.:</b>6000 rpm (50 Hz)  <b>Take-off, planing:</b>  0-4 mm (0-3/16")  <b>Max. take-off, moulding:</b>  5 mm (1/4")</p> <p>Side cutters  <i>Two TB90 side cutter heads and four 50 mm (2") wide planing knives included.</i></p> <p><b>Cutter diameter:</b>  90 mm (3 9/16");  <b>Cutter height:</b>  40 mm (1 5/8");  2-sided planing;  Length: 1100 mm (43");  Width: 900 mm (35");  Height: 970 mm (38");  Weight:342 kg (772 lbs);  Fifth cutter;  Adjustable angle, 270 degrees, Spindle diameter: 30 mm,  Output: 3 kW, Rot. Speed: 3000, 6000, 9000 rpm  Feed;  Standard: 3-15 m/min, Electrical system, Total output:  19.25 Kw (26 hp), Electr. Connection: 3-phase, 400V, 32A.  US/CA: 3-phase, 230V, 63A;</p>	2			20 days
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*wed. Specify delivery locations if goods multiple destinations.*

*[Enter name of authorized staff]*

*[Designation]*

*[Click here to enter a date]*

## Annex 2

**FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>10</sup>**  
***(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>11</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
1	Logosol F2+ Chain Sawmill (4 m) with Stihl MS661 including accessory package F2 or <b>Equivalent;</b>	2			
2	Logosol Chainsaw Stihl MS88 Or <b>Equivalent;</b>	2			
3	Logosol Chainsaw Stihl MS88 Or <b>Equivalent;</b>	2			
4	Logosol Big Mill with guide rail package, for 66" (167 cm) or <b>Equivalent;</b>	2			
5	Logosol 751 PRO Band Sawmill with trailer or <b>Equivalent;</b>	2			
6	Logo sol PH260 5-cutter Moulder or <b>Equivalent;</b>	2			
	<b>Total Prices of Goods<sup>12</sup></b>				
	Add : Cost of Transportation				
	Add : Cost of Insurance				
	Add : Other Charges (pls. specify)				
	<b>Total Final and All-Inclusive Price Quotation</b>				

<sup>10</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>11</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

<sup>12</sup> Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

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

<b>List of Consumable Item/s</b> <i>(Include fast moving parts, if any)</i>	<b>Estimated Average Consumption</b>	<b>Unit of Measure</b>	<b>Unit Price</b>	<b>Total Price per Item</b>

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

<b>Other Information pertaining to our Quotation are as follows :</b>	<b>Your Responses</b>		
	<b>Yes, we will comply</b>	<b>No, we cannot comply</b>	<b>If you cannot comply, pls. indicate counter proposal</b>
Delivery Lead Time			
Estimated weight/volume/dimension of the Consignment:			
Country/ies Of Origin <sup>13</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) Others			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			

<sup>13</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.

Other requirements <i>[pls. specify]</i>			
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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]*