



REQUEST FOR QUOTATION (RFQ) (Goods)

NAME & ADDRESS OF FIRM: United Nations Development Programme 3, United Nations 50th Anniversary str., Baku, AZ 1001, Azerbaijan	DATE: October 12, 2020
	REFERENCE: Procurement of medical masks

Dear Sir / Madam:

We kindly request you to submit your quotation for the procurement of medical masks within UNDP project “VET for the future: development of VET providers’ excellence in Azerbaijan”, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations shall be submitted through e-tendering before the deadline indicated in e-tendering system for the bid event.

<https://etendering.partneragencies.org>

BU Code AZE10 and Event ID: 0000007486

Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

You may utilize the “Accept Invitation” function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFQ. Should you require further clarifications, kindly communicate with the contact person/s identified below for queries on this RFQ.

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] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> DAP Baku, State Agency on Vocational Education 4, N.Hajiyev street, Baku AZ1060	
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror	
Exact Address/es of Delivery Location/s (identify all, if multiple)	State Agency on Vocational Education 4, N.Hajiyev street, Baku AZ1060	
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> 200.000 masks per week from the issuance of the Purchase Order (PO) 1,5 mln masks in total	
Delivery Schedule	<input checked="" type="checkbox"/> Required	
Packing Requirements	The product should be packed in accordance with the requirements in boxes, at least 50 masks in each box.	
Mode of Transport	<input type="checkbox"/> AIR	<input checked="" type="checkbox"/> LAND
	<input type="checkbox"/> SEA	<input type="checkbox"/> OTHER [pls. specify]
Preferred Currency of Quotation ²	<input checked="" type="checkbox"/> United States Dollars	
Value Added Tax on Price Quotation ³	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	N/A	

¹ Must be linked to [INCO Terms 2020](#) chosen.

² 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.

³ This must be reconciled with the [INCO Terms 2020](#) 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.

Deadline for the Submission of Quotation	<p>Please see the e-tendering system for the deadline and other submission requirements. Page 1.</p> <p>Requirement for submitting files to be uploaded to the system.</p> <ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 50 MB
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted ⁴	<p><input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;</p> <p><input checked="" type="checkbox"/> Quality Certificates (EN 14683:2014, GOST P58396-2019);</p> <p><input checked="" type="checkbox"/> Latest Business Registration Certificate;</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><u>Submission of below documentation is preferred/optional:</u></p> <p><input checked="" type="checkbox"/> For manufacturing site: ISO 13485 certificate or equivalent Quality Management System (if ISO 13485 is issued by an accredited Notified Body (NB), the name of the Notified Body should be mentioned in the certificate);</p> <p><input checked="" type="checkbox"/> For product:</p> <ul style="list-style-type: none"> - A picture of the item or the brochure/information leaflet of product - 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 (European Union, USA, Australia, Canada, Japan); - Product Declaration of Conformity (DOC) referring to a GHTF standard (European Union, USA, Australia, Canada, Japan); - If the medical device is CE marked (European standard), the name and address of the EC representative (European Community representative). <p><input checked="" type="checkbox"/> Contracted company is committed to provide expert opinion of the Analytical Expertise Center of the Ministry of Health, Hygienic Certificate issued by the Republic Center for Hygiene and Epidemiology and Certification issued by Azerbaijan Standardization Institute</p>

⁴ First 4 items in this list are mandatory for the supply of imported goods

Period of Validity of Quotes starting the Submission Date	<input checked="" 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 ⁵	<input checked="" type="checkbox"/> partial payments upon delivery of each 200.000 masks per week, 1,5 mln masks in total (one million and five hundred thousand masks in total)
Liquidated Damages	<input checked="" type="checkbox"/> Will not be imposed
Evaluation Criteria [check as many as applicable]	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁶ Certificates proving the compliance with EN 14683 and GOST P58396-2019 <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
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 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 15 days

⁵ 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 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.

⁶ 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.

Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ ⁷	<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 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) ⁸	Procurement.aze@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

⁷ Where the information is available in the web, a URL for the information may simply be provided.

⁸ 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.

(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:

<https://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html>

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: <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>

Thank you and we look forward to receiving your quotation.

Sincerely yours,



Subhan Ahmadov
Operations Manager

Annex 1

Technical Specifications

Items to be Supplied*	Quantity	Description / Specifications of Goods	Latest Delivery Date
MASK Medical/surgical mask Type IIR	1.500.000 pcs	Medical/surgical mask, high fluid resistance, good breathability, EN 14683 Type IIR performance or higher	from November 6, 2020 200.000 masks per week

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

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁹***(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹⁰)***

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
01	Medical/surgical mask, high fluid resistance, good breathability, EN 14683 Type IIR performance or higher	1.500.000	from November 6, 2020 200.000 masks per week		
	Total Prices of Goods¹¹				
	Add : Cost of Transportation				
	Add : Cost of Insurance				
	Add : Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation				

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

⁹ This serves as a guide to the Supplier in preparing the quotation and price schedule.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

¹¹ Pricing of goods should be consistent with the [INCO Terms 2020](#) 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			
Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1			
Country/ies Of Origin:			
Quality Certificates (EN 14683:2014, GOST P58396-2019);			
<input type="checkbox"/> For manufacturing site: ISO 13485 certificate or equivalent Quality Management System (if ISO 13485 is issued by an accredited Notified Body (NB), the name of the Notified Body should be mentioned in the certificate);			
<input checked="" type="checkbox"/> For product: <ul style="list-style-type: none"> - A picture of the item or the brochure/information leaflet of product - 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 (European Union, USA, Australia, Canada, Japan); - Product Declaration of Conformity (DOC) referring to a GHTF standard (European Union, USA, Australia, Canada, Japan); - If the medical device is CE marked (European standard), the name and address of the EC representative (European Community representative). 			
<input checked="" type="checkbox"/> Contracted company is committed to provide expert opinion of the Analytical Expertise Center of the Ministry of Health, Hygienic Certificate issued by the Republic Center for Hygiene and Epidemiology and			

Certification issued by Azerbaijan Standardization Institute			
Latest Business Registration Certificate;			
Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;			
Validity of Quotation (120 days)			
All Provisions of the UNDP General Terms and Conditions			
VAT exclusive prices			

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]