

RFQ Reference: RFQMUS2020/015 Date: 23 November 2020

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by: Fatuma Musa

Signature:

Name: Fatuma Musa

Title: International Operations Manager

Date: 23 November 2020

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the <u>UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</u>			
	Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.			
	UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.			
Deadline for	Sunday 6 December 2020, 16:00 hrs (Mauritian time)			
the	If any doubt exists as to the time zone in which the quotation should be submitted, refer to			
Submission	http://www.timeanddate.com/worldclock/.			
of Quotation	For eTendering submission - as indicated in eTendering system. Note that system time zone is in			
Method of	EST/EDT (New York) time zone. Quotations must be submitted as follows:			
Submission	□ E-tendering			
000	☐ Dedicated Email Address (procurement.mu@undp.org)			
	☐ Courier / Hand delivery			
	Bid submission address:			
	United Nations Development Programme			
	6th Floor, Anglo-Mauritius House			
	Intendance Street,			
	PO Box 253 Port Louis			
	File Format: pdf			
	 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: 9 MB 			
	 Mandatory subject of email: 'Autoclave for the Ministry of Health and Wellness' 			
	 Multiple emails must be clearly identified by indicating in the subject line "email no. X of Y", and the final "email no. Y of Y. 			
	 It is recommended that the entire Quotation be consolidated into as few attachments as possible. 			
	 The bidder should receive an email acknowledging email receipt. 			
	[For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information]			
	Insert BU Code and Event ID number			
	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/			
Cost of preparation of quotation	UNDP shall not 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.			
Supplier Code of Conduct,	All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which			

Fraud, includes principles on labour, human rights, environment and ethical conduct may be found at: Corruption, https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process contract implementation. UNDP's Anti-Fraud Policy can found he http://www.undp.org/content/undp/en/home/operations/accountability/audit/office of audit an dinvestigation.html#anti Gifts and Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including Hospitality recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract. **Conflict of** UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to Interest 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. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ. The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid. General Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions **Conditions of Contract** of Contract Select the applicable GTC: ☑ General Terms and Conditions / Special Conditions for Contract. ☐ General Terms and Conditions for de minimis contracts (services only, less than \$50,000) ☐ General Terms and Conditions for Works Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy Special ☐ Cancellation of PO/Contract if the delivery/completion is delayed by 30 days Conditions ☐ Others [pls. specify] of Contract Eligibility A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP. It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.

Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative. **Currency of** Quotations shall be quoted in United States Dollars USD Quotation Joint If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium Venture. or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to Consortium act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the Association legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association. Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association. Only one Bid The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid. **Duties and** Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the taxes United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below: All prices must: ☐ be inclusive of VAT and other applicable indirect taxes \boxtimes be exclusive of VAT and other applicable indirect taxes Language of English quotation Including documentation including catalogues, instructions and operating manuals. **Documents** Bidders shall include the following documents in their quotation: to be ☑ Annex 2: Quotation Submission Form duly completed and signed; submitted 🖂 Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1; □ Company Profile; □ Registration certificate; ☑ List and value of projects performed for the last 3 years plus client's contact details who may be contacted for further information on those contracts; ☑ List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project; ☑ Statement of satisfactory Performance (Certificates) from the top 3 clients in terms of Contract value in similar field;

	⊠ Ma					
	☑ Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);					
1	⊠ Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied;			or the		
	☑ Letter attesting that service provider will contract necessary insurance at its own cost to perform the service provider will contract necessary insurance at its own cost to perform the service provider will contract necessary insurance at its own cost to perform the service provider will contract necessary insurance at its own cost to perform the service provider will contract necessary insurance at its own cost to perform the service provider will contract necessary insurance at its own cost to perform the service provider will contract necessary insurance at its own cost to perform the service provider will contract necessary insurance at its own cost to perform the service provider will contract necessary insurance at its own cost to perform the service provider will contract necessary insurance at its own cost to perform the service provider will contract necessary insurance at its own cost to perform the service provider will contract necessary insurance at its own cost to perform the service provider will contract necessary insurance at its own cost to perform the service provider will be serviced by the serviced			rform		
	stated work and avoid financial risk if contract is awarded; Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; Work Plan including delivery, testing, commissioning, installation schedule and training; Contact details of 3 reference companies which have procured similar equipment in the last years; CVs of personnel who will be directly involved in this project; and					
				ıncil 1267/1989 list	t, UN	
				last 3		
				equipment in the	iast s	
	☐ Training documentation as per Annex 1 requirements.					
Quotation	Quota	tions shall remain valid for 120 days from the dea	dline for the Submiss	sion of Quotation.		
validity period						
Price	No pri	ce variation due to escalation, inflation, fluctua	tion in exchange rate	es. or any other m	arket	
variation		shall be accepted at any time during the validity				
	receive	ed.				
Partial	⊠ Not	permitted				
Quotes	☐ Per	mitted Insert conditions for partial quotes and en	sure that the require	ments are properly	,	
	listed i	n lots to allow partial quotes				
Alternative	⊠ Not	permitted				
Quotes	□ Peri					
	-	mitted, an alternative quote may be submitte	-			
	-		•	requirements is submitted. Where the conditions for its acceptance are met, or justifications are		
	clearly established, Click or tap here to enter text. reserves the right to award a contract based or					
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Clarifications	Requests for clarification from bidders will not be accepted any later than 5 days before the submission deadline. Responses to request for clarification will be communicated via email by 3 December 2020
Evaluation	☑The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
method	☐ Other Click or tap here to enter text.
Evaluation	☐ Technical responsiveness/Full compliance to requirements and lowest price ¹
criteria	□ Comprehensiveness of after-sales services
	☑ Full acceptance of the PO/Contract General Terms and Conditions
	☐ Earliest Delivery / Shortest Lead Time ²
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary	At the time of award of Contract or Purchase Order, the UNDP reserves the right to vary (increase or
requirement	decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of
at time of	the total offer, without any change in the unit price or other terms and conditions.
award	
Type of	□ Purchase Order
Contract to	
be awarded	Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO,
	etc.)
	Contract for Works
	☐ Other Type/s of Contract [pls. specify]
Expected	17 December 2020
date for	
contract	
award.	
Publication	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO
of Contract	and the corporate UNDP Web site.
Award	
Policies and	This RFQ is conducted in accordance with <u>UNDP Programme and Operations Policies and Procedures</u>
procedures	
UNGM	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the
registration	appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org.
	The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder
	is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

¹ 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.

² This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).

ANNEX 1: SCHEDULE OF REQUIREMENTS

YOUR SUBMISSION SHOULD CONSIST OF THE FILLED-IN, SIGNED ANNEX 2 DOCUMENT ON YOUR COMPANY LETTERHEAD AND ALL DOCUMENTS LISTED IN THE 'DOCUMENTS TO BE SUBMITTED SECTION' AT PAGE 4 and 5 OF THIS DOCUMENT. NON-SUBMISSION OF ANY OF THE LISTED DOCUMENTS MAY LEAD TO DISQUALIFICATION OF THE BIDDER AT THE BID EVALUATION STAGE.

The company awarded this RFQ will work with the representatives of the Ministry of Health and Wellness (MOH) and the Energy Services Division (ESD) to install and commission an autoclave and provide necessary training, hand-holding and after-sales support to ensure sustainability of the equipment.

Introduction

Healthcare waste management forms an essential part of any country's core activities. Proper management of healthcare wastes is of prime importance to protect human health and the environment and prevent any outbreak of infectious diseases. It also helps in reducing the overall costs of healthcare waste management as well as the costs of medical expenses when the spread of diseases is prevented. As a result, a hygienic and healthy environment is ensured in hospitals.

To address the problem of hazardous healthcare wastes in Mauritius, an autoclave will be procured for the Ministry of Health and Wellness to minimize health and environment impacts of landfilling healthcare wastes which is the current practice. The autoclave will be delivered, installed and commissioned at the Victoria Hospital, Candos.

Space available

An existing building of height 3.56 m and room size 7.15 m x 4.47 m is available and 2 adjacent rooms 2.6 m x 3 m are available for shredding and sterilization of medical waste.

Civil works may be necessary to accommodate all the equipment depending on the size of the finalized autoclave and accessories. A site visit is highly recommended. Hence, foreign suppliers are encouraged to partner with appropriate local companies for completion of the assignment.

Scope of proposal

- The selected vendor shall furnish and install all equipment, labour, accessories, and materials necessary for a complete and functional autoclave in accordance with these specifications;
- The proposal must indicate the time it would take in the delivery, commissioning and installation schedule required as part of the documents to be submitted;
- All equipment proposed must comply with relevant Government Health & Safety requirements;
- The selected vendor must be insured to perform stated work and avoid financial risk;
- The equipment proposed by the vendor must have a warranty period of at least two years;
- The vendor shall provide, as a separate option, a post warranty maintenance cost for 5 years including:
 - Yearly labour cost.
 - Maintenance cost of the equipment as per manufacturer's recommendation monthly, quarterly and yearly.
 - Yearly Cost of consumables.
 - o Spare part price list to be submitted.
- All costs including labour and accessories for civil works (in required), installation, training services, support and extra
 costs such as travel costs, accommodation, per diem, and any other item/s must be specified;
- The annual recurring cost in terms of maintenance for 5 subsequent years should be provided (as a separate optionfor reference purposes only).

Training

The vendor shall provide the following training:-

- Local training for two ESD Technicians and Engineers for proper maintenance and repairs. The training should include fault-finding, repairs and programming of the PLC.
- Training for four hospital operators and two end users on operation of the equipment and assistance for the first eight cycles.

The following information is to be provided in the training documentation in the proposal:

- a) cost of training;
- b) details of courses to be provided;
- c) details of the training approach;
- d) number of training sessions;
- e) duration of each training session;
- f) CV and experience of trainers; and
- g) adequate training manuals have to be provided prior for each of the sessions.

Vendor will have to dispense training so that there is appropriate and adequate knowledge transfer that would make end-users fully conversant in operating the proposed equipment. Training should be hands-on be held at the mentioned site. The practical aspects of how to deliver the training in order to minimise disruption to work can best be discussed and determined by the Ministry. It is however important to ensure that the training:-

- a) is comprehensive; and
- b) is timed with the availability of equipment to allow staff to put their newly acquired skills in practice.

Comprehensive training material will have to be provided to the staff being trained. The Ministry of Health and Wellness reserves the right to reproduce the training materials for subsequent in-house training of other staff.

Important additional information

- (i) The scope of the work is only illustrative, not exhaustive. The vendor shall be responsible to install and commission the equipment to conform to the best international industry standard and practices.
- (ii) Standard Operating Procedure (SOP) documents will have to be provided for every component delivered and installed.
- (iii) Your proposal should include all documents as listed at page 3 of this document (Documents to be submitted section).
- (iv) No advance payment will be made. Payment will be effected upon successful completion of the deliverables as per **Table 2** below.
- (v) A **site visit** will be held for potential bidders at the premises of the Victoria Hospital, Candos, **on 02 December 2020 at 11.00 hrs.**

Table 1. Technical Specifications

Items to be Supplied*	Quantity	Description / Specifications of Goods	Latest Delivery Date
Lot 1			
Autoclave	One Lot	Autoclave fully automated (Preference will be given to pre-vacuum autoclave instead of the gravity one) with the following specifications: o Incorporated with shredder of process volume capacity 350 - 450L. o Copper pipes drain 50 mm diameter from the equipment to exterior existing sewer manhole. o Waste container for loading the autoclave and shredder. o Odour control agent/solution sprayer at least 10 L. The steriliser shall be to European Pressure Equipment Directive.	40 working days from date of issuance of PO

Items to be	Quantity	Description / Specifications of Goods	Latest Delivery Date
		Sterilization temperature of at least 134 °C at 3.5 bar	
		steam pressure.	
		Average cycle time 27 – 35 minutes.	
		Steam pressure at least 6 bar.	
		Waste reduction volume of 75 – 85 %.	
		The sterilising chamber shall be insurance inspected and approved with test certificates.	
		The sterilizer access door shall be automatic or manual.	
		In case the proposed sterilizers are Microprocessor/ PLC	
		controlled, test equipment, interface and software including necessary licences shall be provided with the equipment as part of this contract.	
		All Equipment shall be proposed with automatic loader	
		that shall be capable of:	
		 Loading the equipment automatically. 	
		 Provided in corrosion free loading container. 	
		Preferably electrical motor driven and hydraulic for	
		 lifting the containers. May be mounted on metals rails to be installed by the 	
		supplier.	
		 Electrical panel and motor at least IP44. Single phase power supply 230V ac ±6% and Frequency 50Hz ±1.5%. 	
		 Incorporated with shredder of suitable capacity to shred all waste during on cycle. 	
		o Three-phase supply (400 V+ 6% 50 Hz+1.5%) at least	
		12 Kilowatt with all necessary safety devices. Microbial inactivation at least 8log10.	
		 Microbial inactivation at least 8log10. Equipment to meet STAATT requirements. Certificates 	
		may be requested along with bid.	
		Associated plumbing works for all equipment, complete	
		with all stop valves, strainers, manometers and non-	
		return valves where applicable should be undertaken.	
		Copper pipes of suitable dimensions from the safety	
		steam valves to exhaust outside building shall be installed.	
		Equipped with extractor fans for proper ventilation of	
		the sterilizer in existing building.	
		Spare parts including complete set of all elements in	
		steam generator, water level sensor including probes, all	
		pneumatic and electric valves one of each dimension, 2 water filter sets, 3 door gaskets and others to list if applicable.	
Water	One lot	Separate water treatment plants of suitable capacity to	40 working days from
treatment	One lot	provide soft water to the steam generator with the	date of issuance of PO
station		following specifications or equivalent if water supply is required:	date of issualice of FO

Items to be Supplied*	Quantity	Description / Specifications of Goods	Latest Delivery Date
		 Total dissolved solids level: Maximum. 1500 ppm as CaCO3 pH Value 9-11 Alkalinity Minimum 250ppm as CaCO3 Filtration of Hard metals. Conductivity of water at the output less than 3 μs/cm. One spare set of all consumables such as filters. It shall be a separate equipment and can operate on 	
		single phase power supply 230V ac $\pm 6\%$ and Frequency 50Hz $\pm 1.5\%$.	

Delivery Requirements

Delivery Requirements		
Delivery date and time	Bidder shall deliver the goods 40 working days from the issuance of the Purchase Order (PO) .	
Delivery Terms (INCOTERMS 2020)	DAP (Delivered at Place)	
Customs clearance (must be linked to INCOTERM	 □ Not applicable Shall be done by: □ Name of organisation (where applicable) ☑ Supplier/bidder □ Freight Forwarder 	
Exact Address(es) of Delivery Location(s)	Mr N. Namah, Chief Hospital Administrator Victoria Hospital Candos	
Distribution of shipping documents (if using freight forwarder)	N/A	
Packing Requirements	N/A	
Training on Operations and Maintenance	Required	
Warranty Period	The equipment proposed by the vendor must have a warranty period of at least two years. The warranty on Parts and Labor should be for minimum period of 1 year The vendor shall provide, as a separate option, a post warranty maintenance cost for 5 years including: 1. Yearly labour cost. 2. Maintenance cost of the equipment as per manufacturer's recommendation monthly, quarterly and yearly. 3. Yearly Cost of consumables. 4. Spare part price list to be submitted.	
After-sales service and local service support requirements	Technical Support and maintenance for a period of 1 year during warranty period	
Preferred Mode of Transport	N/A	