

**REQUEST FOR QUOTATION (RFQ)**

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| UNDP BiH Zmaja od Bosne bb71 000 Sarajevo | DATE: November 24, 2020 |
| REFERENCE: **RFQ/204/20** |

Dear Sir / Madam:

We kindly request you to submit your quotation for **Supply, Delivery and Installation of infective waste sterilizer**, 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 12:00 CET on **December 1, 2020** and via email or courier mail to the address below:

**United Nations Development Programme**

**Zmaja od Bosne bb**

**71000 Sarajevo**

 ***registry.ba@undp.org***

Quotations submitted by email must be limited to a maximum of 20 MB, virus-free and no more than 5 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.

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

|  |  |
| --- | --- |
| Delivery Terms [INCOTERMS 2010]  | DAP |
| Customs clearance, if needed, shall be done by: | [x] Supplier/Offeror  |
| Exact Address/es of Delivery Location/s (identify all, if multiple) |  Bolnica Bijeljina, Srpske vojske 53. Bijelijina |
| UNDP Preferred Freight Forwarder, if any | Not applicable |
| Distribution of shipping documents *(if using freight forwarder)* | Not applicable |
| Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP) | [x]  25 days from the issuance of the Purchase Order (PO) |
| Delivery Schedule | Not applicable |
| Preferred Currency of Quotation | [x] Local Currency: BAM |
| Value Added Tax on Price Quotation | [x]  Must be exclusive of VAT and other applicable indirect taxes (VAT, custom and other applicable taxes should be stated separately) |
| Deadline for the Submission of Quotation  | *Tuesday, December 01, 2020,* 12:00 CET |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language  | [x]  English or[x]  Official languages in Bosnia and Herzegovina |
| Documents to be submitted | [x]  Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;[x]  Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any[x]  Latest Business Registration Certificate ;[x]  Manufacturer’s Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);[x]  Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;☒ List of three references in the last three (3) years for the similar delivery of goods☒ Catalogue/Technical specification of the goods to be delivered☒ Declaration of conformity for offered products;☒ For suppliers from BiH- Registration of the supplier with the BiH Agency for Drugs and Medical Devices, in accordance with relevant BiH legislations;☒ Proof of product registration with the BiH Agency for Drugs and Medical Devices - for Items that are categorized as medical devices or medical products by Declaration of conformity for offered products;☒ Statement in which the bidder guarantees that they have the offered goods on stock in BiH or statement from the bidders distributor/producer that the offered goods can be delivered to the stated locations in BiH no later than latest expected delivery date, as defined in this RFQ |
| Period of Validity of Quotes starting the Submission Date | [x]  90 days  |
| Partial Quotes | [x]  Permitted - you may offer one, several or all items  |
| Payment Terms | [x]  100% upon complete delivery of goods |
| Evaluation Criteria  | [x]  Technical responsiveness/Full compliance to requirements and lowest price[x]  Full acceptance of the PO/Contract General Terms and Conditions  |
| UNDP will award to: | [x]  One or more Supplier, depending on the following factors: Award of a contract to successful proposers for **one or more items** specified in the Annex 1. |
| Type of Contract to be Signed | [x]  Purchase Order |
| Special conditions of Contract | [x]  Cancellation of PO/Contract if the delivery/completion is delayed by 10 days |
| Conditions for Release of Payment |  [x]  Written Acceptance of Goods based on full compliance with RFQ requirements |
| Annexes to this RFQ | [x]  Specifications of the Goods Required (Annex 1)[x]  Form for Submission of Quotation (Annex 2)[x]  General Terms and Conditions / Special Conditions (Annex 3). 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) | *UNDP BIH - GENERAL SERVICES* *registry.ba@undp.org*Fax: + 387 33 552 330 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 (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 herein attached as Annex 3.

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/procurement/protest.shtml>

**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,**

*[Enter name of authorized staff]*

*[Designation]* [*Click here to enter a date]*

**Annex 1**

**Technical specification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Description** | **Quantity** | **Delivery Date** | **Other Information** |
| 1. **12**
 | **Infectious waste sterilizer*** Made of steel coated with anti-microbiological and anti-corrosive layer
* Collection, transport and decontamination of waste in one and the same container (without direct manipulation / contact with waste bags before treatment)
* Treatment chamber suitable for reusable, puncture-proof waste containers closed with a lid with a capacity of > 60 litres
* Ergonomic loading of the device (front loading)
* Fully automatic decontamination process
* Overheating protection system
* Automatic water adding unit with correct water addition control using a flow meter
* Automatic water addition into the container with rotating nozzle
* Automatic adding of a deodorizing liquid
* Integrated heat exchanger with condensate drain
* Operation with tap water (no water deionization needed)
* Operation without steam generator and without external steam supply
* Total water consumption (including cooling water and steam production) <2.5 liters per cycle
* Heating by high frequency electromagnetic waves with a frequency of> 2,200 MHz
* Efficacy of treatment: destruction of spores Bacillus atrophaeus (subtilis) spores:microbial reduction rate> 5 log10
* Efficacy of treatment: Reduction of all vegetative microbes> 6 log10
* Must possess a process of high frequency thermal disinfection that reaches A, B, C (According to the Robert Koch Institute)
* Noise level at a distance of 1 m <75 dB
* Integrated antenna in the door for detecting the passage of radiation outside the chamber, which in the event of the passage of radiation immediately stops the operation of the device
* Operation with three-phase alternating current (400 V / 230 V, 50 Hz), <16 A
* It must have line protection with a fuse.
* Total energy consumption <4 kWh / cycle (including steam production)
* Control the device using the Touch panel
* Max. capacity - 60
* Max. input power - 6.5 kW
* Energy consumption per cycle 3.5 kWh
* Water consumption per cycle - 2-2.5 l
* Average cycle time - 45 min
* Fuse (slow) 16 A
* Power supply 3 x 400/230 V, 50 Hz 3 x 220/110 V, 60 Hz
* HF-frequency 2450 +/- 50 MHz
* Width 1160
* Depth775
* Height1670
* Certification according to international quality standards ISO 9001:2015
* Certification according to an international environmental management system ISO 14001:2015
* Devices must be produced according to CE standards
* Life Cycle Assessment in compliance with the requirements of ISO 14040 Life-Cycle Assessment
* Environmental Product Declaration in accordance with ISO 14025:2006 with independent third-party verification report
* More than 500 installations of HF-Waste Decontamination Systems worldwide
* Have to be included in scope of delivery: Booster Pump for increasing the water pressure up to the minum pressure of 2,5 bar., Waste bags, grey, 0,04 mm, 110L, 250 pcs/pack / 12 packs, Labels for laber printer per roll, 1790 pcs/roll / 3 rolls, Ribbon for label printer (thermo) / 3 robbons, powder concentrate, 125g, for 25L deodorizing liquid concentrate / 3 packs
 | 1 | ASAP |  |
| 1. **13**
 | **Trolleys for transporting waste containers*** Easy transport and stable stand due to two-wheel/two-leg technology
* Opening of the waste container by foot
* Material: stainless steel
* Handle height approx. 900 mm + - 5%
* Suitable for holding the waste container described in point 3.
 | 11 | ASAP |  |
|  | **Waste Container*** Plastic container suitable for collection and transport of infectious waste, as well as for the treatment of infectious waste in the HF-Waste Decontamination Device
* Made out of heat-resistant and HF-transparent plastic material
* Volume > 60 litres
* Reusable at least 500 times
* Container including lid with an opening for the temperature measurement
* Prick-proof design
 | 66 | ASAP |  |

UNDP BiH reserves the rights to change the total quantity for +/-20%.

**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery)***

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. RFQ-204-20:

**TABLE 1: Offer to Supply Goods Compliant with Technical Specifications and Requirements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description/Specification of Goods** | **Qty** | **Latest Delivery Date** | **Unit Price** | **Total Price per Item** |
| 1. | **Infectious waste sterilizer** | 1 |  |  |  |
| 2. | **Trolleys for transporting waste containers** | 1 |  |  |  |
| 3. | **Waste Container** | 1 |  |  |  |
|  | **Total Prices of Goods** |  |
|  |  Add : Cost of Transportation (if any) |  |
|  |  Add : Cost of Insurance (if any) |  |
|  |  Add : Cost of Installation (in any) |  |
|  |  VAT |  |
|  | **Total Final and All-Inclusive Price Quotation** |  |

**TABLE 2: Offer to Comply with Other Conditions and Related Requirements**

|  |  |
| --- | --- |
| **Other Information pertaining to our Quotation are as follows:** | **Your Responses** |
| ***Yes, we will comply*** | ***No, we cannot comply*** | ***If you cannot comply, pls. indicate counter proposal*** |
| Delivery Lead Time |  |  |  |
| Country/ies Of Origin:  |  |  |  |
| Validity of Quotation |  |  |  |
| All Provisions of the UNDP General Terms and Conditions |  |  |  |
| If the products are categorized as medicinal products and/or medical devices by Declaration of conformity, those items must be registered with the BiH Agency for Drugs and Medical Devices. If the products are categorized as medicinal products and/or medical devices by Declaration of conformity, those items must be registered with the BiH Agency for Drugs and Medical Devices. If those products are not registered with the BiH Agency for Drugs and Medical Devices at the time of bid submission, the selected Bidders will be obliged to submit the proofs of product registration in the period of max. 10 working days upon the PO issuance. For products that are already registered with the BiH Agency for Drugs and Medical Devices, the bidders must enclose the certificates on product registration as part of their offers |  |  |  |
| Other requirements *[pls. specify]* |  |  |  |

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]*

**Annex 3**

**General Terms and Conditions**

[x]  General Terms and Conditions / Special Conditions Link: [English version](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-2493)