

REQUEST FOR QUOTATION RFQ 002/21

NAME & ADDRESS OF FIRM	DATE: January 7, 2021
	REFERENCE: Supply of prothesis for UNDP Armenia Project

Dear Sir / Madam:

We kindly request you to submit your quotation for the **Supply of prothesis for UNDP Armenia Project** 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 16:00 (GMT +4) on January 14, 2021 and via ☒ e-mail, only to:

Tenders.armenia@undp.org

No hard copies are accepted.

Quotations submitted by email must be limited to a maximum of 10MB, virus-free and no more than 3 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 2010]	<input checked="" type="checkbox"/> DAP Yerevan
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> by UNDP
Exact Address of Delivery Location:	14 P.Adamyan, UN House, Yerevan, Armenia
Latest Expected Delivery	<input checked="" type="checkbox"/> 45 days from the issuance of the Purchase Order (PO)/Contract for Goods

¹ Must be linked to INCO Terms chosen.

Delivery Schedule	<input checked="" type="checkbox"/> Not Required		
Mode of Transport	<input checked="" type="checkbox"/> LAND		
Preferred Currency of Quotation ²	<input checked="" type="checkbox"/> United States Dollars or <input checked="" type="checkbox"/> Local Currency: Armenian drams		
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	<input checked="" type="checkbox"/> Warranty: As per Annex 1		
Deadline for the Submission of Quotation	Thursday, January 14, 2021, 16:00 local time		
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Armenian <input checked="" type="checkbox"/> Russian		
Documents to be submitted ⁴	<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"/> Company's profile; <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"/> Detailed technical specifications; <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; <input checked="" type="checkbox"/> Information on warranty and other mandatory requirement as per Annex 1; <input checked="" type="checkbox"/> Present an annual equipment maintenance plan, i.e., the supplier should inspect and approve all electrical vehicles and equipment on site (annually). <input checked="" type="checkbox"/> All products must have CE markings in accordance with European regulations. <input checked="" type="checkbox"/> All materials should be tested and approved for orthopedic use. Medical Device Regulation (MDR) compliant and biocompatible. <input checked="" type="checkbox"/> For all the materials the Material Safety Data Sheets (MSDSs) should be available <input checked="" type="checkbox"/> All products must have ISO certification in accordance with standard 2006/42 / EC General machine ISO norm. <input checked="" type="checkbox"/> During large-scale repairs of complex orthopedic devices, the supplier must provide replacement for equipment until the repair of the broken device is completed, sent to the user, and the orthopedic technician.		
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.		

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 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.

⁴ First 2 items in this list are mandatory for the supply of imported goods

Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery and acceptance of goods
Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay: 0.25% Max. no. of days of delay: 1 week Next course of action: contract termination
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁵ <input checked="" type="checkbox"/> Minimum 2 years of experience in supply, installation and further service maintenance of similar equipment. <input checked="" type="checkbox"/> Supplier should provide warranty as per Annex 1 requirements on supplied equipment. <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"/> Contract for Goods
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements.
Annexes to this RFQ ⁶	<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 (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)	Procurement.armenia@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.

⁵ 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.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

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/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,
Procurement Unit

Technical Specifications

I. Identifying Information

Task Title: Supply of prosthesis for UNDP Armenia Project

Delivery Duration: 45 days

Location: Yerevan, Republic of Armenia

Requirements of the equipment to be delivered:

- Equipment should be brand new, not used before, it should be delivered in its original packing accompanied by all the documents including equipment certificate, operation manual etc.
- Warranty period for all the delivered equipment and items should be **not less than 2 years**.
- The Supplier must provide information on warranty conditions if applicant is a manufacturer of the equipment or official dealer or must submit the documents specifying the procedures.
- Present an annual equipment maintenance plan, i.e., the supplier should inspect and approve all electrical vehicles and equipment on site (annually).
- All products must have CE markings in accordance with European regulations.
- All materials should be tested and approved for orthopedic use. Medical Device Regulation (MDR) compliant and biocompatible.
- For all the materials the Material Safety Data Sheets (MSDSs) should be available
- All products must have ISO certification in accordance with standard 2006/42 / EC General machine ISO norm.
- During large-scale repairs of complex orthopedic devices, the supplier must provide replacement for equipment until the repair of the broken device is completed, sent to the user, and the orthopedic technician.

Specific Requirements to Equipment

Item No.	Description/Specification of Goods	Quantity
1	Kokerfreesmachine pro-fit 3000 Vario /socket router, The features of the Pro-Fit 3000 socket router include: electric height adjustment, horizontally and vertically adjustable milling shaft, continuous speed control, suction hood, short and long shaft protector, exhaust nozzle for external suction system, tool set for changing the socket router cutters, positionable suction arm with clamping levers, tool holder, integrated pneumatic gate slide, connection for external compressor (Ø 8 mm), 3 m compressed air hose (Ø 8 mm). Dimensions WxDxH 1,150 x 930 x 1,650 mm, Speed continuously variable control, max. 3,500 rpm	1
2	Sealing resin, Net contents 4.6 kg	5
3	Lamination resin, 80:20 rigid lamination resin, Net contents 4.6 kg	5
4	Hip - cast plaster device Special silicone casting form that is integrated into the support plate and rotatable, encompasses the ramus and forms the seat surface under weighted conditions; position for a modular hip joint is set with pressure blocks; the iliac crests are modelled precisely with the tension belts, Dimensions WxDxH 17 7/8 x 13 1/4 x 27 1/2 inch	1
5	Zigzag sewing machine Bottom feed transports workpiece, horizontal double rotary hook, zigzag stitch is adjustable. left/middle/right, knee lever raises fabric presser foot, drive via motor stand, Dimensions upper part WxDxH 450 x 210 x 440 mm	1

6	Casting Apparatus/Casting frame : To be used for functional plaster casting under weighted conditions. Dimensions WxDxH 23 5/8 x 31 1/2 x 43 7/8 inch. Scope of delivery: base plate Dimensions WxDxH 800 x 600 x 40 mm, Adapter rings Equipment 4-piece set, Material Plastic, Inner Ø 103 mm 113 mm 126 mm 135 mm, square column with lifting clamp device and gimbal	1
7	Examination table White epoxy coated frame, white artificial leather upholstery, paper roll holder included, height-adjustable with foot switch, all parts continuously adjustable, load capacity 225 kg, Dimensions LxWxH 2.000 x 640 x 420-1.120 mm	1
8	Plaster silo Cover plate, plaster dosing worm gear, 4 swiveling wheels, plaster bag ripper. Dimensions WxDxH 796 x 1,100 x 1,228 mm, Volume 230 l, Material Steel, Weight 70 kg	1
9	Plaster sink for wall mounting, high splash protection, faucet installation on wall. Dimensions WxDxH 1,200 x 420 x 200 mm Stainless steel	1
10	Wooden spatula/Stirring Sticks, ruler/ Wooden Spatulas, Length 270 mm Width 18 mm Height 2.7 mm	50

Packing Requirements:

- The equipment to be supplied in manufacturer's undamaged packaging;

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁷

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁸)

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. 002/21:

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

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price, currency	Total Price per Item, currency
1	Kokerfreesmachine pro-fit 3000 Vario /socket router or equivalent, The features of the Pro-Fit 3000 socket router include: electric height adjustment, horizontally and vertically adjustable milling shaft, continuous speed control, suction hood, short and long shaft protector, exhaust nozzle for external suction system, tool set for changing the socket router cutters, positionable suction arm with clamping levers, tool holder, integrated pneumatic gate slide, connection for external compressor (Ø 8 mm), 3 m compressed air hose (Ø 8 mm). Dimensions WxDxH 1,150 x 930 x 1,650 mm, Speed continuously variable control, max. 3,500 rpm	1	45 days		
2	Sealing resin, Net contents 4.6 kg	5	45 days		
3	Lamination resin, 80:20 rigid lamination resin, Net contents 4.6 kg	5	45 days		
4	Hip - cast plaster device Special silicone casting form that is integrated into the support plate and rotatable, encompasses the ramus and forms the seat surface under weighted conditions; position for a modular hip joint is set with pressure blocks; the iliac crests are modelled precisely with the tension belts, Dimensions WxDxH 17 7/8 x 13 1/4 x 27 1/2 inch	1	45 days		
5	Zigzag sewing machine Bottom feed transports workpiece, horizontal double rotary hook, zigzag stitch is adjustable. left/middle/right, knee lever raises fabric presser foot, drive via motor stand, Dimensions upper part WxDxH 450 x 210 x 440 mm	1	45 days		
6	Casting Apparatus/Casting frame : To be used for functional plaster casting under weighted conditions. Dimensions WxDxH 23 5/8 x 31 1/2 x 43 7/8 inch. Scope of delivery: base plate Dimensions WxDxH 800 x 600 x 40 mm, Adapter rings Equipment 4-piece set, Material Plastic,	1	45 days		

⁷ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

	Inner Ø 103 mm 113 mm 126 mm 135 mm, square column with lifting clamp device and gimbal				
7	Examination table White epoxy coated frame, white artificial leather upholstery, paper roll holder included, height-adjustable with foot switch, all parts continuously adjustable, load capacity 225 kg, Dimensions LxWxH 2.000 x 640 x 420-1.120 mm	1	45 days		
8	Plaster silo Cover plate, plaster dosing worm gear, 4 swiveling wheels, plaster bag ripper. Dimensions WxDxH 796 x 1,100 x 1,228 mm, Volume 230 l, Material Steel, Weight 70 kg	1	45 days		
9	Plaster sink for wall mounting, high splash protection, faucet installation on wall. Dimensions WxDxH 1,200 x 420 x 200 mm Stainless steel	1	45 days		
10	Wooden spatula/Stirring Sticks, ruler/ Wooden Spatulas, Length 270 mm Width 18 mm Height 2.7 mm	50	45 days		
	Total Prices of Goods⁹				
	Add: Cost of Transportation (Yerevan, Armenia)				
	Add: Cost of Insurance				
	Add: Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation				

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

No	Description	Availability (Yes/No)
1	Technical responsiveness/Full compliance to requirements	
2	Full acceptance of the PO/Contract General Terms and Conditions	
3	Latest Business Registration Certificate	
4	Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List	
5	Minimum 2 years of experience in supply, installation and further service maintenance of similar equipment.	
6	At least two-year warranty	
7	Latest expected delivery in 45 days	
9	Present an annual equipment maintenance plan, i.e., the supplier should inspect and approve all electrical vehicles and equipment on site (annually)	
10	All products must have CE markings in accordance with European regulations	
11	All materials should be tested and approved for orthopedic use, Medical Device Regulation (MDR) compliant and biocompatible	
12	For all the materials the Material Safety Data Sheets (MSDSs) should be available	

⁹ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

13	All products must have ISO certification in accordance with standard 2006/42 / EC General machine ISO norm.	
14	During large-scale repairs of complex orthopedic devices, the supplier must provide replacement for equipment until the repair of the broken device is completed, sent to the user, and the orthopedic technician	

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]

General Terms and Conditions is attached separately.