



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQ-21-001	Date: 10 February 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for Re-advertise Supply and Delivery of Hydroponics Green Fodder Machines 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:

Signature: Ei Cho Nyunt

Name: Ei Cho Nyunt

Title: Head of Procurement -UNDP Sudan

Date: [Click or tap here to enter text.](#)

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>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 UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>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.</p> <p>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.</p>
Deadline for the Submission of Quotation	<p>20 February 2021</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> E-tendering <input type="checkbox"/> Dedicated Email Address <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other Click or tap here to enter text. <p>Bid submission address: Click or tap here to enter text.</p> <ul style="list-style-type: none"> ▪ File Format: Click or tap here to enter text. ▪ 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: Click or tap here to enter text. ▪ Mandatory subject of email: Click or tap here to enter text. ▪ 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. <p>[For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information]</p> <ul style="list-style-type: none"> • Insert BU Code and Event ID number <p>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/</p>
Cost of preparation of quotation	<p>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.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>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 includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>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 and contract implementation. UNDP’s Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p>

Gifts and Hospitality	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including 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 Interest	<p>UNDP requires every prospective Supplier 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. 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.</p> <p>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.</p> <p>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.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [indicate number of days]</p> <p><input type="checkbox"/> Others [pls. specify]</p>
Eligibility	<p>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.</p> <p>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.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative [amend in case of other eligibility requirements].</p>
Currency of Quotation	Quotations shall be quoted in Click or tap here to enter text.
Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to 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 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.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<p>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.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p>


	<p>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</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>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;</p> <p>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</p> <p>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.</p>
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the 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:</p> <p>All prices must:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p> <p>[according to project and applicable country agreement]</p>
Language of quotation	The Bid, as well as, all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS. Including documentation including catalogues, instructions and operating manuals.
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p><input checked="" type="checkbox"/> Company Profile.</p> <p>Registration certificate;</p> <p><input checked="" type="checkbox"/> List and value of projects performed for the last XXXX years plus client's contact details who may be contacted for further information on those contracts;</p> <p><input checked="" type="checkbox"/> 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;</p> <p><input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top XXXX clients in terms of Contract value in similar field;</p> <p><input checked="" type="checkbox"/> Completed and signed CVs for the proposed key Personnel;</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p>
Quotation validity period	<p>Bids shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Bids. A Bid valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>During the Bid validity period, the Bidder shall maintain its original Bid without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p> <p>Quotations shall remain valid for Click or tap here to enter text. days from the deadline for the Submission of Quotation.</p>
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<p><input type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes</p>
Alternative Quotes	<p><input type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted</p> <p>If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ 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 on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"</p>
Payment Terms	<p><input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p> <p><input checked="" type="checkbox"/> Other Click or tap here to enter text.</p>
Conditions for Release of Payment	<p><input type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation</p> <p><input type="checkbox"/> Passing all Testing [specify standard, if possible]</p> <p><input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible]</p>

	<input type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
Contact Person for correspondence, notifications and clarifications	E-mail address: mona.ibrahim@undp.org ; Ei.Cho @undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. 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.
Clarifications	Requests for clarification from bidders will not be accepted any later than Click or tap here to enter text. days before the submission deadline. Responses to request for clarification will be communicated Click or tap here to enter text. by Click or tap to enter a date.
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others Click or tap here to enter text.
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, Click or tap here to enter text. 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.
Type of Contract to be awarded	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input checked="" type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	28 February 2021
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the 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.

ANNEX 1:

Schedule of Requirements and Technical Specifications

Re-advertise Supply and Delivery of Hydroponics Green Fodder Machines

Description /Specifications of Goods*	Quantity	Model/ Brand	Country of Origin
	2 units	OR-FYJ1500/ MRC-1500	China/INDIA
<p>Technical specifications of Hydroponics Unit for green fodder Production:</p> <p>System details:</p> <p>Hydroponics fodder unit is a chamber with arrangement of temperature, humidity and light intensity for maximum sprouting and growth of fodder crop seeds (mainly maize, sorghum, barley , wheat etc). With 30 to 35 °C temperature, 60 to 75 % R humidity and 1 Kg of maize should yield 6 to 8 Kg green fodder in 7 days. It found that for 6-8 times mass increase around 2 liters water is sufficient per kg of seeds during summer season. So by this one can grow very good, healthy & economical viable fodder for dairy / goat farming.</p> <p>System components:</p> <p>Growing cabinet, Racks for trays, trays, filters, exhaust fans (TOSHIBA), fluorescent water proof lamps , ceiling fans ,seeds, water pipes 1.5 inch, plastic air conditions (jobs) (SEAPAT CO.), water pump one inch, watering system (fogger / mister / drip pipes) , temperature sensors, moisture sensor, timer , level control.</p> <ul style="list-style-type: none">• Growing cabinet – Square shape cabinet is most suitable & easy to fabricate, cabinet size can vary based on number of trays, and cabinet can be			

Description /Specifications of Goods*	Quantity	Model/ Brand	Country of Origin
<p>fabricated with mild steel pipes (MS). Just make square box and trays arrangement. Slotted angle racks can also be serve purpose.</p> <ul style="list-style-type: none"> • Racks for trays: can be of aluminum stainless acid resistant steel AISI 316 L or UPVC. Height of the tray racks need to be arranged as per day cycle of fodder i.e. lower level 2 racks with 6 inch , above 2-3 racks on 8 to 12 inch and upper level racks 12 to 15 inch height. A gentle slope is beneficial for avoiding water lodging and fungal growth. • Trays – (700 trays or more) various kinds of trays are available in market based on quality of stainless steel or polypropylene. Dimensions of the trays (70×30 cm or 60×40 cm) with perforations at bottom (simply drill holes on equal distance). Make sure there are sufficient holes made to avoid any kind of water lodging and avoid fungal infection. After every use, tray needs to be disinfected by diluted hydrogen peroxide and sun drying. • Watering system – water pump 1 INCH is sufficient operating fogger / misters for 700 trays o more system. Reservoir with 2000 liters is required. • Sprayers are made from MGR (China, India) mainly from China or India, 0.5 mm holes in each. • Electrical control unit to operate the unit containing timers, temperature and moisture sensors. Various timers available in market. Timer best suited are generally 1 to 2 min operation every / hour. If motor pump is above 3 Amp additional really is preferable. <p>Product description: The hydroponic fodder machine is automatically controlled by microcomputer, which is energy-saving and water saving. It is easy to be managed which makes cultivation of green grass in large, small and medium farm (Dairy cattle.).</p> <p>Features:</p> <p>It is a perfect room providing fresh green fodder to animals. Large hydroponic fodder sprout machine for production 1500 kg per day.</p> <ol style="list-style-type: none"> 1. The fodder will grow from a dry seed to a 20 -30 cm plant within 7 days. 2. The system can bring down your feed costs by up to 60% and further more 			

Description /Specifications of Goods*	Quantity	Model/ Brand	Country of Origin																																		
<p>3.Guaranteed supply of Green Feed all the 12 months of the year no matter the weather conditions.</p> <p>4. Fodder is a high quality supplement for livestock diet, the rich growth root system is edible.</p> <p>5. It takes less space (1200 kgs/sq.feet)</p> <p>6. Less water consumption (1-2 litres/day per kg of seeds)</p> <p>7. Less electricity (7-30 units /day depending on machine)</p> <p>8. Highly low cost production, significant savings can be made in the cost of feeding livestock.</p> <p>9. No fungal/bacterial /microbial growth due to sanitization of water & air by U.V light & Ozoniser.</p> <p>10. Unskilled labourers can operate the system, no need for highly skilled labour.</p> <p>Technical parameters for the hydroponic machine:</p> <table><tr><td>Power</td><td>11 kw</td></tr><tr><td>Voltage</td><td>220 v</td></tr><tr><td>Production capacity</td><td>1500kg/day</td></tr><tr><td>Sprout tray</td><td>1053 pcs</td></tr><tr><td>Tray of distant</td><td>260 mm</td></tr><tr><td>Tray size</td><td>85×40×4 cm</td></tr><tr><td>Water consumption</td><td>0.5m³/day</td></tr><tr><td>Electric consumption</td><td>15 kilowatt hour/day</td></tr><tr><td>Growth cycle</td><td>7 days</td></tr><tr><td>Seed</td><td>Wheat, Barley, Sorghum, maize</td></tr><tr><td>Dimensions of cabinet</td><td>12.2× 2.5× 2.9 cm</td></tr><tr><td>Weight</td><td>6.5 ton</td></tr><tr><td>Standard Configuration</td><td>1.5P Air container</td></tr><tr><td></td><td>1P water temperature Control Machin</td></tr><tr><td></td><td>7G/H Ozone generator</td></tr><tr><td></td><td>scavenger fan</td></tr><tr><td></td><td>300 meter Growing Light</td></tr></table>	Power	11 kw	Voltage	220 v	Production capacity	1500kg/day	Sprout tray	1053 pcs	Tray of distant	260 mm	Tray size	85×40×4 cm	Water consumption	0.5m³/day	Electric consumption	15 kilowatt hour/day	Growth cycle	7 days	Seed	Wheat, Barley, Sorghum, maize	Dimensions of cabinet	12.2× 2.5× 2.9 cm	Weight	6.5 ton	Standard Configuration	1.5P Air container		1P water temperature Control Machin		7G/H Ozone generator		scavenger fan		300 meter Growing Light			
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***Disclaimer:** Photos indicated in the table are samples to show what is required only.

Company Name:_____

Name of authorised signatory:_____

Authorised signature: _____

Functional Title:_____

Price Schedule Form

Supply and Delivery of milk tanks and its accessories and quality control lab. Equipment

Name of Company :

Date:

Select date

Currency of the Bid: USD

Item	Description /Specifications of Goods	UOM	Qty	Unit Price	Total Amount	Destination
1	Hydroponic Green fodder machine	Each	2			As per schedule of distribution
	Sub-total for milk chilling centre implements					
2	Delivery Costs:					
a)	Sea transport Cost from India to Khartoum	Lump-sum	-			
b)	land transport Cost to AL-Siliate	Lump-sum	-			

	Sub-total for transportation cost of milk tanks and its accessories implements					
	Total Bid Price (DDP)					

Company Name:_____

Name of authorised signatory:_____

Authorised signature: _____

Functional Title:_____

Technical Compliance Sheet

Goods and services to be Supplied and Technical Specifications	Bidder response				
	Compliance with technical specifications		Delivery Date <i>(confirm that you comply or indicate your delivery date)</i>	Quality Certificate/Export Licenses, etc. <i>(indicate all that apply and attach)</i>	Comments
	Yes, we comply	No, we cannot comply <i>(indicate discrepancies)</i>			
Hydroponics Green fodder Machine					
Warranty and After-Sales Requirements					
- Minimum one (1) year warranty for Generators					
- Capability to provide spare parts					
Delivery Lead Time (3 Weeks from the PO issuance)					
Compliance to All Provisions of the UNDP General Terms and Conditions of goods.					

Other Related services and requirements <i>(based on the information provided in Section 5b)</i>	Compliance with requirements		Details or comments on the related requirements
	Yes, we comply	No, we cannot comply <i>(indicate discrepancies)</i>	
Associated works: shelter and concrete basis			

Company Name:_____

Name of authorised signatory:_____

Authorised signature: _____

Functional Title:_____