

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQ/UNDP/HEART/129875/004/2021 -

High Flow Nasal Cannula Medical Devices

Date: 23 February 2021

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:

Signature: ____

Name: Martin Kurnia

Title: Procurement Analyst

Date: 23 February 2021

SECTION 2: RFQ INSTRUCTIONS AND DATA

	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</u>
	and Procedures (POPP) on Contracts and Procurement
Introduction	Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the
introduction	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. Please refer to the event ID mentioned below
	IDN10-000008567
Deadline for	If any doubt exists as to the time zone in which the quotation should be submitted, refer to
the	http://www.timeanddate.com/worldclock/.
Submission	
of Quotation	For eTendering submission - as indicated in eTendering system. Note that system time zone is in
	EST/EDT (New York) time zone.
	Quotations must be submitted as follows:
	□ E-tendering □
	☐ Dedicated Email Address
	☐ Courier / Hand delivery
	Fau a Tanada vina una abba ad aliada abba liada baba a //aba ada vina una abba ana ana ana dina anta Fuanta ID.
Method of	For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID: IDN10-0000008567
Submission	1DN10-000008307
	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	LINDS shall not be responsible for any sosts associated with a Cumplion's preparation and submission
preparation	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.
of quotation	
	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,
Supplier	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
Code of	Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud,
Conduct,	corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and
Fraud, Corruption,	requires all bidders/vendors to observe the highest standard of ethics during the procurement
corruption,	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_an
	dinvestigation.html#anti
	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
Gifts and	reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent
Hospitality	practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either
	, , , , , , , , , , , , , , , , , , , ,
I	indefinitely or for a stated period, to be awarded a contract if at any time it determines that the
	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	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. UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to
Conflict of	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.

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. Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract Select the applicable GTC: General ✓ General Terms and Conditions / Special Conditions for Contract. **Conditions of** ☐ General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Contract ☐ General Terms and Conditions for Works Applicable Terms and Conditions and other provisions are available at <u>UNDP/How-we-buy</u> Special ✓ Cancellation of PO/Contract if the delivery/completion is delayed by [10 calendar days] **Conditions of** ☐ Others [pls. specify] Contract 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. Eligibility 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 **USD or IDR for Local Bidders** Quotation 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 Joint act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Venture, Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the Consortium legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall or be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on Association 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. 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 Only one Bid 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 taxes	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDPUNDP 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
	☐ be exclusive of VAT and other applicable indirect taxes
Language of quotation	English Including documentation including catalogues, instructions and operating manuals, except for any legal document issued by the local Government
	Bidders shall include the following documents in their quotation:
	☑ Annex 2: Quotation Submission Form duly completed and signed
	☐ 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;
D	☑ List and value of projects performed for the last 5 years plus client's contact details who may be
Documents	contacted for further information on those contracts;
to be submitted	☑ 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 (if any);
	oximes Statement of satisfactory Performance (Certificates) from the top 3 clients in terms of Contract
	value in similar field;
	☐ Completed and signed CVs for the proposed key Personnel;
	☑ Other: brochures, catalogues (in case the brochure/catalogue has number of type of machine, , bidder(s) must specify the offered item), certified copy of manufacturing license, compliance to the ISO 13845:2016 or an equivalent to Quality Management System (QMS) certificate.
Quotation	, , ,
validity	Quotations shall remain valid for 30 days from the deadline for the Submission of Quotation.
period	
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.
Doubiel	☑ Not permitted
Partial	☐ Permitted Insert conditions for partial quotes and ensure that the requirements are properly
CULOTES	listed in lots to allow partial quotes
	□ Permitted
Alternative	If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ
Quotes	requirements is submitted. Where the conditions for its acceptance are met, or justifications are
Quotes	clearly established, 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"
Payment	oximes 100% within 30 days after receipt of goods, works and/or services and submission of payment
Terms	decomposite the co
rerms	documentation.
	Other Click or tap here to enter text.
Conditions	□Other Click or tap here to enter text. □ Passing Inspection (for imported goods, will be determined upon received of goods at the final
	☐ Other Click or tap here to enter text.

Payment	 □ Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible □ Written Acceptance of Goods, Services and Works, based on full compliance with RFQ 				
	requirements				
	☐ Upon received of original invoice				
Contact Person for corresponde nce, notifications and clarifications	E-mail address: armada.pratama@undp.org and yusef.millah@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 2 (two) days before the submission deadline. Responses to request for clarification will be communicated by email and relevant event ID in the etendering system.				
Evaluation method	☑ The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer.☐ Other Click or tap here to enter text.				
	☐ Full compliance with all requirements as specified in Annex 1				
	□ Full acceptance of the General Conditions of Contract				
Evaluation 	☐ Comprehensiveness of after-sales services				
criteria	□Earliest Delivery /shortest lead time				
	☑ Others: Pass UNDP Quality Assurance process				
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, 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.				
Type of	□ Purchase Order				
Contract to be awarded	□ 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.) □ Contract for Works □ Other Type/s of Contract [pls. specify]				
Expected	United Type/3 of Contract [pis. specify]				
date for contract award.	March 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 <u>UNDP Programme and Operations Policies and Procedures</u>				
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

Technical Specifications for Goods

No	Component	Minimum specification requirements	Pictures
	Full set of High Flow Nasal Cannula medical devices that available for Adult and Infant – Newborn	Has a Flow meter / Flow control, with specs: Including air-oxygen blender Respiratory flow rate: 10-70 LPM Low flow rate: 5-25 LPM Fi O2 50% - 100% Real time oxygen monitor Including oxygen tank regulator Including sensor temperature Including connector medical hose Battery life up to 2 hours (full charge) 220 V AC/222 W/1 A Power Supply including the AC power cord Has a Humidifier, with specs:	
1		 Takes gas and can heat it to 37° C with a 100% relative humidity and can deliver 0.21 – 1.00% fi02 at flow rates of up to 60 liters/min Monitor humidity and temperature in real time Including humidifier chamber, humidifier tube, and HEPA Filter. Including heater for humidifier 31-37 degrees Celsius Humidity: 90-100% Including the Heating breathing circuit and oxygen hose Battery life up to 2 hours (full charge) Including the heater cable Has Optional 2 unit Air Compressor (Max 55 LPM) 	
		Capacity) including the hose	
		- Has 3 standard nasal cannulas (size S, M, and L)	
		- Has a standard pole for the devices	

Note: The picture is only for the sample of the device, it does not refer to any certain type or brand and bidders are free to propose different type or brand as long as it meets with the minimum requirement and fulfil the standard quality required in the RFQ.

Quantity for Goods

Item No	Minimum technical requirements	Unit of Measurement	Quantity
1	High Flow Nasal Cannula medical devices	Full set	16

Delivery Requirements

Delivery Requirements				
	Delivery Requirements			
Delivery date and time	Bidder shall deliver the goods 3 weeks after PO acceptance by the bidders.			
Delivery Terms (INCOTERMS 2020)	DAP			
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)	Collected and stored in advance in the vendor warehouse. Pick up by UNDP shipping agent. Ministry of Health/Kementrian Kesehatan: Jl. HR. Rasuna Said Blok X-5 Kav. 4 - 9, Kuningan, RT.1/RW.2, Kuningan, Kuningan Tim., Kota Jakarta Selatan, Daerah Khusus Ibukota Jakarta 12950 Ministry of Health/Kementrian Kesehatan:			
Distribution of shipping documents (if using freight forwarder)	N/A			
Packing Requirements	All components of the HFNC medical devices are arranged and put inside in one box then is wrapped with transparent wrapping. Then, the box sealed with the seal (stamp) of the vendor company. All components of the HFNC medical devices are arranged and put inside in one box then is wrapped with transparent wrapping. Then, the box sealed with the seal (stamp) of the vendor company.			
Training on Operations and Maintenance	N/A			
Warranty Period	As per manufacture offer			
After-sales service and local service support requirements	If there is an item that does not meet the standard / specification or is damaged when the seal and bag package are still in perfect condition, It is the vendor's responsibility to replace and send it to the address that will be given. Thus, add 10% of the price per item to mitigate the risk. The vendor must compensate for any damage of goods using the additional 10% of the price. However, 10% of the total fund budget will be on hold until all goods are distributed. The remaining 10% money will be given if within 1 week after the			

	goods are received and no complaints are reported.Quoted items must have after sales service available locallyQuoted items must have after sales service available locally
Preferred Mode of Transport	Other: as proposed by Bidders in meeting the required delivery time

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail		
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.		
Legal Address, City, Country	Click or tap here to enter text.		
Website	Click or tap here to enter text.		
Year of Registration	Click or tap here to enter text.		
Legal structure	Choose an item.		
Are you a UNGM registered vendor?	☐ Yes ☐ No If yes, insert UNGM Vendor Number		
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	☐ Yes ☐ No		
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	☐ Yes ☐ No		
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	☐ Yes ☐ No		
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	☐ Yes ☐ No		

Is your company a member of the UN Global Compact		☐ Yes ☐ No			
Bank Information	Bank Information		ick or tap here t		
		Bank Address: Click or tap here to enter text.			
		IBAN: Click or t	tap here to ente	r text.	
		SWIFT/BIC: Clie	ck or tap here to	enter text.	
		Account Currency: Click or tap here to enter text.			
		Bank Account Number: Click or tap here to enter text.			
		Previous rele	vant experience	e: 3 contracts	
Name of previous	Client	& Reference	Contract	Period of activity	Types of activities
contracts		act Details ding e-mail	Value		undertaken

Bidder's Declaration

Yes	No	
		Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
		I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
		Ethics : In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
		I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct :https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
		Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
		Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
		Bankruptcy : I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

Yes	No	
		Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance
		for the Offer Validity.
		I/We understand and recognize that you are not bound to accept any Quotation you receive, and we
		certify that the goods offered in our Quotation are new and unused.
		By signing this declaration, the signatory below represents, warrants and agrees that he/she has been
		authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _	
Name:	Click or tap here to enter text.
Title:	Click or tap here to enter text.
Date:	Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.		
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.	

Currency of the Quotation: Click or tap here to enter text.					
INCOTERMS: Click or tap here to enter text.					
Item No	Description	иом	Qty	Unit price	Total price
1.	High Flow Nasal Cannula medical devicesHigh Flow Nasal Cannula medical devices	Full set	16		
Total Price					
Transportation Price					
Insurance Price					
Other Charges (specify)					
Total Final and All-inclusive Price					

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications			Click or tap here to enter text.
Delivery Term (INCOTERMS)			Click or tap here to enter text.
Delivery Lead Time			Click or tap here to enter text.
Warranty and After-Sales Requirements			Click or tap here to enter text.
Validity of Quotation			Click or tap here to enter text.
Payment terms			Click or tap here to enter text.
Other requirements [Provide physical sample			
for each item which deliver to UNDP Indonesia		\boxtimes	
head office (Menara Thamrin Building)			

Other Information:

Estimated weight/volume/dimension of the Consignment:	Click or tap here to enter text.
Country/ies of Origin:	Click or tap here to enter text.
(if export licence required this must be submitted	
if awarded the contract)	

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.		
Exact name and address of company	Authorized Signature:	
Company NameClick or tap here to enter text.	Date:Click or tap here to enter text.	
Address: Click or tap here to enter text.	Name:Click or tap here to enter text.	
Click or tap here to enter text.	Functional Title of Authorised	
Phone No.:Click or tap here to enter text.	Signatory:Click or tap here to enter text.	
Email Address:Click or tap here to enter text.	Email Address: Click or tap here to enter text.	