



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQ/UNDP/CSA/010/2021 – Consolidated Procurement of PPE	Date: 09 April 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods 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:

A handwritten signature in black ink, appearing to be 'MSK' with a stylized flourish.

Signature: _____

Name: Martin Stephanus Kurnia

Title: Head of Procurement

Date: 9-April-2021

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>16-April-2021 at 17.00 hours (GMT +7)</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>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Dedicated Email Address: bids.id@undp.org</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: bids.id@undp.org</p> <ul style="list-style-type: none"> ▪ 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: N/A ▪ Mandatory subject of email: RFQ/UNDP/CSA/010/2021 – Consolidated Procurement of PPE ▪ 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.
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_an_dinvestigation.html#anti</p>
Gifts and Hospitality	<p>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</p>

	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 checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input 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</p>
Currency of Quotation	Quotations shall be quoted in USD or IDR for Local Bidders
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	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>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>
Language of quotation	<p>English except for any legal document issued by local Government. Including documentation including catalogues, instructions and operating manuals</p>
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"/> ISO 9001 for Personal Protective Equipment (PPE)</p> <p><input checked="" type="checkbox"/> latest Registration certificate;</p> <p><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;</p>
Quotation validity period	<p>Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.</p>
Price variation	<p>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.</p>
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted <i>Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes</i></p>
Alternative Quotes	<p><input checked="" 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, <i>Click or tap here to enter text.</i> 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 checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p> <p><input type="checkbox"/> Other <i>Click or tap here to enter text.</i></p>

Conditions for Release of Payment	<input type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" 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: rida.trisna@undp.org cc. 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 One (1) day before the submission deadline. Responses to request for clarification will be communicated by email
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 checked="" type="checkbox"/> Pass UNDP Quality Assurance Process
Requirement of Expiry Date of Mask	<input checked="" type="checkbox"/> More than 2 years for the surgical mask and N95. <input checked="" type="checkbox"/> Has a license registered with Indonesia's Ministry of Health.
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 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 type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	23 April 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: Technical Specifications

NO	Quantity	Item	Description / Specifications of Goods	Latest Delivery Date
1	1,096 boxes	Surgical Mask 3 ply Ear loop (50 each per box)	Surgery/Surgical Mask, 3-ply (50 each per box) Brand: SENSI or equivalent Model: Ear loop Made in Indonesia Specification: <ul style="list-style-type: none"> - Non-woven 3 ply mask (consisting of outer, middle and inner layers), has a function as a filter, bacterial filtration efficiency > 99% with rubber straps - Material: Non-woven spun bond melt blown spun bond (SMS) - The inside and outside of the mask must be able to easily and clearly identified - Has bacterial filtering efficiency (bacterial filtration efficiency) of 99,6%. Masks can withstand well against fluid, blood and penetration droplet - Protect and close the mouth and nose perfectly, do not penetrate water splashes, allow the users to breathe easily, and comfortably used by men and women. 	Five (5) working days after received PO
2	70 boxes	Surgical Mask 4 ply Ear loop (20 each per box)	Surgery/Surgical Mask, 4-ply (20 each per box) Brand: SENSI CONVEX or equivalent Model: Ear loop Made in Indonesia Specification: <ul style="list-style-type: none"> o Non-woven 4 ply mask (consisting of outer, middle and inner layers), has a function as a filter, bacterial filtration efficiency > 99% with rubber straps o Material: Non-woven spun bond melt blown spun bond (SMS) o 3D ergonomic design, V-cut nose support o The inside and outside of the mask must be able to easily and clearly identified o Has bacterial filtering efficiency (bacterial filtration efficiency) of 99,6%. Masks can withstand well against fluid, blood and penetration droplet o Protect and close the mouth and nose perfectly, do not penetrate water splashes, allow the users to breathe easily, and comfortably used by men and women. 	
3	104 boxes	Surgical Mask 3 ply Hijab (50 each per box)	Surgery/Surgical Mask, 3-ply (50 each per box) Brand: SENSI or equivalent Model: Hijab	

			<p>Made in Indonesia</p> <p>Specification:</p> <ul style="list-style-type: none"> ○ Non-woven 3 ply mask (consisting of outer, middle and inner layers), has a function as a filter, bacterial filtration efficiency > 99% with rubber straps to the back of the head ○ Material: Non-woven spun bond melt blown spun bond (SMS) ○ The inside and outside of the mask must be able to easily and clearly identified ○ Has bacterial filtering efficiency (bacterial filtration efficiency) of 99,6%. Masks can withstand well against fluid, blood and penetration droplet ○ Protect and close the mouth and nose perfectly, do not penetrate water splashes, allow the users to breathe easily, and comfortably used by men and women, including the women with hijab. 	
4	411 bottles	<p>Hand sanitizer no less than 60% alcohol</p> <p>(bottle of 500ml)</p>	<p>Hand sanitizer (bottle of 500 ml)</p> <p>Portable hand antiseptis for personal use.</p> <p>brand: Onemed or equivalent</p> <p>Technical Specifications:</p> <ul style="list-style-type: none"> ○ Alcohol hand sanitizer, ○ Not Less Than 60% alcohol, ○ Bottle of 500ml content, ○ Self-standing bottle equipped with pump. ○ Shelf life: Minimum 2 years, also depending on storage conditions. ○ Storage and transportation: Dry and cool (between 5-35 degrees Celsius) <p>NOTE: Bidder to specify and certify the content.</p> <p>**HAZARDOUS MATERIAL - TRANSPORT CERTIFICATE REQUIRED**</p> <p>UN number: UN 1993 or UN 1170</p>	
5	15 boxes	N95 Mask (20 each per box)	<p>N95 mask (20 each per box)</p> <p>Brand: 3M or equivalent</p> <ul style="list-style-type: none"> ○ Disposable N95 particulate respirator with cup design with a folding model, helps to provide comfort in breathing protection for workers, against certain non-oil particles. ○ Suitable for hot/ dusty work environments. ○ NIOSH N95% standard, 95% filtration efficiency for filtering dust/ non-oil particles ○ Advanced Electrostatic Media Technology to improve the capture of airborne particles and facilitate breathing ○ Equipped with adjustable nose clip helps provide safe protection by adjusting with the shape of the nose ○ Two straps around the head design and can be folded vertically ○ Compatible with various protective glasses and hearing protective 	
6	31 boxes	Disposable gloves size medium (100 each/box)	<p>Disposable gloves size medium (100 each/box)</p> <p>Brand: SENSI (size Medium) or equivalent</p> <ul style="list-style-type: none"> ○ Short Gloves, w/o powder, nitrile, Medium, disposable, box/100 	

		Nitrile Disposable Gloves Powder-Free 100	<ul style="list-style-type: none"> ○ Technical Specifications: ○ ○ Material: nitrile ○ Powder free ○ Non-sterile ○ Single-use disposable ○ Size: Medium ○ Fits either hand ○ Thickness at fingertips of 0.11mm ○ Packaging: Box of 100 gloves ○ CE marked - Conform to EN-455 and EN 374 	
7	19 boxes	Disposable gloves size large (100 each/box) Nitrile Disposable Gloves Powder-Free 100	Disposable gloves size large (100 each/box) Brand: SENSI (size Large) or equivalent <ul style="list-style-type: none"> ○ Short Gloves, w/o powder, nitrile, Large, disposable, box/100 ○ Technical Specifications: ○ Material: nitrile ○ Powder free ○ Non-sterile ○ Single-use disposable ○ Size: Medium ○ Fits either hand ○ Thickness at fingertips of 0.11mm ○ Packaging: Box of 100 gloves ○ CE marked - Conform to EN-455 and EN 374 	
8	382 packs	Alcohol wipes/tissue (20 each/pack)	Alcohol Wipes (Tissue Alkohol) – 20 each per pack brand: SENSI or equivalent <ul style="list-style-type: none"> ○ Composition: Non-Woven Isopropyl Alcohol 70% ○ Purpose: Antiseptic ○ Inactive Ingredient: Purified Water ○ Store at room temperature 15-30 degree Celsius ○ Package: 20 sachet per box ○ Tissue size: 22cm x 15cm 	
9	513 bottles	Hand sanitizer no less than 60% alcohol (bottle of 100ml)	Hand sanitizer (bottle of 100 ml) Portable hand antiseptis for personal use. brand: Onemed or equivalent Technical Specifications: <ul style="list-style-type: none"> ○ Alcohol hand sanitizer, ○ Not Less Than 60% alcohol, ○ Bottle of 100ml content, gel ○ Self-standing bottle equipped with pump. ○ Shelf life: Minimum 2 years, also depending on storage conditions. ○ Storage and transportation: Dry and cool (between 5-35 degrees Celsius) NOTE: Bidder to specify and certify the content. **HAZARDOUS MATERIAL - TRANSPORT CERTIFICATE REQUIRED** UN number: UN 1993 or UN 1170	

Delivery Locations:

No	Agency	Surgical Mask 3-ply Earloop	Surgical Mask 4-ply Earloop	Surgical Mask 3-ply Hijab	Hand sanitizer no less than 60% alcohol	N95 mask	Disposable latex gloves Medium	Disposable latex gloves Large	Alcohol wipes/ tissue alkohol	Hand sanitizer no less than 60% alcohol	Complete delivery address	Contact person (for delivery to Agency)	PIC contact number/cellphone	PIC email address
		50 ea per box	20 ea per box	50 ea per box	Bottle of 500ml	20 ea per box	100 ea per box	100 ea per box	20 ea per pack	Bottle of 500ml				
1	UNFPA	222		44	-	-	-	-	-		UNFPA Office Menara Thamrin 7th floor Jl. MH Thamrin Kav 3, Jakarta Pusat	Ira Novita	081932495555	novita@unfpa.org
2	UNAIDS	123		6	129	5	-	17	90		UNAIDS Office Jl. Tulodong Bawah No.5 Kebayoran Baru, Jakarta Selatan	Dyah Anggraini K	081292701313	anggrainid@unaids.org
3	IFAD	2	70	12	30	5	1	1	20		IFAD Office Menara Thamrin 5th floor Jl. MH Thamrin Kav 3, Jakarta Pusat	Heike Hakim	00628121011560	h.hakim@ifad.org
4	UNESCO	40		5	-	5	-	1	10		UNESCO JAKARTA Jl. Galuh 2 n 5, Kebayoran Baru Jakarta 12110	Tjoet Rini	08179996617 (call)	tr.setiowatie@unesco.org
5	UNOCHA	80		-	-	-	-	-	10		UNOCHA Office Menara Thamrin 10th floor Jl. MH Thamrin Kav 3, Jakarta Pusat	Arie Kustanti	08111550406	kustanti@un.org
6	UNWOMEN	116		37	252	-	30	-	252		UNWOMEN Office Menara Thamrin 3A floor Jl. MH Thamrin Kav 3, Jakarta Pusat	Ani Gamawati & Merry Mailangkay	08121073229	ani.gamawati@unwomen.org merry.mailangkay@unwomen.org
7	UNDP	513								513	UNDP Office Menara Thamrin 8th and 9th floors Jl. MH Thamrin Kav 3, Jakarta Pusat	Bulan Purnamasari	081908296271	bulan.purnamasari@undp.org
		1,096	70	104	411	15	31	19	382	513				

Invoice for the total is to be sent to:

Angeline Dian Paramita/Mulyana Ramadhan

UN Common Services

Menara Thamrin 9th Floor

Jalan MH Thamrin Kav 3, Jakarta Pusat 10250

Email: angeline.paramita@undp.org; mulyana.ramadhan@undp.org

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods maximal five (5) working days after received PO
Delivery Terms (INCOTERMS 2020)	N/A
Customs clearance (must be linked to INCOTERM)	<input checked="" type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation (where applicable) <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	Refer to Delivery of Location
Distribution of shipping documents (if using freight forwarder)	N/A
Packing Requirements	Water proof
Training on Operations and Maintenance	N/A
Warranty Period	N/A
After-sales service and local service support requirements	N/A
Preferred Mode of Transport	As proposed by bidder

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:	RFQ/UNDP/CSA/010/2021 – Consolidated Procurement of PPE	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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

institutions promoting such issues (If yes, provide a Copy)				
Is your company a member of the UN Global Compact	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click 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 relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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: 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:	RFQ/UNDP/CSA/010/2021 – Consolidated Procurement of PPE	Date: Click or tap to enter a date.

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty and After-Sales Requirements	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements <i>[pls. specify]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Item No.	Description/Specification of Goods	Quantity	Proposed Brand	Latest Delivery Date	Unit Price (IDR)	Total Price per Item (IDR)
1	Surgical Mask 3 ply Ear loop (50 each per box) Brand: SENSI or equivalent	1,096 boxes				
2	Surgical Mask 4 ply Ear loop (20 each per box) Brand: SENSI CONVEX or equivalent	70 boxes				
3	Surgical Mask 3 ply Hijab (50ea/box) Brand: SENSI or equivalent	104 boxes				
4	Hand sanitizer no less than 60% alcohol. Bottle of 500ml Brand: Onemed or equivalent	411 bottles				

5	N95 Mask (20 each per box) Brand: 3M or equivalent	15 boxes				
6	Disposable gloves size medium (100 each per box) Brand: SENSI (size Medium) or equivalent	31 boxes				
7	Disposable gloves size large (100 each per box) Brand: SENSI (size Large) or equivalent	19 boxes				
8	Alcohol wipes/tissue (20 each per pack) Brand: SENSI or equivalent	382 packs				
9	Hand sanitizer no less than 60% alcohol. Bottle of 100ml. Brand: Onemed or equivalent	513 bottles				
		Total Prices of Goods ¹				
	Add: Cost of Transportation per Delivery Locations (Annex 1) to the following Agencies and PIC. Please refer to Delivery Locations (Annex 1) for items per Agency					
	UNFPA Office Menara Thamrin 7th floor Jl. MH Thamrin Kav 3, Jakarta Pusat		Ira Novita	081932495555	novita@unfpa.org	
	UNAIDS Office Jl. Tulodong Bawah No.5 Kebayoran Baru, Jakarta Selatan		Dyah Anggraini K	081292701313	anggrainid@unaids.org	
	IFAD Office Menara Thamrin 5th floor Jl. MH Thamrin Kav 3, Jakarta Pusat		Heike Hakim	08121011560	h.hakim@ifad.org	
	UNESCO JAKARTA Jl. Galuh 2 n 5, Kebayoran Baru Jakarta 12110		Tjoet Rini	08179996617 (call)	tr.setiowatie@unesco.org	
	UNOCHA Office Menara Thamrin 10th floor Jl. MH Thamrin Kav 3, Jakarta Pusat		Arie Kustanti	08111550406	kustanti@un.org	
	UNWOMEN Office Menara Thamrin 3A floor Jl. MH Thamrin Kav 3, Jakarta Pusat		Ani Gamawati & Merry Mailangkay	081317720653 08121073229	ani.gamawati@unwomen.org merry.mailangkay@unwomen.org	

¹ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

UNDP Office Menara Thamrin 8th and 9th floors Jl. MH Thamrin Kav 3, Jakarta Pusat		Bulan Purnamasari	081908296271	bulan.purnamasari@undp.org
Add: Cost of Insurance				
Add: Other Charges (pls. specify)				
Total Final and All-Inclusive Price Quotation				

Other Information pertaining to our Quotation are as follows :	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time – 5 working days after received PO			
Validity of Quotation – 60 days			
All Provisions of the UNDP General Terms and Conditions			
Payment terms 100% upon complete delivery of goods			

Other Information:

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

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.

<p>Address: Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Phone No.:Click or tap here to enter text.</p> <p>Email Address:Click or tap here to enter text.</p>	<p>Name:Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory:Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>
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