

**REQUEST FOR QUOTATION (RFQ)**

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| UNDP BIH  Zmaja od Bosne bb; Sarajevo | DATE: April 28, 2021 |
| REFERENCE: **BIH/RFQ/067/21** |

Dear Sir / Madam:

We kindly request you to submit your quotation for: **Supply and Delivery of Disinfection supplies** as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **Thursday**, **May 6, 2021 by 14:00 CET** and via **email** to the address below:

**United Nations Development Programme**

Zmaja od Bosne bb, Sarajevo 71000

General Service or

by email to [registry.ba@undp.org](mailto:registry.ba@undp.org)

**REF: BIH-RFQ-067-21**

Quotations submitted by email must be limited to a maximum of 20 MB, virus-free and no more than 5 email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

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

|  |  |
| --- | --- |
| Delivery Terms [INCOTERMS 2010] | DDP Sarajevo (Multiple locations), Bihać, Fojnica, Ilidža, Ljubuški, Mostar, Pazarić, Tomislavgrad, Vakuf, Tuzla, Lukavac, Gradacac, Jablanica, Gorazde, Zenica, Domanovici, Ravno, Novi Travnik - Bosnia and Herzegovina |
| Customs clearance, if needed, shall be done by: | Supplier/Offeror |
| Exact Address/es of Delivery Location/s | Bosnia and Herzegovina – Multiple locations (exact addresses of delivery will be defined upon issuance of PO)  **Items 1,** DDP Sarajevo (Multiple locations), Bihać, Fojnica, Ilidža, Ljubuški, Mostar, Pazarić, Tomislavgrad, Vakuf, Tuzla, Lukavac, Gradacac, Jablanica, Gorazde, Zenica, Domanovici, Ravno, Novi Travnik - Bosnia and Herzegovina  **Item 2 –** DDP Sarajevo (Multiple locations), Bihać, Fojnica, Ilidža, Ljubuški, Mostar, Pazarić, Tomislavgrad, Vakuf, Tuzla, Lukavac, Gradacac, Jablanica, Gorazde, Zenica, Domanovici, Ravno, Novi Travnik - Bosnia and Herzegovina |
| UNDP Preferred Freight Forwarder, if any | Not applicable |
| Distribution of shipping documents | Not applicable |
| Latest Expected Delivery Date and Time *(if delivery time exceeds this, quote may be rejected by UNDP)* | **ASAP but not later than 20 days upon acceptance of UNDP Purchase Order** |
| Delivery Schedule | N/A |
| Packing Requirements | Yes, see Annex I |
| Mode of Transport | N/A |
| Preferred Currency of Quotation | Local Currency: BAM |
| Value Added Tax on Price Quotation | Must be exclusive of VAT and other applicable indirect taxes (VAT stated separately) |
| After-sales services required | N/A |
| Deadline for the Submission of Quotation | **May 6, 2021 by 14:00 CET** |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language | Local or English language |
| Documents to be submitted | Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1 / **Pravilno ispunjen obrazac kako je navedeno u Prilogu 2 i u skladu sa listom zahtjeva u Prilogu 1;**  Latest Business Registration Certificate / **Najnovije rješenje o registraciji;**  Reference list on company’s memorandum for delivery of similar items in last 3 years **/ Lista referenci, pripremljena na memorandumu firme za posljednjih tri (3) godine za sličan opseg usluga i/ili isporuku robe;**  Catalogue/technical specification of the offered products and equipment **/ Katalog proizvoda sa tačno označenim proizvodima i specifikacijom iz ponude za traženu opremu**;  Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer **/ Potvrda o zastupanju proizvođača čiji su proizvodi ponuđeni;**  **☒** Statement in which the Bidder guarantees that the shelf-life of the offered products would have at least 2/3 of the remaining shelf life on potential delivery date **/** **Izjava kojom ponuđač izjavljuje da će u momentu potencijalne isporuke rok trajanja ponuđenih proizvoda biti minimalno 2/3 od predviđenog roka trajanja proizvoda;**  Certificate/documented proof that the bidder is registered with the BIH State Agency for Drugs and Medical Devices for the supply and delivery of goods offered within this RFQ as per relevant BiH legal provisions **/ Certifikat/dokument da je ponuđač registrovan kod Agencije za lijekove i medicinska sredstva Bosne i Hercegovine za promet opreme koja je ponuđena u sklopu ovog tendera, u skladu sa relevantnim BiH zakonskim odredbama;**  Documented proof that the offered products are approved by relevant authority in FBiH, registered within Inventory of biocids/chemicals or Certificates from the respective authority in BiH that the offered products are safe for use and distribution. **/ Dokument da su ponuđeni proizvodi odobreni od strane relevantne institucije u FBiH, registrovani u Inventaru biocida/hemikalija ili Potvrde nadležne institucije u BiH da su ponuđeni proizvodi sigurni za upotrebu i distribuciju;**  Statement in which bidder guarantees that they have the offered goods on stock in BiH or statement from the bidders distributor/producer that the offered goods can be delivered to the stated locations in BiH no later than latest expected delivery date, as defined in RFQ / **Izjava prema kojoj ponuđač garantuje da posjeduje ponuđenu robu na lageru u BiH ili izjava od strane ponuđačevog dobavljača/proizvođača da će ponuđene stavke biti isporučene na naznačene lokacije u BiH najkasnije do datuma isporuke definisanog u tenderu.** |
| Period of Validity of Quotes starting the Submission Date | Min. 20 calendar days |
| Partial Quotes | Partial quotes per Items are allowed. Partial quotes within Items are not allowed. |
| Payment Terms | 100% within 30 days upon UNDP’s acceptance of the goods delivered as specified and receipt of invoice |
| Advanced Payment | Not allowed |
| Evaluation Criteria | Technical responsiveness/Full compliance to requirements and lowest price per item  Full acceptance of the PO/Contract General Terms and Conditions |
| UNDP will award to: | One or more suppliers, depending on the following factors:  ☒ Technical responsiveness/Full compliance to requirements and lowest price per item |
| Type of Contract to be Signed | ☒ Purchase Order/s |
| Special conditions of Contract | Cancellation of PO/Contract if the delivery/completion is delayed by 10 days |
| Conditions for Release of Payment | ☒ Inspection upon arrival at destination  ☒ Written Acceptance of Goods based on full compliance with RFQ requirements |
| Annexes to this RFQ | Specifications of the Goods Required (Annex 1)  Form for Submission of Quotation (Annex 2)  General Terms and Conditions / Special Conditions (Annex 3) Link: [English version](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-2493)  Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process. |
| Contact Person for Inquiries  (Written inquiries only) | *UNDP BIH - GENERAL SERVICES* [*registry.ba@undp.org*](mailto:registry.ba@undp.org) *Fax: 033 552 330*  Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. |

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP’s re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP’s own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP’s vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

**UNDP encourages every prospective Vendor to** avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : <http://www.un.org/depts/ptd/pdf/conduct_english.pdf>

**Thank you and we look forward to receiving your quotation.**

**Sincerely yours,**

*UNDP BIH* April 29, 2021

**Annex I**

**TECHNICAL SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No.** | **Disinfecting supplies and equipment /**  **Dezinfekcijska sredstva i oprema** | **Unit of measure** | **Quantity** |
| 1 | **Baktericid / Bactericide**   * **Dezinficijens za površine na bazi alkohola (etanola min 40-70g/100g).** / Alcohol-based disinfectant for surfaces (ethanol min 40-70g/100g). * **Dezinficijens za površine i efikasan baktericid uključujući i uzročnike tuberkuloze i Helicobacter pylori. Djeluje na gljivice i viruse uključujući viruse HIV, hepatitisa A,B,C i polio-, vaccinia-, adeno-, herpes simplex-viruse. Dodatak mirisnih tvari za dezodoraciju prostora**. / Surface disinfectant and effective bactericide, including causative agents of tuberculosis and Helicobacter pylori. Is active against fungi and viruses, including HIV, hepatitis A, B, C and polio-, vaccinia-, adeno-, herpes simplex-viruses. Addition of fragrant substances to deodorize the space. * Pakovanje: 1 – 5 L/ Pack: 1-5 L | **litar/litre** | **11,000** |
| 1 | **Antiseptik na bazi alkohola / Alcohol-based antiseptic**   * **Antiseptik na bazi alkohola (etanol 40-70g/100g) sa dodacima za zaštitu kože. Antiseptik za higijensku i hiruršku dezinfekciju ruku na bazi sa virucidnim djelovanjem i dodatkom sredstava za zaštitu kože. Štiti, njeguje i sprečava isušivanje kože. Podnošljiv u svakodnevnoj praksi.** /Alcohol-based antiseptic (ethanol 40-70g/100g) with skin protection additives. Alcohol-based antiseptic for hygienic and surgical hand disinfection with virucidal action and with addition of products for skin protection. Protects, nourishes and prevents dry skin. Tolerable in everyday use. * **Pakovanje: 1l** / Pack: 1l | **litar/litre** | **7,000** |

*[Enter name of authorized staff]*

*[Designation]*

**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

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

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. **BIH/RFQ/067/21:**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description/Specification of Goods** | **Quantity** | **Latest Delivery Date** | **Unit Price** | **Total Price per Item** |
| **Item 1** | **Baktericid / Bactericide** |  |  |  |  |
| **Item 2** | **Antiseptik na bazi alkohola / Alcohol-based antiseptic** |  |  |  |  |
|  |  |  |  |  |  |
|  | **Total Price of Goods** |  |  |  |  |
|  | Add : Cost of Transportation |  |  |  |  |
|  | Add : Cost of Insurance |  |  |  |  |
|  | Add : Other Charges (pls. specify) |  |  |  |  |
|  | **TOTAL without VAT** |  |  |  |  |
|  | Add: VAT 17% |  |  |  |  |
|  | **Total Final and All-Inclusive Price Quotation** |  |  |  |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Other Information pertaining to our Quotation are as follows:** | | **Your Responses** | | |
| ***Yes, we will comply*** | ***No, we cannot comply*** | ***If you cannot comply, pls. indicate counter proposal*** |
| Delivery Lead Time | ASAP but not later than 20 days from the date of a Purchase Order Issuance |  |  |  |
| Compliance with Technical Specifications |  |  |  |  |
| Validity of Quotation: | Minimum 30 calendar days |  |  |  |
| All Provisions of the UNDP General Terms and Conditions | |  |  |  |

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

*[Name and Signature of the Supplier’s Authorized Person]*

*[Designation]*

*[Date]*

**Annex 3**

**General Terms and Conditions**

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General Terms and Conditions (for Goods and/or Services)

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