



## REQUEST FOR QUOTATION (RFQ)

<b>NAME &amp; ADDRESS OF FIRM:</b> All interested companies	<b>DATE:</b> June 14, 2021
	<b>REFERENCE:</b> 2021/UNDP/GAM/ENV/103

Dear Sir / Madam:

We kindly request you to submit your quotation for **Upgrading of Waste disposal Area, Fixing, commissioning of Incinerator and Pavement of area at Kanifing General Hospital**, 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 June 30, 2021 and via ☒ *e-mail* to the address below:

**United Nations Development Programme**

5 Kofi Annan Street, Cape Point, Bakau  
P.O.Box 553 Banjul, Republic of The Gambia  
*Email address: [bids.gm@undp.org](mailto:bids.gm@undp.org)*

Quotations submitted by email must be limited to a maximum of five (5) MB, virus-free and no more than two (2) 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 services:

Exact Address/es of Delivery Location/s (identify all, if multiple)	<b>Kanifing General Hospital (see details in Annex 1.)</b>
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	1 monts from the date of contract signature.
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Preferred Currency of Quotation	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency : <b>GMD</b>
Value Added Tax on Price Quotation	<input type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 12 months <input checked="" type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others
Deadline for the Submission of Quotation	COB, <b>Wednesday, June 30, 2021 and 11:59 pm</b> To: <a href="mailto:bids.gm@undp.org">bids.gm@undp.org</a>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <b>List of previous contracts executed for similar services in the last five years, including the address of the clients.;</b> <input type="checkbox"/> <input type="checkbox"/> Quality Certificates (ISO, etc.); <input checked="" type="checkbox"/> Latest Business Registration Certificate: <b>A GPPA registration certificate in addition to the Business registration certificate, both valid in 2021, is required for companies operating in The Gambia ;</b> <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input type="checkbox"/> <input checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied; <input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods". <input type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier);

	<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;
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> 120 days  In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of goods. <input checked="" type="checkbox"/> Others : <b>Different payment terms can be negotiated according to agreeable milestones before signing the contract as indicated in the terms of reference.</b>
Liquidated Damages	<input checked="" type="checkbox"/> Will not be imposed <input type="checkbox"/> Will be imposed under the following conditions : Percentage of contract price per day of delay : 0.5% Max. no. of days of delay : 30 days After which UNDP may terminate the contract.
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements as per the Terms of reference in Annexe 1 and lowest price <sup>1</sup> <input checked="" type="checkbox"/> List of equipment to be used and CVs of lead experts <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time: <b>Bidders are required to propose their shortest execution period for their offer taking into account the requirement for 1 month.</b>
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier <input type="checkbox"/>
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order

<sup>1</sup> UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term “more superior” as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP <input type="checkbox"/> Other Type/s of Contract
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)  Applicable Terms and Conditions are available at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery if completion is delayed by 30 days <input type="checkbox"/> Others
Conditions for Release of Payment	Passing Inspection Complete Installation <input checked="" type="checkbox"/> Passing all Testing <input type="checkbox"/> Completion of Training on Operation and Maintenance <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements <input checked="" type="checkbox"/> Others: Certification of milestone completion
Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications/Terms of reference of the service Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions</a> <input type="checkbox"/> Others  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) <sup>2</sup>	<i>Thomas Mugabiyimana</i> Team Leader <a href="mailto:thomas.mugabiyimana@undp.org">thomas.mugabiyimana@undp.org</a> 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.

<sup>2</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

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 indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

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

**Sincerely yours,**

*Team Leader*  
June 14, 2021

**Annex 1**

## **TECHNICAL SPECIFICATIONS**

**KANIFING GENERAL HOSPITAL : UPGRADING OF WASTE DISPOSAL AREA, FIXING, COMMISSIONING OF INCINERATOR AND PAVEMENT OF AREA**



**RE-COMMISSIONING OF INCINERATOR, UPGRADING OF WASTE DISPOSAL AREA, ERECTION OF ENCLOSURE, BUILDING OF FOUR STORAGE ROOMS, TOILET / SHOWER FOR OPERATOR, OPERATOR'S WATCH, FOUR ADDITIONAL COVERED ASH PITS ROOM, FENCING OF AREA, ACCESS GATE TO SITE AND ACCESS GATE FROM MORTUARY.**

### **Background**

Minimaster MK II Incinerator is a medical classified incinerator that meets the WHO and other international regulations in incinerator standards. It is environmentally friendly equipment, low maintenance and simple to operate.

The Minimaster Incinerator has been installed in Kanifing General Hospital since the inception of the hospital as a medical institution and facility. The incinerator operates on both the use of Kerosene fuel and electricity. It incinerates primarily the medical waste generated by the General hospital. This waste includes toxic poisonous waste such as sharp objects, clinical waste etc. The hospital generates roughly above 300kg of waste daily.

This waste exposes serious health issues both to human and the hospital surrounding if not managed and incinerated regularly and on time. Thus, the need for a functional incinerator in helping maintain a clean healthy environment within the hospital cannot be overemphasized.

### **Inspection of Incinerator and its current status**

- Faulty Riello Kerosene designed burners
- Dirty and clogged filter elements
- Thermocouple sensors not reading
- General maintenance works and servicing required
- Equipment is technically towards the end of its designed life span of 8-10yrs

### **Observation and Recommendation**

1. The control modules within the burners are rusty, corroded and damaged. The pump injection elements are all weak and clogged with dirt particles.
2. Filter elements are clogged and damaged. Corrosion process is visible on the filter casing and on filter element.
3. High temperature thermocouple sensors are faulty and not reading. The sensor terminals are rusty and with moisture.

Generally, the incinerator can be maintained and brought back into full active operation within a short period. It would require a complete overhaul of its vital parts. Replacement of the complete set of Riello kerosene designed burners. This includes the pump elements and the control modules. The present filter unit is obsolete and would require a completely new replacement. Efficient filter units are readily available. Replacement of the thermocouple sensors. Perform general overhaul maintenance, servicing and re-commissioning of the incinerator.

### **Scope of Works**

The works are split into the following phases. Each specific scope of work is listed in each item.

#### **ITEM A: PRESTART MAINTAINANCE WORKS**

- **Air System:** Check the combustion air fan; clean and change/replace filter, as needed.
- **Electrical System:** inspect and test all sensors and switches connected to the Control Panel; check timers and relays for proper operation.
- **Fuel System:** Replace existing pipe works and all connections, flexible hoses, change fuel filters and clean fuel strainers, and inspect fuel valves and change/replace as needed.
- **Exhaust System:** Check/repair Ignition and After-burners visually for blockage, leaks, corrosion; check condensation trap and muffler condition.

- **Instrumentation:** check all instruments/gauges for proper operation; check safety and interlocking circuits, shutdowns, alarm systems.
- **Doors:** Lubricate and grease seizure due to corrosion; check the mechanical door interlock mechanism and shutdown system.
- **Fuel Tank:** Check fuel storage tank for any sediments or residue due to corrosion and oxidation; drain, filter and clean tank as needed.

These prestart works are required to secure the safety of equipment and operation in the event of any failure as the Incinerator has not been in use for a very longtime, given the fuel leakages and level of seizure of parts due to corrosion etc.

## **ITEM B: COMMISSIONING OF INCINERATOR**

- Test and recalibrate protective relays and main circuit breakers; perform insulation-resistance test on all power cables, fans and burners wiring with respect to ground.
- Test Interlock mechanism and adjust controls and safety: replace all damaged and malfunctioning controls and equipment.

## **ITEM C: UPGRADING OF WASTE DISPOSAL AREA.**

This entails the following civil works:

- Remove existing foundation and build a new foundation to suit new structures.
- Build four Rubbish Stores for segregated waste, including operators Room, Toilet and Fire service facility at entrance of area with dwarf walls, Doors and Roof cover
- Build a 2000m width by 9400m long Concrete walkway along Ash pit area.
- Build four New Ash pit with dwarf walls, Chain link and Roof Cover
- Fencing of area by building a wall facing Mosque with double access gate to allow trucks into area. Open a gate along right wall for access from Mortuary.
- Affix 9 new doors and Chain link to complete 50cm dwarf wall height with galvanized chain link

## **ITEM D: PAVEMENT OF THE AREA FROM THE MOSQUE TO THE INCINERATOR:**

This entails the following civil works:

- Removal and disposing of 42.3m<sup>3</sup> of topsoil.



- Backfilling and compacting with clean sand, 15cm thick.
- Import and laying of 282m<sup>2</sup> of interlocking pavement blocks, 9cm thick with edges where necessary.

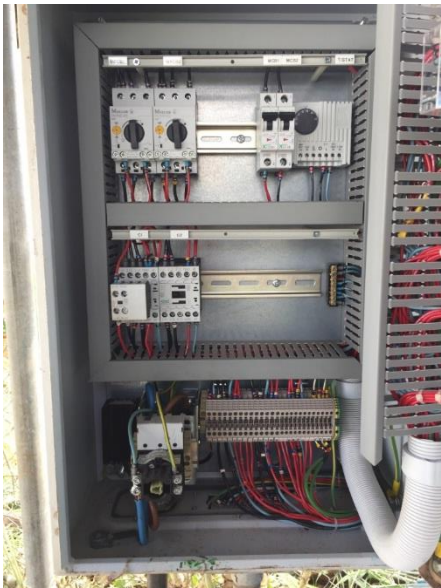
### **SUMMARY OF WORKS**

#	Description	Costing
01	Prestart Maintenance Work and Rehabilitation and Commissioning of the Incinerator	
02	Pavement of the Area from the Mosque to the Incinerator, Beautification and Landscaping of area	
03	Upgrading of Waste Management Area	
04	PPE, Trolleys, Waste Bags etc.	
	Total	

### **CURRENT CONDITION OF THE INCINERATOR AND SURROUNDING ENVIRONMENT**

See images on the following pages















### **Quality of Services**

- The Contractor will ensure that works are performed to high quality standards and to meet all required specifications



- The Contractor shall also provide all technical support needed in order to ensure the timely and satisfactory completion of the works
- The Contractor shall have at least 5 years experience in Industrial Mechanical and Electrical Engineering and Construction.
- Experience in maintenance and/installation of incinerator will be an asset.

### **Contract period and Completion of Works**

- Works shall commence immediately following the signature of the contract
- The works shall be completed within **30 days** following payment of the advance.
- The Contractor will have unlimited access to the site during contract period until works are complete.

### **Safety**

- The Contractor shall take full responsibility of their own safety
- The Contractor shall take full responsibility of the works.

### **Works supervision**

- The works are placed under the supervision of a person appointed by the Management of Kanifing General Hospital and referred to as the works supervisor who will certify the achievement of the works.

### **Terms of Payment**

- **An advance payment can be negotiated, but it cannot be beyond 20%** of agreed sum prior to work commencement and after signing of contract.
- **Up to 25% payment upon procurement of all items**
- **60% % payment upon successful completion of the scope of works.**

**The design of the Kanifing General Hospital is provided in a separate attachment**

### FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>3</sup>

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>4</sup>)*

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. \_\_\_\_\_:

**TABLE 1 : Financial Offer**

#	Description	Cost (GMD)
01	Prestart Maintenance Work and Rehabilitation and Commissioning of the Incinerator	
02	Pavement of the Area from the Mosque to the Incinerator, Beautification and Landscaping of area	
03	Upgrading of Waste Management Area	
04	PPE, Trolleys, Waste Bags etc.	
	Total	

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

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			
Estimated weight/volume/dimension of the Consignment:			
Country/ies Of Origin <sup>5</sup> :			
Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance			
b) Minimum one (1) year warranty on both parts and labor			

<sup>3</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>4</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

<sup>5</sup> If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UNDP if awarded the PO/contract.

c) Others			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>			

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]*