



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: SLE/RFQ/YOUTH/2021/008.

Date: July 13, 2021.

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods (Supply of assorted Machines by Lot) 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: Rokya Ye Dieng.

Title: Deputy Resident Representative P & O.

Date: July 13, 2021.

SECTION 2: RFQ INSTRUCTIONS AND DATA

<p>Introduction</p>	<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 <u>UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</u></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>
<p>Deadline for the Submission Of Quotation</p>	<p>Thursday July 22, 2021. At 5:00pm</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission – as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
<p>Method of Submission</p>	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p> <input checked="" type="checkbox"/> <input type="checkbox"/> Dedicated Email Address (procure.sle@undp.org)</p> <p> <input checked="" type="checkbox"/> Courier / Hand delivery (Fourah Bay Close, Off Main Motor Road, Wilberforce, Freetown)</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: (Fourah Bay Close, Off Main Motor Road, Wilberforce, Freetown).</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: 10MB. ▪ Mandatory subject of email: SLE/YOUTH/RFQ/2021/008 goods (Supply of assorted Machines by Lot). ▪ Multiple emails must be clearly identified by indicating in the subject line "email no. X of Y", and the final "email no. Y of Y". ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt. <p>[For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information]</p> <ul style="list-style-type: none"> • Insert BU Code and Event ID number: SLE10 AND SLE/YOUTH/RFQ/2021/008 goods (Supply of assorted Machines by Lot). <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
<p>Cost of preparation Of quotation</p>	<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>
<p>Supplier Code of Conduct, Fraud, Corruption,</p>	<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</p>

	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_and_investigation.html#anti
Gifts and Hospitality	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input 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"/> <input type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [10 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 SIERRA LEONE LEONES WITH THE EQUIVALENT IN US DOLLARS.
Joint Venture, Consortium	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

or Association	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. Refer to Clauses 19 – 24 under <u>Solicitation policy</u> for details on the applicable provisions on Joint Ventures, Consortium or Association.
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. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: 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 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: All prices must: <input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> <input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Language of quotation	ENGLISH LANGUAGE Including documentation including catalogues, instructions and operating manuals.
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> <input type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> <input type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> <input type="checkbox"/> Company Profile. <input checked="" type="checkbox"/> <input type="checkbox"/> Registration certificate; <input type="checkbox"/> List and value of projects performed for the last XXXX years plus client's contact details who may be contacted for further information on those contracts; <input checked="" type="checkbox"/> List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project; <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 3 clients in terms of Contract value in similar field; <input type="checkbox"/> Completed and signed CVs for the proposed key Personnel; <input type="checkbox"/> Other Click or tap here to enter text.
Quotation validity Period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.

Partial Quotes	<input checked="" type="checkbox"/> <input type="checkbox"/> Not permitted (BIDDERS ARE TO BID BY LOT) <input type="checkbox"/> Permitted
Alternative Quotes	<input checked="" type="checkbox"/> <input type="checkbox"/> Not permitted <input type="checkbox"/> Permitted If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, Click or tap here to enter text. Reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"
Payment Terms	<input checked="" type="checkbox"/> <input type="checkbox"/> 100% within 30 days after receipt of goods submission of payment documentation. <input checked="" type="checkbox"/> Other Click or tap here to enter text.
Conditions for Release of Payment	<input checked="" type="checkbox"/> <input type="checkbox"/> Passing Inspection [meeting the technical specifications] Complete Installation <input checked="" type="checkbox"/> <input type="checkbox"/> Passing all Testing [function as required after installation] <input checked="" type="checkbox"/> <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible (if applicable)] <input checked="" type="checkbox"/> <input type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ Requirements <input type="checkbox"/> Others [pls. specify]
Contact Person for correspondence, notifications and Clarifications	E-mail address: yonah.samo@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 5 days before the submission deadline. Responses to request for clarification will be communicated 48hours. By email and website where original advertisement was made.
Evaluation method	<input checked="" type="checkbox"/> <input 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	<p>ADMINISTRATIVE COMPLIANCE</p> <input checked="" type="checkbox"/> Full compliance with all administrative requirements and legal eligibility as specified below <ul style="list-style-type: none"> • Business registration documents • Updated tax clearance (NRA), if the vendor is exempted from paying such tax, kindly provide a certificate of exemption from the government. • Registration with the local council • Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List • Bid validity period of 90 days • Warranty period on all component of 12months • Full acceptance of the General Conditions of Contract • Comprehensiveness of after-sales services • Earliest Delivery /shortest lead time <p>TECHNICAL COMPLIANCE AS SPECIFIED IN ANNEX 1</p> <input checked="" type="checkbox"/> Meeting minimum technical specifications on all required goods
Right not to accept any quotation	<p>FINANCIAL COMPLIANCE</p> <input checked="" type="checkbox"/> Best financial offer among the administrative and technically compliant bids. <input type="checkbox"/> Others Click or tap here to enter text.
Right to vary requirement at time of	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
	At the time of award of Contract or Purchase Order, Click or tap here to enter text. Reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms

award	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 utilized 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	Soonest

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contract award.	
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.

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ANNEX 1: SCHEDULE OF REQUIREMENTS

Technical Specifications for the required machines:

Item No	Minimum technical requirements	Unit	Quantity
LOT 1			
1	<u>Small oil expeller machine/coconut mill machinery</u> <ul style="list-style-type: none"> • Automatic Grade: Automatic • Capacity: 450 kg/h • Power (kw): 18.5 kw • Usage: Coconut Oil • Voltage: 380V 	pcs	2
2	<u>Charcoal Briquette Making Machine (290mm*200mm; 5.5kw; 400-500kg/hr)</u>	Pcs	2
3	<u>Food grade hammer mill pulverizer: for ginger production</u> <ul style="list-style-type: none"> • Motor power: 5.5kw • Prod. Capacity: 50-300kg/h • Fineness of finished products: 12-120mesh • Dimension: 1100*860*1520(mm) • Weight: 250Kg 	Pc	1
4	<u>Hand operated oil expeller peanut oil extraction press machine</u> <ul style="list-style-type: none"> • Production capacity: 1000kg per day • Voltage: 220v/380v • Dimension: 920*390*750mm • Power: 5.5kw • Weight: 150kg 	Pc	1
5	<u>Small Peanut Roaster Machine: Capacity 60-80kg/h; Power: 700w</u>	Pc	1
6	<u>Cassava grating machine (2.2kw)</u> Capacity: 2 ton per hour	pc	1
7	<u>Automated Gari frying machine</u> <ul style="list-style-type: none"> • Capacity: 100kg/h • Diameter: 1000mm • Voltage: 380v/50Hz • Power: 1.5kw • Options: Electric or gas/diesel heating 	Pc	1
LOT 2			
1	<u>125mm Angle Grinder 21V Cordless Rechargeable Brushless Electric Angle Grinder</u>	Pc	1
2	<u>Large Size Freezer</u>	pc	1

	<ul style="list-style-type: none"> • Capacity – 475 L • Door number: double doors • Door type: sliding door • Temp control: computer thermo stat. • Defrost type: auto defrost • Temp: 0 - -18 degree • Specs: 725*695*850mm • Function: cold storage & freezing • Cooling type: direct cooling • Voltage/Frequency: 220v/50Hz, 220v/60Hz 		
3	<u>Commercial Fruit Juice Making Industrial Juicer Machine</u> <ul style="list-style-type: none"> • Voltage: 380v • Power: 4kw 	pc	1
4	<u>Plastic Melter densifier/recycled plastic hot melting machine</u> <ul style="list-style-type: none"> • Capacity: 160-200kg/h • Weight:1800kg • Power: 44.8KW 	pc	1
5	<u>Plastic crusher machine: PE PP PVC PET Waste Plastic Crusher Machine</u> <ul style="list-style-type: none"> • Capacity(kg/h): 25-30kg/h • Voltage : 220v • Motor power(kw) : 4kw • Rotary knife : 3 • Screen size(mm) : 8-12 • Blades speed(r/min) : 570 • Dimension(cm):100*75*125 • Weight(kg):240 	pc	1
6	<u>Hand Drill Machine:</u> <ul style="list-style-type: none"> • Type of power: Drill • No Load Speed: 0 – 2600 • Machine Type: Semi-Automatic • Drilling Diameter: 6mm, 13mm, 16mm 	pc	1
7	<u>MMA DC Inverter Welding Machine:</u> <ul style="list-style-type: none"> • Material: metal + plastic • Size: 29x11x20cm • Input power: AC220V • Frequency: 50/60HZ • Rated input capacity: 7KVA • No-load voltage: 67V • Output current regulation: 20-200A • Rated output voltage: 28V • Load duration: 60% No-load loss: 40W • Efficiency: 85% 	pc	1

	<ul style="list-style-type: none"> • Power factor: 0.85 • Shell protection rating: 1P21 • Insulation class: F • Other Features: 2.5 electrode continuous welding; Wide range of use; Durable, long service life; Energy efficient, fast cooling Intelligent identification of voltage, safety; waterproof 		
8	<u>Commercial Semi-Automatic Automatic Tender coconut peeling machine</u> <ul style="list-style-type: none"> • Capacity: 2HP • Automation Grade: Semi-Automatic • Usage/Application: Commercial • Material: Stainless Steel Phase: single phase	pcs	2
9	<u>Small Extruder Floating Fish Feed Machine: Fish Food Pellet Processing Equipment</u> <ul style="list-style-type: none"> • Power: 5.5KW • Speed: 360 r/min • Capacity: 80-100 kg/h 	Pc	1
10a	<u>Packaging Machine (briquettes): 220v Electric Sewing Machine Sewing Tools Overlock for Woven Paper Bag Stitching</u>	Pc	1
10b	<u>Brown Recycled Kraft Wrapping Paper: 500mm x 20m; 100% Natural, Recycled and Biodegradable</u>	Pcs	10
11	<u>High-Speed Label Printer - 300 x 600 dpi resolution and the durable auto cut</u>	Pcs	6
12	<u>220V 15-100MM HANDHELD INDUCTION SEALER BOTTLE CAP SEALING MACHINE</u>	Pcs	4
13	<u>Industrial Sewing Machine:</u> <ul style="list-style-type: none"> • Maximum Sewing Speed 2,800 RPM • Stitch Length 0 – 5mm • Stitch Width - 10mm • By Hand 8 • Pressure Foot Lift • By Hand 8 mm • By Knee 13 mm • Needle System # 135 x 17 • Workspace 11.25" – 28.6cm • Bed Size free arm • Hook Type Rotary – manual lubricated • Lubrication Manual • Stitch Dial Regulator Yes • Reverse Lever Yes • Stitch Width Dial Yes • Warranty - 1 year 	Pcs	4
14	<u>Intelligent 5 Thread direct drive overlock sewing machine</u>	Pcs	2
15	<u>1HP Fish Pond Aerator, Motor: 0.75 kW</u> <ul style="list-style-type: none"> • Automation Grade: Automatic • Voltage: 220v • Power: 0.27unit/hr 	Pcs	6

	<ul style="list-style-type: none"> • Power source: electricity • Float weight: 6.5-7kg • Frame weight: 6.5kg • No. of Paddle: 2 • Rated frequency: 50-60hz • Application: aquaculture fish farm • Motor: 0.75kw <p>Type of aerator: Surface floating</p>		
16	Protective gears -Set (overalls, hand gloves, boots & goggles) s-2, m-3, L-3, XL-2	Pcs	10
17	Polyurethane Reusable Apron 90cm (W) x 120cm (L) with Strap & Clip	Pcs	50
18	Chicken Feeder (set of 4: 1.5l, 3l, 6l, 9l) & Drinker (set of 6: 1l, 1.5l, 3l, 6l, 11l, 14l) – for poultry Feeder: 100 percent new pure PE material, anti-corrosion and sunscreen. Lifespan is 3-5 years Drinker: 100 percent new pure PE material, anti-corrosion and sunscreen. Lifespan is 3-5 years	Sets	10 sets
19	Knitting pins: Knitting Pins: Double-Ended: Set of Five: Stainless Steel: Elan: 20cm x 5.50mm	Pcs	20
20	Mini Sealer Packing Machine, 220 V: for food and spices	Pcs	5
LOT 3			
1	Bench Drill Press Drilling Machine 450w 5-speed 16mm Adjustable Drill Table	Pcs	2
2	200-Piece Assorted Drill and Drive Bit Set with Storage Case	Pcs	2
3	898BD+ 220V 2 in 1 Digital Display Electric Solder iron + Hot Air Heat Gun SMD Rework Soldering Desoldering Station (incl. Soldering Gun, Iron element stand sucker coil)	Pcs	2
4	Micro USB B Jack to USB A Plug Round Panel Mount Adapter	Pcs	100
5	Arduino pro mini Amega32U4	Pcs	100
6	PVC FRESNEL LENS 50x80MM FOR GOOGLE CARDBOARD 3D VR MAGNIFIER	Pcs	50
7	Round Rocker Switch Illuminated SPST ON-OFF 16A/125V 10A/250V 3 Pin	Pcs	50
8	Black Small Momentary Push Button Switch 10mm ds-316	Pcs	100
9	Mini Basic PIR Sensor - BS412	Pcs	100
10	BC547 NPN General Purpose Transistor 45V 100mA TO-92	Pcs	100
11	1000pcs 10K Ohm 1% 1/4W Metal Resistor, 0.25W 10K	Pcs	3
12	5V 2AMP USB POWER ADAPTER WALL CHARGER	Pcs	50

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods 10 days after Contract signature.
Delivery Terms (INCOTERMS 2020)	Delivered At Place (DAP)
Customs clearance (must be linked to INCOTERM)	<input type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organization (where applicable) <input checked="" type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	Fourah Bay Close, Off Main Motor Road, Wilberforce, Freetown
Distribution of shipping documents (if using freight forwarder)	N/A
Packing Requirements	N/A
Training on Operations and Maintenance	Required
Warranty Period	12 Months (one year)
After-sales service and local service support requirements	12months/one-year Warranty
Preferred Mode of Transport	As applicable

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?	<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 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 type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input 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 institutions promoting such issues (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact		<input 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 Organization'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.
<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.

Yes	No	
<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 authorized 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	UOM	Qty	Unit price	Total price
1.	Click or tap here to enter text.				
2.	Click or tap here to enter text.				
3.	Click or tap here to enter text.				
4.	Click or tap here to enter text.				
5.	Click or tap here to enter text.				
Total Price					
Transportation Price					
Insurance Price					
Installation Price					
Training 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	<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 [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Other Information:

Estimated weight/volume/dimension of the Consignment:	Click or tap here to enter text.
Country/ies of Origin: <i>(if export license required this must be submitted if awarded the contract)</i>	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.	
<i>Exact name and address of company</i> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorized Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.