

# **REQUEST FOR QUOTATION (RFQ)**

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| RFQ Reference: **RFQ/2021/11: Implementing environmental correction plan for JUST incineration facility – Rehabilitation and upgrade of medical waste incinerator (Design, Supply, install, test, and commission)** | Date: 15 July 2021 |

# **SECTION 1: REQUEST FOR QUOTATION (RFQ)**

UNDP kindly requests your quotation for the provision of **“Implementing environmental correction plan for JUST incineration facility – Rehabilitation and upgrade of medical waste incinerator**

**(Design, Supply, install, test, and commission)”** 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

Annex 3: Technical Evaluation Criteria

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: Nahla Soussou

Title: Procurement and ICT Analyst

Date: 15 July 2021

## **SECTION 2: RFQ INSTRUCTIONS AND DATA**

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| **Introduction** | 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](https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d&Menu=BusinessUnit) 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. 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. |
| **Deadline for the Submission of Quotation** | 1st August 2021 at 12:00 noon Amman timeIf any doubt exists as to the time zone in which the quotation should be submitted, refer to <http://www.timeanddate.com/worldclock/>.For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone. |
| **Method of Submission** | Quotations must be submitted as follows: [ ]  E-tendering[x]  Dedicated Email Address[ ]  Courier / Hand delivery[ ]  Other Click or tap here to enter text.Bid submission address: **offers.jo@undp.org*** 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: 5 Mb – no more than 3 transmissions
* Mandatory subject of email: **Rehabilitation and upgrade of medical waste incinerator**
* 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.

[For eTendering method, click the link <https://etendering.partneragencies.org> and insert Event ID information] * Insert BU Code and Event ID number

Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/ |
| **Cost of preparation of quotation** | 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. |
| **Supplier Code of Conduct, Fraud, Corruption,**  | 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>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_andinvestigation.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** | **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. Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP’s further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid. |
| **General Conditions of Contract** | Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of ContractSelect the applicable GTC:☐ [General Terms and Conditions / Special Conditions for Contract.](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Considerations%20of%20Contracting_UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf&action=default) ☐ [General Terms and Conditions for de minimis contracts (services only, less than $50,000)](http://www.undp.org/content/dam/undp/library/corporate/Procurement/english/4.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20%28Services%20only%29%20-%20Sept%202017.pdf) ☒ [General Terms and Conditions for Works](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Award%20and%20Management%20of%20Contract_UNDP%20General%20Terms%20and%20Conditions%20for%20Civil%20Works.docx&action=default)Applicable Terms and Conditions and other provisions are available at [UNDP/How-we-buy](http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html)  |
| **Special Conditions of Contract** | ☒ Cancellation of PO/Contract if the delivery/completion is delayed by 40 days ☒ Others Liquidated damages of 0.5% of contract total value per each day of delay, up to cumulative 15% of contract value. |
| **Eligibility** | 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.It is the Bidder’s responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.The bidder should have a valid business registration certificate in Jordan, , and have at least a 50,000.00 USD annual turnover proven through proper documentation for the past 3 years.Assign a mechanical/electrical with experience not less than 5 years in machinery and equipment works (CV is required). The bidder should have previous experience in at least two similar project within the past 5 years. Provide a brief method statement of maximum 2 pages for the assignment implementation plan and adopted relevant standards. |
| **Currency of Quotation** | Quotations shall be quoted in **United States Dollars (USD) - USD Exchange rate is fixed at 0.708 JOD**  |
| **Joint Venture, Consortium or Association** | 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. Refer to Clauses 19 – 24 under [Solicitation policy](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation%20Process_Solicitation.docx.docx&action=default) 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:[ ]  be inclusive of VAT and other applicable indirect taxes[x]  **be exclusive of VAT and other applicable indirect taxes** |
| **Language of quotation**  | **English (catalogues, official documents by government legal entities, and company profile are allowed to be in Arabic)** Including documentation including catalogues, instructions and operating manuals. |
| **Documents to be submitted** | Bidders shall include the following documents in their quotation:[x]  Annex 2: Quotation Submission Form duly completed and signed[x]  Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1☒ Company Profile.☒ Registration certificate, and financial standing documentation for the past three years;☒ List and value of projects performed for the last five (5) years plus client’s contact details who may be contacted for further information on those contracts;☒ 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;☒ Completed and signed CVs for the proposed key Personnel (project manager);[x]  Other Catalogues, data sheets and drawings of the goods, and if applicable third-party lab test certificates for the proposed goods and brands |
| **Quotation validity period** | Quotations shall remain valid for Ninety (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** | [x]  Not permitted[ ]  Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes |
| **Alternative Quotes** | [x]  Not permitted[ ]  PermittedIf 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** | [ ]  100% within 30 days after receipt of goods, works and/or services and submission of payment documentation with the defect’s liability period guarantee.[x] Other (within 30 days of submission of request for payment for the completed works)three payment will be allowed for this assignment after satisfactory submission of the deliverables above as follows:1. 10% after satisfactory submission of Workplan and methodology of conducting the work
2. 20% after satisfactory submission of Site visit report including specification of new devices
3. 70% after satisfactory delivery and Installation, testing, commissioning, and linking the new systems to Ministry of Environment.
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| **Conditions for Release of****Payment** | [x]  Passing Inspection [specify method, if possible] Complete Installation[x]  Passing all Testing [specify standard, if possible] – The contractor shall take random samples of 2 of the supplied quantities (with minimum damages to the bin) of the plastics for third party lab test in the presence of the UNDP engineers to confirm plastic type, absorption, tensile strength, melting temperature and chemicals and UV resistance [x]  Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible [x]  Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements [x]  Others [pls. specify]: Performance Bank Guarantee during implementation, and valid defects liability guarantee upon the substantial completion for 180 calendar days.  |
| **Contact Person for correspondence, notifications, and clarifications** | E-mail address: **nahla.soussou@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 six (6) days before the submission deadline. Responses to request for clarification will be communicated Through email and on the procurement website by 26 July 2021 |
| **Evaluation method** | [x] The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer passing the technical evaluation criteria (Annex 4)[ ]  Other: Click or tap here to enter text. |
| **Evaluation criteria** | [x] Full compliance with all requirements as specified in Annex 1 [x] Full acceptance of the General Conditions of Contract[ ] Comprehensiveness of after-sales services[ ] Earliest Delivery /shortest lead time [ ] Others Click or tap here to enter text.  |
| **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, **The 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** | [x]  Purchase Order [x]  [Contract Face Sheet](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_General%20Considerations%20of%20Contracting_Contract%20Face%20Sheet%20(Goods%20and-or%20Services)%20UNDP%20-%20Sept%202017.doc&action=default) (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)[ ]  [Contract for Works](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Award%20and%20Management%20of%20Contract_Model%20Contract%20for%20Civil%20Works.docx&action=default) ☐ Other Type/s of Contract [pls. specify] |
| **Expected date for contract award.** | 15 August 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](https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d&Menu=BusinessUnit)  |
| **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](http://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**

**Terms of Reference**

# Project Background

UNDP is implementing the project “Reduction and elimination of Persistent Organic Pollutants (POPs) and other chemical releases through implementation of environmentally sound management of E-Waste, healthcare waste and priority Unintentional POPs release sources associated with general waste management activities” in collaboration with the Ministry of Environment and other stakeholders, The project aims to avoid the releases of Unintentional POPs, Polybrominated diphenyl ethers (PBDEs) and CO2, contributing at the same time to the development of the waste circular economy elements based on the 3R (Reduce, Re-use, Recycle) approach principles.

Under the second component of the project which is aiming to qualify and to demonstrate international performance of high capacity incineration facilities to provide regional services and to reduce the Dioxin and Furan emissions resulted from the improper incineration of healthcare waste. The project will support the qualification and upgrading of the incinerators that can complement the overall management of healthcare waste disposal capacity in Jordan) through supporting Jordan University of Science and technology (JUST) incineration facility to be upgraded and qualified to meet environmental standards.

In this context, the project provided the required support to conduct environmental audit for JUST incinerator. An accredited consultancy firm conducted the environmental audit for JUST incineration facility including all supporting units, the receipt of waste, storage, and disposal of final burned products, fuel tanks, water, and other utilities. The audit conducted in accordance with the environmental audit instructions for the year 2014 and other legislations and international practices related to the incineration of hazardous waste.

The purpose of the audit is to develop environmental correction plan that includes the necessary actions to be implemented by JUST to reduce the facilities’ negative impacts on the surrounding environment, public health, occupational health and safety, in addition to maintain all types of emissions within the permissible limits in accordance with the laws, regulations, instructions and binding specifications. The environmental correction plan also includes recommendations to improve the facility's environmental performance.

One of the audit’s recommendation is to improve emissions monitoring systems in accordance to the Environment protection law number 6 for the year 2017 and air protection regulation number 28 for the year 2005.

In accordance to the environment audit report that was conducted to JUST incineration facility; it was recommended to measure the following stack emissions (O2, CO, TSP, SO2, NO2, NOX) in addition to measuring the temperature of the primary and secondary combustion chambers.

# Scope of Work

The contractor under this assignment is expected to perform the following tasks.

1. Conduct site inspection visit to JUST incinerator facility to technically assess the existing emissions monitoring systems to provide detailed technical requirements of the systems.
2. To inspect and assess temperature monitoring system for the primary and secondary combustion chambers and exhaust gases temperature to provide detailed technical requirements of the systems.
3. Prepare and submit methodology of conducting the work along with list of required equipment and specifications to be procured and supplied by the contractor to complete the scope of work within the agreed timeframe
4. Meet responsible engineers in the incineration facility and responsible personnel from the Inspection and Environment monitoring directorates in the Ministry of Environment to collect required information with regards to parameters to be measures in accordance with the Ministry online monitoring system and as per audit recommendation.
5. Develop and finalize the assessment report to the existing systems including specific recommendation for improvements and upgrade.
6. Supply, install, test and commission a sensors and air quality monitoring unit to measure the type and quality of Stack emissions resulted from the combustion of waste (including O2, CO, TSP, SO2, NO2, NOX) in accordance to the MoEnv requirements and air quality relevant regulations.
7. Supply and install the new sensors that are required which should be compatible to the existing ones after previous coordination with JUST, MoEnv and UNDP specially if shut down of the facility is needed. All activities under this phase must be in line with the standards and to be compatible with the existing incinerator model (production of Michaelis Environmental Technology Group). All items shall be with a design similar to the original, or as per the manufacturing company recommendations.
8. Supply, install, test and commission or upgrade the temperature monitoring system (sensors) attached to the two chambers of the incinerators (primary and secondary chambers) to control temperature during combustion process.
9. Provide the required IT equipment and software to run the systems. These systems should be compatible to provide live/ online reports to the ministry of Environment and should be compatible to be connected to the internet.
10. Take all precautionary and safety measures while working in the site.

# Additional Requirements

1. All documents/reports shall be issued in draft. The contractor will receive comments on the drafts from UNDP/ MoEnv/ JUST as soon as possible to issue the final revised version based on all the comments received. All documents/reports shall be issued in English and (for operational manuals) in Arabic Languages and delivered in both hard and soft copies per as UNDP directives.

2. The contractor shall ensure no-stoppage of incineration processes at JUST during this contract implementation, and ensure safety of all staff during the operations overlapping with their works In cases of the need for incinerator work disturbance, this should be accepted only with written approval of JUST and the UNDP.

# Duration of assignment

The duration for this assignment will be twenty (40) calendar days to the approval of UNDP for each deliverable MoEnv. and JUST, as following:

1. Workplan and methodology of conducting activities under this assignment including time frame to be submitted after 5 days from signing the contract.
2. Site visit report should be submitted after 10 days from signing the contract including specifications and recommendation on the required amendments and upgrade on the systems.
3. Upgrading and Installation, **testing and commissioning the whole system and to be confirmed by JUST after 30 days from signing the contract.**
4. Linking the systems with the Ministry of Environment online monitoring system to be confirmed officially by the Ministry of Environment after 40 days from signing the contract.

**Delivery Requirements**

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| **Delivery Requirements** |
| **Delivery date and time** | Bidder shall deliver the goods **Forty calendar days** after Contract signature. |
| **Delivery Terms (INCOTERMS 2020)** | Delivery at Place/Site  |
| **Customs clearance****(must be linked to INCOTERM** | [ ]  Not applicableShall be done by:[ ]  Name of organisation (where applicable)[x]  Supplier/bidder[ ]  Freight Forwarder |
| **Exact Address(es) of Delivery Location(s)** | Jordan University of Science and Technology (JUST), Irbid - Jordan, as specified in the location’s delivery table |
| **Distribution of shipping documents (if using freight forwarder)** | N.A. |
| **Packing Requirements** | Prevent damage to material, and prevent damage to environment |
| **Training on Operations and Maintenance** | Required to provide a detailed O&M manuals and as-built drawings for all electro-mechanical works and major architectural elements. |
| **Warranty Period** | 180 days for all material and defect liability guarantee for all works. |
| **After-sales service and local service support requirements** | Should provide technical support when requested and provide a monthly report on the performance of the systems installed with recommendations. Commitment to have spare parts available in local market for 5 years from the completion of defects liability period. [spare parts are not included in the price of this RFQ]. |
| **Preferred Mode of Transport** | Land |

**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.*

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| 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**

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

| **Yes** | **No** |  |
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|[ ] [ ]  **Requirements and Terms and Conditions:** I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them. |
|[ ] [ ]  I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period. |
|[ ] [ ]  **Ethics**: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.  |
|[ ] [ ]  I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and wehave read the United Nations Supplier Code of Conduct :<https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and acknowledge that it provides the minimum standards expected of suppliers to the UN. |
|[ ] [ ]  **Conflict of interest:** I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation’s Point of Contact. |
|[ ] [ ]  **Prohibitions, Sanctions:** l/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. |
|[ ] [ ]  **Bankruptcy**: l/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. |
|[ ] [ ]  **Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.  |
|[ ] [ ]  I/We understand and recognize that you are not bound to accept any Quotation you receive, and wecertify that the goods offered in our Quotation are new and unused. |
|[ ] [ ]  By signing this declaration, the signatory below represents, warrants, and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf. |

Signature:

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

## **ANNEX 3: TECHNICAL AND FINANCIAL OFFER – WORKS**

*Bidders are requested to complete this form, sign it, and return it as part of their quotation 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. |

**Technical Offer**

*Provide the following:*

* *a brief description of your qualification and capacity that is relevant to the Scope of Works.*
* *a brief method statement and implementation plan; including detailed list of material to be installed with their data sheets and catalogues*
* *team composition and CVs of key personnel*

**Financial Offer (A detailed items price breakdown for each deliverable is requested in the offer submission).**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description**  | **UOM** | **Qty** | **Unit Price** | **Total Price** |
| Workplan and methodology of conducting activities under this assignment including time frame | L.S. | L.S. |  |  |
| Site visit report | L.S. | L.S. |  |  |
| Upgrading and Installation, testing and commissioning the whole system and to be confirmed by JUST | L.S. | L.S. |  |  |
| Linking the systems with the Ministry of Environment online monitoring system to be confirmed officially by the Ministry of Environment | L.S. | L.S. |  |  |
| **Total (USD))** |  |  |  |  |

**Compliance with Requirements**

|  |  |
| --- | --- |
|  | **You Responses** |
|  | **Yes, we will comply** | **No, we cannot comply** | **If you cannot comply, pls. indicate counter - offer** |
| Delivery Lead Time |[ ] [ ]  Click or tap here to enter text. |
| Validity of Quotation |[ ] [ ]  Click or tap here to enter text. |
| Payment terms |[ ] [ ]  Click or tap here to enter text. |
| Other requirements *[pls. specify]* |[ ] [ ]  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*Company NameClick 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 Authorised Signatory: Click or tap here to enter text.Email Address: Click or tap here to enter text. |

## **ANNEX 4: E VALUATION CRITERIA**

Mandatory Requirements for compliance (any missing would lead to technical failure):

1. Relevance of specialized knowledge and experience on similar engagements done in the region/country (at least two similar projects in the past 5 years)

2. Bidder has at least a 50,000.00 USD annual turnover proven through proper documentation for the past 3 years

3. Detailed breakdown of items to be installed, relevant drawings/schemes their datasheets degree of compliance to the national environmental performance requirements standards

4. Team Leader – Mechanical Engineer with the following qualifications:

- BSc. degree in Mechanical Engineering (machinery and equipment) or relevant fields

-At least 5 years of broad range of experience in machinery design and fabrication with at least one similar project of filters installation

- Knowledge of incenerators installation and operations, and excellent documentation, presentation and communication skills.

- Language Qualifications: Fluent in written and spoken English

5. IT Specialist

- Bachelor in Information Technology or Software Engineering or related fields

- 3 years’ experience in connecting hardware and machinery to smart monitoring and management systems

- Language Qualifications: Fluent in written and spoken English.

6. Provide a detailed method statement for all services and installations within the required quality and time table.