

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: UNDP/AFG/RFQ/2021/0000009820, Supply,
Delivery and Installation of Stretchers and ICU Beds

Date: 13 July 2021

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services 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 4: General Terms & Conditions

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:	Harry Control of the
Name:	Procurement Unit
Title:	Head of Procurement Unit
Date:	July 13 2021

SECTION 2: RFQ INSTRUCTIONS AND DATA

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 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** As indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone. the Submission If any doubt exists as to the time zone in which the quotation should be submitted, refer to of Quotation http://www.timeanddate.com/worldclock/. **PLEASE NOTE: -**Date and time visible on the main screen of event (on E-Tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the E-Tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system. Method of Quotations must be submitted as follows: Submission File Format: PDF, Excel, Word 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. [For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information] UNDP/AFG/RFQ/2021/0000009820 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/procurementnotices/resources/ Cost of UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission preparation of a quotation, regardless of the outcome or the manner of conducting the selection process. of quotation Supplier All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge Code of that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which Conduct, includes principles on labour, human rights, environment and ethical conduct may be found at: Fraud, https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct Corruption, Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office of audit an dinvestigation.html#anti Gifts and Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including Hospitality 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
Conflict of Interest	in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract. 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 Contract
Contract	Select the applicable GTC: ☐ General Terms and Conditions for de minimis contracts (services only, less than \$50,000) ☐ General Terms and Conditions for Works Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy
Special	☐ Cancellation of PO/Contract if the delivery/completion is delayed by [20 days]
Conditions of Contract	☐ Others [pls. specify]
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.
Currency of Quotation	Quotations shall be quoted in US\$
Joint	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium
Venture,	or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to
Consortium or	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
Association	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	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the
taxes	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
	□ be exclusive of VAT and other applicable indirect taxes
Language of	English
quotation	Including documentation including catalogues, instructions and operating manuals.
Documents to be	Bidders shall include the following documents in their quotation: ☑ Annex 2: Quotation Submission Form duly completed and signed
submitted	
Subilitteu	☒ Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1
	⊠ Company Profile.
	 ☑ Company Registration certificate.
	☑ List and value of past contracts for similar requirement (Goods). Minimum one contract for similar requirement (Stretchers / ICU Beds / Medical Equipment) in the last 5 years are required, including
	contract description, contract value, clients name and contact details with national or international
	organizations. Minimum one contract performed must be at-least US \$ 15,000 in value for similar
	requirements (Goods)
	☐ Statement of satisfactory Performance (Certificate) from the top client in terms of Contract value
	in similar field.
	☐ I full technical details of materials and equipment being offered, including technical sheets, product
	catalogues
Quotation	Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.
validity	
period	
Price	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market
variation	factors shall be accepted at any time during the validity of the quotation after the quotation has been
	received.
Partial	
Quotes	
Alternative	
Quotes	
Payment	☐ 100% within 30 days after receipt of goods, works and/or services and submission of payment
Terms	documentation.
Conditions	□ Dassing Inspection [Sample shock]
for Release	☐ Passing Inspection [Sample check]
of	☑ Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements
Payment	☐ Others [Submission of correct invoice by the contractor]
- ayment	

Contact	Focal Person: Procurement Officer
Person for	E-mail address: procurement.af@undp.org
corresponde	Attention: Quotations shall not be submitted to this address but through Atlas System. Otherwise,
nce,	offer shall be disqualified.
notifications	Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission,
and	unless UNDP determines that such an extension is necessary and communicates a new deadline to
clarifications	the Proposers.
Clarifications	Requests for clarification from bidders will not be accepted any later than 3 working days (Fridays and
	Saturdays are not working days) before the submission deadline. Responses to request for
	clarification will be communicated through addendum through Atlas before submission deadline
Liquidated	⊠Will be imposed under the following conditions:
Damages	Percentage of contract price per day of delay: 0.5
	Maximum number of days of delay: 20
	UNDP may terminate the contract afterwards.
Evaluation	☐ The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
method	,
Evaluation	☐ Full compliance with all requirements as specified in Annex 1
criteria	☐ Full acceptance of the General Conditions of Contract
	oxtimes At least one similar experience in the last 5 years, with one contract amount of at-least \$15,000
	for similar requirements
	© Compliance with delivery time, i.e. 8 weeks after issuing of the contract
Right not to	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
accept any	The first sealing to decept any quotation, not under a contract of the contrac
quotation	
Right to vary	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or
requirement	decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of
at time of	the total offer, without any change in the unit price or other terms and conditions.
award	, , , ,
Type of	□ Purchase Order
Contract to	
be awarded	Sometimes street (Goods and Or Services)
Expected	15 August 2021
date for	
contract	
award.	
Publication	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO
of Contract	and the corporate UNDP Web site.
Award	
Policies and	This RFQ is conducted in accordance with <u>UNDP Programme and Operations Policies and Procedures</u>
procedures	
UNGM	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the
registration	appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org.
	The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder
	is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

ANNEX 1: SCHEDULE OF REQUIREMENTS

Technical Specifications for Goods:

SN	Specification (Equivalent brands/specs acceptable)	UoM	QTY	Offered Model	Compliance Yes/No	Deviation (if any)
1	 Supply, Delivery and Installation of ICU bed multi-functional: PHIB-11836 or Equivalent Fully electric control (Back Lift, Knee Rest Lifting; Up/Down-Height Adjustment) Size: L 2285mmXW975mmX H (490mm-890 mm). Bed Extension L 180 mm. Powder coated Framework with X-ray permeable Backrest other support functions: X-ray cassette holder, Electronic CPR; Manual CPR -with handles on both side of back rest, removable fixed head/foot boards with plastic protection bumpers (dia 90 mm) made from Aluminium, Foldable Side rails made from Aluminium, Emergency battery backup, belt hook, accessories slots, urine bag holder, Height adjustable IV pole-2 hooks, weighting scale. 	EA	42			
2	 Supply, Delivery and Installation of Stretcher for Patient Carrying: For Patient Carrying High Quality and International Standard Full stainless steel, stainless top, Saline Rod provision, 50 mm Foam mattress, refine cover, Capability 150 Kg, Multiple height levels. 	EA	35			

Delivery Requirements

Delivery Requirements			
Delivery date and time	Bidder shall deliver the goods within 8 weeks after Contract signature.		
Delivery Terms (INCOTERMS 2020)	DAP, Afghan National Medical Depot, Qasaba Road, Kabul- Afghanistan		
Customs clearance (must be linked to INCOTERM	⊠ Shall be done by: UNDP		
Exact Address(es) of Delivery Location(s)	Afghan National Medical Depot, Qasaba Road, Kabul- Afghanistan		
Distribution of shipping documents (if using freight forwarder)	If custom clearance to be completed by UNDP, the supplier is responsible to provide the below listed documents to UNDP Logistics Officer before starting of the shipment: -Bill of Lading/Air Waybill -Invoice -Packing List Note: all documents shall be issued on the name of UNDP Afghanistan. A complete set of original shipping document listed above must be pouched and/or through email to UNDP Afghanistan for custom clearance purpose before starting of the shipment.		
Packing Requirements	As per manufacturer packing, supplier must ensure the goods are delivered to final destination without any physical damage		
Training on Operations and Maintenance	Not Required		
Warranty Period	NA		
After-sales service and local service support requirements	Not required		
Preferred Mode of Transport	☑ Other [please specify] The supplier may use any mode of transportation as long as the ordered goods are delivered to final destination as per delivery timeline.		

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?	☐ 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: C	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: Cli	ck 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 rele	vant experience	: 2 contracts		
Name of previous	Client	& Reference	Contract	Period of activity	Types of activities	
contracts		act Details ding e-mail	Value in USD		undertaken	

Bidder's Declaration

Yes	No	
		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 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.
		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: 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.
		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.
		Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.

Yes	No	
		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.
		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 - 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: United States Dollars INCOTERMS: DAP 2020					
Item No	Description	иом	Qty	Unit price in USD	Total price in USD
1	 Supply, Delivery and Installation of ICU bed multi-functional: PHIB-11836 or Equivalent Fully electric control (Back Lift, Knee Rest Lifting; Up/Down-Height Adjustment) Size: L 2285mmXW975mmX H (490mm-890 mm). Bed Extension L 180 mm. Powder coated Framework with X-ray permeable Backrest other support functions: X-ray cassette holder, Electronic CPR; Manual CPR -with handles on both side of back rest, removable fixed head/foot boards with plastic protection bumpers (dia 90 mm) made from Aluminium, Foldable Side rails made from Aluminium, Emergency battery backup, belt hook, accessories slots, urine bag holder, Height adjustable IV pole- 2 hooks, weighting scale. 	EA	42		
2	 Supply, Delivery and Installation of Stretcher for Patient Carrying: For Patient Carrying High Quality and International Standard Full stainless steel, stainless top, Saline Rod provision, 50 mm Foam mattress, refine cover, Capability 150 Kg, Multiple height levels. 	EA	35		
	Total Price DAP 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			Click or tap here to enter text.
Delivery Term (INCOTERMS 2020, DAP)			Click or tap here to enter text.
Delivery Lead Time (8 Weeks)			Click or tap here to enter text.
Validity of Quotation (60 days)			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.

Other Information:

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

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.				
Exact name and address of company	Authorized Signature:			
Company NameClick or tap here to enter text.	Date:Click or tap here to enter text.			
Address: Click or tap here to enter text.	Name:Click or tap here to enter text.			
Click or tap here to enter text.	Functional Title of Authorised			
Phone No.:Click or tap here to enter text.	Signatory:Click or tap here to enter text.			
Email Address:Click or tap here to enter text.	Email Address: Click or tap here to enter text.			