

**REQUEST FOR QUOTATION (RFQ)**

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| UNDP BIH  Zmaja od Bosne bb; Sarajevo | DATE: September 16, 2021 |
| REFERENCE: **BIH/RFQ/145/21** |

Dear Sir / Madam:

We kindly request you to submit your quotation for:

**Supply, delivery and instalation of Elisa reader** as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **Monday,** **October 4, 2021 by 12:00 CET** and via **email**or courier mail to the address below:

**United Nations Development Programme**

Zmaja od Bosne bb, Sarajevo 71000

General Service or

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

**REF: BIH- RFQ-145-21**

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

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

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

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| Delivery Terms [INCOTERMS 2010] | DDP Mostar, Sarajevo, Zenica and Tuzla, Bosnia and Herzegovina |
| Customs clearance, if needed, shall be done by: | Supplier/Offeror |
| Exact Address/es of Delivery Location/s | DDP Mostar, Sarajevo, Zenica and Tuzla, Bosnia and Herzegovina  (Exact address/delivery location will be defined upon PO award) |
| UNDP Preferred Freight Forwarder, if any | Not applicable |
| Distribution of shipping documents | Not applicable |
| Latest Expected Delivery Date and Time *(if delivery time exceeds this, quote may be rejected by UNDP)* | **ASAP but not later than 40 days upon acceptance of UNDP Purchase Order** |
| Delivery Schedule | N/A |
| Packing Requirements | N/A |
| Mode of Transport | N/A |
| Preferred Currency of Quotation | Local Currency: BAM |
| Value Added Tax on Price Quotation | Must be exclusive of VAT and other applicable indirect taxes (VAT stated separately) |
| After-sales services required | ☒Warranty for minimum period of 2 years  ☒ Installation and training provided by a certified service engineer and on-site application support with the issuance of a certificate of completed training.  ☒ A statement that spare parts have been provided for a minimum of 3 (three) years after the termination of production of the offered device.  ☒Technical Support and maintenance available in BiH  ☒ Brand new replacement if Purchased Unit is beyond repair within warranty period |
| Deadline for the Submission of Quotation | **Monday, October 4, 2021, by 12:00 CET** |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language | Local or English language |
| Documents to be submitted | ☒ Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1 / Pravilno ispunjen obrazac kako je navedeno u Prilogu 2 i u skladu sa listom zahtjeva u Prilogu 1;  ☒ Latest Business Registration Certificate / Najnovije rješenje o registraciji;  ☒ Reference list on company’s memorandum for delivery of the same or similar items in last 3 years / Referenc lista na memorandumu firme za posljednjih tri (3) godine za isti ili sličan opseg usluga i/ili isporuku robe;  ☒ Certification or authorization to act as Agent in behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer / (Potvrda o zastupanju proizvođača čiji su proizvodi ponuđeni);   Registration of local supplier in BIH State Agency for Drugs and Medical Devices for Import/ Distribution of devices in subject/ Rjesenje BiH Agencije za Lijekove i Medicinska sredstva za firmu ponuđača za uvoz i distribuciju predmetne medicinske opreme  ☒ The manufacturing sites of medical devices must comply with the requirements of ISO 13485 / Proizvodna mjesta medicinskih proizvoda moraju biti u skladu sa zahtjevima ISO 13485;  For product:   Registration of offered product in BIH State Agency for Drugs and Medical Devices / Registracija ponudjenog medicinskog uredjaja u BiH Agenciji za lijekove I medicinska sredtva   A clear identification of the product. The identification includes the name of the product, a reference number (unique and specific to the product), the specifications, the intended use./ Jasna identifikacija proizvoda. Identifikacija uključuje naziv proizvoda, referentni broj (jedinstven i specifičan za proizvod), specifikacije, namjeravanu upotrebu.   A picture of the item or the brochure/information leaflet of each product with detail technical specification/ Fotografija proizvoda ili brošura-informativni letak proizvoda i detaljna specifikacija proizvoda   A picture of the primary and secondary packaging and labelling. The language used for the labelling and instructions should be readable and understandable by end-users in the recipient country/ Slika primarnog i sekundarnog pakiranja i označavanja. Jezik koji se koristi za označavanje i upute trebaju biti čitljivi i razumljivi krajnjim korisnicima u zemlji primaocu   Product Certificate issued by an EU Notified Body for CE marked medical devices or a letter of approval of the Regulatory Authority of another GHTF founding member country (European Union, USA, Australia, Canada, Japan).   Product  Declaration of Conformity (DOC) referring to a GHTF standard (European Union, USA, Australia, Canada, Japan).   If the medical device is CE marked (European standard), the name and address of the EC representative (European Community representative).  ☒ Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List / Izjava da ponuđač nije na listi Vijeća sigurnosti UN-a 1267/1989, listi Odjela za nabavku UN-a ili drugoj UN listi neprihvatljivih ponuđača. |
| Period of Validity of Quotes starting the Submission Date | Min. 45 calendar days |
| Partial Quotes | Partial quotes are not permitted, |
| Payment Terms | 100% within 30 days upon UNDP’s acceptance of the goods delivered as specified and receipt of invoice |
| Advanced Payment | Not allowed |
| Evaluation Criteria | ☒ Technical responsiveness/Full compliance to requirements and lowest price  ☒ Both bidder and the offered products are registered with the BIH State Agency for Drugs and Medical Devices for the supply and delivery of goods offered within this RFQ as per relevant BiH legal provisions  ☒ Full acceptance of the PO/Contract General Terms and Conditions |
| UNDP will award to: | Only one supplier depending on the following factors:  ☒ Technical responsiveness/Full compliance to requirements and lowest price |
| Type of Contract to be Signed | ☒ Purchase Order |
| Special conditions of Contract | Cancellation of PO/Contract if the delivery/completion is delayed by 10 days |
| Conditions for Release of Payment | ☒ Inspection upon arrival at destination  ☒ Written Acceptance of Goods based on full compliance with RFQ requirements |
| Annexes to this RFQ | Specifications of the Goods Required (Annex 1)  Form for Submission of Quotation (Annex 2)  General Terms and Conditions / Special Conditions (Annex 3) Link: [English version](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-2493)  Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process. |
| Contact Person for Inquiries  (Written inquiries only) | *UNDP BIH - GENERAL SERVICES* [*registry.ba@undp.org*](mailto:registry.ba@undp.org) *Fax: 033 552 330*  Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. |

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

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

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

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

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

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

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

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

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

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

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

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

**Sincerely yours,**

*UNDP BIH* September 16, 2021

**Annex I**

**TECHNICAL SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Lot** | **Item description** | **Unit of measure** | **QTY** |
| **1.** | **Supply, delivery and installation of Elisa reader**   * Compatible plates: 6 to 384 wells, microvolume plate * Detector: UV/Vis absorption: UV silicon photodiode / Fluorescence intensity: Photomultiplier * Measurement time: Less than 15 seconds * Temperature control Ambient temperature: + 5 °C up to 42 °C * Light source : UV Xenon flash lamp * Absorption measuring range: 0 A – 4,0 A * Two operating modes: UV/Vis absorption / Fluorescence intensity: top/bottom * Shaking: Linear/orbital, amplitude can be selected * Application software, pre-programmed applications including basic data evaluation * Software compatibility: Minimum Windows® 7, XP or Vista * Wavelength range: UV/Vis absorption: 230 – 1,000 nm / Fluorescence intensity: Ex: 230 – 600 nm, Em: 330 – 600 nm, Minimum filters and target values for the wavelengths: 405, 450, 492, 550, 620 * IVD | **Pcs** | **5** |
|  | **Warranty 2 years / Garancija 2 godine** | | |
|  | **Important Note: The bidders can offer any brand/manufacturer of equal or better equipment and products. (Equal means device of comparable quality with enlisted specifications and/or capable of performing the intended function).** | | |

* **Lead time: Max 40 calendar days**
* **Installation and training provided by a certified service engineer and on-site application support with the issuance of a certificate of completed training.**
* **Authorized Service in BiH**
* **Service response max 24 hours**
* **Brand new replacement if Purchased Unit is beyond repair within warranty period**
* **A statement that spare parts have been provided for a minimum of 3 (three) years after the termination of production of the offered device.**
* **User manual in one of the official languages ​​in BiH or English**

**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

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

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. **BIH/RFQ/145/21:**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **LOT No.** | **Description/Specification of Goods** | **Quantity** | **Latest Delivery Date** | **Unit Price** | **Total Price per Item** |
| **1.** | Supply, delivery and installation of **Elisa reader** | 5 |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | **Total Price of Goods** |  |  |  |  | |
|  | Add : Cost of Transportation |  |  |  |  | |
|  | Add : Cost of Insurance |  |  |  |  | |
|  | Add : Other Charges (pls. specify) |  |  |  |  | |
|  | **TOTAL without VAT** |  |  |  |  | |
|  | Add: VAT 17% |  |  |  |  | |
|  | **Total Final and All-Inclusive Price Quotation** |  |  |  |  | |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Other Information pertaining to our Quotation are as follows:** | | **Your Responses** | | |
| ***Yes, we will comply*** | ***No, we cannot comply*** | ***If you cannot comply, pls. indicate counter proposal*** |
| Delivery Lead Time | ASAP but not later than 40 days from the date of a acceptance of UNDP Purchase Order |  |  |  |
| Compliance with Technical Specifications |  |  |  |  |
| Validity of Quotation: | Minimum 45 calendar days |  |  |  |
| Bidder and product registered by BIH State Agency for Drugs and Medical Devices |  |  |  |  |
| Installation and training provided by a certified service engineer and on-site application support with the issuance of a certificate of completed training. |  |  |  |  |
| A statement that spare parts have been provided for a minimum of 3 (three) years after the termination of production of the offered device. |  |  |  |  |
| Brand new replacement if Purchased Unit is beyond repair within warranty period |  |  |  |  |
| Technical Support and maintenance available in BiH |  |  |  |  |
| Local service support | |  |  |  |
| Service response max 24 hours | |  |  |  |
| Warranty for minimum period of 2 years | |  |  |  |
| Manufacturer and Product relevant licenses and Quality Assurance Certificates | |  |  |  |
| All Provisions of the UNDP General Terms and Conditions | |  |  |  |

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

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

*[Designation]*

*[Date]*

**Annex 3**

**General Terms and Conditions**

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

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