



REQUEST FOR QUOTATION (RFQ) (Goods)

To All Bidders	DATE: November 25, 2021
	REFERENCE: 160570 – RFQ for Supply and Delivery of Cleaning Material and Supplies for UNDP Hargeisa Area Office

Dear Sir / Madam:

We kindly request you to submit your quotation for **Supply and Delivery of Cleaning Material and Supplies for UNDP Hargeisa Area Office under Long Term Agreement (LTA)** 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 **7th Dec 2021 at 15:00H East Africa Time (GMT+3)** via hand delivery to the address below.

**United Nations Development Programme (UNDP), Somalia
Hargeisa Area Office
UN Common Compound, Block B
Alongside Hargeisa Club or Pepsi Road,
Hargeisa, Somaliland
Att: Registry**

The envelope must be clearly marked as follows:

Bear the name and address of Bidder (submitting company) addressed to UNDP at the abovementioned address and bear the RFQ reference No, i.e., **160570 – RFQ for Supply and Delivery of Cleaning Material and Supplies for UNDP Hargeisa Area Office**. Closing date: **7th December 2021, 15:00H East Africa time (GMT+3)**.

Or via email to the following **mandatory designated email address:**

registry.so@undp.org with the subject line: **160570 – RFQ for Supply and Delivery of Cleaning Material and Supplies for UNDP Hargeisa Area Office**. Please note: **Quotations sent to or copied to personal email addresses of UNDP staff or any other UNDP email address other than the mandatory designated email address will be disqualified.**

Quotations submitted by email must be limited to a maximum of **5 MB**, virus-free and no more than two email transmissions **in PDF format**. 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 goods:

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP
Exact Address/es of Delivery Location/s (identify all, if multiple)	United Nations Common Compound, Alongside Hargeisa Club or Pepsi Road, Hargeisa - Somaliland
Latest Expected Delivery Date and Time (<i>if delivery time exceeds this, quote may be rejected by UNDP</i>)	<input checked="" type="checkbox"/> Ready stock and maximum 10 days from the Purchase Order (PO)
Packing Requirements	Standard, properly sealed to protect the items from damage or breaking until final delivery to UNDP
Mode of Transport	<input checked="" type="checkbox"/> LAND
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Deadline for the Submission of Quotation	7th December 2021, 15:00H East Africa Time (GMT+3)
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1. <input checked="" type="checkbox"/> Latest Business Registration Certificate. <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance. <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.

Partial Quotes	<input checked="" type="checkbox"/> Permitted
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days of UNDPs acceptance of goods and receipt of invoice for goods supplied against each Purchase Order (PO)
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ¹ <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One or two Suppliers, depending on the following factors: Lowest Priced technically responsive offer
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP based on a Long-Term Agreement for a minimum of one (1) year period and may be extended up to a maximum of two (2) additional one-year periods subject to satisfactory performance evaluation, price competitiveness and availability of funds. OBJECTIVE AND SET UP OF THE LONG-TERM AGREEMENT (LTA) Objective: The overall objective of setting up this LTA is to facilitate and expedite the acquisition process of supply and delivery of cleaning materials for UNDPs requirement under the LTA. Estimate Volume: for reference purposes, the estimated volume of cleaning materials/supplies per year has been included in Annex 1 of this RFQ Trigger for Supply of Required Goods: The Vendor shall receive a Purchase Order for specific requirements from UNDP Somalia and ensure timely delivery as specified in the RFQ Number of LTAs: UNDP will award the LTA to one or two suppliers selected from this procurement process in line with the evaluation methodology and criteria specified herein. The LTA shall be nonexclusive and will not have an upfront commitment by UNDP in terms of volume contracted during its duration as this will be determined by actual needs. When UNDP has specific requirements, this shall be initiated through a Purchase Order based on unit rates quoted by the awarded company in the RFQ process.
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

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

Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 10 calendar days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html 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) ²	Procurement Unit procurement.so@undp.org 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 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 if 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

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

without question the General Terms and Conditions of UNDP indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> .

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

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. If 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,


Godwill Enow-Ebot
Head of Procurement
UNDP Somalia Country Office

Technical Specifications

Item No.	Description/Specification of Goods	Unit of Measure	Quantity Need per month	Quantity Need per Annum
1	Clorox cleaning bleach (1 litre)	Carton of 24 pieces	5 cartons	60 cartons
2	Dustbin (plastic, small, round with no cover (494 x 544 mm)	piece	2 pieces	24 pieces
3	Air freshener (300ml)	piece	9 pieces	108 pieces
4	Glass cleaner (700ml)	piece	9 pieces	108 pieces
5	Super flash cleaning (1 litre)	Carton of 12 pieces	3 Cartons	36 cartons
6	JIF cream cleaner (750ml)	Carton of 16 pieces	3 Cartons	36 cartons
7	Standard cleaning mop	Piece	12 pieces	144 pieces
8	Dettol 750 ml	Carton of 12 bottles	1/6 carton	2 cartons
9	Sweeper Scooper	piece	6 pieces	72 pieces
10	Small-size towel (dozen pack) (34 x 34 cm)	Dozen	2 dozen	24 dozen
11	Toilet brush	piece	6 pieces	72 pieces
12	Tide Powder detergent - locally made (50 g)	Carton of 60 packets	2 cartons	24 cartons
13	Washing Powder Detergent – Ariel (2.5 Kg)	Carton of 4 pieces	1 carton	12 cartons
13	Insecticide (400ml)	Carton of 12 pieces	1/4 carton	3 cartons
14	Plastic cleaning gloves (large)	Pair	16 pairs	192 pairs
15	Antibacterial hand washing liquid (250ml)	piece	15 pieces	180 pieces
16	Plastic floor wiper cleaner	piece	2 pairs	24 pairs
17	Dishwashing liquid soap (1 liter)	piece	12 pieces	144 pieces
18	Plastic garbage bags (600 x 310 mm)	30 pcs per pack	5 packs	60 packs
19	Dishwashing sponge (300 x 250mm)	Piece	12 pieces	144 pieces

20	Hand Sanitizer 80% Alcohol 500ml, WHO recommended hand rub formula	Carton of 24 pieces	8 pieces	96 pieces
21	Gloves non-sterile	Box of 100 pieces	8 pieces	96 pieces
22	Surgical Mask: 3 ply disposable face mask, non-sterile	Box of 50 pieces	8 pieces	96 pieces
23	<p>Wiping pater – center feed Roll Size: sheet size 35.5 x 19.4 CM, Roll length 150 m, 450 sheets, 2ply</p> 	Cartons of 6 pieces	2 cartons	24 cartons
24	<p>Mini toilet paper rolls Size: Roll length 111 m x Width 13.4 cm, 620 sheets, 2ply</p> 	Cartons of 12 pieces	2 cartons	24 cartons

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION³

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁴)

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. **160570 – RFQ for Supply and Delivery of Cleaning Material and Supplies for UNDP Hargeisa Area Office:**

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

Item No.	Description/Specification of Goods	Unit of Measure	Quantity per year	Unit Price (USD)	Total Price/ Item/ Annum (USD)
1	Clorox cleaning bleach (1 litre)	Carton of 24 pieces	60 cartons		
2	Dustbin (plastic, small, round with no cover (494 x 544 mm)	piece	24 pieces		
3	Air freshener (300ml)	piece	108 pieces		
4	Glass cleaner (700ml)	piece	108 pieces		
5	Super flash cleaning (1 liter)	Carton of 12 pieces	36 cartons		
6	JIF cream cleaner (750ml)	Carton of 16 pieces	36 cartons		
7	Standard cleaning mop	Piece	144 pieces		
8	Dettol 750 ml	Carton of 12 bottles	2 cartons		
9	Sweeper Scooper	piece	72 pieces		
10	Small-size towel (dozen pack) (34 x 34 cm)	Dozen	24 dozen		
11	Toilet brush	piece	72 pieces		
12	Tide Powder detergent - locally made (50 g)	Carton of 60 packets	24 cartons		
13	Washing Powder Detergent – Ariel (2.5 Kg)	Carton of 4 pieces	12 cartons		
13	Insecticide (400ml)	Carton of 12 pieces	3 cartons		

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

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

Item No.	Description/Specification of Goods	Unit of Measure	Quantity per year	Unit Price (USD)	Total Price/ Item/ Annum (USD)
14	Plastic cleaning gloves (large)	Pair	192 pairs		
15	Antibacterial hand washing liquid (250ml)	piece	180 pieces		
16	Plastic floor wiper cleaner	piece	24 pairs		
17	Dishwashing liquid soap (1 liter)	piece	144 pieces		
18	Plastic garbage bags (600 x 310 mm)	30 pcs per pack	60 packs		
19	Dishwashing sponge (300 x 250mm)	Piece	144 pieces		
20	Hand Sanitizer 80% Alcohol 500ml, WHO recommended hand rub formula	Carton of 24 pieces	96 pieces		
21	Gloves non-sterile	Box of 100 pieces	96 pieces		
22	Surgical Mask: 3 ply disposable face mask, non-sterile	Box of 50 pieces	96 pieces		
23	Wiping pater – center feed Roll Size: sheet size 35.5 x 19.4 CM, Roll length 150 m, 450 sheets, 2ply	Cartons of 6 pieces	24 cartons		
24	Mini toilet paper rolls Size: Roll length 111 m x Width 13.4 cm, 620 sheets, 2ply	Cartons of 12 pieces	24 cartons		

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

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time - Within 10 days of receipt of PO			
Validity of Quotation - 90 days from the date of bid submission			
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 of the Supplier's Authorized Person]

Signature

Designation/title

Date