

United Nations Development Programme
Programme of Assistance to the Palestinian People
برنامج الأمم المتحدة الإنمائي / برنامج مساعدة الشعب الفلسطيني



RFQ-PAL -0000165272

Date: 13 January 2022

REQUEST FOR QUOTATION (RFQ)
(Procurement of Cutting systems for shredders of Microwaves Ecosteryl 125 and Ecosteryl 75) (Event ID: 0000011339)

Dear Sir / Madam:

We kindly request you to submit your quotation for **Procurement of Cutting systems for shredders of Microwaves Ecosteryl 125 and Ecosteryl 75**), as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Please note that this procurement process is being conducted through the online tendering system of UNDP. Bidders who wish to submit an offer must be registered in the system. Visit this page for system user guides and videos in different languages:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

If already registered, go to <https://etendering.partneragencies.org> and sign in using your username and password.

Use "Forgotten password" link if you do not remember your password. Do not create a new profile. If you have never registered in the system before, you can register by visiting the link below and follow the instructions in the user guide (attached):

<https://etendering.partneragencies.org>

- **Username:** event.guest
- **Password:** why2change

It is strongly recommended to create a username with two parts: your first name and last name separated by a ".", (similar to the one shown above). Once registered you will receive a valid password to the registered email address which you can use for signing in and changing your password.

Please note that your new password should meet the following criteria:

- Minimum 8 characters
- At least one UPPERCASE LETTER
- At least one lowercase letter
- At least one number

You can view and download tender documents with the guest account as per the above username and password, However, if you are interested to participate, you must register in the system and subscribe to this tender to be notified when amendments are made.

Quotations that are received by UNDP after the deadline indicated, for whatever reason, shall not be considered for evaluation.

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 2020] (Pls. link this to price schedule)	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input checked="" type="checkbox"/> DAP (Gaza Strip) <input type="checkbox"/> Other [pls. specify]
Customs clearance, if needed, shall be done by:	<input type="checkbox"/> UNDP <input type="checkbox"/> Supplier/Offeror <input type="checkbox"/> Freight Forwarder <input checked="" type="checkbox"/> Not Applicable
Exact Address/es of Delivery Location/s (identify all, if multiple)	UNDP/PAPP Warehouse – Gaza Contact Person Name: Jomah Al-najjar Mobile: 0599799795
UNDP Preferred Freight Forwarder, if any	N/A
Distribution of shipping documents (if using freight forwarder)	N/A
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> Three (3) months from the issuance of the Purchase Order (PO)
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Ex-factory / Pre-shipment inspection	According to the applicable Standards for packaging of Medical equipment/devices.
Packing Requirements	The successful bidder shall offer Goods that are securely contained, packaged and marked, to protect the Goods during delivery to their final destination. The cost of packing shall be included in the unit price.
Mode of Transport	<input checked="" type="checkbox"/> AIR <input checked="" type="checkbox"/> LAND <input checked="" type="checkbox"/> SEA <input checked="" type="checkbox"/> OTHER [pls. specify]
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input type="checkbox"/> Local Currency : [pls. specify]
Value Added Tax on Price Quotation	<input type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 12 months <input checked="" type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others

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Performance Security	<p>Required in the amount of 10% of the Contract Value</p> <p>(a) Within (7) days of receipt of the letter of Intent, and before contract signature, the successful Bidder shall furnish a Performance Security to UNDP in the amount of 10% of the contract Value;</p> <p>(b) The Performance Security shall be valid until end of defects liability period (i.e. 12 months after the intended completion date);</p> <p>(c) The proceeds of the Performance Security shall be payable to the UNDP as a compensation for any loss resulting from the Contractors' failure to complete its obligations under the contract;</p> <p>(d) The Performance Security shall be denominated in the currency of the contract.</p>
Deadline for the Submission of Quotation	<p>Date and Time: 31 January 2022 6:00AM EST (12:00hr Jerusalem Time)</p> <p>Please Note:</p> <ul style="list-style-type: none"> • 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. 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. • Offers may be submitted on or before the date and time set in the UNDP e-Tendering system for this event/RFQ.
Clarifications or changes to the bid solicitation (if any)	If any, will be documented and sent to all invited bidders via the e tendering system.
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English and / or <input checked="" type="checkbox"/> Others Arabic
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"/> Company Profile (brief description/background of the company); <input checked="" type="checkbox"/> List and value of similar contract executed during the past five years with contact details and amount; <input checked="" type="checkbox"/> Latest Business Registration Certificate ; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <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; <input type="checkbox"/> Others <i>[pls. specify as many as required]</i>
Period of Validity of Quotes starting the Submission Date	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days <p>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.</p>

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Manner of Submitting	Online bidding in E tendering module: https://etendering.partneragencies.org Event ID: 0000011339 - BU Code: PAL10										
Partial Quotes	<input checked="" type="checkbox"/> Not permitted										
Payment Terms	<input type="checkbox"/> 100% upon complete delivery of goods <input checked="" type="checkbox"/> Others <i>[pls. specify]</i> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Condition of the Payments</th> <th style="text-align: left;">Payment</th> </tr> </thead> <tbody> <tr> <td>First payment against bank guarantee (20%) upon signing of the contract</td> <td>20%</td> </tr> <tr> <td>Upon submitting proof documents that the two cutting system for shredders of Microwave 125 and 75 are ordered and presenting the corresponding original letter of credit (LC)</td> <td>30%</td> </tr> <tr> <td>Upon presentation of the related bill of lading showing that the UNDP as the owner of the spare parts</td> <td>30%</td> </tr> <tr> <td>When the spare parts are handed over to the UNDP in Gaza</td> <td>20%</td> </tr> </tbody> </table>	Condition of the Payments	Payment	First payment against bank guarantee (20%) upon signing of the contract	20%	Upon submitting proof documents that the two cutting system for shredders of Microwave 125 and 75 are ordered and presenting the corresponding original letter of credit (LC)	30%	Upon presentation of the related bill of lading showing that the UNDP as the owner of the spare parts	30%	When the spare parts are handed over to the UNDP in Gaza	20%
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When the spare parts are handed over to the UNDP in Gaza	20%										
Liquidated Damages	<input type="checkbox"/> Will not be imposed <input checked="" type="checkbox"/> Will be imposed under the following conditions : Percentage of contract price per day of delay : 0.25% Max. no. of days of delay : 40 After which UNDP may terminate the contract.										
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price Submitted offers will be reviewed on "Pass" or "Fail" basis to determine compliance with the below criteria/requirement/s: <ul style="list-style-type: none"> • Offers must be submitted within the stipulated deadline • Offers must meet required Offer Validity • Offers have been signed by the proper authority • Offers include requested company/organization documentation as mentioned above in Documents to be submitted section • Offers must comply with general requirements: <ol style="list-style-type: none"> a) Properly registered company/organization b) Company is an official sales agent of manufacturer (asset); c) The company should have at least 2 years professional experience; d) Acceptance of Warranty and After-Sales Requirements e) Implementation/Installation time (should not exceed 3 Months from PO signature date); f) Technical responsiveness to stipulated requirements in specification/terms of reference <input type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criterion and cannot be deleted regardless of the nature of services required]</i> <input type="checkbox"/> Earliest Delivery / Shortest Lead Time <input type="checkbox"/> Others <i>[pls. specify]</i>										

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UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP <input type="checkbox"/> Other Type/s of Contract <i>[pls. specify]</i>
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 40 Days
Inspection upon delivery	Supplies to be inspected by UNDP and beneficiary technical staff on / upon delivery.
Installation Requirements	N/A
Testing Requirements	N/A
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection <input type="checkbox"/> Complete Installation <input type="checkbox"/> Passing all Testing <i>[specify standard, if possible]</i> <input type="checkbox"/> Completion of Training on Operation and Maintenance <i>[specify no. of trainees, and location of training, if possible]</i> <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements <input type="checkbox"/> Others <i>[pls. specify]</i>
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"/> Bid Submission Form (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html <input type="checkbox"/> Others <i>[pls. specify, if any]</i> 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)	<i>The Procurement Analyst</i> Email: proc10.papp@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.

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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 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. **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,

DocuSigned by:

Shehadeh A. Habash 12-Jan-2022

Shehadeh A. Habash
 Head of Procurement Unit
 UNDP/PAPP

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Annex 1

Technical Specifications

Attached.

**Pls. attach delivery schedule, if relevant, and cluster by lot, if partial bids will be allowed. Specify delivery locations if goods multiple destinations.*



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Annex 2
FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹
(This Form must be submitted only using the Supplier's Official Letterhead/Stationery²)

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- PAL-0000165272:

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

Item No.	Description/Specification of Good	QTY	Unit Price (US\$)	Total Price (US\$)
1	Complete cutting system for shredder RS30-450 For AMB Ecosteryl 75 (Ref No.: XB00107) Cutting systems include : · Main cutters · Side cutters · Washers and star washers · Slot nuts	1		
2	Complete cutting system for shredder RS40-750 For AMB Ecosteryl 125 (Ref No.: XB00209) Cutting systems include : · Main cutters · Side cutters · Washers and star washers · Slot nuts	1		
	Total Prices of Goods³			
	Total in Words: Final and All-Inclusive Price Quotation			

Other Information pertaining to our Quotation is as follows:

Delivery Lead Time	
Country/ies Of Origin:	

¹ This serves as a guide to the Supplier in preparing the quotation and price schedule.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

³ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

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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			
Estimated weight/volume/dimension of the Consignment:			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>			

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]

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Annex 3
Bid Submission Form

(This should be written in the Letterhead of the Bidder. Except for indicated fields, no changes may be made in this template.)

Insert Location
Insert Date

To: UNDP/PAPP Procurement Unit

Dear Shehadeh Habash:

We, the undersigned, hereby offer to implement the works and related services required for _____ in accordance with your Invitation to Bid dated *Insert: bid date*. We are hereby submitting our Bid, which includes the Technical Bid and Price Schedule.

We hereby declare that:

- All the information and statements made in this Bid are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby fully accept the Schedule of Requirements and Technical Specifications describing the duties and responsibilities required of us in this ITB, and the General Terms and Conditions of UNDP's Standard Contract for this ITB.

We agree to abide by this Bid for [insert: period of validity as indicated in Data Sheet].

We undertake, if our Bid is accepted, to initiate the implementation of the works including the provision of related services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this Bid, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Contact Details: _____