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## REQUEST FOR QUOTATION (RFQ)

**RFQ Reference:** UNDP/TLS/RFQ/2022/ 0000011400, Supply and Delivery of PPE Items for CORE Project

Date: 21 January 2022

### 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

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: Ahmad Zubair

Title: Head of Procurement Unit

Date: January 21, 2022

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Introduction</b>	<p>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 <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></p> <p>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.</p> <p>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.</p>
<b>Deadline for the Submission of Quotation</b>	<p>As indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p> <p><b>PLEASE NOTE: -</b></p> <p>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.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering</p> <ul style="list-style-type: none"> <li>File Format: PDF, Excel, Word</li> <li>File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>All files must be free of viruses and not corrupted.</li> </ul> <p>[For eTendering method, click the link <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> and insert Event ID information]</p> <ul style="list-style-type: none"> <li>UNDP/TLS/RFQ/2022/ 0000011400</li> </ul> <p>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: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</a></p>
<b>Cost of preparation of quotation</b>	<p>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.</p>
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>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 <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>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 <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</a></p>
<b>Gifts and Hospitality</b>	<p>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</p>

	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.
<b>Conflict of Interest</b>	<p>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.</p> <p>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.</p> <p>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.</p>
<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for Works</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by after 10<sup>th</sup> Feb 2022</p> <p><input type="checkbox"/> Others [pls. specify]</p>
<b>Eligibility</b>	<p>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.</p> <p>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.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
<b>Currency of Quotation</b>	Quotations shall be quoted in US\$
<b>Joint Venture, Consortium or Association</b>	<p>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.</p> <p>Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>





<b>Only one Bid</b>	<p>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.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>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</li> <li>b) they have the same legal representative for purposes of this RFQ; or</li> <li>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;</li> <li>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</li> <li>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.</li> </ul>
<b>Duties and taxes</b>	<p>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:</p> <p>All prices must:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</li> <li><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</li> </ul>
<b>Language of quotation</b>	<p>English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</li> <li><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</li> <li><input checked="" type="checkbox"/> Company Profile.</li> <li><input checked="" type="checkbox"/> Business Registration certificate from Timor Leste Government;</li> <li><input checked="" type="checkbox"/> Copy of two (2) contracts for similar requirement (Supply and Delivery of PPE Items) in the last 5 years, including contract description, contract value, clients name and contact details with national or international organizations, with one contract amounts of at-least \$30,000 for similar requirements (Supply and Delivery of PPE Items);</li> <li><input checked="" type="checkbox"/> List and value of projects, for similar requirement (Supply and Delivery of PPE Items), performed for the last 5 years plus client's contact details who may be contacted for further information on those contracts;</li> <li><input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 3 clients in terms of Contract value in similar field;</li> <li><input checked="" type="checkbox"/> Latest Audited Financial Statement for last two year (2020 and 2019 or 2019 and 2018) or Income statement and Balance Sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.;</li> <li><input checked="" type="checkbox"/> Quality Certificates for the goods proposed, such as ISO, GMP or any other quality certificate where applicable.</li> </ul>
<b>Quotation validity period</b>	<p>Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.</p>
<b>Price variation</b>	<p>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.</p>





<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Permitted UNDP will allow partial bids for one or more items based on availability of the items in the stock/warehouse of bidder.
<b>Alternative Quotes</b>	<input checked="" type="checkbox"/> Not permitted
<b>Payment Terms</b>	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.
<b>Conditions for Release of Payment</b>	<input checked="" type="checkbox"/> Inspection upon arrival at destination <input checked="" type="checkbox"/> Written Acceptance of Goods, based on full compliance with RFQ requirements
<b>Contact Person for correspondence, notifications and clarifications</b>	Focal Person: Procurement Team E-mail address: procurement.staff.tp@undp.org <b>Attention: Quotations shall not be submitted to this address but through Atlas System. Otherwise, offer shall be disqualified.</b> <b>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.</b>
<b>Clarifications</b>	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
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
<b>Evaluation criteria</b>	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Business registration license (Vendor is a legally registered entity from Government of Timor Leste) <input checked="" type="checkbox"/> At least 2 similar contracts in the last 5 years, with one contract amount of at-least \$30,000 for similar requirements (Supply and Delivery of PPE Items) <input checked="" type="checkbox"/> Lowest priced technically responsive offer <input checked="" type="checkbox"/> Availability of quoted goods in stock and its inspection by UNDP prior to placement of Purchase Order, <input checked="" type="checkbox"/> An average Financial turnover of at-least 50,000\$ during last two years (2020 and 2019 or 2019 and 2018) <input checked="" type="checkbox"/> Certificate of originality should be provided for the brand quoted
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	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.
<b>Type of Contract to be awarded</b>	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> <a href="#">Contract Face Sheet</a> (Goods and-or Services)
<b>Expected date for contract award.</b>	07 February 2022
<b>Publication of Contract Award</b>	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.

<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	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 <a href="http://www.ungm.org">www.ungm.org</a> . 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.
<b>Special Conditions</b>	<p>It is permitted to bid for one or more items as available in the stock/warehouse of bidder.</p> <p>UNDP Shall review quotation based on technical compliance and meeting the minimum requirement mentioned in the Evaluation Criteria.</p> <p>However, the price evaluation will be done based on line item cost and each line will be awarded to lowest offeror.</p> <p>It is mandatory that all goods quoted should be available in the stock of bidder. UNDP will inspect the goods prior to placement of Purchase Order and delivery.</p> <p>If the items are not delivered by 10<sup>th</sup> Feb 2022, UNDP will have full right to cancel the Purchase Order without any further notice or responsibility.</p>

## ANNEX 1: SCHEDULE OF REQUIREMENTS

### Technical Specifications for Goods:

No	Sample Picture	Description of Goods	Quantity	Unit of Measure
1		<b><u>Disinfectant</u></b>  Surface Disinfectant: Isopropyl Alcohol 70%  In Gallons: the size of each gallon should be 4-5 liter	60	Gallon
2		<b><u>Sanitizer</u></b> Alcohol hand sanitizer – portable hand antisepsis for personal use. Not causing skin irritation or allergies (no inclusion of colorants, dyes or perfumes). Product offered is fragrance free. Not less than 60% alcohol, and not more than 80% alcohol. Each bottle should contain 500ml	6000	Bottle
3		<b><u>Pump Machine:</u></b> “Capacity: 16 ltr Body: High Quality Thick Plastic Color: Blue Sprayer Head: Plastic (3 Kinds) Stick Sprayer: Metal Sprayer Handle: Plastic Pump Pressure: 0.25-0.45 Mpa”	30	EA
4		<b><u>Cotton Mask</u></b> Cotton Mask with Logos STAE-UNDP, Japan  Cotton Mask/Traditional Tais	20000	EA

5		<b><u>Personal Protective Equipment</u></b> "Size 160cm-185cm Sterilized Yes DuPont Non-woven Material Hood, Clothing, Pants, Shoe covers with rubber seal One set of PPE kit items are: -IIR masks, isolation gowns, shoe covers, biohazard bags, goggles	660	Kit- Set
6		<b><u>KN95 Mask</u></b> "Product Name N95/FFP2 Protective Mask, Size Universal -One Size fits Most, Color White, Material Non-woven Fabric, Standard GB2626-2006 KN95, Protection Class KN95, Filtering Rate ≥95%(0.075µm particles), Aerosol Type Non-Oil NaCl."	5800	EA
7		<b><u>Thermometer/Thermo Scanner</u></b> Non-Contact Digital Infrared Forehead Thermometer, Model: TG 8818N Type: Non-Contact Size: 150mmX80mm X45mm Weight:180g Unit: °C/°F Accuracy: ± 0.2°C	1600	EA
8		<b><u>Gloves</u></b> Materials: Latex Gloves Glove Type: Medical Examination	2900	EA

#### Delivery Requirements

Delivery Requirements	
<b>Delivery date and time</b>	Bidder shall deliver the goods within <b>10<sup>th</sup> Feb 2022 or Earlier</b> after Contract signature.
<b>Delivery Terms (INCOTERMS 2020)</b>	DAP, UNDP Office, UN Compound, Caicoli, Dili, Timor-Leste
<b>Customs clearance (must be linked to INCOTERM)</b>	<input checked="" type="checkbox"/> Shall be done by: UNDP



<b>Exact Address(es) of Delivery Location(s)</b>	DAP, UNDP Office, UN Compound, Caicoli, Dili, Timor-Leste
<b>Distribution of shipping documents (if using freight forwarder)</b>	<p>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:</p> <ul style="list-style-type: none"> <li>- Bill of Lading/Air Waybill</li> <li>- Invoice</li> <li>- Packing List</li> </ul> <p>Note: all documents shall be issued on the name of UNDP Timor-Leste. A complete set of original shipping document listed above must be pouched and/or through email to UNDP Timor-Leste for custom clearance purpose before starting of the shipment.</p>
<b>Packing Requirements</b>	As per manufacturer packing, supplier must ensure the goods are delivered to final destination without any physical damage
<b>Training on Operations and Maintenance</b>	Not Required
<b>Warranty Period</b>	Not Required
<b>After-sales service and local service support requirements</b>	Not required
<b>Preferred Mode of Transport</b>	<input checked="" type="checkbox"/> Land 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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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):	<input type="checkbox"/> Yes <input type="checkbox"/> 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):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> 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)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> 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 in USD	Period of activity	Types of activities undertaken

#### Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	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 : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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 (for details of technical specification please refer to Technical Requirement ANNEX I)	UOM	Qty	Unit price in USD	Total price in USD
1	Surface Disinfectant	Gallon	60		
2	Hand Sanitizer	Bottle	6000		
3	Pump Machine	EA	30		
4	Cotton Mask	EA	20000		
5	Personal Protective Equipment	Set/Kit	660		
6	KN95 Mask	EA	5800		
7	Thermometer/ Thermo Scanner	EA	1600		
8	Gloves	EA	2900		
Total Price					
Total Final and All-inclusive Price					

### Compliance with Requirements

	Your Responses		
	Yes, we will comply	No, we cannot comply	Remarks
Offer complies with Minimum Technical Specifications for each product	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS 2020, DAP)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time (Immediately)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation (30 days)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms 30 days after receipt and acceptance of goods and invoice	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Provision of genuine certificate for all quoted brands	<input type="checkbox"/>	<input type="checkbox"/>	
Shelf life of at-least more than 1 year	<input type="checkbox"/>	<input type="checkbox"/>	

### Technical Compliance and details of offered products

Description	Your Responses		
	Yes, we will comply	No, we cannot comply	Please provide your offered products Brand and model reference to catalogue
<b>Disinfectant:</b> Isopropyl Alcohol 70%	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Alcohol hand sanitizer</b> – portable hand antiseptis for personal use. Not causing skin irritation or allergies (no inclusion of colorants, dyes or perfumes). Product offered is fragrance free. Not less than 60% alcohol, and not more than 80% alcohol.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Pump Machine:</b> “Capacity: 16 ltr Body: High Quality Thick Plastic Color: Blue Sprayer Head: Plastic (3 Kinds) Stick Sprayer: Metal Sprayer Handle: Plastic Pump Pressure: 0.25-0.45 Mpa”	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Cotton Mask</b> Cotton Mask with Logos STAE-UNDP, Japan  Cotton Mask/Traditional Tais	<input type="checkbox"/>	<input type="checkbox"/>	

<b><u>Personal Protective Equipment</u></b> "Size 160cm-185cm Sterilized Yes DuPont Non-woven Material Hood, Clothing, Pants, Shoe covers with rubber seal  One set of PPE kit items are: -IIR masks, isolation gowns, shoe covers, biohazard bags, goggles	<input type="checkbox"/>	<input type="checkbox"/>	
<b><u>KN95 Mask</u></b> "Product Name N95/FFP2 Protective Mask, Size Universal -One Size fits Most, Color White, Material Non-woven Fabric, Standard GB2626-2006 KN95, Protection Class KN95, Filtering Rate ≥95%(0.075µm particles), Aerosol Type Non-Oil NaCl."	<input type="checkbox"/>	<input type="checkbox"/>	
<b><u>Thermometer/Thermo Scanner</u></b> Non-Contact Digital Infrared Forehead Thermometer, Model: TG 8818N Type: Non-Contact Size: 150mmX80mm X45mm Weight:180g Unit: °C/°F Accuracy: ± 0.2°C	<input type="checkbox"/>	<input type="checkbox"/>	
<b><u>Gloves</u></b> Materials: Latex Gloves Glove Type: Medical Examination	<input type="checkbox"/>	<input type="checkbox"/>	

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.

<b>Exact name and address of company</b> Company Name <small>Click or tap here to enter text.</small> Address: <small>Click or tap here to enter text.</small> <small>Click or tap here to enter text.</small> Phone No.: <small>Click or tap here to enter text.</small> Email Address: <small>Click or tap here to enter text.</small>	Authorized Signature: _____ _____ Date: <small>Click or tap here to enter text.</small> Name: <small>Click or tap here to enter text.</small> Functional Title of Authorised Signatory: <small>Click or tap here to enter text.</small> Email Address: <small>Click or tap here to enter text.</small>
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