



## REQUEST FOR QUOTATION (RFQ)

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| RFQ Reference: UNDP.GHA.2022.038.RFQ | Date: 18 February 2022 |
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### SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the **Supply, Delivery and Installation of Laboratory Equipment (GeneXpert with Accessories)** 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- ***Attached Separately***

Annex 3: Technical and Financial Offer- ***Attached Separately***

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.

## SECTION 2: RFQ INSTRUCTIONS AND DATA

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| <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>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p> <p>Pre-bid Meeting will be scheduled for <b>Tuesday 22<sup>nd</sup> February 2022</b>.</p> <p>Kindly click the below link to register.<br/> <a href="https://undp.zoom.us/webinar/register/WN_ESQ4MceqTJSVZxappU28DQ">https://undp.zoom.us/webinar/register/WN_ESQ4MceqTJSVZxappU28DQ</a></p>  |
| <b>Method of Submission</b>                         | <p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering</p> <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>• <b>BU Code - GHA10</b></li> <li>• <b>Event ID number- 0000011660</b></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="https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders">https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders</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 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.</p>   |

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| <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>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 [30 Days]</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>                    | <p>Quotations shall be quoted in USD,</p> <p>NB. Locally Registered firms will however be paid in <b>GHS</b> using the UN Operations Rates of Exchange (UNORE) of the deadline of Submission of tender.</p>   |
| <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> <p>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</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p>   |

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|   | <p>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;</p> <p>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</p> <p>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.</p>  |
| <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> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>   |
| <b>Language of quotation</b>                            | <p>Click or tap here to enter text</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> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><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</p> <p><input checked="" type="checkbox"/> Company Profile.</p> <p><input checked="" type="checkbox"/> Brochure detailing Requirements</p> <p><input checked="" type="checkbox"/> Registration certificate.</p> <p><input checked="" type="checkbox"/> List and value of projects performed for the last Three (3) years plus client's contact details who may be contacted for further information on those contracts.</p> <p><input checked="" type="checkbox"/> List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project.</p> <p><input checked="" type="checkbox"/> Completed and signed CVs for the proposed key Personnel;</p> |
| <b>Quotation validity period</b>                        | <p>Quotations shall remain valid for 90 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>                                   | <p><input checked="" type="checkbox"/> Not permitted</p>   |
| <b>Alternative Quotes</b>                               | <p><input checked="" type="checkbox"/> Not permitted</p>   |
| <b>Payment Terms</b>                                    | <p><input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p>  |
| <b>Conditions for Release of Payment</b>                | <p><input checked="" type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation</p> <p><input checked="" type="checkbox"/> Passing all Testing [specify standard, if possible]</p> <p><input checked="" type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible]</p> <p><input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements</p>  |
| <b>Contact Person for correspondence, notifications</b> | <p>E-mail address: edem.adoboe@undp.org and Charles.frimpong@undp.org</p> <p><b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.</b></p> <p><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></p>   |

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| <b>and clarifications</b>                         |  |
| <b>Clarifications</b>                             | Requests for clarification from bidders will not be accepted any later than 2 days before the submission deadline. Responses to request for clarification will be communicated via E-Tendering by 23 February 2022   |
| <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<br><input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract<br><input checked="" type="checkbox"/> Comprehensiveness of after-sales services<br><input checked="" type="checkbox"/> Earliest Delivery /shortest lead time   |
| <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   |
| <b>Expected date for contract award.</b>          | 01 March 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. |

## ANNEX 1: SCHEDULE OF REQUIREMENTS

### Technical Specifications for Goods:

| Item No | Minimum technical requirements   | Unit | Quantity |
|---------|--|------|----------|
| 1       | <p><b><u>CEPHEID-GENEXPERT-10-COLOR-SYSTEM XPRT XPRESS SARS-COV-2</u></b></p> <ul style="list-style-type: none"> <li>• Cepheid's GeneXpert platform supports multiplexing via 10-color technology that delivers:</li> <li>• The ability to develop tests capable of enabling a higher degree of multiplexing</li> <li>• The same, simple workflow on a single, flexible platform, for both point of care and hospital settings</li> <li>• A modular system capable of scaling to meet changing testing needs</li> <li>• <b>System: GeneXpert® XVI-16</b></li> <li>• <b>Description: 16-module system</b></li> <li>• <b>Catalog numbers: GXXVI-16-D-10C, GXXVI-16-L-10C</b></li> </ul>  | Pcs  | 1        |
| 2       | <p><b><u>UNINTERRUPTIBLE POWER SUPPLY (UPS)</u></b></p> <p>An electric apparatus that provides emergency power to a load when the input power source or main power fails. The UPS</p> <ul style="list-style-type: none"> <li>• Must have dual input connection and hardwired output connection</li> <li>• Should have 220/230/240 Vac single phase nominal input voltage and +10-15% input voltage range</li> <li>• Must have 50/60Hz(45to65 Hz) operating frequency and 0.99 input power factor</li> <li>• Should have a 92% efficiency with nominal linear load, 91% with nominal computer load user interface</li> </ul> <p>Must have 1 RS232 for local support, 2 X-slot, 1 relay contacts and 1 emergency power off input</p> | Pcs  | 1        |
| 3       | <p><b><u>PRINTER</u></b></p> <ul style="list-style-type: none"> <li>• Print speed black (ISO, A4) : Up to 38 ppm</li> <li>• Print technology: Laser</li> <li>• Wireless capability: built-in dual-band Wi-Fi, Authentication via WEP, WPA/WPA2, WPA enterprise encryption via AES or TKIPWPS, Wi-Fi Direct Bluetooth Low-Energy.</li> <li>• Memory: 512 MB</li> <li>• Paper handling output: standard 150 sheet output bin</li> <li>• Scan size: maximum 216 x 297 mm</li> <li>• Dimensions (W x D x H): 420 x 390 x 323 mm</li> <li>• Weight: 12.6kg</li> </ul>   | Pcs  | 1        |

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|   | <ul style="list-style-type: none"> <li>• Copy resolution (black text): Up to 600 x 600 dpi</li> </ul>  |     |     |
| 4 | <p><b><u>XPert XPRESS SARS-COV-2 CARTRIDGES</u></b></p> <p>The Xpert Xpress SARS-CoV-2 kit contains sufficient reagents to process 10 specimens or quality control samples.</p> <p>The kit contains the following,</p> <ul style="list-style-type: none"> <li>• Integral reaction tubes</li> <li>• Bead 1, Bead 2, and Bead 3 (freeze-dried) 1 of each per cartridge</li> <li>• Lysis Reagent 1.5 mL per cartridge</li> <li>• Binding Reagent 1.5 mL per cartridge</li> <li>• Elution Reagent 3.0 mL per cartridge</li> <li>• Disposable Transfer Pipettes 10-12 per kit</li> <li>• CD 1 per kit</li> <li>• Assay Definition Files (ADF)</li> </ul> <p>Instructions to import ADF into GeneXpert software</p>  | Pcs | 300 |
| 5 | <p><b><u>XPert XPRESS SARS-COV-2 VERIFICATION KIT</u></b></p> <p>Reference Material kit. SeraCare Material Number: 0505-0126 (5 x 1.5 mL vials, positive reference material; 5 x 1.5 mL vials, negative reference material). The positive reference material consists of recombinant Sindbis virus particles with sequences from the SARS-CoV-2 genome including the E gene, RdRp (RNA dependent RNA polymerase) gene, ORF1a gene, and N gene.</p> <ul style="list-style-type: none"> <li>• Five negative clinical nasopharyngeal swab specimens in viral transport medium from patients not suspected of COV (~ 3 mL each), which could be residual specimens from other diagnostic testing.</li> <li>• Three sterile, screw-capped test tubes; approximately 2 mL capacity and test tube rack</li> <li>• Sterile disposable pipette tips capable of delivering 0.25 mL and 0.3 mL of samples</li> <li>• 24 Xpert Xpress SARS-CoV-2 cartridges (excluding the cartridges used for external control testing – at least 2 additional cartridges)</li> </ul> | Pcs | 1   |
| 6 | <p><b><u>CIOTEST VIRUS COLLECTION SET</u></b></p> <p>Designed for viral specimen collection, transport and preservation, such as flu, bird flu and HFMD, etc.</p> <ul style="list-style-type: none"> <li>• Supplied with Sterile Swab : Φ2.2x150 (Stick), approx. Φ5mm (Tip)</li> <li>• Transport tube : Φ16x58 (5ml), Φ16x87 (10ml)</li> <li>• Transport medium : 1ml/tube, 3ml/ tube</li> </ul>  | Pcs | 300 |

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|  | <ul style="list-style-type: none"> <li>Disposable collection swab, composed of snappable plastic stick and viscose applicator</li> </ul> <p>Supplied with Biohazard specimen bag, ensure transport safe and reliable</p> |  |  |
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#### Delivery Requirements

| Delivery Requirements  |  |
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| <b>Delivery date and time</b>  | Bidder shall deliver the goods 30 Days after Contract signature.   |
| <b>Delivery Terms (INCOTERMS 2020)</b>                                 | DAP  |
| <b>Customs clearance (must be linked to INCOTERM)</b>                  | Shall be done by:<br><input type="checkbox"/> UNDP (where applicable)<br><input checked="" type="checkbox"/> Supplier/bidder<br><input type="checkbox"/> Freight Forwarder |
| <b>Exact Address(es) of Delivery Location(s)</b>                       | Aflao Port Health-Ghana  |
| <b>Distribution of shipping documents (if using freight forwarder)</b> | N/A  |
| <b>Packing Requirements</b>  | <b>Secure</b>  |
| <b>Training on Operations and Maintenance</b>                          | Yes  |
| <b>Warranty Period</b>   | 12 Months Minimum  |
| <b>After-sales service and local service support requirements</b>      | Yes  |
| <b>Preferred Mode of Transport</b>                                     | Land   |