# **REQUEST FOR QUOTATION (RFQ)**



# (GOODS)

RFQ Reference: RFQ/TZA/2022/013 Date: 07 June 2022

UNDP kindly requests your quotation for **Supply and delivery of Lab Equipment's –TIRDO** 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.

Approved by:



Name: Jeremiah Mallongo Title: Operations Manager

Date: June 7, 2022



# **SECTION 2: RFQ INSTRUCTIONS AND DATA**

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acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RPQ.  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.  Thursday, June 16, 2022 at 10: 00 AM (GMT+3HRS) if any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.  For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (Kew York) time zone.  Method of  Submission  Quotations must be submitted as follows:  Bid submission address: tenders.tz@undp.org  • File Format: PDF  • File Format: PDF  • File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.  • All files must be free of viruses and not corrupted.  • Max. File Size per transmission: 5MB  • Mandatory subject of email: Supply and delivery of Lab Equipment's -TIRDO  • Multiple emails must be clearly identified by indicating in the subject line "email no. X of V", and the final "email no. Y of Y.  • It is recommended that the entire Quotation be consolidated into as few attachments as possible.  • The bidder should receive an email acknowledging email receipt.  [For eTendering method, click the link <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> and insert Event ID information]  • Insert BU Code and Event ID number  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: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/  UNDP shall not be responsible for any costs associated with a Supplier's preparation of a quotation, regardless of the outcome or the manner of conductin	Introduction	by UNDP. This RFQ is conducted in accordance with the <u>UNDP Programme and Operations Policies</u>
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<b>Corruption,</b> 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	Code of Conduct,	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
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requires an bidders/ vendors to observe the highest standard of ethics during the procurement		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>
Gifts and Hospitality	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.
Conflict of Interest	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.
	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.
	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.
General	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the
Conditions of	General Conditions of Contract
Contract	Select the applicable GTC:
Contract	☐ General Terms and Conditions / Special Conditions for Contract.
	General Terms and Conditions for de minimis contracts (services only, less than \$50,000)
	☐ General Terms and Conditions for Works  Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy
Special	
Special Conditions of	☐ Cancellation of PO/Contract if the delivery/completion is delayed by [21 working days after the
Contract	PO is signed]
Eligibility	☐ Others [pls. specify]  A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as
Liigioiiity	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.
	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.
	Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the
Currency of	country, or through an authorized representative
Quotation	Quotations shall be quoted in <b>Tanzanian Shillings (TZS)</b>
Joint	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium
Venture,	or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to
Consortium	act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or
	1

or	Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the
Association	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.
	Refer to Clauses 19 – 24 under <u>Solicitation policy</u> for details on the applicable provisions on Joint
	Ventures, Consortium or Association.
Only one Bid	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.
	Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:
	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
	b) they have the same legal representative for purposes of this RFQ; or
	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.
	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
	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.
Duties and	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the
taxes	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:
	All prices must:
	□ be inclusive of VAT and other applicable indirect taxes
	☐ be exclusive of VAT and other applicable indirect taxes
Language of	English
quotation	Liigiisii
	Including documentation including catalogues, instructions and operating manuals.
Documents	Including documentation including catalogues, instructions and operating manuals.
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Documents to be	Including documentation including catalogues, instructions and operating manuals.  Bidders shall include the following documents in their quotation:  ☑ Annex 2: Quotation Submission Form duly completed and signed  ☑ Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; (MANDATORY)  ☑ Latest Business Registration Certificate; (MANDATORY)
Documents to be	Including documentation including catalogues, instructions and operating manuals.  Bidders shall include the following documents in their quotation:  ☑ Annex 2: Quotation Submission Form duly completed and signed  ☑ Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; (MANDATORY)  ☑ Latest Business Registration Certificate; (MANDATORY)  ☑ Latest Internal Revenue Certificate / Tax Clearance; (MANDATORY)
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☐ Complete documentation, information and declaration of any goods classified o classified as "Dangerous Goods".	r may be
☐ Patent Registration Certificates (if any of technologies submitted in the quotation	n is patented by
the Supplier).	" 4007/4000
☑ Written Self-Declaration of not being included in the UN Security Coun list, UN Procurement Division List or other UN Ineligibility List.	CII 126//1989
☑ Others: Compliance to Technical specifications along with the proposal	
☐ Other Click or tap here to enter text.	
Quotation Quotations shall remain valid for <b>90 days</b> from the deadline for the Submission of C	Quotation.
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rice No price variation due to escalation, inflation, fluctuation in exchange rates, or factors shall be accepted at any time during the validity of the quotation after the quotation.	=
factors shall be accepted at any time during the validity of the quotation after the q received.	uotation has been
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uotes ☐ Permitted Insert conditions for partial quotes and ensure that the requirements	are properly
listed in lots to allow partial quotes	are property
Ilternative	
Quotes Permitted	
If permitted, an alternative quote may be submitted only if a conforming quote to	the RFQ
requirements is submitted. Where the conditions for its acceptance are met, or just	
clearly established, Click or tap here to enter text. reserves the right to award a co	
an alternative quote. If multiple/alternative quotes are being submitted, they must	t be clearly
marked as "Main Quote" and "Alternative Quote"	-:
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onditions Passing Inspection [specify method, if possible] Complete Installation	
or Release ☐ Passing all Testing [specify standard, if possible]	
f ☐ Completion of Training on Operation and Maintenance [specify no. of trainees, a	and location of
training, if possible	
☑ Written Acceptance of Goods, Services and Works, based on full compliance w	ith RFQ
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☐ Others [pls. specify]	
ontact E-mail address: tenders.tz@undp.org	
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orresponde Any delay in UNDP's response shall be not used as a reason for extending the deace, submission, unless UNDP determines that such an extension is necessary and cor	
otifications new deadline to the Proposers.	illianicates a
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larifications Requests for clarification from bidders will not be accepted any later than three da	-
submission deadline. Responses to request for clarification will be communicated to	nrough email
address that sought clarification on 30 May 2022  valuation   ☑ The Contract or Purchase Order will be awarded to the lowest price substantia	lly compliant
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☐ Other Click or tap here to enter text.	
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□ Comprehensiveness of after-sales services	

Right not to	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
accept any	
quotation	
Right to vary	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or
requirement	decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of
at time of	the total offer, without any change in the unit price or other terms and conditions.
award	
Type of	□ Purchase Order
Contract to	☐ Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term
be awarded	Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO,
	etc.)
	□ Contract for Works
	☐ Other Type/s of Contract [pls. specify]
Expected	20 June 2022
date for	
contract	
award.	
Publication	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO
of Contract	and the corporate UNDP Web site.
Award	
Policies and	This RFQ is conducted in accordance with <u>UNDP Programme and Operations Policies and Procedures</u>
procedures	
UNGM	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the
registration	appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org.
	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: SUPPLY AND DELIVERY OF LAB EQUIPMENTS FOR TIRDO

## **Technical Specifications for Goods:**

### A) TIRDO

#### **BOMB CALORIMETER -2 PCS**

For high precision & rapid determination of gross calorific value, GCV of solid biofuels (fruit biomass, aquatic biomass, agroindustrial residues, wood, charcoal, biomass briquettes and etc.) in compliance with international standard methods Warranty least 1 year

Raising energy efficiency in households"

The proposed list overlooked on Raising energy efficiency in households that TIRDO will be involved in testing efficiency and emission of Improved cook stoves and sustainable biofuels.

#### Thermogravimetric analyser - 2 PCS

Fully Automatic PC-based Thermogravimetric (Proximate) Analyzer to determine Ash, Moisture, Volatile Matters, and Fixed Carbon of Solid biofuels. The analysis method should comply with ASTM/IS/ISO Standard Test Methods for Proximate Analysis of Solid biofuels by instrumental procedure for Moisture, Volatile Matter & Ash Determination

### Emission measuring device - 2PC

Monitoring Particulate Matter(PM), CO, EC and BC from stationary source in industrial / cookstove systems in chimney and non-chimney

Standards: ISO 25597, ISO 9096, ISO 19869:2019, ISO 4224.

## Solar power meters -1PC

Measure solar power or sunlight in units of W/m2, either through windows to verify their efficiency or when installing solar power devices

Spectral response: 400 to 1100 nm

- \* 3 functions: Solar power, Power integration, Transmission
- \* Select either W/m^2 or Btu / (ft^2xh) power units.

 $\label{lem:condition} \textit{Real time SD memory card Datalogger, Built-in Clock and Calendar, real time data recorder.}$ 

Sampling time set from 1 second to 3600 seconds

For measuring efficiency of installed SOLAR PV systems

## PH meter – 2pcs

It is used to measure the Acidity/alkalinity of a liquid. Accurate measurements of pH are required to properly maintain water quality in order to protect equipment and materials that are in contact with the water (e.g., boiler tubes and heat ex-changers). Serious problems (e.g., precipitation of salts and corrosion) can occur if proper pH levels are not maintained.

### **Technical specifications**

- Type 45: wall-/site-mounted weatherproof indicator
- Type 40/96 & 40/144: Panel-mounted indicator/transmitter
- Type 41: portable indicator
- pH range: 0 to 14 and 2 to 12
- Redox potential: 700-0-700 and 500-0-500 MV

#### Ultrasonic steam trap tester - 2PCS

#### Application:

Experts estimate that about 15 to 30 % of installed traps are faulty. Faulty steam traps are often the largest single source of energy losses at an industrial facility. Steam trap maintenance programs, where steam traps are regularly checked using an ultrasonic steam trap tester are typically very cost effective.

Ultrasonic detecting devices can also be used to identify any type of gas or fluid leaks (including steam, nitrogen, CFCs, compressed air, and fuel), leaking valves, line blockages, damaged motor bearings, malfunctioning compressor heads, and missing teeth on gears.

### **Technical specifications**

- ICC Model 155-010
- Complete kit with headphones, 31-inch extension kit, SEMI transmitter, stethoscope and rechargeable batteries.

### Non-Contact Infrared Thermometers (also known as radiation pyrometers, heat guns)-1PC

#### Application:

These thermometers rely on the electromagnetic radiation emitted by solids or fluids.

They are very useful for measuring surface temperatures of steam lines, boiler surfaces, processes temperatures, etc. The primary use of infrared sensors in an energy management program is to detect building or equipment thermal losses, pinpoint insulation or weatherization needs, identify electrical hot spots, and locate unseen motor friction points.

## **Technical Specifications**

- Temperature range: 0-3,000oC
- Ambient temperature: 0-50oC
- Digital emissivity adjustments: 0.2 to 1.0.
- Response time: 1 second
- Temperature display: Celsius or Fahrenheit.
- Focusing range: 12 inches to infinity
- Applications for energy auditing, maintenance and electronics industry

# **Delivery Requirements**

Delivery Requirements		
Delivery date and time	Bidder shall deliver the goods 21 days after Contract signature.	
Delivery Terms (INCOTERMS 2020)	DAP	
Customs clearance (must be linked to INCOTERM	<ul> <li>□ Not applicable</li> <li>Shall be done by:</li> <li>□ Name of organisation (where applicable)</li> <li>□ Supplier/bidder</li> <li>☑ Freight Forwarder</li> </ul>	
Exact Address(es) of Delivery Location(s)	TIRDO DAR ES SALAAM	
Distribution of shipping documents (if using freight forwarder)	N/A	
Packing Requirements	N/A	
Training on Operations and Maintenance	N/A	
<b>Warranty Period</b>	1 year	
After-sales service and local service support requirements	Required, State physical address for after sales service and local support service	
Preferred Mode of Transport	N/A	

## **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:		
RFQ reference:	RFQ/TZA/2022/014	Date: 07 June 2022

## **Company Profile**

Item Description	Details
Legal name of bidder or Lead entity for JVs	
Legal Address, City, Country	
Website	
Year of Registration	
Legal structure	Limited Company
Are you a UNGM registered vendor?	☐ Yes ☐ 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):	☐ Yes ☐ 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):	☐ Yes ☐ No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	☐ Yes ☐ No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women	☐ Yes ☐ No

empowerment, renewable energies or membership of institutions promoting suc (If yes, provide a Copy)	of trade				
Is your company a membe UN Global Compact	er of the	☐ Yes ☐ No			
Bank Information		Bank Address: IBAN: SWIFT/BIC: Account Curre Bank Account	ncy:		
Name of previous	Client	& Reference	Contract	Period of activity	Types of activities
contracts		act Details ding e-mail	Value		undertaken

## **Bidder's Declaration**

Yes	No	
		<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.
		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.
		<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.
		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 :https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
		Conflict of interest: 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.

Yes	No	
		<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.
		<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.
		<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
		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.
		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:	
Title:	
Date:	07 June 2022

### **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:		
RFQ reference:	RFQ/TZA/ 2022/014	Date: 07 June 2022

NCOTERMS: Delivery at place (DAP)					
Item No	Description	UOM	Qty	Unit price	Total price
1.	Bomb Calorimeter	pcs	02		
2.	Thermogravimetric analyser	pcs	02		
3.	Emission measuring device	pcs	02		
4.	Solar power meters	pcs	01		
5.	PH meter	pcs	02		
6.	Ultrasonic steam trap tester	pcs	02		
7.	Non-Contact Infrared Thermometers (also known as radiation pyrometers, heat guns)	pcs	01		
				Total Price	
			Other Char	ges (specify) VAT 18%	
		Total Final and All-inclusive Price			

## **Compliance with Requirements**

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications			
Delivery Term (INCOTERMS)			
Delivery Lead Time			
Warranty and After-Sales Requirements			
Validity of Quotation			
Payment terms			
Other requirements [pls. specify]			

## Other Information:

Estimated weight/volume/dimension of the Consignment:	
Country/ies of Origin: (if export licence required this must be submitted if awarded the contract)	

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.

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