

# **REQUEST FOR QUOTATION (RFQ)**

**SUPPLY AND DELIVERY OF AGRICULTURAL LABORATORY EQUIPMENT**

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| RFQ Reference**: BiH/RFQ/xxx-22** | Date: 02 June 2022 |

# **SECTION 1: REQUEST FOR QUOTATION (RFQ)**

UNDP kindly requests your quotation for the provision of goods 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:

United Nations Development Programme in Bosnia and Herzegovina

Zmaja od Bosne bb, Sarajevo 71000

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

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| **Introduction** | 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 [UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement](https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d&Menu=BusinessUnit)  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.  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. |
| **Deadline for the Submission of Quotation** | **16 June 2022, 17:00h (CET)** |
| **Method of Submission** | Quotations must be submitted as follows:  Dedicated Email Address  Bid submission via dedicated email address: registry.ba@undp.org; **Ref: BiH/RFQ/xxx-22**   * 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: 20MB * Mandatory subject of email: **Ref: BiH/RFQ/xxx-22** * Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”. * It is recommended that the entire Quotation be consolidated into as few attachments as possible. |
| **Cost of preparation of quotation** | 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. |
| **Supplier Code of Conduct, Fraud, Corruption,** | 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 **principles on labour, human rights, environment and ethical conduct** may be found at: <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>  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 <http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti> |
| **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 Conditions of Contract** | Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract  Select the applicable GTC:  [General Terms and Conditions / Special Conditions for Contract.](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Considerations%20of%20Contracting_UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf&action=default)  Applicable Terms and Conditions and other provisions are available at [UNDP/How-we-buy](http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html) |
| **Special Conditions of Contract** | Others [pls. specify]  Liquidated Damages: Will be imposed under the following conditions:  Percentage of contract price per day of delay: 2.0%  Max. no. of days of delay: 10 calendar days  Next course of action: Termination of contract  Cancellation of PO/Contract if the delivery/completion is delayed by more than 10 calendar days. |
| **Eligibility** | 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.  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 country, or through an authorized representative. |
| **Currency of Quotation** | Quotations shall be quoted in: BAM. The payment to a local vendor will be made in BAM. |
| **Joint Venture, Consortium or Association** | 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.  Refer to Clauses 19 – 24 under [Solicitation policy](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation%20Process_Solicitation.docx.docx&action=default) 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 taxes** | 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:  All prices must:  be exclusive of VAT and other applicable indirect taxes; (VAT and custom stated separately) |
| **Language of quotation** | Local language and/or English  Including documentation (catalogues, instructions and operating manuals) |
| **Documents to be submitted** | Bidders shall include the following documents in their quotation:   Duly Accomplished Forms as provided in Annex 2 and Annex 3 and in accordance with the list of requirements in Annex 1; ***(Popunjene forme za cjenovnu ponudu data u Aneksu 2 i Aneksu 3);***   Latest Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation (copy); ***(Ovjerena kopija posljednje registracije ponuđača);***   Reference list on company’s memorandum for the similar scope of services and/or delivery of goods in the last three (3) years. ***(Referentna lista na memorandumu firme za sličan opseg usluga i/ili isporuku opreme u zadnje tri godine)***   Authorized distributor certificate/authorization- if applicable; (**Certifikat/ovlaštenje o distrubuciji predmetne opreme- ako je primjenjivo);**   Product catalogue with clearly marked technical specifications of the offered equipment in local or English language; ***(Katalozi sa jasno označenim tehničkim specifikacijama ponuđene robe na lokalnom ili engleskom jeziku);*** |
| **Quotation validity period** | Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation. |
| **Price variation** | 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. |
| **Partial Quotes** | ☒ Partial quotes per LOT are permitted. Partial quotes per item within LOT are not permited. |
| **Alternative Quotes** | Not permitted |
| **Payment Terms** | 100% within 30 days after receipt of goods and submission of payment documentation. |
| **Conditions for Release of**  **Payment** | ☒ Inspection upon arrival at destination (Inspection upon delivery at destination will be performed by UNDP BiH and beneficiary's representatives).  UNDP shall affect payments to the Contractor after acceptance by UNDP of the invoices and delivery notes for delivered goods, submitted by the Contractor. |
| **Contact Person for correspondence, notifications and clarifications** | E-mail address: registry.ba@undp.org  Ref**: BIH/RFQ/XXX-22**  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. |
| **Clarifications** | 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 through email by **14 June 2022** |
| **Evaluation method** | The Purchase Order will be awarded to one or more suppliers based on the technical responsiveness/full compliance with all requirements and lowest priced offer(s) of technically qualified/responsive quotes |
| **Evaluation criteria** | ☒ Technical responsiveness/Full compliance to requirements and lowest price per LOT.  ☒ Full acceptance of the PO/Contract General Terms and Conditions. |
| **Right not to accept any quotation** | UNDP is not bound to accept any quotation, nor award a contract or Purchase Order |
| **Right to vary requirement at time of award** | 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. |
| **Type of Contract to be awarded** | Purchase Order |
| **Expected date for contract award.** | 30 June 2022 |
| **Expected Delivery Date and Time** | **ASAP but not later than 45 days upon acceptance of UNDP Purchase Order.** |
| **Publication of Contract Award** | 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. |
| **Policies and procedures** | This RFQ is conducted in accordance with [UNDP Programme and Operations Policies and Procedures](https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d&Menu=BusinessUnit) |
| **UNGM registration** | 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 [www.ungm.org](http://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: SCHEDULE OF REQUIREMENTS**

**Technical Specifications for Goods:**

**LOT 1. AMPLIFICATION AND ISOLATION KITS**

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| **Item** | **Minimum technical requirements** | **UoM** | **Quantity** |
| 1. | **Kit for amplification and cDNA synthesis**  for sensitive, reproducible, endpoint detection and analysis of RNA molecules by RT–PCR for both cDNA synthesis and PCR amplification in a single tube  Range of detection of RNA targets: 200 bp to 4.5 kb;  Range of starting total RNA: 0.01 pg to 1 µg of total RNA;  The kit should include hot start polymerase that is associated with antibodies that block polymerase activity at ambient temperature; | Pkg (Kit *a* 100 rxn) | 2 |
| 2. | **Kit for isolating RNA from plants and fungi**  Work on the principle of silica membrane, mini spin column format;  Packaging: kit for 50 preparations;  Sample size: minimum up to 500 mg of plant or fungal material;  Fragment size > 200 nt;  Typical yield: 20-70 µg;  A260 / A280 1.9–2.1;  A260 / A230 ~ 2;  Typical RIN (RNA quality control standard) 7-9;  Elution volume 50 µL;  Sample processing time: maximum up to 25 min / 6 of preparation;  Binding capacity: 200 µg; | Pkg (Kit *a* 50 rxn) | 2 |
| 3. | **Gel and PCR purification kit**  Description: Silica membrane technology, in the format of mini spin columns; Two-in-one kit; Cleaning the extraction products from the gel and PCR with the same putty and with the same buffers. Optimal performance for both applications;  Packaging: kit for 50 preparations;  Sample material: <400 µL PCR reaction mixture or <400 mg TAE / TBE agarose gel (suitable for all types of gel buffer systems);  Fragment size in the smallest range of 50 bp - 20 kbp;  Typical degree of recovery: 70-95%;  A260 / A280: 1.8–1.9  Elution volume: 15–30 µL;  Binding buffer with pH indicator;  Sample processing time: maximum 10 min / 6 preparations;  Binding capacity: 25 µg; | Pkg (Kit *a* 50 rxn) | 2 |
| 4. | **TAE buffer**  50x concentrated; ultra-pure, for use in molecular biology, liquid form, packiging: bottle a 1L | bottle (*a* 1L) | 1 |
| 5. | **Plant DNA isolation kit**  Silica membrane technology, in the format of mini spin columns;  Packaging: 50 preparations;  Sample material: <100 mg plant tissue (wet weight), <20 mg plant tissue (dry weight);  Two buffers for extraction, enable optimal lysis and processing of a wide range of samples (one buffer contains CTAB and the other SDS);  Purification of lysates by means of filters (included in the kit);  The kit also contains RNase A;  The size of the fragment must include the range: 50 bp – approx. 50 kbp;  Typical yield: 1-30 µg (100 mg plant tissue, wet weight);  A260 / A280 1.8–1.9;  Elution volume: 50–100 µL;  Sample processing time: maximum 30 min / preparation;  Binding capacity: 50 µg; | Pkg | 1 |
| 6. | **DNA size standard LIZ 500**  Size standard used to determine the size of allelic variants  LIZ 500 | ml | 25 |
| 7. | **Pop 7 polymer for 3500 ABI**  Pop 7 Polymer (960)  Compatible with 3500 genetic analyser | Pkg | 1 |
| 8. | **Taq DNA polymerase, 5 U/**μL  Hot start DNA polymerase, 500 U pack size  Colorless buffer without MgCl2, MgCl2 concentration 50 mM | Pkg | 5 |

**LOT 2. PCR PRIMERS/OLIGONUCLEOTIDES**

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| **Item** | **Minimum technical requirements** | **UoM** | **Quantity** |
| 1. | **Oligonucleotides (primers)**  As per specification in excel table.\* | nt | 637 |
| 2. | **PCR primers – unlabbeled:**  Synthesis yield min 25 nmol  Desalt  Primer sequences:  BM157-R GTTAATTGTTTCCAATATCAACCTG  BM172-R GCAATACCGCCATGAGAGAT  PV-ctt001-R TTCATGGATGGTGGAGGAACAG  BMd45-R ATCTTCGACCCACCTTGCT  BMb508-R CGTGTTCCTTTAAACAATCC  BMd12-R GCAGCTGGCGGGTAAAACAG  BMd47-R CAATGGAGCACCAAAGATCA  BMd53-R GGAGGAGGCTTAAGCACAAA  BMd25-R CGTTGACGAGAAGCATCAAG  BMd20-R GTGAGGCAAGAAGCCTTCAA |  |  |
| 3. | **PCR primers – labelled**  Synthesis yield min 25 nmol  HPLC purification  Primer sequences:  BM157-F [6FAM]ACTTAACAAGGAATAGCCACACA  BM172-F [HEX]TGTAAACGACGGCCAGTATGCCTGTAGCTCAAACAGGGCACT  PV-ctt001-F [Atto550]TGTAAACGACGGCCAGTATGCGAGGGTGTTCACTATTGTCACTGC  BMd45-F [Atto565]TGTAAACGACGGCCAGTATGCGGTTGGGAAGCCTCATACAG  BMb508-F 1 [6FAM]TTGAGACAAATGACTCACCA  BMd12-F [6FAM]TGTAAACGACGGCCAGTATGCCATCAACAAGGACAGCCTCA  BMd47-F [HEX]TGTAAACGACGGCCAGTATGCACCTGGTCCCTCAAACCAAT  BMd53-F [6FAM]TGTAAACGACGGCCAGTATGCTGCTGACCAAGGAAATTCAG  BMd25-F [Atto550]TGTAAACGACGGCCAGTATGCGCAGATCGCCTACTCACAAA  BMd20-F [Atto565]TGTAAACGACGGCCAGTATGCGTTGCCACCGGTGATAATCT |  |  |









**LOT 3. MICROBIOLOGICAL MEDIA**

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| **Item** | **Minimum technical requirements** | **UoM** | **Quantity** |
| 1. | **MRS broth for microbiology, for isolation of lactobacilli**  Dehydrated powder substrate that does not contain agar.  Pack size: 500 gr. | Pkg | 2 |
| 2. | **Rogosa agar for microbiology.**  Dehydrated powder substrate.  Pack size: 500 gr. | Pkg | 2 |
| 3. | **Violet-red bile agar for microbiology.**  Dehydrated powder substrate.  Pack size: 500 gr. | Pkg | 2 |
| 4. | **Milk plate count agar for microbiology, for aerobic mesophilic bacteria.**  Dehydrated powder substrate.  Pack size: 500 gr. | Pkg | 4 |
| 5. | **Rose Bengal Chloramfenikol agar, selective agar for the enumeration of yeasts and moulds.**  Dehydrated powder substrate. Pack size: 500 gr. | Pkg | 4 |
| 6. | **Agar-agar for microbiology**,  Dehydrated, powder. Pack size: 1000 gr. | Pkg | 1 |
| 7. | **Bile salts suitable for microbiology**  Pack size: 100 gr. | Pkg | 100 |

**LOT 4. CHEMICALS**

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| **Item** | **Minimum technical requirements** | **UoM** | **Quantity** |
| 1. | **Quarcetin standard**  Quercetin dihydrate,  Quality: ≥95.0% (HPLC). Pack size 10g. | Pkg | 1 |
| 2. | **FRAP reagens**  Synonym(s): 2,4,6-tris(2-pyridyl)-s-triazine, TPTZ  Quality: ≥99.0% (HPLC). Pack size 1 g | Pkg | 1 |
| 9. | **M 17 broth for microbiology, for isolation of LAB**  Dehydrated powder substrate that does not contain agar.  Pack size: 500 gr. | Pkg | 4 |
| 16. | **Ringer tablets for the preparation of RINGER'S solution**  Pack size: 100 tabs | pcs | 100 |
| 18. | **D (+)-Glucose**  Pack size: 500 gr | Pkg | 1 |
| 19. | **Phenolphthalein reagent**  Pack size: 100 gr | Pkg | 1 |
| 20. | **Buffer for calibration – reference standard**  pH 4,00 ±0.01 (25 °C) | ml | 250 |
| 21. | **Buffer for calibration – reference standard**  pH 7,00 ±0.01 (25 °C) | ml | 250 |
| 22. | **L-cistein**  Pack size: 100 gr | Pkg | 1 |
| 23. | **Pancreatin**  Powder, Pack size: 100 gr | Pkg | 1 |
| 24. | **Lactose** | gr | 250 |
| 25. | **Sucrose** | gr | 250 |
| 26. | **Potassium dihydrogen phosphate** | gr | 250 |
| 27. | **Tri-sodium citrate dihydrate**  Laboratory chemichal | gr | 500 |
| 28. | **2,4,6-Tris(2-pyridyl)-s-triazine**,  For spectrophotometric det., Pack size: 1 gr  Laboratory chemichal | Pkg | 3 |
| 29. | **DPPH (2,2-diphenyl-1-picrylhydrazyl**)  For measuring the antioxidant activity of different natural samples (milk, wine, etc.). Pack size: 1 gr | Pkg | 2 |
| 30. | **Folin & Ciocalteu's phenol reagent for measuring the antioxidant activity**.  Pack Size: 100 ml | Pkg | 2 |
| 31. | **Khejdahl tablets (Missouri catalyst) for determination of nitrogen.**  5 g/tabs. Pack size: plastic bottles with corks (500 tabs per pack) | Pkg | 1 |
| 37. | **Ethanol, absolute (≥99,8% (GC))**  Vapor density 1.59 (vs air)  Evaporation pressure 44.6 mmHg (20 °C)  Auto-ignition temperature 683 °F  Refractive index n20 / D 1.3600 (lit.)  Boiling point 78 °C  Melting point -114 °C (lit.)  Density 0.789 g / mL at 25 °C (lit.) | Bottle (*a* 2.5 L) | 1 |

**LOT 5. ESSENTIAL OIL DISTILLER**

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| **Item** | **Minimum technical requirements** | **UOM** | **Quantity** |
| 1. | **Essential oil distiller**  Distillation equipment parts: distillation kettle, condense, oil-water separator  Distillation kettle volume: 60 liters  Heating source: Electricity, 230-400V, 50 Hz  Material (distillation tank, condenser, oil-water separator): Inox AISI 304  Voltage: 220-230V  Additional conditions: The supplier is obliged to provide free delivery, installation of equipment and training of users. | Pcs | 1 |

**LOT 6. DRIER FOR MEDICAL HERBS**

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| **Item** | **Minimum technical requirements** | **UoM** | **Quantity** |
| 1. | **Drier for medicinal herbs**  Total drying shelf area: 10 m2  Heating source: electricity, 230-400V, 50 Hz  Power: up to 10 KW  Drying temperature: 20-80 °C  Material of shelves: Inox AlSI 304,  Construction materials: 50 mm thermal insulation panels  Drying control: automatic drying control system with temperature, humidity sensors and ventilation function  Additional conditions: The supplier is obliged to provide free delivery, installation of equipment and training of users. | Pcs | 1 |

**LOT 7. AGROMETEROLOGICAL STATION**

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| **Item** | **Minimum technical requirements** | **UoM** | **Quantity** |
| 1. | **Agrometeorological station**  agrometeorological station nMETOS 180 SM or another (equivalent) agrometeorological station with similar characteristics;  housing made of UV resistant polycarbonate plastic;  precipitation sensor;  air temperature sensor (operating temperature range: -40 °C to +125 °C);  relative humidity sensor (precision 0 – 80 %: +/- 2 %);  volumetric water content sensor;  soil temperature sensor;  soil water tension sensor;  leaf wetness calculated automatically;  GPRS connectivity;  battery cell connected with solar panels;  Measuring interval: maximum of 15 minutes. | Pcs | 2 |

**LOT 8. LABORATORY DISPOSABLE MATERIAL**

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| **Item** | **Minimum technical requirements** | **UoM** | **Quantity** |
| 1. | **Pipette tips,**  non-sterile, volume range 100-1000 uL, 1000tips/bag | Pkg (bag *a* 1000 pcs) | 4 |
| 2. | **Nitrile gloves**  pack size 100 pcs, blue | Pkg | 1 |
| 3. | **Amber storage bottles**  glass, volume 120 mL, thread for 22-400, PTFE/silicone septum, black phenolic hole cap, pkg of 12 ea, | Pkg | 1 |
| 4. | **Universal pipette tips**  Volume: 1 - 200 μL  Pack size: 1000pieces/bag | Pkg (bag *a* 1000 pcs) | 3 |
| 5. | **Sterilization tape indicator.**  Self-adhesive tape with indicator in the reel, serves as an indicator of the success of the performed autoclaving | Pcs | 3 |
| 6. | **Petri dishes, diameter 90 mm**  Sterile  Pack size: 20 dishes packed in plastic wrap and placed in a cardboard box (500 pcs in a box) | Box | 6 |
| 7. | **Test tubes for centrifugation**  Sterile, volume: 15 mL  Pack size: 50 pcs, autoclavable, PET, with screw cap, conical bottom. | Pkg | 6 |
| 8. | **Test tubes for centrifugation**  Sterile, volume: 50 mL  autoclavable, PET, with screw cap, conical bottom.  Pack size: 300 pcs | Pkg | 1 |
| 9 | **Eppendorf microcentrifuge tubes**.  Sterile. Capacity: 1,5 ml, flat top, with a writable surface. Packaging: bag a 500 pcs  Temperature range from -80 to 120 °C.  Up to 10.000 RCF. | Bag (*a* 500 pcs) | 5 |
| 10. | **Cryogenic tubes, polypropylene**  Self-standing (flat bottom), with screw cap, external thread and with a writable surface.  Capacity: 2 mL. Packaging: bag a 500 pcs | Bag (*a* 500 pcs) | 1 |
| 11. | **Cryogenic boxes for storage - 10x10** dividers  Durable polycarbonate storage boxes for CryoTubes. Available with different dividers for different tube sizes.  Autoclavable. Temperature resistant from: -196 to 135 °C | Pcs | 10 |
| 12. | **Glass laboratory bottle with screw cap (cap is usually blue).**  High quality solid resistant glass, chemical resistant plug.  Possibility of direct heating, or heating in the microwave. Resistant to temperature shock.  Volume: 500 ml | Pcs | 20 |
| 13. | **PCR tubes 0,2 ml**  material polypropylene  color: transparent  PCR tubes  FLAT cap | Pkg | 1 |
| 15. | **Centrifuge tubes 15 ml**  Packaging: 100 pieces  material polypropylene  Colour: transparent  With safety cover | Pkg | 1 |
| 16. | **Pipette tips**  0,1-10 μl  Nonsterile, nonfiltered  Compatible with pipettes Fintipp, Gilbert, Eppendorf  Packaging: bag *a* 1000 pieces | Pkg (bag a 1000 pcs) | 2 |
| 18. | **Pipette tips 20-200 μl**  Nonsterile, nonfiltered  Compatible with pipettes Fintipp, Gilbert, Eppendorf  Packaging: bag *a* 1000 pieces | Pkg (bag a 1000 pcs) | 1 |
| 19. | **Pipette tips 100-1000 μl**  Nonsterile, nonfiltered  Compatible with pipettes Fintipp, Gilbert, Eppendorf  Packaging: bag *a* 1000 pieces | Pkg (bag a 1000 pcs) | 1 |
| 21. | **PCR tubes 0,2 ml**  material polypropylene  color: transparent  PCR tubes  Dome cap. Pack size: a 1000 pcs | Pkg | 1 |

**Delivery Requirements**

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| **Delivery Requirements** | |
| **Delivery date and time** | Bidder shall deliver the goods within 45 days from the issuance of the Purchase Order (PO). |
| **Delivery Terms (INCOTERMS 2020)** | DDP |
| **Customs clearance**  **(must be linked to INCOTERM** | Supplier/bidder |
| **Exact Address(es) of Delivery Location(s)** | Sarajevo, BiH (exact address will be provided upon the issuance of Purchase order). |
| **Distribution of shipping documents (if using freight forwarder)** | N/A |
| **Packing Requirements** | N/A |
| **Training on Operations and Maintenance** | N/A |
| **Warranty Period** | YES LOT 5. Equipment Minimum 1 year. |
| **After-sales service and local service support requirements** | YES  Technical support and maintenance available in BiH; Brand new replacement if Purchased Unit is beyond repair within warranty period;  Service response within 48 hours; |
| **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: | 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? | | 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 empowerment, renewable energies or membership of trade institutions promoting such issues *(If yes, provide a Copy)* | | Yes  No | | | |
| Is your company a member of the UN Global Compact | | Yes  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** | **Period of activity** | **Types of activities undertaken** | |
|  |  | |  |  |  | |
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**Bidder’s Declaration**

| **Yes** | **No** |  |
| --- | --- | --- |
|  |  | **Requirements and Terms and Conditions:** 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. |
|  |  | **Ethics**: 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 wehave 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. |
|  |  | **Prohibitions, Sanctions:** l/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. |
|  |  | **Bankruptcy**: l/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. |
|  |  | **Offer Validity Period:** 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 wecertify 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: 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: BAM**  **INCOTERMS:** Click or tap here to enter text. | | | | | |
| **Item No** | **Description** | **UoM** | **Qty** | **Unit price** | **Total price** |
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| Total Price | | | | |  |
| Transportation Price | | | | |  |
| Insurance Price | | | | |  |
| Installation Price | | | | |  |
| Training Price | | | | |  |
| VAT 17% | | | | |  |
| Other Charges (specify) | | | | |  |
| **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 |  |  | Click or tap here to enter text. |
| Delivery Term (INCOTERMS) |  |  | Click or tap here to enter text. |
| Delivery Lead Time |  |  | Click or tap here to enter text. |
| Authorized Distributor Certificate |  |  |  |
| Warranty |  |  | Click or tap here to enter text. |
| Validity of Quotation |  |  | Click or tap here to enter text. |
| Payment terms |  |  | Click or tap here to enter text. |
| Other requirements *[pls. specify]* |  |  | Click or tap here to enter text. |

**Other Information:**

|  |  |
| --- | --- |
| Estimated weight/volume/dimension of the Consignment: | Click or tap here to enter text. |
| Country/ies of Origin:  (*if export licence required this must be submitted if awarded the contract*) | Click or tap here to enter text. |

|  |  |
| --- | --- |
| 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*  Company NameClick or tap here to enter text.  Address: Click or tap here to enter text.  Click or tap here to enter text.  Phone No.: Click or tap here to enter text.  Email Address: Click or tap here to enter text. | Authorized Signature:  Date: Click or tap here to enter text.  Name: Click or tap here to enter text.  Functional Title of Authorised  Signatory: Click or tap here to enter text.  Email Address: Click or tap here to enter text. |