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# **REQUEST FOR QUOTATION (RFQ)**

**SUPPLY, DELIVERY AND INSTALLATION OF DENTAL EQUIPMENT, DEVICES AND MATERIALS**

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| RFQ Reference**: BiH/RFQ/117-22** | Date: 15 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** |  **29 June 2022, 17:00h (CET)** |
| **Method of Submission** | Quotations must be submitted as follows: [x]  Dedicated Email AddressBid submission via dedicated email address: registry.ba@undp.org; **Ref: BiH/RFQ/117-22*** 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/117-22**
* 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 ContractSelect the applicable GTC:[x]  [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** | [x]  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 daysNext course of action: Termination of contract[x]  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 c) they have the same legal representative for purposes of this RFQ; or d) 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; e) 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 f) 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:[x]  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);** Certificate/documented proof that offered products are registered with the BIH State Agency for Drugs and Medical Devices as per relevant BiH legal provisions ( ***Certifikat/dokument da su ponuđeni proizvodi registrovani kod BiH Agencije za lijekove i medicinska sredstva, a u skladu sa relevantnim BiH zakonskim odredbama.);*** 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** | [x]  Not permitted |
| **Payment Terms** | [x]  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).[x]  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.orgRef**: BIH/RFQ/117-22**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 **27 June 2022** |
| **Evaluation method** | [x]  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** | [x]  Purchase Order  |
| **Expected date for contract award.** |  14 July 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.**

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| **Item no.** | **Technical specifications of equipment and devices** | **Unit of measure** | **Quantity** |
| 1. | **APEKS LOKATOR** 5th generation apex locator with visual display of endodontic file trajectory. A multifrequency device that measures impedance changes between two electrodes in wet root canals. The device consists of a control unit, an adapter, lip extensions and a holder for an endodontic instrument. | pcs | 1 |
| 2. | **ENDO-MOTOR WITH APEX-LOCATOR** Multifunctional cordless motor with a built-in apex locator. The device is suitable for all types of NiTi and Reciproc files.Allows adjustment of torque, speed, activation of auto-stop and reverse functions. | pcs | 1 |
| 3. | **POLYMERISATION LAMP**The device provides a high intensity of polymerization light (1200 mW/cm2) with the adjusting option of the polymerization interval (10-40 sec). | pcs | 3 |

**LOT 2.**

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| **Item no.** | **THE SUPPLIES AND MATERIALS** | **Unit of measure** | **Quantity** |
|  | Local anesthetic solution for injection with 4% articaine hydrochloride and epinephrine (adrenaline) 1:100 000 as a vasoconstrictor. Box contains 50 cartridges  | box | 3 |
|  | Metal carpul syringe with double rings for active aspiration, sterilizable. | pcs | 1 |
|  | Carpul needles, 27G long 13/8 (0,4x35mm). Package: box of 100 needles | box | 3 |

**LOT 3.**

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| **Item no.** | **THE SUPPLIES AND MATERIALS** | **Unit of measure** | **Quantity** |
|  | **Rubber dam sheets** 12,5x12,5cm, medium thickness.Package: box of 50 sheets | box | 3 |
|  | **Instruments designed to shape the canal orifices** Gates-Glidden burr RA, length 28mm, ISO 1-6. Packing: box of 6 pcs | box | 5 |
|  | **Instruments used to properly distribute materials throughout the root canal system (Lentulo spiral) with safety spring**Length 25 mm, ISO 1-4 sorted. Packing: box of 4 pcs | box | 10 |
|  | **Endodontic C-pilot file ISO 08**Length 25 mm.The instruments used to facilitate the location of canal orifices and easy access to the apical third of root canal. Packing: blister 6 pcs | blister | 5 |
|  | **Endodontic C-pilot file ISO 10** Length 25 mm.The instruments used to facilitate the location of canal orifices and easy access to the apical third of root canal. Packing: blister 6 pcs | blister | 5 |
|  | **Light-curing glass ionomer cement**One-component ready-to-use material.  | syringe | 10 |
|  | **Solution for disinfection and irrigation of root canals-chlor-hexedine 2%** Packing: botlle of 200 ml | botlle | 5 |
|  | **Solution for disinfection and irrigation of root canals-sodium hypochlorite 2,5-3%.** Packing: bottle of 1liter | liter | 10 |

**LOT 4.**

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| **Item no.** | **THE SUPPLIES AND MATERIALS** | **Unit of measure** | **Quantity** |
|  | **Endodontic rotary files** of pronounced flexibility, with two cutting edges, s-shaped cross section, long almost vertical spirals. The tip of the instrument does not have the possibility of cutting (non-cutting type), total length 25 mm, working part 16 mm, size 10/.04 (Mtwo or equivalent). Packaging: blister with 6 instruments | blister | 10 |
|  | **Endodontic rotary files** of pronounced flexibility, with two cutting edges, s-shaped cross section, long almost vertical spirals. The tip of the instrument does not have the possibility of cutting (non-cutting type), total length 25 mm, working part 16 mm, size 15/.05 (Mtwo or equivalent). Packaging: blister with 6 instruments | blister | 10 |
|  | **Endodontic rotary files** of pronounced flexibility, with two cutting edges, s-shaped cross section, long almost vertical spirals. The tip of the instrument does not have the possibility of cutting (non-cutting type), total length 25 mm, working part 16 mm, size 20/.06 (Mtwo or equivalent). Packaging: blister with 6 instruments | blister | 10 |
|  | **Endodontic rotary files** of pronounced flexibility, with two cutting edges, s-shaped cross section, long almost vertical spirals. The tip of the instrument does not have the possibility of cutting (non-cutting type), total length 25 mm, working part 16 mm, size 25/.06 (Mtwo or equivalent). Packaging: blister with 6 instruments | blister | 10 |
|  | **Endodontic rotary files** of pronounced flexibility, with two cutting edges, s-shaped cross section, long almost vertical spirals. The tip of the instrument does not have the possibility of cutting (non-cutting type), total length 25 mm, working part 16 mm, size 30/.05 (Mtwo or equivalent). Packaging: blister with 6 instruments | blister | 10 |
|  | **Endodontic rotary files** of pronounced flexibility, with two cutting edges, s-shaped cross section, long almost vertical spirals. The tip of the instrument does not have the possibility of cutting (non-cutting type), total length 25 mm, working part 16 mm, size 35/.04 (Mtwo or equivalent). Packaging: blister with 6 instruments | blister | 3 |
|  | **Endodontic rotary files** of pronounced flexibility, with two cutting edges, s-shaped cross section, long almost vertical spirals. The tip of the instrument does not have the possibility of cutting (non-cutting type), total length 25 mm, working part 16 mm, size 40/.04 (Mtwo or equivalent). Packaging: blister with 6 instruments | blister | 3 |
|  | **Endodontic rotary files** of pronounced flexibility, with two cutting edges, s-shaped cross section, long almost vertical spirals. The tip of the instrument does not have the possibility of cutting (non-cutting type), total length 25 mm, working part 16 mm (Mtwo or equivalent). Packing: blister of 6 instruments 2x10/.04, 15/.05, 20/.06  | blister | 3 |
|  | **Endodontic rotary files** of pronounced flexibility, with two cutting edges, s-shaped cross section, long almost vertical spirals. The tip of the instrument does not have the possibility of cutting (non-cutting type), total length 25 mm, working part 16 mm (Mtwo or equivalent). Packing: blister of 6 instruments 2x25/.06, 30/.05, 35/.04, 40/.04. 25/07  | blister | 3 |
|  | **Endodontic paper points** (sterile) for absorption and drying of the root canal white, color-coded according to ISO standard, length 28 mm. Packing: box ISO 15-40; 120 pcs | box | 70 |
|  | **Calcium hydroxide paste**, aqueous and radiopaque paste, pH 12.5, value for interappointment intracanal dressing.  | syringe | 70 |
|  | **Guttapercha points**, color coded for filling root canals, ISO #15, length 28 mm and conicity 0.2. Packing: box of 120 pcs | box | 5 |
|  | **Guttapercha points**, color coded for filling root canals, ISO #20, length 28 mm and conicity 0.2. Packing: box of 120 pcs | box | 20 |
|  | **Guttapercha points**, color coded for filling root canals, ISO #25, length 28 mm and conicity 0.2. Packing: box of 120 pcs | box | 20 |
|  | **Guttapercha points**, color coded for filling root canals, ISO #30, length 28 mm and conicity 0.2. Packing: box of 120 pcs | box | 5 |
|  | **Guttapercha points**, color coded for filling root canals, ISO #35, length 28 mm and conicity 0.2. Packing: box of 120 pcs | box | 5 |
|  | **Guttapercha points**, color coded for filling root canals, ISO #40, length 28 mm and conicity 0.2. Packing: box of 120 pcs | box | 5 |
|  | **Guttapercha points**, ISO #25 and conicity 0.6. (MTWO or equivalent) Packing: box ISO 60 pcs  | box | 15 |
|  | **Guttapercha points,** ISO #30 and conicity 0.5. (MTWO or equivalent) Packing: box ISO 60 pcs  | box | 5 |
|  | **Guttapercha points**, ISO #35 and conicity 0.6. (MTWO or equivalent) Packing: box ISO 60 pcs  | box | 10 |
|  | **Guttapercha points**, ISO #40 and conicity 0.4 (MTWO or equivalent) Packing: box ISO 60 pcs | box | 10 |

**LOT 5.**

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| **Item no.** | **THE SUPPLIES AND MATERIALS** | **Unit of measure** | **Quantity** |
|  | **Light-curing hybrid composite** with urethane-dimethacrylate monomer, filler particle 0.85 µm for front fillings (Gradia Direct or equivalent). Packaging: tube of 2.7 ml color A2 | tube | 30 |
|  | **Light-curing hybrid composite** for front fillings with urethane-dimethacrylate monomer, filler particle 0.85 µm (Gradia Direct or equivalent). Packaging: 2.7 ml tube A1 color | tube | 25 |
|  | **Light-curing hybrid composite** for front fillings with urethane-dimethacrylate monomer, filler particle 0.85 µm (Gradia Direct or equivalent). Packaging: tube 2.7 ml OA2 color | tube | 30 |
|  | **Light-curing hybrid composite** for front fillings with urethane-dimethacrylate monomer, filler particle 0.85 µm (Gradia Direct or equivalent). Packaging: tube 2.7 ml A3.5 color | tube | 5 |
|  | **Light-curing hybrid composite** for side fillings with urethane-dimethacrylate monomer, filler particle 0.85 µm (Gradia Direct or equivalent). Packaging: tube 2.7 ml P-A2 | tube | 15 |
|  | **Flowable composite**, light-curing, fluoride-releasing, radiocontrast, microhybrid (Gradia Direct Flo GC or equivalent). Packaging: tube 2 x 1.5 g (0.8 ml), color A2 with applicators | tube | 10 |
|  | **Light-curing, fluoride-releasing, one-component ethanol-based adhesive** (ExciTE F or equivalent). Packaging: 5 g bottle | bottle | 10 |

**LOT 6.**

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| **Item no.** | **THE SUPPLIES AND MATERIALS** | **Unit of measure** | **Quantity** |
|  | **DNeasy Ultraclean 96 microbial kit.** | kit | 1 |
|  | **Nextera XT DNA library preparation kit (96), Illumina.** | kit | 1 |

**LOT 7.**

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| **Item no.** | **THE SUPPLIES AND MATERIALS** | **Unit of measure** | **Quantity** |
|  | **Epoxy-based root canal endodontic sealer for permanent obturation of root canals**, two-component paste/paste system.  | box | 10 |

**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** | [x]  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** | YESLOT 1. Minimum 1 year. |
| **After-sales service and local service support requirements** | YES LOT 1. 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.*

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| 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**  |
| LOT 1 |  |  |  |  |  |
| LOT 2 |  |  |  |  |  |
| LOT 3 |  |  |  |  |  |
| LOT 4 |  |  |  |  |  |
| LOT 5 |  |  |  |  |  |
| LOT 6 |  |  |  |  |  |
| LOT 7 |  |  |  |  |  |
| Total Price |  |
| Transportation Price (If any) |  |
| Insurance Price (If any) |  |
| Installation Price (If any) |  |
| Training Price (If any) |  |
| VAT 17% |  |
| Other Charges (specify if any) |  |
| **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. |