



**REQUEST FOR QUOTATION (RFQ)  
(Goods)**

DATE: August 3, 2022

**REFERENCE: UNDP/UGA/RFQ/2022/024**

Dear Sir / Madam:

We kindly request you to submit your quotation for **Purchase of Textile equipment**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **August 16, 2022** and via e-mail to the address below:  
[tenders.kampala@undp.org](mailto:tenders.kampala@undp.org)

Quotations submitted by email must be limited to a maximum of 35 MB, virus-free and no more than 2 (two) email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the PDF format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP (Delivery at Place)	
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror	
Exact Address of Delivery Location	UNDP Country Office, Plot 11, Yusuf Lule Road	
UNDP Preferred Freight Forwarder if any	N/A	
Distribution of shipping documents	N/A	
Latest Expected Delivery Date and Time ( <i>if delivery time exceeds this, quote may be rejected by UNDP</i> )	7 days from issuance of Purchase Order	
Delivery Schedule	<input checked="" type="checkbox"/> Not Required	
Packing Requirements	N/A	
Mode of Transport	<input type="checkbox"/> AIR	<input type="checkbox"/> LAND
	<input type="checkbox"/> SEA	<input checked="" type="checkbox"/> OTHER N/A
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Local Currency: UGX	
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes	
Deadline for the Submission of Quotation	<b>Tuesday, August 16, 2022</b>	
All documentations, including catalogs, instructions, and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English	

Documents to be submitted	<input checked="" type="checkbox"/> Duty Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1. <input type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List:
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 days  In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Permitted With consideration of the following. <ul style="list-style-type: none"> <li>• Full technical compliance of items quoted for</li> <li>• Long shelf life of the items quoted for</li> </ul>
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of goods
Liquidated Damages	<input checked="" type="checkbox"/> Will not be imposed
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and most competitive price Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Submission of product sheet for the Air Conditioners <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions [ <i>this is a mandatory criterion and cannot be deleted regardless of the nature of services required</i> ]
UNDP will award to:	<input checked="" type="checkbox"/> One or more Supplier, depending on the following factors: <ul style="list-style-type: none"> <li>• Full technical compliance</li> <li>• Long shelf life of items quoted for</li> <li>• Most competitive price</li> <li>• Shortest lead time</li> </ul>
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)  Applicable Terms and Conditions are available at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract in case the function is cancelled
Conditions for Release of Payment	100% payment after service delivery
Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>  Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only)	<a href="mailto:ug.procurement@undp.org">ug.procurement@undp.org</a> 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.

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail, and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. 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.

Any Purchase Order that will be issued because of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor 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.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

**UNDP encourages every prospective Vendor 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.

UNDP implements a zero tolerance on fraud and other proscribed practices and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link: [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

**Thank you and we look forward to receiving your quotation.**

Sincerely yours,

DocuSigned by:

*Abdourahmane Boubacar Dia*

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**Abdourahmane Dia**

**Operations Advisor**

**03/08/2022**

**SPECIFICATIONS**

<b>#</b>	<b>MACHINE/EQUIPMENT</b>	<b>SPECIFICATIONS</b>
1	Embroidery Machines	500E computerized Embroidery machine
2	CNC Fabric Cutter	Automatic fabric cutter. Working area 1800mm x3000mm
3	Sewing Machines	Computerized Sewing + Embroidery + Quilting Machine. 80 Designs, 103 Built-In Stitches, Computerized, 4" x 4" Hoop Area, 3.2" LCD Touchscreen Display, 7 Included Feet.
4	Sewing Machines	Heavy duty overlock machine, 1,300 Stitches Per Minute, Removeable Trim Trap, 3 Included Accessory Feet.
5	Sewing Machines	Heavy duty lockstitch industrial sewing machine

**FORM FOR SUBMITTING SUPPLIER'S QUOTATION**  
*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery)*

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. \_\_\_\_\_:

**TABLE 1: Offer to Supply Goods Compliant with Technical Specifications and Requirements**

S#	ITEM	UOM	Quantity	Unit Price (UGX)	Total Amount (UGX)	Expected delivery Period
1	Embroidery Machines	Unit	4			
2	CNC Fabric Cutter	Unit	1			
3	Sewing Machines - Computerized Sewing + Embroidery + Quilting Machine	Unit	4			
4	Sewing Machines - Heavy duty overlock machine	Unit	2			
5	Sewing Machines - Heavy duty lockstitch	Unit	4			
<b>Sub Total</b>						
<b>VAT</b>						
<b>GRAND TOTAL</b>						

**TABLE 2: Offer to Comply with Other Conditions and Related Requirements**

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time as per Annex 1 after PO is issued.			
Validity of Quotation 60 days			
All Provisions of the UNDP General Terms and Conditions			
Submission of item product sheet			

All other information that we have not provided automatically implies our full compliance with the requirements, terms, and conditions of the RFQ.

*[Name and Signature of the Supplier's Authorized Person]*  
*[Designation]*  
*[Date]*