REQUEST FOR QUOTATION (RFQ)

RFQ Reference: UNDP/NGA/2022/090 Supply, Installation, Testing and Commissioning of one unit of 1500kya 415V Automatic Voltage Regular for UN House.

Date: 19 August 2022

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services 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:

Signature:

Name:

Nonso OREFO

Title:

Procurement Analyst/Team Lead

Date:

SECTION 2: RFQ INSTRUCTIONS AND DATA

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 <u>UNDP Programme and Operations Policies</u> and Procedures (POPP) on Contracts and Procurement			
	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	02 September 2022			
the	12.PM			
Submission of Quotation	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 (New York) time zone.			
Method of Submission	Quotations must be submitted as follows:			
200IIII 510II	□ E-tendering			
	☑ Dedicated Email Address; <u>procurement.ng@undp.org</u>			
	☐ Courier / Hand delivery			
	☐ 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: 4MB 			
	 Mandatory subject of email: Click or tap here to enter text. UNDP/NGA/2022/090 Supply, Installation, Testing and Commissioning of one unit of 1500kva.415V Automatic Voltage Regular for UN House. 			
	 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. 			
	 The bidder should receive an email acknowledging email receipt. 			
	[For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information]			
	Insert BU Code and Event 1D 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: https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders			
Cost of	UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission			
preparation of quotation	of a quotation, regardless of the outcome or the manner of conducting the selection process:			
Supplier	All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge			
Code of Conduct,	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			
Fraud,	at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct			
Corruption,	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_an_dinvestigation.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 producement 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 Contract	General Conditions of Contract Select the applicable GTC:
	☐ 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
Special	Applicable Terms and Conditions and other provisions are available at <u>UNDP/How-we-buy</u> Cancellation of PO/Contract if the delivery/completion is delayed by One(1) Week
Conditions of Contract	☐ Others [pls. specify]
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 8idder'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 NGN (Local vendors are advised to quote in NGN as the exchange rate of UN will be applicable during financial evaluation and contracting for vendors with business license registered in Nigeria
Joint Venture,	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

Consortium act as a lead entity, duly vested with authority to legally bind the members of the VJ, Consortium or Association in John was deverably, which shall be evidenced by a duly notarized Agreement among the legal entitles, 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. Only one Bid The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association). The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association of the Individual of the Venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association, as the Joint Venture, Consortium or Association of the Privaled Consortium or Association of the Individual of the Vivaled Association of the Individual of the total was the Vivaled Association or Consortium or Association of the Individual o		
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Alternative	☐ Permitted
Quotes	Not permitted
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 justifications are clearly established, reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"
Payment	☑ 100% within 30 days after receipt of goods, works and/or services and submission of payment
Terms	documentation. Dother Click or tap here to enter text.
Conditions	☑ Delivery Completion
for Release	☐ Passing all quality testing
of	☑ Written Acceptance of Goods, Services and Works, based on full compliance with RFQ
Payment	requirements
	Availability of Original Invoice
Contact	E-mail address: procurement.ng@undp.org
Person for	Attention: Quotations shall not be submitted to this address but to the address for quotation
corresponde	submission above: Otherwise, offer shall be disqualified.
nce, notifications	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
and	deadline to the Proposers.
clarifications	desaine to the 110posets.
Clarifications	Requests for clarification from bidders will not be accepted any later than two(2) working days
	before the submission deadline. Responses to request for clarification will be communicated via emails.
Evaluation	☑The Contract or Purchase Order will be awarded to the lowest price technically compliant offer
method	
Evaluation	☑ Full compliance with all requirements as specified in Annex 1, Annex 2 and Annex 3
criteria	☑ Full acceptance of the General Conditions of Contract
	⊠Comprehensiveness of after-sales services
	⊠Earliest Delivery /shortest lead time
	Minimum 3 year of experience in supplying similar goods/Services
Right not to accept any quotation	UNDP is not bound to accept any quotation, non-award a contract or Purchase Order
Right to vary	At the time of award of Contract or Purchase Order, Click or tag here to enter text, reserves the
requirement	right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum
at time of	twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms
award	and conditions.
Type of	⊠ Purchase Order
Contract to be awarded	□ Contract Face Sheet (Goods and or Services) (this template is also utilised for Long-Term 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	09 September 2022
date for	
contract	
award.	
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 <u>UNDP Programme and Operations Policies and Procedures</u>
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 . 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:

Specification for Supply, Installation, Testing and Commissioning of a 1500kVa 415V Automatic Voltage Regulator for the UN House

SUPPLY AND INSTALLATION OF 1500KVA, 415V, Automatic Voltage Regulator at UN House ABUJA

MAKE: Ashley Edison, UK/ or its equivalent

TECHNICAL SPECIFICATION: [As Attached]

Three-Phase,

Variable Transformer

Assembled with Copper Windings of the Highest Purity,

Premium-Grade Carbon Brush

Forged with the Highest Craftsmanship in Japan

Highly precise voltage regulation begins with the Ashley Edison MBB card—an advanced digital control unit engineered to detect and correct harmful voltage irregularities with hyper-responsive sensitivity.

More than 98% Efficiency with Glacial Vortex

Advanced Thermal System with Forced Air Cooling

Passive savings with optimized energy efficiency

Reduced energy consumption & equipment maintenance

Instant Status Alerts with Mimic Panel Display System for Rapid Evaluation

STABILIZATON RANGE: As Recommended-±15%

Delivery Requirements

	Delivery Requirements
Delivery date and time	Bidder shall deliver the goods within one(1) Month after Contract signature.
Delivery Terms (INCOTERMS 2020)	DAP (Delivery At Place)
Customs clearance (must be linked to INCOTERM)	□ Not applicable Shall be done by: ☑ Supplier/bidder ☑ Freight Forwarder
Exact Address(es) of Delivery Location(s)	United Nations Development Programme UN House, Plot 617/618 Diplomatic Drive Central Business District, Abuja, Nigeria
Distribution of shipping documents (if using freight forwarder)	N/A.
Packing Requirements	Standard Packing/As Applicable by bidder
Training on Operations and Maintenance	N/A
Warranty Period	Three Years
After-sales service and local service support requirements	Required
Preferred Mode of Transport	Up to the bidder

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		Detaili
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	lf 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 rele	vant experienc	e: 3 contracts	
Name of previous contracts	Cont	& Reference tact Details ding e-mail	Contract Value	Period of activity	Types of activities undertaken

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 gractice, 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	
		Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any IV/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: 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.
		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 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:	Click or tap here to enter text.
Title:	Click or tap bere 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:

Three-Phase,

Variable Transformer

Assembled with Copper Windings of the Highest Purity,

Premium-Grade Carbon Brush

Forged with the Highest Craftsmanship in Japan

Highly precise voltage regulation begins with the Ashley Edison MBB card—an advanced digital control unit engineered to detect and correct harmful voltage irregularities with hyper-responsive sensitivity.

More than 98% Efficiency with Glacial Vortex

Advanced Thermal System with Forced Air Cooling.

Passive savings with optimized energy efficiency

Reduced energy consumption & equipment maintenance

Instant Status Alerts with Mimic Panel Display System for Rapid Evaluation

	Currency of the Quotation: Click or tap here to enter text. INCOTERMS: Click or tap here to enter text.	
Item No		

Compliance with Requirements

	You Responses				
SUPPLY AND INSTALLATION OF 1500KVA, 415V, Automatic Voltage Regulator at UN House ABUJA	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer		
MAKE: Ashley Edison, UK/ OR ITS EQUIVALENT					
TECHNICAL SPECIFICATON: [As Attached] Three-Phase,	TO COMPANY TO A SERVICE TO A SE				
Variable Transformer	Tomore dans				
Assembled with Copper Windings of the Highest Purity,	Language controls				
Premium-Grade Carbon Brush	The control of the co				
Forged with the Highest Craftsmanship in Japan					
Highly precise voltage regulation begins with the Ashley Edison MBB card—an	The second secon				
advanced digital control unit engineered to	3,	- open			

detect and correct harmful voltage irregularities with hyper-responsive sensitivity. More than 98% Efficiency with Glacial Vortex Advanced Thermal System with Forced Air Cooling Passive savings with optimized energy efficiency Reduced energy consumption & equipment maintenance Instant Status Alerts with Mimic Panel Display System for Rapid Evaluation				
				Click or tap here to enter text.

	TOO BY TO AN AND A SECTION OF THE SE	**************************************		
Delivery Term (INCOTERMS)				Click or tap here to enter text.
Delivery Lead Time				Click or tap here to enter text.
Warranty and After-Sales Requirements				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]	<u> </u>			Click or tap here to enter text.
Other Information:				
Estimated weight/volume/dimension of the Consignment:			here to enter te	xt.
Country/ies of Origin: (if export licence required this must be submitted if awarded the contract)	Click or tap here to		iere to enter tex	t.
I, the undersigned, certify that I am duly authorize the quotation is accepted.	d to sign	this c	uotation and bi	nd the company below in event that
Exact name and address of company		Authorized Signature:		
Company NameClick or tap here to enter text.		Date:Click or tap here to enter text.		
Address: Click of tap here to enter text.		Name:Click or tap here to enter text.		
Click or tap here to enter text.		Functional Title of Authorised		
Phone Not:Click or tap here to enter text.		Signatory; Click or tap here to enter text.		

Email Address: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Compliance with Requirements

		You	Responses
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time	□.	□	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.

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 NameClick or tap here to enter text.	Date: Click or tap here to enter text.		
Address: Click or tap here to enter text.	Name:Click or tap here to enter text.		
Click or tap here to enter text.	Functional Title of Authorised		
Phone No.: Click or tap here to enter text.	Signatory:Click or tap here to enter text.		
Email Address:Click or tap here to enter text.	Email Address: Click or tap here to enter text.		

Specification for Supply, Installation, Testing and Commissioning of a 1500kVa 415V Automatic Voltage Regulator for the UN House

SUPPLY AND INSTALLATION OF 1500KVA, 415V, Automatic Voltage Regulator at UN House ABUJA

MAKE: Ashley Edison, UK

TECHNICAL SPECIFICATION: [As Attached]

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Variable Transformer

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STABILIZATON RANGE: As Recommended-±15%