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**REQUEST FOR QUOTATION (RFQ)**

**(Goods)**

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| UNDP Ethiopia | DATE: September 22, 2022 |
| REFERENCE: ETH4049 |

Dear Sir / Madam:

We kindly request you to submit your quotation **Supply and Delivery of Groundnut shell removing machine**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

If you are interested in submitting a Quotation in response to this RFQ, please prepare your Quotation comprising all required documents in accordance with the Bid Data Sheet and should be submitted through the UNDP ATLAS E-Tendering system, which can be accessed at [https://etendering.partneragencies.org.](https://etendering.partneragencies.org/)

No hard copy or email submissions will be accepted by UNDP:

The step by step instructions for registration of bidders and quotation/proposal submission through the UNDP ATLAS E-Tendering system is available in the instructions manual for the bidders, attached with this RFQ. Should you require any training on the UNDP ATLAS E-Tendering system or face any difficulties when registering your company or submitting your bid, please send an email to the E-Tendering Help Desk at [info.procurementet@undp.org](mailto:info.procurementet@undp.org) to request for help.

            Interested and Qualified Bidders can download the RFQ Document and prepare their offer in accordance with the requirements and procedure as set out in this RFQ and submit it through eTendering indicated in: [https://etendering.partneragencies.org](https://etendering.partneragencies.org/).

The bid submission date and time are as indicated in the eTendering system.

In the course of preparing and submitting your offer, it shall remain your responsibility to ensure that it is submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. In case of any discrepancies deadline indicated in the eTendering system shall prevail.

Kindly ensure that supporting documents required are in the .pdf format, and free from any virus or corrupted files. NOTE! The Filename should contain only Latin characters (No Cyrillic or other alphabets).

If you have not registered in the system before, you can register now by logging in using

username: event. guest,

password: why2change

The step by step instructions for registration of bidders and quotation submission through the UNDP ATLAS e-Tendering system is available in the “Instructions Manual for the Bidders”, attached. Should you require any training on the UNDP ATLAS e-Tendering system or face any difficulties when registering your company or submitting your quotation, please send an email: [info.procurementet@undp.org](mailto:info.procurementet@undp.org).

Please note that ATLAS has the following minimum requirements for passwords: A minimum length of 8 characters.

At least on capital letters.

At least one number.

For new bidders registering for the first time, the system will not accept any password that does not meet the above requirements and thus registration cannot be completed.

For already existing bidders whose current password does not meet the criteria, when signing in, the system will prompt you to change the password, and it will not accept a new password that does not meet the requirement.

Online video guidelines are available on the following link: [http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-](http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources) [notices/resources](http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources)

The bidders are advised to use Internet Explorer (Version 10 or above) to avoid any compatibility issues with the e-tendering system.

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| Delivery Terms [INCOTERMS  2010] | Supply of Goods: CIP (Carriage & Insurance Paid)  Air freight & inland transport via Port De Djibouti to Addis – Onwards delivery of the consignment EPA warehouse facility at Addis Ababa. UNDP’s responsibility is to provide custom clearance services only. Upon clearance of goods from the customs office in Addis, the bidder must transport the goods to EPA Warehouse facility in Addis Ababa. |
| Customs clearance, if needed, shall be done by: | UNDP - The supplier is responsible to provide the below listed documents to UNDP Logistics Officer:   * Bill of Lading (original sets to be sent with shipment & electronic before shipment for pre- customs clearance) * Commercial Invoice * Packing List   Note: all documents shall be issued on the name of UNDP Ethiopia. A complete set of original shipping document listed above must be pouched to UNDP Ethiopia for custom  clearance purpose. |
| Exact Address/es of Delivery Location/s | Environmental Protection Authority warehouse facility, Addis Ababa, Ethiopia |
| UNDP Preferred Freight  Forwarder, if any | Not applicable |
| Distribution of shipping  documents | Not applicable |
| Latest Expected Delivery Date and Time *(if delivery time exceeds this, quote may be*  *rejected by UNDP)* | One Month - after award of purchase order |
| Packing Requirements | As per the industry practices |
| Mode of Transport | Air Freight |
| Preferred Currency of Quotation | Currency: For International suppliers **United States Dollar (USD)**  For Local Suppliers: Local Currency -**Ethiopian Birr (ETB)**  UNDP will convert the currency quoted in to USD with the prevailing UN operational rate of exchange on the last day of submission of Bid. |
| Value Added Tax on Price  Quotation | Must be exclusive of VAT and other applicable indirect taxes (VAT stated separately) |
| After-sales services required | N/A |
| Deadline for the Submission of Quotation | As indicated in the e-Tendering system.  Date and Time: As specified in the system (note that the time zone indicated in the system in New York Time zone).  PLEASE NOTE: -  Date and time visible on the main screen of the event (on the E-Tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the E-Tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure quotations are submitted within this deadline. UNDP will not accept any bid that is not submitted directly to the system.  Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face with any issue while submitting your bid at the last minute, UNDP may not be able to assist. |
| All documentations, including catalogs, instructions and operating manuals, shall be in  this language | English |
| Documents to be submitted | ☒ All documents listed in Section 2 of the RFQ must be provided.   * Submit/upload: Duly signed Annex 2: Form for submitting Supplier’s Quotation, including ‘Offer Submission Form’. * Submit/upload: Technical Specifications / Product Sheets for each item * Submit/upload: Quality Certificates for the goods proposed, such as ISO, GMP or any other quality certificate where applicable. * Submit/upload: Certificate of Registration of the business. * Submit/upload: Manufacturer authorization or other Document demonstrating bidder is authorized dealer to supply the requested product. * Submit/Upload: Past contract history for the Supply of Groundnut shell removing machine. The bidders must at least two copies of the completed Contracts or Purchase Orders with the International Organizations. * Submit/upload: Detailed List of Contracts held of similar dollar value successfully executed within the **last three years**. * Minimum of 3 (three) references (name, emails and telephone) which UNDP may contact for reference checks. Alternatively, letters from clients with statements of satisfactory performance are acceptable. If any past contracts were held with the UN Agencies, please list them all. |
| Period of Validity of Quotes  starting the Submission Date | Min. **90** calendar days |
| Partial Quotes | Not Permitted |
| Payment Terms | 100% within 30 days upon UNDP’s acceptance of the goods delivered as specified and receipt  of invoice |
| Advanced Payment | Not allowed |
| Liquidated Damages | ☒ Will be imposed under the following conditions: Percentage of contract price per day of delay: 0.5% Max. no. of days of delay: 20  After which UNDP may terminate the Contract. |
| Evaluation Criteria | ☒ Vendor is a legally registered entity.  ☒ Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization  ☒ Document demonstrating bidder is authorized dealer or authorized distributor to supply the requested products.  ☒ Past contract history for the Supply of similar products which you are submitting a bid.  ☒ Minimum 2 contract implemented in the past 3 years of similar contract value.  ☒ Lowest priced technically responsive offer  ☒ Full acceptance of the PO/Contract General Terms and Conditions |
| UNDP will award to: | One or more suppliers, depending on the following factors:  ☒ Technical responsiveness/Full compliance. |
| Type of Contract to be Signed | ☒ Purchase Order |
| Special conditions of Contract | Cancellation of PO/Contract if the delivery/completion is delayed more than 10 days. |
| Conditions for Release of Payment | ☒ Inspection upon arrival at destination  ☒ Written Acceptance of Goods based on full compliance with RFQ requirements |

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 of 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 as a result 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>

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

**Sincerely yours,**

*[Enter name of authorized staff]*

*[Designation]* [*Click here to enter a date]*

**Annex 1**

**Technical Specifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Items to be Supplied\*** | **Quantity** | **Description / Specifications of Goods** | **Deviation If any** |
| **Groundnut(peanut) Shell Removing Machine** | **2** | **Peanut sheller (single model) are used for shelling the hard cover to get the peanut seeds and its hard cover, the seeds are used for the food or the raw materials for the Oil plant. The cover could be pelleted for other purposes,**  **It generally features: Lower energy consumption, Compact design, occupy smaller space and Easy to operate and fix/maintenance** |  |
| **Specifications** |  | 1. Portable and easy to install.  2. The screen mesh would be customized/adjustable according to the size of the customer's peanuts, whether it is a large-sized peanut or a small-sized peanut, it can be well shelled without damages  3. High efficiency peeling with adjustable, easygoing Of evaded solids impurities/husks with blower separately sorting nut from husks  4. Working fully at three phase electric powering installations  5. Capable of switch-offthe machine with power breaker when a malfunctioning/operations and handling  6. Compatible, simple, and user-friendly operating system with the rural community peasant context  7. Simple installing structure  8. Packaged with manuals and assembling guidelines and percussion notifications!! ! |  |
| **Accessories, Spare parts, and Support** |  | **1. Supply of essential toolkit required to install, maintain, and operate the machine**  **2. Supply Installation and Repair Manuals**  **3. Supply with CD installation training and support 4. Supply a set of the main spare parts with basic tools (adjustable crescent/wrenches/screws/belts/bolt-and-nuts)**  **5. Quality electrical cables and sockets (with one spare)** |  |
| **Transportation and Packing** |  | **The machine must be partially assembled for main and essential components. Proper separate packing and safety standards must apply to avoid damages during transportation and during loading unloading.** |  |
| **Warranty** |  | **The manufacturer standard warranty Shall be provided and provide the cost Of extending the warranty for up to 2 years**  **A confirmation of the machine s are arts available' for 2 ears shall be provided** |  |
| **Quality Guarantee Terms** |  | **Quality guarantee term is for 2 years. Malfunctions which are caused by machine-self and quality will be responsible for our manufacturer. Other malfunctions which are caused by operation mistakes, man-made problems, etc, will be responsible for clients-self** |  |
| **Performances** |  | **Details** |  |
| Rotary drum length |  | 30 |  |
| Rotary drum rolling speed |  | 305r/min |  |
| Capacity |  | 600-800 kg/h |  |
| Motor |  | 2.2kw |  |
| Electricity Connection |  | Three Phase |  |
| Air blower speed |  | 1712-1561r/min |  |
| Screen frequency |  | 508/min |  |
| Breakage |  | <3 % |  |
| Clean rate |  | >98% |  |
| Noise |  | <85 DB |  |
| Size |  | 1291\*652\*1720mm |  |
| Weight |  | 190Kg |  |

**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION[[1]](#footnote-1)**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery[[2]](#footnote-2))***

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. \_ETH4049\_\_\_\_\_\_:

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description/Specification of Goods** | **Quantity** | **Latest Delivery Date** | **Unit Price** | **Total Price per Item** |
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|  | **Total Prices of Goods[[3]](#footnote-3)** | | | |  |
|  | Add : Cost of Transportation | | | |  |
|  | Add : Cost of Insurance | | | |  |
|  | Add : Other Charges (pls. specify) | | | |  |
|  | **Total Final and All-Inclusive Price Quotation** | | | |  |

**TABLE 2 : Estimated Operating Costs (if applicable)**

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| --- | --- | --- | --- | --- |
| **List of Consumable Item/s** *(Include fast moving parts, if any)* | **Estimated Average Consumption** | **Unit of Measure** | **Unit Price** | **Total Price per Item** |
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**TABLE 3 : Offer to Comply with Other Conditions and Related Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Other Information pertaining to our Quotation are as follows :** | **Your Responses** | | |
| ***Yes, we will comply*** | ***No, we cannot comply*** | ***If you cannot comply, pls. indicate counter proposal*** |
| Delivery Lead Time |  |  |  |
| Estimated weight/volume/dimension of the Consignment: |  |  |  |
| Country/ies Of Origin[[4]](#footnote-4): |  |  |  |
| Warranty and After-Sales Requirements |  |  |  |
| 1. Training on Operations and Maintenance |  |  |  |
| 1. Minimum two (2) year warranty on both parts and labor |  |  |  |
| 1. Service Unit to be Provided when the Purchased Unit is Under Repair |  |  |  |
| 1. Brand new replacement if Purchased Unit is beyond repair |  |  |  |
| 1. Others |  |  |  |
| Validity of Quotation |  |  |  |
| All Provisions of the UNDP General Terms and Conditions |  |  |  |
| Other requirements *[pls. specify]* |  |  |  |

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]*

1. *This serves as a guide to the Supplier in preparing the quotation and price schedule.*  [↑](#footnote-ref-1)
2. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-2)
3. *Pricing of goods should be consistent with the INCO Terms indicated in the RFQ* [↑](#footnote-ref-3)
4. *If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UNDP if awarded the PO/contract.* [↑](#footnote-ref-4)