



REQUEST FOR QUOTATION (RFQ) (Goods)

All Vender	DATE: September 22, 2022
	REFERENCE: ETH4050

Dear Sir / Madam:

We kindly request you to submit your quotation for **the Procurement of Camera and External hard disk**, 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 **October 9, 2022 3:00PM** (Local Time) and via (choose appropriate box) ☒ e-mail, ☐ courier mail or ☐ facsimile to the address below:

United Nations Development Programme
Addis Ababa
ET
procurement.et@undp.org

Quotations submitted by email must be limited to a maximum of 50 MB, virus-free and no more than one 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: *[check the condition that applies to this RFQ, delete the entire row if condition is not applicable to the goods being procured]*

Exact Address/es of Delivery Location/	UNDP Ethiopia	
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> 3(three) weeks from the issuance of the Purchase Order (PO) <input type="checkbox"/> As per Delivery Schedule attached <i>[if delivery will be staggered]</i> Time : Time Zone of Reference: Addis Ababa, Ethiopia, Time Zone.	
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required	
Packing Requirements	Standard protecting the materials be unscratched unbroken and intact with their accessories until installed	
Mode of Transport	Delivery at site LAND Transport	
Preferred Currency of Quotation	<input type="checkbox"/> USD <input checked="" type="checkbox"/> ETB	
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	09th October 2022 @ 3:00 P.M Addis Ababa, Ethiopia, Time Zone	
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"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected. <input checked="" type="checkbox"/> Quality Certificates if any (ISO, etc.); <input checked="" type="checkbox"/> Latest Business Registration Certificate. <input checked="" type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods". <input checked="" type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); <input checked="" 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"/> 120 days.	
Partial Quotes	<input checked="" type="checkbox"/> Permitted	
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of goods	
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price Comprehensiveness of after-sales services <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> <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time ¹ <input type="checkbox"/> Others	
UNDP will award to:	<input checked="" type="checkbox"/> Multiple suppliers	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order	

¹ This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).

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 http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Conditions for Release of Payment	Passing Inspection, Complete Installation <input checked="" type="checkbox"/> Passing all Testing
Annexes to this RFQ ²	<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: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html <input type="checkbox"/> Others 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) ³	Ayenaddis Kebede ayenaddis.kebede@undp.org Ermias Wosenyeleh Ermias.wosenyeleh@undp.org 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 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

² Where the information is available in the web, a URL for the information may simply be provided.

³ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

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,
AK
September 22, 2022**

Technical Specifications

No	Item	Quantity	Specification
1	Highback Chair 	57	<ul style="list-style-type: none"> • Swivels 360 degree • The lower part of the chair Should made up of stainless steel • Chair Swivel Stool Rolling • The spring and hydraulics hold over 200 K.g • The seat and back should be full mesh fabric • Adjustable 3D Lumbar Back Support Headrest
2	Expert Table 	42	<ul style="list-style-type: none"> • Laminated top water proof HDF body • Has CPU holder • lockable drawers and cable access place • require keyboard holder • Size of L 1.5*d 1.4*H 0.75
3	Managerial Table 	15	<ul style="list-style-type: none"> • Laminated top water proof HDF body • Has CPU holder • lockable drawers and cable access place • require keyboard holder • Size of L 2.50m *W 1m, height standard
4	Metal Shelf 	21	<ul style="list-style-type: none"> • steel office filling cabinet with locks • product size H1850*W900*400mm • 2 door

No	Item	Quantity	Specification
5	Managerial Metal Cabinet 	15	<ul style="list-style-type: none"> steel office filling cabinet with locks product size H1850*W900*400mm 2 or 3 doors
6	Expert Metal Cabinet 	15	<ul style="list-style-type: none"> Made of Metal Minimum four drawers Lockable Drawer

**Pls. attach delivery schedule, if relevant, and cluster by lot if partial bids will be allowed. Specify delivery locations if goods multiple destinations.*

- **Pictures are representative to support the item description. Please use the available product line that is available and similar**
- **On your offer Please indicate:**
 - **Exact dimension of the product you offered/catalog if available**
 - **Color of the product offered /Available options**
 - **Legible pictures available of the products**
- **Costs must include all the assembling of the furniture at the delivery points**

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁴*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁵)*

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. **ETH4050**

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
1	High Back Chair	57	3 weeks		
2	Expert Table	42	3 weeks		
3	Managerial Table	15	3 weeks		
4	Metal Shelf	21	3 weeks		
5	Managerial Metal cabinet	15	3 weeks		
6	Expert Metal cabinet	15	3 weeks		
15% TAX					
Total Prices of Goods ⁶					
Total Final and All-Inclusive Price Quotation					

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 ⁷ :			
Warranty and After-Sales Requirements			
a) Minimum one (1) year warranty			
b) Others			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Exact dimension of the product you offered/catalogue if available			
Colour of the product offered /Available options			
Clear pictures of the products need to be attached along with each line items			
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]

⁴ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁵ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

⁶ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

⁷ 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.