



## REQUEST FOR QUOTATION (RFQ)

### Supply of equipment (computers and appliances) for micro and small enterprises in São Tomé and Príncipe.

RFQ Reference: <b>RFQ ST 16.2022 Supply of equipment (computers and appliances) for micro and small enterprises in São Tomé and Príncipe</b>	Date: 05 October 2022
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#### 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: Annelyk Ribeiro

Name: Annelyk Ribeiro

Title: Procurement Associate

Date : 05 October 2022

Signature: Antonia Daio ARR/O ai

Name: Antonia Daio

Title: Assistant Resident Representative operations

Date: 05 October 2022

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Introduction</b>	<p>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 <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></p> <p>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.</p> <p>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.</p>
<b>Deadline for the Submission of Quotation</b>	<p><b>October 20, 2022</b></p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> <b>Dedicated Email Address</b></p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Procurement notice</p> <p>Bid submission address: <b><a href="mailto:BidsSTP@undp.org">BidsSTP@undp.org</a></b></p> <ul style="list-style-type: none"> <li>File Format: <b>PDF</b></li> <li>File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>All files must be free of viruses and not corrupted.</li> <li>Max. File Size per transmission: <b>10 MB</b></li> <li>Mandatory subject of email: <b>RFQ ST 16.2022 Supply of equipment (computers and appliances) for micro and small enterprises in São Tomé and Príncipe).</b></li> <li>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."</li> <li>It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>The bidder should receive an email acknowledging email receipt.</li> </ul> <p>[For eTendering method, click the link <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> and insert Event ID information]</p> <ul style="list-style-type: none"> <li>Insert BU Code and Event ID number</li> </ul> <p>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: <a href="https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders">https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders</a></p>
<b>Cost of preparation of quotation</b>	<p>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.</p>
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>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 <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>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</p>

	<p>process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</a></p>
<b>Gifts and Hospitality</b>	<p>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.</p>
<b>Conflict of Interest</b>	<p>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.</p> <p>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.</p> <p>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.</p>
<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p><input checked="" type="checkbox"/> <a href="#">General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for Works</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 90 days</p> <p><input type="checkbox"/> Others [pls. specify]</p>
<b>Eligibility</b>	<p>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.</p> <p>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.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
<b>Currency of Quotation</b>	<p>Quotations shall be send in <b>USD/EUR or STN</b></p>
<b>Joint Venture, Consortium or Association</b>	<p>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</p>

	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 <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.
<b>Only one Bid</b>	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 b) they have the same legal representative for purposes of this RFQ; or c) 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; d) 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 e) 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.
<b>Duties and taxes</b>	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: <input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
<b>Language of quotation</b>	<b>English or Portuguese</b> Including documentation including catalogues, instructions and operating manuals.
<b>Documents to be submitted</b>	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> <b>Annex 2: Quotation Submission Form duly completed and signed</b> <input checked="" type="checkbox"/> <b>Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</b> <input checked="" type="checkbox"/> <b>Company Profile.</b> <input checked="" type="checkbox"/> <b>Registration certificate;</b> <input checked="" type="checkbox"/> <b>List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project;</b> <input checked="" type="checkbox"/> <b>Statement of satisfactory Performance (Certificates) from the top XXXX clients in terms of Contract value in similar field;</b>
<b>Quotation validity period</b>	Quotations shall remain valid <b>for 90 days</b> from the deadline for the Submission of Quotation.
<b>Price variation</b>	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.
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> <b>Permitted: Bidders can bid to all lots or choose to bid partially to one or more lots</b>
<b>Alternative Quotes</b>	<input checked="" type="checkbox"/> <b>Not permitted</b> <input type="checkbox"/> 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, <a href="#">Click or tap here to enter text.</a> 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”
<b>Payment Terms</b>	<input checked="" type="checkbox"/> <b>100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</b> <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<b>Conditions for Release of Payment</b>	<input type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> <b>Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements</b> <input type="checkbox"/> Others [pls. specify]
<b>Contact Person for correspondence, notifications and clarifications</b>	E-mail address: <b>procurements.st@undp.org</b> <b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.</b> <b>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.</b>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than <b>5 days</b> before the submission deadline. Responses to request for clarification will be communicated <b>procurement.st@undp.org</b>
<b>Evaluation method</b>	<input checked="" type="checkbox"/> <b>The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer</b> <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<b>Evaluation criteria</b>	<input checked="" type="checkbox"/> <b>Full compliance with all requirements as specified in Annex 1</b> <input checked="" type="checkbox"/> <b>Full acceptance of the General Conditions of Contract</b> <input type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> <b>Earliest Delivery /shortest lead time</b> <input checked="" type="checkbox"/> Others <b>Proposal with the largest number of equipment lots</b>
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, <a href="#">Click or tap here to enter text.</a> 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.
<b>Type of Contract to be awarded</b>	<input checked="" type="checkbox"/> <b>Purchase Order</b> <input type="checkbox"/> <a href="#">Contract Face Sheet</a> (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.) <input type="checkbox"/> <a href="#">Contract for Works</a> <input type="checkbox"/> Other Type/s of Contract [pls. specify]
<b>Expected date for contract award.</b>	<a href="#">Click or tap to enter a date.</a>
<b>Publication of Contract Award</b>	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.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	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 <a href="http://www.ungm.org">www.ungm.org</a> .

	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.
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## ANNEX 1: SCHEDULE OF REQUIREMENTS

Technical Specifications for Goods: Supply of equipment (computers and appliances) for micro and small enterprises in São Tomé and Príncipe.

Lots /	Equipment	Minimum technical requirements	Quantity
2	<b>Computador Portátil</b>	Processador: CPU Intel Core i7-1195G7; Família de Processador Intel Core i7; Velocidade Processador 2.9 GHz (Turbo: 5 GHz); Geração do Processador 11ª Geração; Arquitetura CPU Tiger Lake; Número de Núcleos Core Quad Core; Memória e Armazenamento: Memória RAM 32 GB; Armazenamento 1 TB SSD; Tipo de Armazenamento SSD; Placa Gráfica: Gráfica NVIDIA GeForce MX450; Tipo de Placa Gráfica NVIDIA GeForce MX; Memória GPU 2 GB; Ecrã: Diagonal do Ecrã 17.3"; Ecrã FHD IPS 300 nits; Resolução de Ecrã 1920 x 1080; Ecrã Tátil Não;	<b>1</b>
	<b>Computador de mesa</b>	AMD Ryzen 3 5300U - RAM: 8 GB - 256 GB SSD - AMD Radeon Graphics; Ecran 23.8"	<b>1</b>
	<b>Computador portátil</b>	Intel Core i5-1155G7 - RAM: 8 GB - 256 GB SSD - Intel Iris Xe Graphics; Ecran 15.6"	<b>1</b>
	<b>Impressora Multifunções</b>	Características Específicas: Funções: Impressão, cópia, digitalização e fax, Ecrã Tátil, Resolução (lpi) Até 600 ppp, Impressão Frente e Verso Automática, Velocidade Preto (ppm) Até 32 ppm, Velocidade Cores (ppm) Até 32 ppm, Capacidade de Entrada Até 250 folhas, Consumo de energia (W) Até 30 watts (impressão); Conetividade USB, Wi-Fi, Ethernet, Imprime de Smartphone Sim; Consumíveis em Formato A4, A5, A6, B5 (JIS); Postal (A4, Hagaki, Ofuku Hagaki); Fotografia (13 x 18 cm, 10 x 15 cm); Envelope (A2, C5, C6, DL), Cartuchos 963, Número de Cartuchos 4 (um de cada de preto, turquesa, magenta, amarelo);	<b>2</b>
	<b>Impressora de Etiquetas</b>	Impressoras de Etiquetas para uso comercial	<b>1</b>
4	<b>Máquina para produção de sorvetes</b>	Produção média: 150 picolés tradicionais/h; Tanque de álcool: 30 L; Compreensor: 3/4 HP (atinge até - 25°C); Consumo energia: 0,9 Kw/h; Capacidade p/ 3 formas de 22 ou 24 furos; Voltagem: 110v ou 220v; Monofásic; Medidas: A: 0,90 m L: 0,50 m C: 0,50 m Peso: 45 kg	<b>1</b>

	<b>Forno Mecanizado</b>	dimensões são: 1,10X2,00X2,25 metros; Tacho medindo 2 m de diâmetro, em chapa de ferro de 6,35mm, c/ laterais de chapa de 3,17mm e 0,30 m de profundidade; Grade em cantoneiras e barras chatas, com duas polias de ferro de 18", engrenagens em ferro fundido, sistema excêntrico de automatização das nove palhetas, c/ graxas 3/8, motor monofásico de 2 HP 4P com polia de 03 velocidades, com correias e sistema de proteção, chave elétrica de botão. Capacidade até 150 kg/hora.	<b>1</b>
	<b>Prensa Manual</b>	coluna dupla, cujas dimensões são: 1,50X0,70X0,70 metros; Reforçada c/ chapa de ferro de 6,35 mm, com 0,70X0,70 m, c/ parafuso de 2" x 1 m, com porca de aço, champrão de 0,60X0,60 m em madeira, 08 grades medindo 0,60X0,60 m, caixa de prensa 0,55 m² e mão de força . Capacidade para 300 kg/hora.	<b>1</b>
	<b>Centrifugadora (Extratora de mandioca)</b>	Dimensões: 1,72X0,85X0,70 m; Base construída em cantoneiras de ferro; Mancal, polia, rolamentos e correia, registro e joelho de 2"; Barrica (Tambor) em aço inox AISI 304 de 1,5 mm e medindo 0,65x0,80 m, sistema de inclinação em 180° para descarga, com sistema de limpeza, tela de segurança em chapa inoxidável perfurada de 1,2 mm, eixo com hélice acoplada ambos em inox 304 e totalmente desmontáveis, tela de classificação em aço inox no fio 0,10 mm, com graxas 3/8; Motor monofásico de 2 HP 2P com polia acoplada e chave elétrica de botão; Acompanha motobomba periférica c/ conexões e 10 metros de mangueira transada. Capacidade para 600 a 800 kg/hora	<b>1</b>
	<b>Moinho</b>	Moinho de martelos, motor elétrico com caixa modelo B1MC; motor 220V; potência HP (1); Nº martelos(15): Nº crivos (3: crivo de 1.5mm; crivo de 3mm; crivo de 5mm); Produção (50 a 100 kg/h)	<b>1</b>
	<b>Prensa</b>	Prensa regional com bacia e cincho inox 35; roda (40); cincho (35x42cm);peso (50kg)	<b>1</b>
7	<b>Liquidificador Comercial</b>	Liquidificador para uso comercial ou industrial, como copo monobloco em aço inoxidável;Voltagem 220V;Capacidade em volume 10 L;Potência 500 W;Velocidade de rotação 4500 rpm; Consumo: 0,5 kW·h	<b>2</b>
	<b>Frigorífico</b>	Classe Energética: A+,Capacidade de 435 litros,Capacidade de refrigerador 341 litros Capacidade de congelador:94 litros,Consumo: 341 KWh/ano,Capacidade de Congelação: 2 Kg/24h,AXLXP:10x70x6,5cm	<b>2</b>
	<b>Frigorífico Combinado</b>	Frigorífico Combinado; No Frost - Altura: 185 cm - 323 L - Inox; Potência 232 kWh/ano;	<b>1</b>



<b>Figorifico</b>	Frigorífico sem congelador; Altura:143.4 cm - Capacidade; 242 L; Cor: Branco. Peso 38.5 kg; Sistema de Frio: Estático;	<b>1</b>
<b>Vitrine Frigorífica</b>	Vitrine com capacidade de 350L , portas reversíveis,6 prateleiras em grelha ajustáveis,Luz interior LED,Descongelação automática,Nível de ruído 43db, Consumo de energia anual:2.14kwh,Temperatura variável entre 0°C e +10°C,Dimensões: A 1730Xl600mm	<b>2</b>
<b>Arca frigorifica</b>	Arca frigorífica com as seguintes características: Classe energética A+,Capacidade Útil Total 198L,Potência nominal 105 W,Gás,Refrigerante/ quantidade R600a / 52g,Capacidade de congelador 2kg/24h,Consumo Energético 0.5kwh/24h/215wh/ano,Classe climática ST +16°C a + 38°C,Ruído dbA re 1pw 42 db,Alimentação/ classe de produção 220-240 V 50hz,Dimensões LxPxA 890mmx 560mmx860mm	<b>2</b>
<b>Liquidificador industrial</b>	Modelo:EX-N02,Tensão (V)220v, Potência (W):1.5kw, Capacidade 20L, Velocidade de rotação 1400r/min Peso:39kg, Dimensão: 615*615*950 milímetros	<b>1</b>
<b>Batedeira semi-profissional</b>	robot cozinha com as seguintes características: Potência: 800; W6 velocidades + função pulse; Temporizador programável; Taça em Aço inox; Capacidade: 4,2lts	<b>2</b>
<b>Fogão de Cozinha</b>	Fogão de Cozinha com as seguintes características: 5 queimadores; Fonte de energia a gás de alta eficiência/ queimador wok, Acendimento automático/ válvula de segurança/ grelha em ferro fundido / forno a gás / ventilado com acendimento/ grelhador eléctrico/ relógio digital/ luz interior/,grelha e tabuleiro de recolha de molhos / porta amovível com vidro duplo / classe energetica A	<b>2</b>
<b>Gerador</b>	LC800A 6.5KVA 23050HZ MANUAL , com (2) extensões 6X2P+T 3M, e (2) extensões 4X2P+T 3M	<b>1</b>
<b>Ventoinha</b>	Ventoínha de pé cromada com 40cm de diâmetro regulável em altura. Com função de oscilação e 3 posições de velocidade.	<b>2</b>
<b>Conjunto de varinha magica</b>	Conjunto de varinha mágica com Batedor/Copo/Picador 350W	<b>2</b>
<b>Balança</b>	Balança Comercial Electrónica Digital, de 25kg, prato em aço inoxidável	<b>2</b>
<b>Carinho de Carga a mão</b>	Carrinho de Mão, Caçamba Chapa 0,75mm Funda, Tramontina, 55 L, Braço Metálico	<b>1</b>

	<b>Forno Eléctrico</b>	Forno Electrico com capacidade para 48L. Potência de 1800W, temperatura ajustável de 90º a 230ºC, Temporizador com desligar automático	<b>1</b>
9	<b>Bota de Cozinha, Chef Hospital ,Enfermeira Operação Cirurgia Doutor, Hotel Restaurante</b>	Tamanho 38 cor branca	<b>2</b>
	<b>Bota de Cozinha, Chef Hospital ,Enfermeira Operação Cirurgia Doutor, Hotel Restaurante</b>	Tamanho 40 cor branca	<b>7</b>
	<b>Bota de Cozinha, Chef Hospital ,Enfermeira Operação Cirurgia Doutor, Hotel Restaurante</b>	Tamanho 42 cor branca	<b>4</b>
	<b>Bota de Cozinha, Chef Hospital ,Enfermeira Operação Cirurgia Doutor, Hotel Restaurante</b>	Tamanho 43 cor branca	<b>2</b>
	<b>Luvas biodegradáveis</b>	Largura 100mm, Altura 20mm, Cumprimento 230mm; Espessura 0.018mm	<b>20 embalagens de de 100 unidades cada</b>

## Delivery Requirements

Delivery Requirements	
<b>Delivery date and time</b>	Bidder shall deliver the goods 30 days after Contract signature.
<b>Delivery Terms (INCOTERMS 2020)</b>	<b>CIF</b>
<b>Customs clearance (must be linked to INCOTERM)</b>	<input type="checkbox"/> Not applicable Shall be done by: <input checked="" type="checkbox"/> UNDP SAO TOME <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
<b>Exact Address(es) of Delivery Location(s)</b>	Ana Chaves Port or Nuno Xavier International Airport in São Tomé and Príncipe.
<b>Distribution of shipping documents (if using freight forwarder)</b>	N/A
<b>Packing Requirements</b>	<b>Equipment packed with conditions that guarantee arrival with safety</b>
<b>Training on Operations and Maintenance</b>	N/A
<b>Warranty Period</b>	Warranty on Parts for minimum period of 1 year
<b>After-sales service and local service support requirements</b>	N/A
<b>Preferred Mode of Transport</b>	Other [please specify] <b>The choice of supplier</b>

## 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	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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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):	<input type="checkbox"/> Yes <input type="checkbox"/> 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):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> 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)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> 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

#### Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	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 we have read the United Nations Supplier Code of Conduct : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> I/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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.

<b>Currency of the Quotation:</b> Click or tap here to enter text.					
<b>INCOTERMS:</b> Click or tap here to enter text.					
Item No	Description	UOM	Qty	Unit price	Total price
1.	Click or tap here to enter text.				
2.	Click or tap here to enter text.				
3.	Click or tap here to enter text.				
4.	Click or tap here to enter text.				
5.	Click or tap here to enter text.				
Total Price					
Transportation Price					
Insurance Price					
Installation Price					
Training Price					
Other Charges (specify)					
<b>Total Final and All-inclusive Price</b>					

#### Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty and After-Sales Requirements	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	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: <i>(if export licence required this must be submitted if awarded the contract)</i>	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.	
<i>Exact name and address of company</i> 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.