SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in line items section of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This RFQ document generated by the online system.

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 directly in the system responding to the questions and uploading required documents by the date and time indicated in the online portal. It is your responsibility to ensure that your quotation is submitted before the deadline. Quotations received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

Quotations must be submitted directly in NextGenERP supplier portal following this link: http://supplier.quantum.partneragencies.org using the profile you may have in the portal.

Follow the instructions in the user guide to search for the tender using Negotiation ID in this document.

In case you have never registered before, you can register a profile using the registration link shared via the procurement notice and following the instructions in guides available in UNDP website: https://www.undp.org/procurement/business/resources-for-bidders. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Thank you and we look forward to receiving your quotations.



SECTION 2: RFQ GENERAL INSTRUCTIONS

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 and Procedures (POPP) on Contracts and Procurement</u> 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					
	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 cancellation of the tender in the online portal.					
Deadline for the	Deadline is indicated in the online portal.					
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/ .					
Method of	Quotations must be submitted as follows:					
Submission	NextGenERP supplier portal following this link:					
	http://supplier.nextgenerp.partneragencies.org/ using the profile you may have in the portal.					
	Follow the instructions in the user guide to search for the tender using Negotiation ID.					
	In case you have never registered before, you can register a profile using the registration link shared via the procurement notice and following the instructions in guides available in UNDP website: https://www.undp.org/procurement/business/resources-for-bidders . Do not create					
	a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.					
	Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.					
	File Format: All attachments must be in PDF format unless otherwise instructed by UNDP.					
	 File names must be in Latin alphabet/keyboard and clearly indicate the content of the document to facilitated review. 					
	 All files must be free of viruses and not corrupted. 					
Cost of preparation of quotation	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.					
Supplier Code of Conduct, Fraud, Corruption,	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 principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct					
	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 andinvestigation.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, partowners, 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.					
	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.					
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 Bidder's responsibility to ensure that its ultimate beneficial owners, 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.					
	Other more specific eligibility requirements are included in Section 2.1 RFQ Specific Instructions, if applicable.					
Currency of Quotation	Quotations shall be quoted in in the currency indicated in the portal.					
Joint Venture, Consortium or Association	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 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 <u>Solicitation policy</u> for details on the applicable provisions on Joint Ventures, 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) 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.				
Price variation	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.				
Alternative Quotes	If alternative quote is permitted, it 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, UNDP 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" directly in the portal and in any supporting document as relevant.				
Contact Person for	Must be submitted directly in the portal using the messaging functionality.				
correspondence, notifications, and clarifications	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.				
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order				
Right to vary requirement at time of award	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.				
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 UNDP Programme and Operations Policies and Procedures
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.



SECTION 2: RFQ SPECIFIC INSTRUCTIONS

General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to one of the General Conditions of Contract below as applicable in each case specified in the						
	Requirements section						
	Applicable GTC:						
	☐ General Terms and Conditions / Special Conditions for Contract.						
	Applicable Terms and Conditions and other provisions are available at						

 ✓ Full acceptance of ✓ Minimum two (02 Generators) successfut contract value, clients ✓ Minimum one (01 requirements (Supply 5 years including contract designed ✓ Compliance with the 	the General Conditions of Contract. contracts for similar requirements (Supply & Installation of ally completed during the last 5 years including contract description, a name, and contact details. contract with the total amount of \$70,000 or more for similar & Installation of Generators) successfully completed during the last eract description, contract value, clients name, and contact details scription, contract value, clients name, and contact details. de delivery schedule: 6 weeks from the date of start of the der.					
✓ Minimum two (02 Generators) successfu contract value, clients ✓ Minimum one (01 requirements (Supply 5 years including cont including contract des	contracts for similar requirements (Supply & Installation of ally completed during the last 5 years including contract description, aname, and contact details. contract with the total amount of \$70,000 or more for similar & Installation of Generators) successfully completed during the last eract description, contract value, clients name, and contact details scription, contract value, clients name, and contact details. de delivery schedule: 6 weeks from the date of start of the					
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Generators) successfuc contract value, clients Minimum one (01 requirements (Supply 5 years including contincluding contract des Compliance with the	ally completed during the last 5 years including contract description, a name, and contact details.) contract with the total amount of \$70,000 or more for similar & Installation of Generators) successfully completed during the last tract description, contract value, clients name, and contact details scription, contract value, clients name, and contact details. The delivery schedule: 6 weeks from the date of start of the					
contract value, clients Minimum one (01 requirements (Supply 5 years including cont including contract des	a name, and contact details.) contract with the total amount of \$70,000 or more for similar & Installation of Generators) successfully completed during the last tract description, contract value, clients name, and contact details scription, contract value, clients name, and contact details. The delivery schedule: 6 weeks from the date of start of the					
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including contract des ☑ Compliance with the	scription, contract value, clients name, and contact details. ne delivery schedule: 6 weeks from the date of start of the					
☐ Compliance with the	ne delivery schedule: 6 weeks from the date of start of the					
	·					
Contract/Purchase Or						
Type of Contract to be						
	et (Goods and-or Services)					
Expected date for contract award. 31 January 2023	31 January 2023					
Liquidated Damage Liquidated Damage:						
	The Cancellation of PO/Contract if the delivery/completion is delayed by 30 days .					
Liquidated Damages \	Liquidated Damages Will be imposed under the following conditions: 0.33% of contract for					
each day of delay, up	each day of delay, up to a maximum duration of 30 days. Thereafter, the contract may be					
terminated. The liquid	terminated. The liquidated damages will be applicable for the work not completed during					
the required timefran	the required timeframe.					
Other Information To evaluate a Quotati	To evaluate a Quotation, the UNDP shall only use all the factors, methodologies and cri					
defined	defined					
Hereinafter:						
	ill be done for all Items					
	nent for correction of arithmetic errors.					
c. price adjustr	nent due to discounts offered.					
Correction of errors:						
	ed to be substantially responsive shall be checked by the UNDP for any ors shall be corrected by the UNDP as follows:					
	is a discrepancy between the amounts in figures and words, the ords shall govern; and					
from multipl unless in the decimal poir	is a discrepancy between the unit rate and the line-item total resulting ying the unit rate by the quantity, the unit rate as quoted shall govern, opinion of the UNDP there is an obviously gross misplacement of the it in the unit rate, in which case the line-item total as quoted shall the unit rate shall be corrected.					
The amount stated in	the Quotation shall be adjusted by the UNDP in accordance with the					
	the correction of errors and, with the concurrence of the bidder, shall					
be considered binding						
	thmetical discrepancy between the Unit Rate and the Total Amount t Rate shall prevail both for the evaluation of quotations and for the					

ANNEX 1: SCHEDULE OF REQUIREMENTS

Technical Specifications for Goods:

Item No	Minimum technical requirements	Unit	Quantity
1	Supply and Installation of 45 KVA Power Generators (3Phase) Minimum Rating 45 kVA Maximum Rating 50/56.3 kVA Emissions/Fuel Strategy EU Stage IIIA emissions compliant. 50 Hz Prime 45 kVA 50 Hz Standby 50 kVA 60 Hz Prime - / - Frequency 50/60 Hz Speed 1500 RPM Voltage 220-240 Volts 50 Hz Prime Rating Standard reference conditions 25C (77F) Air Inlet Temp, 100m (328 ft) A.S.L. 30% relative humidity. Fuel consumption data at full load with diesel fuel with a specific gravity of 0.85 and conforming to BS2869: 1998, Class A2. Note: the transportation and installation cost should be included in the bid price.	Each	7

Delivery Requirements

Delivery Requirements				
Delivery date and time	Bidder shall deliver the goods within 6 Weeks after Contract signature.			
Delivery Terms (INCOTERMS 2020)	DAP			
Customs clearance (Must be linked to INCOTERM	If customs clearance is to be completed by UNDP, the supplier is responsible to provide the below-listed documents to UNDP Logistics Officer before starting the shipment: - Bill of Lading/Air Waybill - Invoice - Packing List Note: all documents shall be issued in the name of UNDP Afghanistan. A complete set of original shipping documents listed above must be pouched and/or through email to UNDP Afghanistan for custom clearance purposes before starting the shipment.			
Exact Address(es) of Delivery Location(s)	Regional Reference Labs at Herat, Kandahar, Balkh, Paktia, Nangarhar, and Kunduz Provinces, & CPHL at Kabul Province, Afghanistan.			
Distribution of shipping documents (if using freight forwarder)	N/A			
Packing Requirements	As per manufacturer packing, the supplier must ensure the goods are delivered to the destination without any physical damage			
Training on Operations and Maintenance	Not Required			
Warranty Period	Standard Warranty of Production Company.			

After-sales service and local service support requirements	Not Required
Preferred Mode of	□ Land
Transport	The supplier may also use other mode of transportation as long as the ordered goods are
	delivered to the final destination as per the delivery timeline.

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?	☐ Yes ☐ 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):	□ 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 experience	e: 3 contracts		
Name of previous	Name of previous Client &			Period of activity	Types of activities
contracts	Contact Details including e-mail		Value		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 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 : 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.
		Prohibitions, Sanctions: 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.

Yes	No	
		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 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.	

Item No	Description	UO M	Qty	Unit price	Total price
1.	Supply and Installation of 45 KVA Power Generators (3Phase) Minimum Rating 45 kVA Maximum Rating 50/56.3 kVA Emissions/Fuel Strategy EU Stage IIIA emissions compliant. 50 Hz Prime 45 kVA 50 Hz Standby 50 kVA 60 Hz Prime - / - Frequency 50/60 Hz Speed 1500 RPM Voltage 220-240 Volts 50 Hz Prime Rating Standard reference conditions 25C (77F) Air Inlet Temp, 100m (328 ft) A.S.L. 30% relative humidity. Fuel consumption data at full load with diesel fuel with a specific gravity of 0.85 and conforming to BS2869: 1998, Class A2. Note: the transportation and installation cost should be included in the bid price.	Each	7		

Compliance with Requirements

	You Responses			
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer	
Minimum Technical Specifications			Click or tap here to enter text.	
Delivery Term (INCOTERMS) 2020 (DAP)			Click or tap here to enter text.	
Delivery Lead Time 6 Weeks			Click or tap here to enter text.	
Validity of Quotation 90 Days			Click or tap here to enter text.	
Payment terms			Click or tap here to enter text.	

Other Information:

Estimated weight/volume/dimension of the	Click or tap here to enter text.
Consignment:	
Country/ies of Origin:	Click or tap here to enter text.
(if export licence required this must be submitted	
if awarded the contract)	

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.			
Address: Click c	or tap here to	Date: enter text.	Click or tap here to	
here to enter text.	Click or tap	Name: text.	Click or tap here to enter	
Phone No.: Click or tap h text.	nere to enter	Functional Title of A Signatory: text.	uthorised Click or tap here to enter	
Email Address: Click or tap here to ente	er text.	Email Address: Cli	ck or tap here to enter text.	