

REQUEST FOR QUOTATION (RFQ)



Reference: UNCDF/TZA/RFQ/2024/010	DATE: August 22, 2024
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Dear Sir / Madam:

We kindly request you to submit your quotation for **Emission Analyzer Machine (LEMS), including installation and user training. The equipment will be used for emission tests of domestic and institutional cookstoves according to ISO 19867-1:2018 and ISO 5714:2023**, 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 **September 10, 2024** via (choose appropriate box) e-mail, courier mail or facsimile to the address below:

United Nations Capital Development Fund (UNCDF)

uncdf.procurement@uncdf.org

Quotations submitted by email must be limited to a maximum of 35 MB, virus-free and no more than two 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 UNCDF 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 above-mentioned service/s:

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP: UNCDF Office Tanzania
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> UNDP/UNCDF
Exact Address of Delivery Location	United Nations Capital Development Fund(UNCDF) Plot 421 Mahando Street, Masaki, Dar es Salaam, Tanzania
UNDP Preferred Freight Forwarder, if any	N/A

Distribution of shipping documents <i>(if using freight forwarder)</i>	All copies of shipping documents to be shared with UNCDF focal person	
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> 60 days from the issuance of the Purchase Order (PO)	
Delivery Schedule	<input checked="" type="checkbox"/> Required Provide a delivery schedule as per the lead time.	
Packing Requirements	The packaging should consider the specifications of the machine including any fragile parts that may be at risk of damage during transporting	
Mode of Transport	<input checked="" type="checkbox"/> AIR	<input type="checkbox"/> LAND
	<input type="checkbox"/> SEA	<input type="checkbox"/> OTHER <i>[pls. specify]</i>
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars	
Value Added Tax on Price Quotation	<input type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of not less than two (2) years <input checked="" type="checkbox"/> Declare the list of after sales technical services capable of offering (e.g Service, Maintenance and Supply of breakdown parts) <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Installation, training, and commissioning <input checked="" type="checkbox"/> Provide details on how after sale service and maintenance will be achieved. Provide name and address of in country local service provider.	
Deadline for the Submission of Quotation	COB, <i>Tuesday, September 10, 2024</i>	
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"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users; <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 (ISO, etc.); <input type="checkbox"/> Latest Business Registration Certificate ;	

	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Manufacturer’s Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability (“Green” Standards) of the Company or the Product being supplied ; <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; <input checked="" type="checkbox"/> When supplying the machine include user/operation manual, maintenance manual and calibration certificate <input checked="" type="checkbox"/> The specifications provided must be supported by the brochure <input checked="" type="checkbox"/> The specifications submitted by a bidder must be from published document 								
<p>Period of Validity of Quotes starting the Submission Date</p>	<p><input checked="" type="checkbox"/> 120 days</p> <p>In exceptional circumstances, UNCDF may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.</p>								
<p>Partial Quotes</p>	<p><input checked="" type="checkbox"/> Not permitted</p>								
<p>Payment Terms</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Deliverable</th> <th style="width: 20%;">Due Date</th> <th style="width: 20%;">Percentage</th> </tr> </thead> <tbody> <tr> <td>Upon delivering of the Emission Analyzer as per required specification</td> <td rowspan="3" style="vertical-align: middle;">Within 30 days after delivery, installation and training.</td> <td rowspan="3" style="vertical-align: middle;">100%</td> </tr> <tr> <td>Upon finalizing installation, passing all Testing and commissioning</td> </tr> <tr> <td>Completion of Training on how to operate and maintain at user location based in Dar es Salaam, Tanzania</td> </tr> </tbody> </table>	Deliverable	Due Date	Percentage	Upon delivering of the Emission Analyzer as per required specification	Within 30 days after delivery, installation and training.	100%	Upon finalizing installation, passing all Testing and commissioning	Completion of Training on how to operate and maintain at user location based in Dar es Salaam, Tanzania
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Completion of Training on how to operate and maintain at user location based in Dar es Salaam, Tanzania									
<p>Liquidated Damages</p>	<p><input type="checkbox"/> Will not be imposed</p> <p><input checked="" type="checkbox"/> Will be imposed under the following conditions : Percentage of contract price per day of delay : 0.1% Max. no. of days of delay : 60 days After which UNCDF may terminate the contract.</p>								

<p>Evaluation Criteria <i>[check as many as applicable]</i></p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time <input checked="" type="checkbox"/> Comprehensiveness of after-sales services
<p>UNCDF will award to:</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> One and only one supplier
<p>Type of Contract to be Signed</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Purchase Order
<p>Contract General Terms and Conditions</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <p>Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
<p>Special conditions of Contract</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 60 days <input checked="" type="checkbox"/> Cancellation of PO/Contract if services are not delivered as per UNCDF Requirements
<p>Conditions for Release of Payment</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Passing of pre shipment and required destination Inspection <input checked="" type="checkbox"/> Complete Installation <input checked="" type="checkbox"/> Passing all Testing <input checked="" type="checkbox"/> Completion of Training on Operation and Maintenance <input checked="" type="checkbox"/> Written Acceptance of services based on full compliance with RFQ requirements
<p>Annexes to this RFQ</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Specifications of the Services 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 <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>

<p>Contact Person for Inquiries (Written inquiries only)</p>	<p><i>Lilian Mtae</i> <i>Operations Assistant</i> <i>lilian.mtae@uncdf.org</i></p> <p><i>Cc diana.nabbanja@uncdf.org</i></p> <p>Any delay in UNCDF’s response shall be not used as a reason for extending the deadline for submission, unless UNCDF determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
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Services 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 UNCDF 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 UNCDF. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNCDF’s re-computation and correction of errors, its quotation will be rejected.

After UNCDF has identified the lowest price offer, UNCDF 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 UNCDF’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 UNCDF after it has received the quotation. At the time of award of Contract or Purchase Order, UNCDF 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 UNCDF indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

UNCDF 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 UNCDF’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/>

UNCDF encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UNCDF 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.

UNCDF implements a zero tolerance on fraud and other proscribed practices and is committed to identifying and addressing all such acts and practices against UNCDF, as well as third parties involved in UNCDF activities. UNCDF 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,

Peter Malika
Programme Manager

August 22, 2024

DocuSigned by:
Peter Malika
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ANNEX 1: TECHNICAL SPECIFICATIONS

Emission Analyzer Machine (LEMS) for emission tests of domestic and institutional cookstoves according to ISO 19867-1:2018 and ISO 5714:2023 respectively as shown below.

<p>General requirements</p>	<ol style="list-style-type: none"> I. The bidder must provide warranty of not less than two (2) years. II. The specifications offered by a bidder must be from a published document. III. The specifications provided must be supported by the brochure. IV. Installation, training and commissioning should be done by the supplier/manufacturer. V. The supplier/manufacturer must provide user/operation manual, maintenance manual and calibration certificate in English. VI. The supplier/manufacturer must provide all needed accessories for machine operations. VII. The supplier/manufacturer must declare the list of after sales technical services (Service, Maintenance and Supply of breakdown parts) that he or his representative in Tanzania is capable of providing. VIII. Power cables should be according to relevant national or international standards. IX. The results of concentration of CO and CO₂ to be displayed various forms including in g/MJ and in volumetric ratio of CO to CO₂ (CO/CO₂). X. Accuracy: The CO₂ and CO content of the products of combustion shall be determined by the methods capable of giving accuracy of 0.5 percent and 0.001 percent, respectively, of the volume of the sample. XI. Operating temperature: -5 °C to +45 °C XII. Storage temperature: -20 °C to +50 °C XIII. Humidity Limit: 20% - 80% RH
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		XIV. Instrument working time: 12 hours of non-stop operation.
S/N	Item	Description
1.	Dilution tunnel and blower with hood design.	Dilution tunnel made of galvanized steel ducting components that are held together by reusable, hand operated clamps. For trapping, mixes the gas and particle sample that generated by the stove, and contains sample ports and a volumetric flow sensor. A squirrel cage blower with mounting hardware pulls the sample through the tunnel.
2.	Sensor Box 40XX series gas and particle analyzer	Sensor Box 40xx includes CO and CO2 sensors (1 Hz), a photometric PM sensor (1 Hz), a differential pressure sensor and temperature sensor (to measure the dilution tunnel flow rate), and a thermocouple reader (for water temperature, sealed silicone shielded thermocouple). To connects a computer for data logging with USB adapter. Expansion ports allow for integration of other sensors. The SB40xx which can be upgraded to include an integrated gravimetric system and battery which is suitable for partial capture based household measurements, or portable dilution tunnel measurements.
3.	Pump and Filter PM2.5 gravimetric analysis system	Includes a dual sample gravimetric PM2.5 sample train with 4x leak proof 47 mm filter holders, 1000x 47 mm glass fiber filters, analog sample flow rate monitors, a vacuum pump, a flow controller, a filter conditioning dessicator, and a Aczet CY265 semi-micro balance (0.01mg resolution) for measurements to ISO 19867-3 Tier 4.
4.	High Frequency Calibration Kit	PM2.5 mass, environmental conditions, leak check hardware.
5.	Low Frequency Calibration Kit	PM2.5 flow, pressure sensor, hood face velocity, temperature, chimney induced draft.
6.	Gas analyzer calibration gas	CO, CO2 mixture with balance air. Nominally 0 ppm CO, 0 ppm CO2 with single stage regulator, 228 cubic feet of mixture for 3-year supply. Certified to +-1% of stated concentrations.
		CO, CO2 mixture with balance air. Nominally 300 ppm CO, 3000 ppm CO2 with single stage regulator, 228 cubic feet of mixture for 3-year supply. Certified to +-1% of stated concentrations.
		CO, CO2 mixture with balance air. Nominally 500 ppm CO, 8000 ppm CO2 with single stage regulator, 228 cubic feet of mixture for 3-year supply. Certified to +-1% of stated concentrations.
7.	Black Carbon Sampler Upgrade Kit	Additional 3LPM flow train, 104 mm filter holders, software and support for Nexleaf photo analysis, assumes 47 mm filter holders are available from LEMS.
8.	Digital gravimetric flow rate monitors SB4100 upgrade	These sensors give an automated record of the volumetric flow rate through the filter holders which helps with quality control during ISO 19867 measurements. These sensors replace the analog gravimetric sample flow rate monitors. These sensors are one of the primary components of the integrated gravimetric system.
9.	High temperature	Two type K thermocouple readers calibrated to 1250C. Two Inconell shielded TC probes with extension wire.

	thermocouple SB4100 upgrade	
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Annex 2

FORM FOR SUBMITTING SUPPLIER’S QUOTATION

(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery)

We, the undersigned, hereby accept in full the UNCDF General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNCDF as per RFQ Reference No. _____ **UNCDF/TZA/RFQ/2024/010**:

TABLE 1: Price Offer to Supply Services Compliant with Technical Specifications & Requirements

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
1.	Emission Analyzer machine in accordance with the specifications required by UNCDF	1	31 st October 2024		
	Total Prices of Goods				
	Add : Total Cost of Transport/Delivery Charges from Manufacturer to final Destination, including insurances, customs clearing, etc				
	Add : 2-yr after sale services				
	Add : Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation				

TABLE 2: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows :	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time			
Estimated weight/volume/dimension of the Consignment:			
Country Of Origin ¹ :			
Warranty and After-Sales Requirements			

¹ 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 UNCDF if awarded the PO/contract.

a) Training on Operations and Maintenance			
b) Minimum two (2) year warranty on both parts and labor			
c) Service Unit to be Provided when the Purchased Unit is Under Repair			
d) Brand new replacement if Purchased Unit is beyond repair			
e) Others			
Validity of Quotation: 120 days			
All Provisions of the UNCDF General Terms and Conditions			
Name, address and contact of Local service provider/dealer to service, repair and maintain equipment provided			

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]