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| **Note to UNFPA user**  **Legend:**   1. Cyan = To select or delete. 2. Yellow = To complete 3. No color markings shall be allowed in the final RFQ sent to the Supplier. 4. Please ensure to remove the green text box before completing/finalizing the document. |

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| REQUEST FOR QUOTATION | | |
| **To: LTA Holders** |  | **UNFPA/SCMU Reference:**  [Please select the respective MOA - delete the not applicable one]  **MOA/Non-Core/21/163/UNDP**  **MOA/Non-Core/21/164/UNDP**  **MOA/Non-Core/21/165/UNDP**  **MOA/Non-Core/21/166/UNDP**   |  | | --- | | **UNFPA/DNK/RFQ/XX/XXX** |     (Please quote in all communications) |
|  |  |  |

Reference is made to **MOA/Non-Core/21/163/UNDP, MOA/Non-Core/21/164/UNDP, MOA/Non-Core/21/165/UNDP and MOA/Non-Core/21/166/UNDP**, as applicable, based on UNDP valid LTA, resulting from ITB process Nr. 500454, established between your company (LTA holder) and UNDP OSO/PSU covering the procurement of the hereby required items. Prices quoted in response to this RFQ should not exceed the ceiling prices as specified in the referred LTA and/or, in case the requested items differ from those offered in the LTA, the commodity discount level from online price list as agreed should be applied.

This Request for Quotation document comprises:

* Quotation Data Table (below)
* RFQ Section 1: Specifications of requested items and LTA holder’s statements on compliance and deviations.
* RFQ Section 2: Price and Delivery Schedule Form.
* Delivery chronogram (if needed)

**QUOTATION DATA TABLE**

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| Subject of RFQ: | Procurement of IT equipment, software and installation services for the [insert scope of the project] |
| Deadline for questions | **Day of Month, Year by XX:XX h (Copenhagen Time).** <https://www.timeanddate.com/worldclock/denmark/copenhagen>  Questions should be submitted to:  [Insert Procurement Officer Name and email [xxxxxxxx@unfpa.org](mailto:xxxxxx.xxxxxxxx@unfpa.org)**]** |
| Bidder Conference | **[Mandatory requirement for any process expected to be equal to or exceed the USD 200K - delete if not applicable]**  A Bidders’ conference will be conducted. All Bidders will be encouraged to attend. Non-attendance, however, will not result in disqualification of an interested Bidder. Minutes of the Bidders’ conference will be either posted on UNGM or e-mailed to the Bidders participating in the solicitation process.  Verbal statements made during the Bidders’ conference will not modify the terms and conditions of the RFQ, unless such statements are specifically written in the minutes of the Bidder conference or issued as an amendment to the Bid documents.  Bidders’ conference will be conducted on:  Date: [Insert Day of Month, Year]  Time: [Insert XX:XX “AM”/ ”PM”] Copenhagen time <https://www.timeanddate.com/worldclock/denmark/copenhagen>  Video Conference link: |
| Deadline for submission of quotations: | **Day of Month, Year by XX:XX h “AM”/ ”PM” (Copenhagen Time).** <https://www.timeanddate.com/worldclock/denmark/copenhagen>  **Select either of the two options:**  **[RFQ for contracts below US$ 50,000]**  Quotations should be submitted to the following contact person and e-mail address:  Procurement Officer Name ([xxxxxx.xxxxxxxx@unfpa.org](mailto:xxxxxx.xxxxxxxx@unfpa.org))  [or]  **[RFQs for contracts equal to and above US$ 50,000 - please delete the option not being used]**    Quotations should be submitted to the following secured e-mail address: [bidtender@unfpa.org](mailto:bidtender@unfpa.org)  **Please do NOT send the emails containing your offer to any other email address (not even as a copy (CC) or blind copy (BCC)); otherwise UNFPA will not be able to guarantee confidentiality and fair and transparent handling of your bid. UNFPA reserves the right to reject bids sent via the appropriate channel but copied or blind copied to other email addresses.** |
| Contact persons for written communication: | [Insert Procurement Officer Name and email [xxxxxxxx@unfpa.org](mailto:xxxxxx.xxxxxxxx@unfpa.org)]  and  [Insert back-up Procurement Officer Name and email [xxxxxxxx@unfpa.org](mailto:xxxxxx.xxxxxxxx@unfpa.org) - if applicable] |
| Documents to include in your Quotation: | The following documentation must be included in your Quotation Submission:   1. Description of the offered items in response to the requirement and statement regarding any deviations/non compliances (Section1, table provided), signed by authorized representative. Please include Section 1 duly completed, also in editable format. 2. Price Schedule and Delivery Schedule signed by authorized representative and also in the same editable format provided (Section 2), including all price, delivery and logistic information requested. 3. Technical data sheets of items offered, including detailed technical data and description of the items, model, brand, etc. 4. Clear details on installation services, warranty/after-sales (if requested). In case an onsite local subcontractor is required for any services, detailed description of the partner including: name, experience/capacity, focal point, partnership agreement are to be provided. 5. Manufacturing plan: Information on daily production capacity/chronogram using template provided (depending on project). 6. Authorization to represent manufacturer/developer: all main manufacturers’ authorizations in relation to items listed in Section 1 should be included. Bidder must be an authorized seller/reseller/service provider for the products/services offered, and shall expressly warrant its status in the Offer. Supplier should provide the authorization letter from manufacturer’s if not its own product, for each offered product in the proposal. If requested by UNFPA, LTA holders should provide authorizations from manufacturers. 7. Supporting evidence of the following qualification requirements for the manufacturer [only for contracts estimated to equal or exceed US$ 500,000 and for census projects of all values]:    1. ISO 9001 certified    2. Has been manufacturing [specify item] for at least 5 years    3. Has been exporting [specify item] and products worldwide in developing countries, please share the list of products and countries. It’s preferred that the examples shared are if possible of projects of similar magnitude or greater to the project at hand. 8. Validity of quotation: minimum required is 30 days (confirm validity in Price Schedule). Courier tracking numbers for samples submitted, if samples are requested. |
| Delivery terms: | LTA holders are requested to offer and provide prices for deliveries to:  **FCA (or selected Incoterms) named International Port/Airport (Incoterms 2020).** [If shipment by sea, please indicate FCA named Port, containerized]  And  A binding total landed cost air and sea freight quotation (as per CPT INCOTERMS 2020) valid until the date of your estimated time of departure.  **Important remarks: [DELETE NON-RELEVANT SECTIONS]**   * **If the final destination is a named place inside a country**, the following shall be included in the freight quotation:   + destination terminal handling charges,   + unloading from the vessel and   + handling of container(s) including loading onto trucks. * **If the final destination is the airport/seaport itself**, the following shall be included in the freight quotation:   + destination terminal handling charges,   + unloading from the vessel and   + handling of container(s) within the port facilities. * Special instructions for **sea consignments**:   + Please include Verified Gross Mass (VGM) rates, when applicable in the port-of-origin.   + For big volume shipments - only Full Container Load (**FCL**) is accepted.   + For small volume shipments - Less than Container Load (**LCL**) can be accepted on an exceptional basis, e.g. in cases where the risk of loss is low, the transit does not include in-land transportation and the savings from opting for an LCL are significantly greater than the associated risks and the cost of either FCL or air shipment options.   + For temperature sensitive cargo going to inland destinations - for reefer containers all terminal handling charges (incl. a min. of 2 weeks electricity costs at the discharge port) should be included in the quotation. If not included, UNFPA needs to be notified at RFQ stage of any additional charges that may apply.   + [Insert desired minimum days] **demurrage free days** at final destination must be included in your offer.   Maximum [one/two/...] consolidated FCA points may be offered.  Partial/split deliveries are not accepted, unless specifically requested by **UNFPA SCMU** in the Price and Delivery Schedule Form. If savings are foreseen without increase of risk by use of limited split deliveries (2 or 3, and all within the maximum delivery time requested), LTA holders may provide an alternative delivery schedule and price with split deliveries, only in addition to the requested delivery schedule. |
| Maximum accepted delivery times: | The approximate date of PO placement is expected by day/month/year and maximum delivery times accepted are:   * **X** calendar days to FCA delivery place, after the PO is placed. * **X** calendar days to CPT named delivery place, after the PO is placed   The latest date for delivery at CPT destination is on DD of Month, Year [in case a specific date is mandatory, please ensure that calendar days above fit with requested CPT delivery date here].    Shipping details are requested to be provided in the Price and Delivery Schedule.  LTA holders are encouraged to provide earlier delivery times as possible and if no implications on overall cost. |
| Mode of Transport requested: | Air freight/Sea Freight/by land  [Or]  To be specified by LTA holder |
| Partial Quotations: | Partial quotations will not be considered.  [or]  Partial quotations may be considered in case no complete and compliant offer is received and if it ensures timely delivery - please delete the option not selected. |
| Alternative Quotations: | Alternative bids are accepted/not accepted [select one of the two options and delete the other]  If alternatives are accepted, please delete the text below]  In the event of a supplier submitting more than one bid, the following shall apply:   1. All bids marked alternative bids will be rejected and only the base bid will be evaluated. 2. All bids will be rejected if no indication is provided as to which bids are alternative. |
| Quotations Evaluation and Award Criteria: | Quotations will be evaluated on the following basis:   1. Compliance with the Terms and Conditions of the RFQ and the Terms and Conditions of (please select one and delete the non applicable ones)   **MOA/Non-Core/21/163/UNDP**, **MOA/Non-Core/21/164/UNDP**, **MOA/Non-Core/21/165/UNDP** or **MOA/Non-Core/21/166/UNDP**, as applicable.   1. Compliance with Technical Specifications and installation services requested. 2. Compliance with Warranty/After-sales conditions requested. 3. Price and Delivery timelines offered.   [**Suggested evaluation criteria for simple projects which only require procurement of goods - delete if not applicable**]:  In the event of contract award, UNFPA SCMU will award the contract to the lowest priced, most technically acceptable and fully responsive offer.  UNFPA SCMU will evaluate offers based on the total list of items requested [or] total list of items per lot - delete the not applicable option.  UNFPA SCMU reserves the right in this occasion to split the award of quantities to contract among technically acceptable offers to ensure timely delivery at an affordable cost.  **All quotations will be evaluated on the basis of landed prices at destination (Incoterms 2020).**  **Complement wording for evaluation for projects which we request a quotation from LTA freight forwarders and goods are procured on FCA] - delete if not applicable]**  For evaluation purposes the landed price at destination will be calculated as follows:   * As per CPT quotation provided by LTA holder * Or by adding pre-negotiated freight rate which is provided by UNFPA SCMU appointed freight forwarder to the FCA prices submitted by LTA holders. The freight costs will be calculated on the basis of the LTA holders’ statements regarding weight & volume. Suppliers awarded on FCA basis will be required to cover additional freight costs should actual weight/volume exceed the initial bid statement.   Consequently, UNFPA SCMU reserves the right to award on FCA basis and appoint a freight forwarder to handle the shipment to final destination if deemed more advantageous than the quotation received from the LTA holder  [**Suggested evaluation criteria for complex projects (e.g. census) which require procurement of goods as well as related services (e.g. installation/configuration**) - **delete if not applicable**]:  In the event of an award of contract, the contract will be awarded to:  -  the lowest priced, technically acceptable and fully responsive offer on a turnkey basis for those items requiring installation and associated services, and  - the lowest priced, technically acceptable and fully responsive offer based on landed prices at destination (Incoterms 2020) for those items not requiring installation and associated services.  UNFPA SCMU reserves the right in this occasion to split the award of quantities to contract among technically acceptable offers to ensure timely delivery at an affordable cost.  **All quotations will be evaluated on the basis of landed prices at destination (Incoterms 2020).** |
| Provision of Samples:  Pls select the applicable one. | **Option 1 - No samples will be required for this solicitation process - delete options 2 & 3.**  As part of the technical evaluation process, LTA holders will not be requested to submit samples; evaluation will be done as per documentation that is submitted with the bid.  **Option 2 - Samples to be submitted with the offer - delete options 1 & 3:**  As part of the technical evaluation process, LTA holders are requested to prepare samples of the following items:   * [Describe/enumerate items]   Samples should be marked “SAMPLES FOR RFQ no: XXXXX/ “NOT FOR SALE” and must clearly indicate the Supplier Name.  Bidder must provide a sample sheet making reference to item numbers and including photos and describing if samples have any deviation/difference from the actual offer. Bidders are advised to include their name and time number in the printed sample.  The cost associated with the preparation, provision and sending of the samples should be borne by the bidder.  All sample equipment must be delivered at the following addresses, **latest by day/month/year at XX:XX hrs local time:**  **UNFPA Country**  Attn: xxxxxx  Tel:  Address:  **SCMU / UNFPA**  Attn: Procurement Officer  51 Marmorvej  2100 Copenhagen  Denmark  Please note: In the event that the bid is successful, samples will be retained by UNFPA for comparison, checking purposes against deliveries subsequently made.  For unsuccessful bids, bidders will have the right to request that their samples be returned, such return will be at their own cost.  **Option 3 - Samples to be submitted as part of the evaluation process - delete options 1 & 2:**  As part of the technical evaluation process, LTA holders may be requested to prepare and courier samples of the following items to Country:     * [Describe/enumerate items]   Samples should be marked “SAMPLES FOR RFQ no: XXXXX/ NOT FOR SALE” and must clearly indicate the Supplier Name.  The delivery address and date for submission of samples will be communicated to Bidders in due course.  The cost associated with the preparation, provision and sending of the samples should be borne by the bidder.  Please note: In the event that the bid is successful, samples will be retained by UNFPA for comparison, checking purposes against deliveries subsequently made.  For unsuccessful bids, bidders will have the right to request that their samples be returned, such return will be at their own cost. |
| Right to Vary Requirement: | UNFPA SCMU reserves the right at the time of award of contract to increase or decrease the total quantity of goods specified above within a range of ±20% of the quantity without any change in unit FCA price or other terms and conditions. |
| Warranty Conditions  and After-Sales Services: | Any Purchase Order issued as a result of this Request for Quotation will be subject to the Terms and Conditions of [please select one and delete non applicable]  **MOA/Non-Core/21/163/UNDP**, **MOA/Non-Core/21/164/UNDP**, **MOA/Non-Core/21/165/UNDP** or **MOA/Non-Core/21/166/UNDP**, as applicable, valid until the date included therein, including incorporated annexes.  Should this Purchase Order include goods which are not covered by the mentioned MOA, the UNFPA General Condition of Contract applicable to and incorporated in the mentioned MOA shall apply to such goods and services.  Only manufacturer’s warranty required [indicate minimum validity, it may be extended manufacturer’s warranty, i.e. beyond the typical period of 12 months or 24 months]  [or]  Extended warranty support required by LTA holder’s own dedicated resources, team/department [indicate minimum validity and place]  [or]  Extended warranty support required by local subcontractors [indicate minimum validity and place].  After-sales services [delete if not applicable]:   1. Bidders should indicate if after-sales service is available in the country of destination and provide relevant information. 2. Bidders should provide an additional [quantity] of [item] in lieu of after-sales services, in the event that after sales service is not available. 3. For emergency or time sensitive projects such as census implementation, bidders should provide an additional [quantity] of [item] in lieu of after-sales services, in the event that the after sales services are exceeding [x]weeks. |
| Software ownership: | Eventual end-user/owner of the software included into the specification is:  [ ] UNFPA CO (or UN, UN mission, etc.)  [or] Governmental body, Beneficiary, NGO, etc. [to be specified]  LTA holder is fully responsible for the process of software transfer of ownership. |
| Packing and palletizing: | **General instructions:**  Goods must be packed and palletized complying with the established conditions and requirements as per the referred LTA, as further outlined here below and in the Specifications Section.  **Pallet building and labelling:**  The pallets must contain 4 visible labels of A4 size affixed on each vertical side and contain the following information:   * Purchase Order Number * Consignee details and destination * Description of contents and quantity per pallet. * Pallet number/total number of pallets   UNFPA SCMU will provide clear shipping instructions with the Purchase Order.  The goods should be packed, palletized, wrapped and strapped sufficiently to avoid damages to the goods and packing, avoiding also pallets from sliding and cargo from moving sideways whilst on the pallets. Plywood layers must be inserted amongst layers of boxes in the pallets, as necessary to ensure in full the stability of the pallet through transport, offloading and possible road transport.  Dimensions of each pallet should be made in accordance with airfreight loading requirements in order to maximize use of space and possibly allow for double stacking of the pallets. In any case, the pallets should be maximum 150 cm high.  LTA holders must consider that transport will be by air and followed by in-land road transportation in adverse road conditions. Hence, packing shall comply with corresponding requirements. |
| Liquidated Damages | In the event of a Contract being issued and in case the Vendor fails to deliver all the goods by the date or dates of delivery specified in the Purchase Order, UNFPA reserves the rights to claim liquidated damages from the Vendor and deduct [XX%] (typically between 1% and 3%) of the value of the goods pursuant to the Purchase Order per additional week of delay, up to a maximum of 10% of the value of the Purchase Order.  The payment or deduction of such liquidated damages shall not relieve the Vendor from any of its other obligations or liabilities pursuant to any current Long Term Agreement or Purchase Order. |
| Other Terms and Conditions: | * Any Purchase Order issued as a result of this Request for Quotation will be subject to the Terms and Conditions of [please select one] **MOA/Non-Core/21/163/UNDP, MOA/Non-Core/21/164/UNDP, MOA/Non-Core/21/165/UNDP** or **MOA/Non-Core/21/166/UNDP**, as applicable, valid until the date included therein, including incorporated annexes. Should this Purchase Order include goods which are not covered by the mentioned MOA, the UNFPA General Condition of Contract applicable to and incorporated in the mentioned MOA shall apply to such goods and services. * Payment Terms: 30 days net upon receipt of invoice and supporting documentation. * Price must include export packing by sea freight/airfreight/land according to best commercial practice and the nature of the products and responding to the above packing and labeling instructions. * All documentation shall be in English. * Dangerous Goods: please identify the items which are classified as “dangerous” for transportation and provide UN class no. * In ALL cases, obtaining Export Licenses is the responsibility of the LTA holder. The LTA holder should inform itself of any current export restriction for country of origin of goods to Country and ensure that no delay is caused to deliveries. * UNFPA is a tax-exempt entity. All quotations must be submitted net of any taxes or customs duties. * Please be advised that the items/shipments might be subject to a pre-shipment inspection. |

**Section 1: Requested Items Specifications and LTA holder’s statement regarding deviations**

*\* Should a specific brand be mentioned in the RFQ, Bidders may quote for compatible/equivalent models, unless otherwise specified and justified by UNFPA.*

***[First fill in the details in the document “TEMPLATE RFQ for LTA secondary bidding Section 1” and then copy-paste it here table]***

**Section 2: Price and Delivery Schedule Form**

***[First fill in the details in the Excel “TEMPLATE RFQ for LTA secondary bidding Section 2” and then copy-paste it here table]***