

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 09 November 2017
	REFERENCE: RfQ17/01633

Dear Sir / Madam:

We kindly request you to submit your quotation for **Medical devices for the Healthcare Center in Hagimus village, divided into 3 LOTS**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by this document and its attachments.

Quotations may be submitted on or before **23 November 2017, 12:00 (Moldova local time)** either in hard-copy, or via e-mail to the address below:

1. Documents/offers in hard copy need to be submitted in a sealed envelope and addressed to:

United Nations Development Programme in Moldova
131, 31 August 1989 Street, MD-2012 Chisinau, Republic of Moldova
Attention: Registry Office/Procurement

2. Offers sent electronically need to be addressed to the following e-mail address:

tenders-moldova@undp.org

Quotations shall be submitted in English, Romanian or Russian duly signed and stamped and shall be marked with the note **"RfQ17/01633: Medical devices for OMF Hagimus – LOT 1"**, or **"RfQ17/01633: Medical devices for OMF Hagimus – LOT 2"** or **"RfQ17/01633: Medical devices for OMF Hagimus – LOT 3"**.

Quotations submitted by email must be limited to a maximum of 5MB, virus-free and no more than 5 email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned works:

Delivery Terms [INCOTERMS 2010] <i>(Pls. link this to price schedule)</i>	<input checked="" type="checkbox"/> DAP
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror
Exact Addresses of Delivery Location	Hagimus village, Causeni district
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> 60 calendar days upon signature of PO Contract by both parties
Delivery Schedule	<input checked="" type="checkbox"/> Required
Mode of Transport	<input checked="" type="checkbox"/> LAND
Preferred Currency of Quotation ¹	<input checked="" type="checkbox"/> US dollars
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes (VAT 0%)
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for a minimum period of 1 year <input checked="" type="checkbox"/> Delivery <input checked="" type="checkbox"/> Technical support
Deadline for the Submission of Quotation	23 November 2017, 12:00 (Moldova local time)
All documentations, including catalogs, instructions and operating manuals, shall be in this languages	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Others: Romanian
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Submission Form as provided in Annex 2, and in accordance with the requirements listed in present RfQ; <input checked="" type="checkbox"/> Company profile (short info up to 1 page); <input checked="" type="checkbox"/> Copy of Company's Registration Certificate; <input checked="" type="checkbox"/> EC or FDA Declaration of Conformity <i>(except positions A2 and A7 of Annex 1)</i> ; <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top two (2) Clients in terms of Contract Value in the past one (1) year;

¹ Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Detailed technical description of the offered goods, or product catalogue/leaflet, with detailed technical specifications (if any); <input checked="" type="checkbox"/> Quality Certificates (ISO, etc.) (if available) of the items provided by the manufacturer; <input checked="" type="checkbox"/> Each offered item must include product instruction for use; <input checked="" type="checkbox"/> Valid Certificate of Authorization to act on behalf of the Manufacturer, or Power of Attorney, in case the Offeror is not a Manufacturer; <input checked="" type="checkbox"/> Statement from the Manufacturer that guarantees production of consumables and spare parts for the offered goods for a period of at least 7 years for the offered goods (<i>except positions A2 and A7 of Annex 1</i>); <input checked="" type="checkbox"/> Certificate of Country of Origin for the offered goods; <input checked="" type="checkbox"/> For each device provide the registration no. from the State Register of Medical Devices of the Republic of Moldova (if, at the moment of the quotation submission, the quoted devices are not registered in Moldova but comply with the quality requirements of this RfQ, a Commitment letter shall be provided); <input checked="" type="checkbox"/> Certification of authorised Service Centre in Republic of Moldova (including name and address of the Service Center); <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List.
Period of Validity of Quotes starting the Submission Date	<p><input checked="" type="checkbox"/> 60 days</p> <p>In exceptional circumstances, UNDP 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>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of goods on site
Liquidated Damages	1 % of contract for every calendar day of delay, based on the approved delivery schedule, up to a maximum duration of 15 calendar days. After which UNDP may terminate the contract.

Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements (according to Annex 1) and lowest price; <input checked="" type="checkbox"/> Minimum 3 (three) years of experience in delivering medical equipment/devices/consumables; <input checked="" type="checkbox"/> Availability of certificates of quality and origin for the offered goods (EC or FDA Declaration of Conformity) (except positions A2 and A7 of Annex 1); <input checked="" type="checkbox"/> Maximum delivery period shall not exceed 60 calendar days upon signature of PO Contract; <input checked="" type="checkbox"/> Availability of valid Certificate of Authorization to act on behalf of the Manufacturer, or Power of Attorney, in case the Offeror is not a Manufacturer; <input checked="" type="checkbox"/> Availability of Statement from the Manufacturer that guarantees production of consumables and spare parts for a period of at least 7 years for the offered goods (<i>except positions A2 and A7 of Annex 1</i>); <input checked="" type="checkbox"/> Guarantee Letter from the Supplier on the availability of provision of technical support within 48 hours after notification from the Beneficiary institution; <input checked="" type="checkbox"/> Positive performance based on provided Statements of Satisfactory Performance and reference check (if the case); <input checked="" type="checkbox"/> Availability of the registration no. from the State Register of Medical Devices of the Republic of Moldova or Commitment letter to register goods, if not registered; <input checked="" type="checkbox"/> Warranty on goods for a minimum period of 1 (one) year; <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions.
UNDP will award to:	<input checked="" type="checkbox"/> Only one supplier per LOT
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order/ PO Contract
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO Contract if the completion of services is delayed by 10 (ten) working days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Delivery and installation on site and written acceptance of services based on full compliance with RFQ requirements; <input checked="" type="checkbox"/> Passing Inspection (checking compliance according to the technical specifications); <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements.

¹ UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

Annexes to this RFQ	<p> <input checked="" type="checkbox"/> Annex 1 A – Specifications of the goods required and their quantities under LOT 1 <input checked="" type="checkbox"/> Annex 1 B – Specifications of the goods required and their quantities under LOT 2 <input checked="" type="checkbox"/> Annex 1 C – Specifications of the goods required and their quantities under LOT 3 <input checked="" type="checkbox"/> Annex 2 – Form for Submission of Quotation <input checked="" type="checkbox"/> Annex 3 - General Terms and Conditions/ Special Conditions </p> <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>
Contact Person for Inquiries (Written inquiries only) ³	<p> <i>Liliana CATEROV</i> <i>Procurement & Contracts Associate</i> liliana.caterov@undp.org </p> <p>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.</p>

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected. The system automatically calculates the final bid prices by multiplying the unit price by the quantity. In the event when the Bidder put a quantity that is different from the quantity required, provided that the Bid is substantially responsive, UNDP will re-calculate the Bidders total price based on the correct quantity and using the unit prices offered by the Bidder. Unit prices cannot be changed.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the

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

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 UNDP herein attached as Annex 3.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your quotation.

Sincerely yours,


Ira CEBOTARI

ARR Operations



FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁴

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁵)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. **RfQ17/01633**:

TABLE 1: Offer to Supply Goods Compliant with the Technical Specifications and Requirements
(please, select relevant table applicable for the LOT to be submitted)

LOT 1				
Item No.	Description of Goods	Quantity	Unit price (in USD, VAT exclusive)	Total Price per Item (in USD, VAT exclusive)
1.	Examination table	5		
2.	Wall bactericidal lamp	3		
3.	Electronic baby scale	2		
4.	Gynecological examination table	1		
5.	X-ray film viewer	2		
6.	Sphygmomanometer	2		
7.	Weighing scale with height rod	1		
TOTAL Final and All-Inclusive Price Quotation for LOT 1				

LOT 2				
Item No.	Description of Goods	Quantity	Unit price (in USD, VAT exclusive)	Total Price per Item (in USD, VAT exclusive)
1.	Laminar air flow chamber	1		
2.	Centrifuge	1		
3.	Semiautomated urine analyzer	1		

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

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

4.	Microscope	1		
5.	Cholesterol meter	1		
6.	Hemoglobinometer	1		
7.	Semiautomated chemistry analyzer	1		
TOTAL Final and All-Inclusive Price Quotation for LOT 2				

LOT 3				
Item No.	Description of Goods	Quantity	Unit price (in USD, VAT exclusive)	Total Price per Item (in USD, VAT exclusive)
1.	Autoclave	1		
2.	Dry Heat Sterilizer	1		
TOTAL Final and All-Inclusive Price Quotation for LOT 3				

TABLE 2 : Offer to Comply with Other Conditions and Related Requirements (same for all LOTs)

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>
Maximum delivery period not to exceed <i>60 calendar days</i> upon signature of PO Contractor by both parties			
Warranty on goods for a minimum period of <i>1 year</i> .			
Validity of Quotation <i>60 calendar days</i>			
Instruction for the medical use in accordance with the legislation of Moldova. In case quoted medical devices are not registered, instructions for the use in the original language shall be provided, with the translation in Romanian or Russian (optional English)			
Transportation in Hagimus village, Causeni rayon, within the required delivery period			
Training in Romanian for all medical personnel who will be using these medical devices			
If, at the moment of the quotation submission, the quoted devices are not registered in Moldova but comply with the quality requirements of this RfQ, supplier is responsible to register devices during 1 year after contract signature (if the case)			
All Provisions of the UNDP General Terms and Conditions			

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]*

Dully stamped

GENERAL TERMS AND CONDITIONS

[ATTACHED TO THE TENDER ANNOUNCEMENT]