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REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: May 8, 2018
	REFERENCE: RfQ18/01733

Dear Sir / Madam:

We kindly request you to submit your quotation for [Laboratory equipment for the National Centre of Judicial Expertise](#), 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 [May 31, 2018, 12:00 \(Moldova local time\)](#) via e-tendering system to the address below:

<https://etendering.partneragencies.org>

Username: event.guest

Password: why2change

BU Code: MDA10 and Event ID 0000002234

Once uploaded, Bidders that have accepted the invitation in the system will be notified via e-mail that changes have occurred. It is responsibility of the Bidder to view the respective changes and clarifications in the system.

Quotations shall be submitted in English or Romanian duly signed and stamped and shall be marked with the note "[RfQ18/01733 Laboratory equipment for the National Centre of Judicial Expertise](#)".

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.

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 Chisinau
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror
Exact Addresses of Delivery Location	Republic of Moldova, Chisinau, 2 Maria Cebotari Str.
Latest Expected Delivery Date and Time (<i>if delivery time exceeds this, quote may be rejected by UNDP</i>)	<input checked="" type="checkbox"/> 180 calendar days upon signature of PO Contract by both parties, incl. 90 calendar days for delivery of goods, and 90 calendar days for certification and User's training
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 3 (three) years from receipt of the metrological certifications <input checked="" type="checkbox"/> Delivery <input checked="" type="checkbox"/> Technical support
Deadline for the Submission of Quotation	May 31, 2018, 12:00 (Moldova local time)
All documentations, including catalogs, instructions and operating manuals, shall be in these languages	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Others: Romanian, Russian
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Submission Form as provided in Annex 1 and 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"/> Declaration of Conformity with the Quality Management System standards as recognized by: <ul style="list-style-type: none"> - United States, or - Japan, or - European conformity certificate (CE marking); <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; <input checked="" type="checkbox"/> Detailed technical description of the offered goods, or product catalogue/leaflet, with detailed technical specifications as per attached Annex 1 Technical

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.

	<p>Specifications table presented in electronic format via e-mail.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Quality Certificates (ISO9001, EC etc.) of the items provided by the manufacturer; <input checked="" type="checkbox"/> Each offered item must include product instruction for use in English and Russian or English and Romanian languages; <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; <input checked="" type="checkbox"/> Certificate of Country of Origin for the offered goods (including in original at delivery); <input checked="" type="checkbox"/> For each Lot provide the required metrological certificates for the Gas Chromatograph, Infrared Spectrometer FTIR from National Metrology Institute (NMI, www.metrologie.md) and Center of Applied Metrology and Certification of the Republic of Moldova (CMAC, www.cmac.md); <input checked="" type="checkbox"/> Certification of authorized Service Centre in Republic of Moldova or neighboring countries Ukraine or Romania (including name, address and contact details 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"/> 90 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"/> Permitted by Lot
Payment Terms	<p><input checked="" type="checkbox"/> 90% upon complete delivery of goods</p> <p><input checked="" type="checkbox"/> 10% upon completion of user trainings and receipt of registration from NMI or CMAC</p>
Liquidated Damages	1 % of the total contract amount for every calendar day of late delivery or partial delivery, based on the approved delivery schedule, up to a maximum duration of 30 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 ² ; <input checked="" type="checkbox"/> Minimum 3 (three) years of experience in delivering laboratory equipment and consumables for analytical chemistry; <input checked="" type="checkbox"/> Availability of certificates of quality and origin for the offered goods (EC or FDA, or Japan Declaration of Conformity); <input checked="" type="checkbox"/> Maximum delivery period shall not exceed 180 calendar days upon signature of PO Contract, incl. 90 calendar days for delivery of goods, and 90 calendar days for certification and User's training; <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; <input checked="" type="checkbox"/> Guarantee Letter from the Supplier on the availability of provision of technical support within 96 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 required registration certificates from the National Metrology Institute (NMI) and Center of Applied Metrology and Certification (CMAC); <input checked="" type="checkbox"/> Warranty on goods for a minimum period of 3 (three) years from receipt of the metrological certifications; <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"/> Liquidated damages of 1% from the total contract amount per calendar day of late delivery or partial delivery shall be imposed. <input checked="" type="checkbox"/> Cancellation of PO Contract if the completion of services is delayed by 30 (thirty) calendar 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;

² 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.

	<input checked="" type="checkbox"/> Passing Inspection on operation of the equipment (checking compliance according to the technical specifications); <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements; <input checked="" type="checkbox"/> Training of the laboratory personnel on daily usage and maintenance of delivered goods.
Annexes to this RFQ	<input checked="" type="checkbox"/> Annex 1 – Minimum Technical Specifications of Goods required and their quantities under each LOT separately <input checked="" type="checkbox"/> Annex 2 – Form for Submission of Quotation <input checked="" type="checkbox"/> Annex 3 - General Terms and Conditions/ Special Conditions Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only) ³	<i>Vladlena Glavan</i> <i>Procurement Assistant</i> vladlena.glavan@undp.org 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.

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 quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any

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.

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,



Stefan Liller

UNDP DRR



Technical Specifications

Please see "Annex 1. Minimum Technical Specifications Table" file attached to the tender.

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. RFQ18/01733:

TABLE 1: Offer to Supply Goods Compliant with Technical Specifications and Requirements

Lot No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price, USD	Total Price per Item, USD
1	Gas Chromatograph	1			
	Total Prices of Goods⁶				
	Add: Cost of Transportation				
	Add: Cost of Insurance				
	Add: Cost of Yearly Maintenance				
	Add: Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation, USD				

Lot No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price, USD	Total Price per Item, USD
2	Fourier-Transform Infrared Spectrometer	1			
	Total Prices of Goods⁷				
	Add: Cost of Transportation				
	Add: Cost of Insurance				
	Add: Cost of Yearly Maintenance				
	Add: Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation, USD				

- Bidders can quote per each Lot separately. Evaluation of offers shall be done per Lot.

Note: Please provide the prices for the lines below per each LOT separately				
Lot 1 Gas Chromatograph				
No.	Type of service per year	Unit	Price, USD	Total price, USD

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

⁶ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

⁷ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

1	Cost of Daily Maintenance			
2	Cost of Periodic Maintenance			
Lot 2 Fourier-Transform Infrared Spectrometer				
1	Cost of Daily Maintenance			
2	Cost of Periodic Maintenance			

- * *These costs shall be taken into account by UNDP during the evaluation process to calculate the life cycle cost of quoted equipment and shall not be contracted by UNDP at this stage.*

TABLE 2: Estimated Operating Costs for each Lot separately (consumables, reagents and spares, including their prices and details on local availability for the first 100 investigations) *

List of Consumable Item/s (if applicable)	Name of consumable	Required quantity of consumables	Price per item	Total Price per Item (USD, VAT 0%)
Liquids containing alcohol				
Petrol derivatives (gas, kerosene, diesel)				
Drugs/Narcotic substances				
Solvents				
Lubricants				
Dyeing material				
Polymers				
Textiles				
Explosive substances				
Adhesives, paper, polymers, dyes				
Total estimated operating costs, USD				

* *These costs shall be provided for information propose only and shall not be contracted by UNDP at this stage.*

TABLE 3: 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>
Maximum period for delivery in the country of equipment not to exceed 90 calendar days upon signature of PO Contractor by both parties			
Handling over period (certification and User's training) not to exceed 90 calendar days upon issuance of import authorization letter (Customs duties exemption letter)			
Warranty on goods for a minimum period of 3 years from receipt of the metrological certifications			
Validity of Quotation 90 calendar days			
Instruction for use of the laboratory equipment in accordance with the legislation of Moldova. Instructions for use will be provided in the original			

language, with translation in Romanian or Russian (optional English).			
Transportation to the National Centre of Judicial Expertise, 2 Maria Cebotari Str., Chisinau, Republic of Moldova, within the required delivery period			
User Training in Romanian or Russian for all laboratory personnel			
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 the quoted devices during 90 calendar days 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]

GENERAL TERMS AND CONDITIONS

[ATTACHED BELOW]