



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM	DATE: October 16, 2018
	REFERENCE: RfQ18/01830

Dear Sir / Madam:

We kindly request you to submit your quotation for **Vacuum-assisted fetal delivery device**, 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 **October 26, 2018, 14:00 (Moldova local time)** and via e-tendering system to the address below:

<https://etendering.partneragencies.org>

Username: event.guest

Password: why2change

BU Code: MDA10 and Event ID 0000002947

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.

Please Consult eTendering Resources for Bidders for additional information on bidding:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

Quotations shall be submitted in English or Romanian duly signed and stamped and shall be marked with the note **RfQ18/01830: SCBM Health/ Vacuum-assisted fetal delivery device**.

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 goods:

Delivery Terms [INCOTERMS 2010]	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input checked="" type="checkbox"/> DAP
Customs clearance, if needed, shall be done by:	<input type="checkbox"/> UNDP <input checked="" type="checkbox"/> Supplier/Offeror <input type="checkbox"/> Freight Forwarder
Exact Address of Delivery Location	Tiraspol town, №58, 1st May Street, Republic of Moldova, Mother and Child Healthcare Centre
Latest Expected Delivery Date and Time (<i>if delivery time exceeds this, quote may be rejected by UNDP</i>)	<input checked="" type="checkbox"/> 30 calendar days from the issuance of the PO Contract (Purchase Order) 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"/> United States Dollars
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT (0%) and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Warranty for a minimum period of 3 years
Deadline for the Submission of Quotation	<p>Date and Time: 26 October 2018, 14:00 (Moldova local time)</p> <p>IMPORTANT NOTE: the time zone indicated in the Tendering system is New York Time zone.</p> <p>PLEASE NOTE:</p> <ol style="list-style-type: none"> 1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. The correct proposal closing time is as indicated in the e-tendering portal and system will not accept any proposal after that time. It is the responsibility of the proposers to make sure proposals are submitted within this deadline. UNDP will not accept any proposal that is not submitted directly in the system. 2. Try to submit your proposal a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your proposal at the last minute, UNDP may not be able to assist.
All documentations, including catalogs, instructions and operating	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Others: Romanian or Russian

¹ Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of urrency 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.

manuals, shall be in this language	
Documents to be submitted	<p><input checked="" type="checkbox"/> Electronic submission of Proposal https://etendering.partneragencies.org Username: event.guest Password: whyzchange</p> <p>Please note:</p> <ol style="list-style-type: none"> <u>1. It is strongly recommended to create your username with two parts, your first name and last name separately by ".", similar to the one shown above.</u> <u>2. You can participate in the proposal event only if you have registered in the system.</u> <p><input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;</p> <p><input checked="" type="checkbox"/> Company profile (short info up to 1 page);</p> <p><input checked="" type="checkbox"/> Copy of Company's Registration Certificate;</p> <p><input checked="" type="checkbox"/> Detailed technical description of the offered goods, or product catalogue/leaflet, with detailed technical specifications;</p> <p><input checked="" type="checkbox"/> The offered items must include product instruction for use in Russian languages (optional in English);</p> <p><input checked="" type="checkbox"/> EC and FDA Declaration of Conformity;</p> <p><input checked="" type="checkbox"/> Quality Certificates (ISO, etc.) (if available) of the items provided by the manufacturer;</p> <p><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.</p>
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
Liquidated Damages	1 % of contract for every calendar day of delay, 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 medical equipment/devices; <input checked="" type="checkbox"/> Availability of certificates of quality and origin for the offered goods (EC and FDA Declaration of Conformity); <input checked="" type="checkbox"/> Availability of Quality Certificates (ISO, etc.) of the items provided by the manufacturer; <input checked="" type="checkbox"/> Maximum delivery period not to exceed 30 calendar days upon signature of PO Contract; <input checked="" type="checkbox"/> Warranty 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"/> One and only one supplier
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 30 (thirty) calendar days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Delivery and installation on site and written acceptance of goods 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
Annexes to this RFQ	<input checked="" type="checkbox"/> Annex 1 – Specifications of the goods required and their quantities <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	<p><i>Liliana CATEROV</i> Procurement & Contracts Associate 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>

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.

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.

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.

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 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:

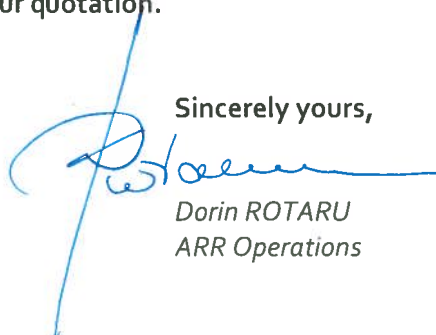
<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

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,



Dorin ROTARU
ARR Operations

Technical Specifications

Item	Goods	Specification	UNIT OF MEASURE	QUANTITY
1.	Vacuum-assisted fetal delivery device	<p>Purpose : The device is used to assist delivery of a baby.</p> <p>Specifications: Maximum flow: 30 L/min or more Maximum vacuum: 60 kPa or more Noise level: 60 dB or less Voltage: $\pm 5\%$, calculated at 230V /60 Hz Collection jars (autoclavable): ≥ 1 L Selector knob for double collection jar exchange: yes Trolley: yes Hydrophobic PTFE bacteria filter: 99,95% particle retention and 99,99% bacterial challenge efficiency On/Off Switch: yes High Vacuum Gauge including a display: 0-100kPa / 0-760 mmHg On/Off foot-operated pedal: yes Suction pressure-regulating knob: yes PVC suction tube length: 3m or more Power: 110 W or more</p> <p>Accessories: Silicon cups set for fetus vacuum extraction: 40 – 60 mm Any other accessory which is required for installation and operation should be included and described on your offered specification</p> <p>General Requirements: Compliant with MDD 93/42/EEC or US FDA Regulations Manufacturer ISO 13485 Warranty at least 36 months</p> <p>Training: Training for all laboratory personnel who will be using this item, on each individual site Training in Russian language</p>	piece	8

		Documentation: User's manuals, preferable in Russian language (optional English) Maintenance manual, preferable in Russian language (optional English)		
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***) NOTES:**

- Any other additional components and accessories necessary for proper installation and functioning of the manikin should be included and described in the offer;
- All works for assembly of the manikin will be supported by the supplier;
- If the goods are supplied together with a software, it shall be provided in Russian language.

FORM FOR SUBMITTING SUPPLIER'S QUOTATION
(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁴)

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. RfQ18/01830:

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

Item No.	Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
1.	<i>Vacuum-assisted fetal delivery device</i>	8	5 December 2018		
	Total Prices of Goods⁵				
	Add: Cost of Transportation				
	Add: Cost of Insurance				
	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>
Maximum Delivery period not to exceed 30 calendar days upon signature of PO Contract by both parties			
Warranty for a minimum period of 3 years			
Validity of Quotation 60 calendar days			
Instruction to users (medical personnel) shall be provided in Russian language			
Delivery on site (in Transnistria region) shall be the responsibility of Supplier			
All Provisions of the UNDP General Terms and Conditions			

⁴ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

⁵ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

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 TO THE ANNOUNCEMENT]