Request for Quotation (RFQ) for Blanket Purchase Agreement for Demining Personal Protective Equipment (PPE)

RFQ No: PSC_RFQ_PROT_Blanket Purchase Agreement for Demining PPE_15_143
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UNOPS is accepting quotations from suppliers for Blanket Purchase Agreement for Personal Protective Equipment. The specifications are listed in Annex A of this RFQ. All interested parties must complete and return the attached price sheet to the following email address: Macquote@unops.org copying Sajia WAIS sajiawa@unops.org and Can AKMAN cana@unops.org
1 Requirements and Price List (Annex A)

Quotations must be submitted by using the Requirements and Price List contained in Annex A (Excel Sheet attached).

1.1. Objective: UNOPS is soliciting quotations for the establishment of a Blanket Purchase Agreement as defined in this document. Quotations must be submitted by using the Requirements and Price List contained in Annex A (Excel Sheet).

The overall objective of this solicitation is to establish a Blanket Purchase Agreement (BPA) to facilitate and expedite the process by which UNOPS will contract the supply of “Personal Protective Equipment” once there are specific requirements in the 12 months following the signature of the BPA.

1.2. Estimated Volume: For reference purposes, the estimated volume “Personal Protective Equipment” requirements in the following 12 month period have been included in Annex A of this RFQ.

1.3. Number of BPAs and non-Exclusivity: UNOPS will enter into a single BPA agreement with one supplier selected as a result of this procurement process, as per evaluation methodology and criteria specified herein. The BPA shall be considered by UNOPS as non-exclusive and UNOPS will not be committed to purchase any minimum quantity.

1.4. Call off Mechanism and prices: Once the BPA is signed, if there is a specific requirements for “Personal Protective Equipment” the UNOPS appointed focal person shall issue a release Purchase Order (PO) to the supplier. The PO will include details on the type and number items to be supplied and other practical details. The pricing will be based on prices in the BPA contract as quoted in this RFQ.

1.5. Contract Management/Service Level Agreement: The BPA supplier shall provide quarterly reports to the UNOPS focal point indicated in the BPA. UNOPS will regularly monitor the performance of the BPA supplier, based on the following Key Performance Indicators (KPIs):

- **KPI 1:** On-time delivery. Supplier shall deliver within maximum x working days after receipt of the release PO.
- **KPI 2:** Completeness of the order, error free goods. Supplier shall deliver goods or services as per description/model included in the release order and at the right quantity.
- **KPI 3:** Price Compliance. Supplier shall supply goods as per unit prices identified in the BPA.
- **KPI 4:** Accuracy of payment documentation. Supplier shall provide complete payment documentation including accurate invoices with correct quantities, unit price, order reference number, etc.

If the supplier fails to meet UNOPS’s performance requirements detailed above, it will receive in the first instance a warning to improve their performance. Continued failure to meet performance requirements may result on termination of the BPA.
2 Eligibility

Bidders must not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNOPS to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this request for quotation.

All suppliers are expected to embrace the principles of the United Nations Supplier Code of Conduct, given that it originates from the core values of the Charter of the United Nations. UNOPS also expects all its suppliers to adhere to the principles of the United Nations Global Compact.

Bidders must not be under a declaration of ineligibility for corrupt and fraudulent practices published by UNOPS on its website. Bidders must meet the eligibility criteria as published on the UNOPS website.

3 Currency

All prices shall be quoted in USD (United States Dollar).

UNOPS reserves the right not to reject any bids submitted in a currency other than the mandatory bidding currency stated above. UNOPS may accept bids submitted in another currency than stated above if the Bidder confirms during clarification of bids (1.18) in writing that it will accept a contract issued in the mandatory bid currency and that for conversion the official United Nations operational rate of exchange of the day of RFQ deadline as stated in the RFQ letter shall apply.

Regardless of the currency of bids received, the contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

4 Evaluation

UNOPS evaluates quotations based on the lowest priced technically compliant quotation received PER LOT.

**Technical Evaluation** will be done by lots:

Lot 1  Demining Vest / PPE backside protected
Lot 2  Demining Vest / PPE backside open
Lot 3  Demining Apron / PPE backside open
Lot 4  Demining Helmet including Visor
Lot 5  Demining Lightweight Helmet including Visor
Lot 6  Demining Visor

Technical Compliance will be established for the six individual lots above (To illustrate, one bidder may be considered technically compliant in Lot 1, but not in Lot 2 or 3).

**Financial Evaluation:** Bidders will be asked to put price for varying quantities, but the financial evaluation will be done based on the Unit Price for 1-10 units.

Lot 1  Demining Vest / PPE backside protected
Lot 2  Demining Vest / PPE backside open
Lot 3  Demining Apron / PPE backside open
Lot 4  Demining Helmet including Visor
Lot 5  Demining Lightweight Helmet including Visor
5 Quotations due

Bidders are responsible for the timely return of their quotation. All quotations must be received at the email address stated below no later than:

Date: December 14, 2015
Time: 12:00 noon US Eastern (GMT +5)
E-mail: sajiawa@unops.org, cana@unops.org
Contact person: Sajia Wais and Can Akman

Quotations submitted shall be binding and valid for a period of thirty (30) days from the due date stated herein. Any prices accepted during this period will be considered firm/fixed for the resulting purchase order.

UNOPS will award this requirement in total and will not accept any partial quotations. The supplier agrees to acknowledge the purchase order in the form provided upon award, under the terms and conditions stated therein, and for the agreed amount.

6 UNOPS General Conditions of Contract

a) Any order resulting from this RFQ exercise will be subject to the UNOPS General Conditions of Contract available for goods, small services and services at the following addresses:

http://www.unops.org/SiteCollectionDocuments/Procurement/UNOPS%20General%20Conditions%20for%20Goods.pdf
http://www.unops.org/SiteCollectionDocuments/Procurement/GCCs%20For%20Professional%20Services.pdf
http://www.unops.org/SiteCollectionDocuments/Procurement/Conditions-of-services-below50K.pdf

b) This RFQ is being launched for a Blanket Purchase Agreement with a maximum amount of 50,000 for one year. Orders will be placed once a requirement is determined. UNOPS shall have no obligation to purchase any minimum quantities of Goods or Services from the winning bidder. For more information on Blanket Purchase Agreements, bidders are encouraged to read UNOPS Procurement Manual (6.3.4) found at below link.

http://www.unops.org/SiteCollectionDocuments/Procurement/UNOPS%20procurement%20manual%20EN.pdf

7 Clarifications

Suppliers with questions or requests for clarification are encouraged to send questions by email to the email address above promptly in order to allow time for the provision of a written response. Explanations or interpretations provided by personnel other than the above named contact person, will not be considered binding or official.

8 Quotation form (Annex C)

The attached Quotation Form must be completed and signed. Suppliers shall return the completed and signed Quotation Form with their quotation.
Approved by:

Date: 12/8/2015

Monica Siles, Deputy Director Support, PSC
ANNEX A
Requirements and Price List

The following documents form part of this RFQ and must be completed and returned with your offer.

- Annex A: The Excel Sheet: Bidders must use the two tabs of the excel sheet for providing specifications and price. The bidders needs to make sure that each minimum requirement has been addressed separately.
- Naming the Bid: bidders much send their bids/ annexes using below format for naming the file (BIDDER NAME_ FILE NAME (e.g. Annex A) )_PSC_RFQ_PROT_ Blanket Purchase Agreement for Demining PPE.

In addition to the above, please submit the following:

1) Company Profile
2) Product Brochures

CONTRACTOR AGREES TO SUPPLY ALL GOODS AND/OR PERFORM ALL WORK AS SPECIFIED IN THIS BID AND IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THIS BID AT THE PRICES QUOTED ON THIS FORM.

A: ITEM SPECIFICATIONS
Please see attached Excel Sheet Annex A

B: PRICE & DELIVERY FORM
Please see attached Excel Sheet Annex B
Quotation form (Annex C)

RFQ - Quotation Form

The Quotation Form must be completed, signed and returned to UNOPS. The quotations must be made in accordance with the instructions contained in this request.

UNOPS General Conditions of Contract will apply to any resulting purchase order/contract. A link to the UNOPS General Conditions of Contract is included in the RFQ document.

The undersigned, having read the terms and conditions of Quotation No. RFQ PSC_ RFQ_ PROT_ Blanket Purchase Agreement for Demining PPE_15_143 set out in the attached document, hereby offers to supply the Personal Protection Equipment specified in the RFQ at the price or prices quoted, in accordance with any specifications stated, and subject to the terms and conditions set out or specified in the bid document.

I, the undersigned, declare that:

a) Our firm and our personnel have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS.
b) Our firm confirms that the offeror and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation.
c) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UNOPS, in accordance with clause 2, Eligibility.
d) We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this RFQ and will not engage in any such activity during the performance of any contract awarded.

I, ____________________ (name of signing official) ____________________, certify that I am ____________________ (position) ____________________ of ____________________ (legal name of company) ____________________, that by signing this RFQ bid for and on behalf of ____________________ (legal name of company) ____________________, I am certifying that all information contained herein is accurate and truthful and that the signing of this bid is within the scope of my ____________________ (position) ____________________ powers.

_________________ (Signature) ____________________ (Name) ____________________ (Title)
_________________ (Date)

Provide the name and contact information for the primary contact from your company for this quotation:

Name: ____________________ Title: ____________________

Mailing address (street name/number/city/town/province/state): ____________________

Tel. no: ____________________ Fax no: ____________________
Email address: ________________________________

Offer valid until: _____(date)______ Must be at least ___(X)___ days

Currency of offer: (state currency) Payment terms 30 days accepted: □

Are you a UNOPS registered vendor? □ Yes □ No If yes, provide vendor number: ________________

BIDDERS ARE RESPONSIBLE FOR THE TIMELY DELIVERY OF THE QUOTATION.