



## REQUEST FOR QUOTATION (RFQ) (Goods)

	DATE: August 24, 2020
	REFERENCE: RFQ/UNODC/03/2020 – PPE

Dear Sir / Madam:

We kindly request you to submit your quotation for the **Supply and Delivery of Personal Protective Equipment (PPE)**, 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 **August 31, 2020 16:00H Cabo Verde time** via ☒ *e-mail*, to the address below:

Attn: Operations Unit

*Email Address: [procurement.cv@cv.jo.un.org](mailto:procurement.cv@cv.jo.un.org)*

Subject of email: **“Company’s name, RFQ/UNODC/03/2020 – PPE”**.

Quotations submitted by email must be limited to a maximum of 8 MB, virus-free and no more than 2 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 good/s:

Delivery Terms [INCOTERMS 2020]	<input checked="" type="checkbox"/> DDP - Praia
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror
Exact Address/es of Delivery Location/s (identify all, if multiple)	National Police, Praia, Ilha de Santiago.

Distribution of shipping documents <i>(if using freight forwarder)</i>	N/A	
Latest Expected Delivery Date and Time	<input checked="" type="checkbox"/> As soon as possible (ASAP) from the issuance of the Purchase Order (PO)	
Delivery Schedule	<input checked="" type="checkbox"/> Required	
Packing Requirements	As recommended by Manufacturer	
Mode of Transport	<input type="checkbox"/> AIR	<input type="checkbox"/> LAND
	<input type="checkbox"/> SEA	<input checked="" type="checkbox"/> BY ANY MEANS IN SPEED UP THE PROCESS
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Local currency (CVE). Local suppliers who choose to submit offers in USD will be paid in local currency at the UN Exchange rate at the time of payment.  <i>All prices shall be quoted in one of the currencies indicated above. Where Bids are quoted in different currencies, for the purposes of comparison of all Bids:</i>  <i>a) UNDP will convert the currency quoted in the Bid into the UNDP preferred currency, in accordance with the prevailing <a href="#">UN operational rate of exchange</a> on the last day of submission of Bids; and</i>  <i>b) In the event that UNDP selects a Bid for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</i>	
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> VAT (IVA) must be clearly indicated, and separate from the cost of supplies; or <input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 1 Year. <input checked="" type="checkbox"/> If any packaging damaged, supplier should replace with new one	
Deadline for the Submission of Quotation	<b>On or Before Monday, August 31, 2020 and 16:00H Cabo Verde time</b>	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Portuguese <input checked="" type="checkbox"/> Bidders are requested to provide a detail description and technical brochures of the goods to be supplied.	
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Quality Certificates (ISO, etc.); <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied ;	

	<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; <input checked="" type="checkbox"/> Others certificate or letter that stated the supplier has the capacity/certificate to supply the required medicines <input checked="" type="checkbox"/> <b>For each each product:</b> 1. <b>A picture of the item</b> or the <b>brochure/information leaflet</b> of each product 2. <b>Product Certificate issued by an EU Notified Body for CE marked medical devices</b> or a <b>letter of approval of the Regulatory Authority of another GHTF founding member country</b> (European Union, USA, Australia, Canada, Japan) 3. Product <b>Declaration of Conformity (DOC)</b> referring to a GHTF standard (European Union, USA, Australia, Canada, Japan) 4. <b>If the medical device is CE marked (European standard), the name and address of the EC</b>
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 days  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.
Partial Quotes	<input checked="" type="checkbox"/> Permitted per LOT (bidder may quote one or more LOT specified in Annex 2)
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of goods
Liquidated Damages	<input checked="" type="checkbox"/> Will not be imposed
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Ex-Stock availability <input checked="" type="checkbox"/> Delivery to destination within 1 week from purchase order date <input checked="" type="checkbox"/> Lowest Price
UNDP will award to:	<input checked="" type="checkbox"/> One or more Supplier, depending on the following factors: <i>Technically qualified, the shortest delivery time in each LOT, and lowest price</i>
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)  Applicable Terms and Conditions are available at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>

Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 2 days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ <sup>1</sup>	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>  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) <sup>2</sup>	<i>Procurement Unit</i> <i>Email : <a href="mailto:humanresources.cv@cv.jo.un.org">humanresources.cv@cv.jo.un.org</a></i> <i>Te.: +238 260 9600</i>  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.

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

<sup>1</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>2</sup> 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.

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 indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)




**Thank you and we look forward to receiving your quotation.**



**Sincerely yours,**

*Salette Bettencourt*  
Operations Manager  
August 24, 2020

### Technical Specifications

Items to be Supplied	Qty	Description / Specifications of Goods
<b>LOT 1. Disposable Nitrile Gloves (Luvas descartáveis de nitrile)</b> 	800 size M 800 size L 800 size XL	Gloves, examination, nitrile, powder-free, non-sterile. (e. g., minimum 230mm total length). Minimum thickness 0.05mm. Sizes M, L, XL. <ul style="list-style-type: none"> <li>• EN 455,</li> <li>• EN 374, optional additional:</li> <li>• ASTM D6319, D3578, D5250, D6977, or equivalent set of standards</li> </ul>
<b>LOT 2. Disposable Surgical Masks (Máscaras Cirúrgicas Descartáveis)</b> 	8.000	Type II or Higher. Provides some protection from inhaling large droplets- Minimum of 3-ply – Ear loops  Medical/surgical mask, high fluid resistance, good breathability, internal and external faces should be clearly identified, structured design that does not collapse against the mouth. <ul style="list-style-type: none"> <li>• EN 14683 Type IIR performance</li> <li>• ASTM F2100 level 2 or level 3 or equivalent;</li> <li>• Fluid resistance at minimum 120 mmHg pressure based on ASTM F1862-07, ISO 22609, or equivalent</li> </ul>
<b>LOT 3. Protective goggles (Óculos de Protecção)</b> 	1.000	Good seal with the skin of the face, Flexible PVC frame to easily fit with all face contours with even pressure, Enclose eyes and the surrounding areas, Accommodate wearers with prescription glasses, Clear plastic lens with fog and scratch resistant treatments, Adjustable band to secure firmly so as not to become loose during clinical activity, Indirect venting to avoid fogging, May be re-usable (provided appropriate arrangements for decontamination are in place) or disposable. EU standard directive 86/686/EEC, EN 166/2002, <ul style="list-style-type: none"> <li>• ANSI/ISEA Z87.1-2010, or equivalent</li> </ul>
<b>LOT 4. Waterproof medical gown, One size (Bata médica impermeável)</b> 	1.000	Single use, disposable, plastic material, length mid-calf, sterile or non-sterile. Critical zones may be more fluid resistant than non-critical zones. <ul style="list-style-type: none"> <li>• AAMI PB70</li> <li>• ASTM F2407</li> <li>• EN 13795</li> <li>• EN 13034 - Type PB [6] (stitched gown), with minimum hydrostatic head of 50 cm H2O</li> </ul>

<p><b>LOT 5. Protective coveralls, one size</b> <b>(Macacão de protecção)</b></p> 	<p>1.000</p>	<p>Liquid-tight biohazard-protective coverall, for use in EVD patient- isolation units for infection prevention and control against viral penetration. Elasticated hood around face. Elasticated cuffs and ankles. Sleeves with elasticated thumb loop. Protective seams providing barrier equal to fabric. Zipper with re-sealable flap protecting leakage through seams. Each coverall has a stitched-in neck label indicating the type and performance of the suit against the below mentioned standards. Color: White/ yellow/orange Material: Lightweight, do not contain rubber/ latex. Antistatic treated on both sides. Fabric is Infective agent tested against viral penetration at minimum 1.75kPa Non-sterile Single Use, disposable Conforms to European directive, and ISO standards</p>
<p><b>LOT 6. Disposable medical gowns, One size</b> <b>(Batas médicas descartáveis)</b></p> 	<p>10.000</p>	<p>Single use, disposable, nonwoven material, length mid-calf, sterile or non-sterile. Critical zones may be more fluid resistant than non-critical zones. • AAMI PB70 • ASTM F2407 • EN 13795 • EN 13034 - Type PB [6] (stitched gown), with minimum hydrostatic head of 50 cm H2O</p>
<p><b>LOT 7. Surgical cap, One size</b> <b>(touca cirúrgico)</b></p> 	<p>2.000</p>	<p>Medical Round Head Cover Tie-On, one size fits mosts, non-sterile, disposable, and latex-free</p>
<p><b>LOT 8. General cleaning wipes, One size</b> <b>(Toalhas de limpeza geral)</b></p>	<p>500</p>	<p>Disinfectant and detergent wipes used for cleaning tools and general hand cleaning (type "Clinell").</p>
<p><b>LOT 9. Hydroalcoholic Gel, 450-500 ml</b> <b>(Gel Hidroalcoólico)</b></p>	<p>2.000</p>	<p>Alcohol-based hand rub 70-80% Ethanol OR 75% Isopropanol • ASTM E2755, or • EN 1500 or alternative equivalent set of standards</p>
<p><b>LOT 10. Hydroalcoholic Gel, 30-60 ml</b> <b>(Gel Hidroalcoólico)</b></p>	<p>8.000</p>	<p>Alcohol-based hand rub 70-80% Ethanol OR 75% Isopropanol • ASTM E2755, or • EN 1500 or alternative equivalent set of standards</p>

<div>LOT 11. Forehead Thermometers, One size (Termómetro de testa)</div>	20	<div>No touch forehead thermometer, powered by rechargeable and/or single-use batteries</div> <div>Non-contact Infrared thermometer</div> <div>Displays patient temperature by measurement of infrared radiation from the skin</div> <div>Device must be reusable, with sterilizable surface</div> <div>Display should be easily readable in all levels of ambient light</div> <div>Specified accuracy to be better than 0.3 deg C</div> <div>* Measurement range at least to 25 at 42 deg C *</div> <div>* High / low patient temperature display feature preferred</div> <div>* Auto power off required after minimum of 1 minute</div> <div>* 'Out of range' indication required</div> <div>* Response time to steady reading &lt; 5 seconds required</div> <div>Specified accuracy to be better than 0.3 deg C</div> <div>Display graded in maximum 0.1 deg C steps. High/low patient temperature, low battery, malfunction, °F or °C.</div>																										
<div>LOT 12. Protective boots (Botas de Protecção)</div> <div></div>	<table><tr><th>Nº.</th><th>Qty</th></tr><tr><td>38</td><td>4</td></tr><tr><td>39</td><td>20</td></tr><tr><td>40</td><td>150</td></tr><tr><td>41</td><td>212</td></tr><tr><td>42</td><td>212</td></tr><tr><td>43</td><td>80</td></tr><tr><td>44</td><td>80</td></tr><tr><td>45</td><td>80</td></tr><tr><td>46</td><td>80</td></tr><tr><td>48</td><td>80</td></tr><tr><td>50</td><td>2</td></tr><tr><td></td><td>1000</td></tr></table>	Nº.	Qty	38	4	39	20	40	150	41	212	42	212	43	80	44	80	45	80	46	80	48	80	50	2		1000	<div>Rubber safety gum boots oil-resistant, high ankle</div>
Nº.	Qty																											
38	4																											
39	20																											
40	150																											
41	212																											
42	212																											
43	80																											
44	80																											
45	80																											
46	80																											
48	80																											
50	2																											
	1000																											
<div>LOT 13. Safety helmet with face shield, One size (Capacete de segurança com protecção facial, tamanho único)</div> <div></div>	2.000	<div>Face shield clear plastic, adaptable size for the helmet</div>																										

Salette Bettencourt  
Operations Manager  
August 24, 2020