Date: April 26, 2018

REQUEST FOR QUOTATION

RFQ Nº UNFPA/IND/RFQ/2018/001

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items:

|  |  |  |  |
| --- | --- | --- | --- |
| Item N° | Product Name/Description | Unit of Measure | Quantity |
| 1 | BP Apparatus (Specifications provided at Annexure-III) | Nos | 395 |
| 2 | Stethoscope (Specifications provided at Annexure-III) | Nos | 395 |
| 3 | Weighing Machine (Specifications provided at Annexure-III) | Nos | 395 |
| 4 | Stadiometer (Specifications provided at Annexure-III) | Nos | 395 |
| 5 | Haemometer (Strip based along with test strips and auto disabled lancets) (Specifications provided at Annexure-III) | Nos | 395 |

This Request for Quotation is open to all legally-constituted companies that can provide the requested products and have legal capacity to deliver in the country, or through an authorized representative.

1. **About UNFPA**

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person’s potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](http://www.unfpa.org/about-us)

**Objective:**

The objective of the RFQ is to identify a supplier who can provide UNFPA with all/some the above mentioned products. The selected vendor is expected to provide such products, based on specific Purchase Order(s) submitted to the vendor.

1. **Questions**

Questions or requests for further clarifications should be submitted in writing to the contact person below:

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Mr. Yogesh Bhatt, Operations Manager* |
| Tel Nº: | *011-46532235* |
| Email address of contact person: | *bhatt@unfpa.org* |

The deadline for submission of questions is *May 4, 2018, 1700 hours IST*. Questions will be answered in writing and will be posted on our website as soon as possible after this deadline.

1. **Content of quotations**

Quotations should be submitted in a single e-mail whenever possible, depending on file size. Quotations must contain:

1. Technical proposal, in response to the requirements outlined in the specifications (Annexure-III).
2. Price quotation, to be submitted strictly in accordance with Price Quotation Form.

Both parts of the quotation must be signed by the company’s relevant authority and submitted in PDF format.

1. **Instructions for submission**

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, are to be sent either by e-mail to the contact person indicated below or by hand/post at the address given below, no later than *Friday, May 11, 2018 1700 hours Indian Standard time*.

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Mr. Yogesh Bhatt, Operations Manager* |
| Email address of contact person: | [*bhatt@unfpa.org*](mailto:bhatt@unfpa.org) |
| Address: | *United Nations Population Fund*  *55, Lodi Estate, New Delhi-110003* |

Please note the following guidelines for electronic submissions:

* The following reference must be included in the email subject line: RFQ Nº UNFPA/IND/RFQ/2018/001 – Supply of Health Profiling Equipment. Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
* The total e-mail size may not exceed **20 MB (including e-mail body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.

Please note the following guidelines for paper submissions:

* The submission is to be made in a sealed envelope clearly marked: RFQ Nº UNFPA/IND/RFQ/2018/001 – Supply of Health Profiling Equipment (Not to be opened by anyone else). Proposals that are not submitted as per above instructions may be overlooked and therefore not considered.

1. **Overview of Evaluation Process**

Quotations will be evaluated based on the compliance with the technical specifications (Annexure-III) and the total cost of the goods (price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

1. **Award**

UNFPA shall award a Purchase Order(s) to the lowest priced bidder(s) whose bid has been determined to be substantially compliant with the specifications provided at Annexure-III.

1. **Right to Vary Requirements at Time of Award**

UNFPA reserves the right at the time of award of Contract to increase or decrease by up to 20% the volume of goods specified in this RFQ without any change in unit prices or other terms and conditions.

1. **Payment Terms**

UNFPA payment terms are net 30 days upon receipt of shipping documents, invoice and other documentation required by the contract.

1. [**Fraud and Corruption**](http://www.unfpa.org/about-procurement#FraudCorruption)

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA’s Policy regarding fraud and corruption is available here: [Fraud Policy](http://www.unfpa.org/resources/fraud-policy-2009#overlay-context=node/10356/draft). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required.  Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records.  Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](http://web2.unfpa.org/help/hotline.cfm).

1. **Zero Tolerance**

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](http://www.unfpa.org/about-procurement#ZeroTolerance).

1. **RFQ Protest**

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit Mr. Diego Palacios, UNFPA Representative at palacios@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org).

1. **Disclaimer**

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).

PRICE Quotation Form

|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | UNFPA/IND/RFQ/2018/001 |
| **Currency of quotation:** | INR |
| **Validity of quotation:**  *(The quotation shall be valid for a period of at least 3 months after the submission deadline.)* |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Price Quotation Form** | | | | | |
| Item | Product Name & Description |  | UOM | Unit Price | Number of Units | Total  (INR) |
| 1 | BP Apparatus | Make/Model | Nos |  | 395 |  |
| 2 | Stethoscope |  | Nos |  | 395 |  |
| 3 | Weighing Machine |  | Nos |  | 395 |  |
| 4 | Stadiometer |  | Nos |  | 395 |  |
| 5 | Haemometer (Strip based along with test strips and auto disabled lancets) |  | Nos |  | 395 |  |
| 6 | Delivery/Other Charges as per distribution Plan given at Annexure II |  | LS |  | 1 |  |
|  | GRAND TOTAL | | | | |  |

*Vendor’s Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/IND/RFQ/2018/001 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

|  |  |  |
| --- | --- | --- |
|  | Click here to enter a date. |  |
| Name and title | Date and place | |

**ANNEX I:**

**General Conditions of Contracts:**

**De Minimis Contracts**

This Request for Quotation is subject to UNFPA’s General Conditions of Contract: De Minimis Contracts, which are available in: [English,](http://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts) [Spanish](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20SP_0.pdf) and [French](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20FR_0.pdf)

**ANNEX II:**

**Distribution Plan**

District wise requirement of each of the above equipment (BP Apparatus, Stethoscope, Weighing Machine, Stadiometer and Haemometer) is mentioned in the table below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.No.** | **District** | **BP Apparatus** | **Stethoscope** | **Weighing Machine** | **Stadiometer** | **Haemometer** |
| **1** | Gajapati | 53 | 53 | 53 | 53 | 53 |
| **2** | Rayagada | 77 | 77 | 77 | 77 | 77 |
| **3** | Kandhamal | 89 | 89 | 89 | 89 | 89 |
| **4** | Keonjhar | 89 | 89 | 89 | 89 | 89 |
| **5** | Koraput | 87 | 87 | 87 | 87 | 87 |
|  | **Total** | **395** | **395** | **395** | **395** | **395** |

District wise shipment address along with contact details is given below

|  |  |
| --- | --- |
| **S.No** | **Address** |
| 1 | District Welfare Office  Welfare Section  Collectorate Office, Paralakhamundi  **District-Gajapati,** PIN: 7621200 |
| 2 | District Welfare Office  Welfare Section  Collectorate Office, Rayagada **District-Rayagada**, PIN -765001 |
| 3 | District Welfare Office  Collectorate Office, Phulbani  **District-Kandhamal,** PIN-762001 |
| 4 | District Welfare Office  Welfare Section  Collectorate Office, Keonjhar  **District-Keonjhar,** PIN-758001 |
| 5 | District Welfare Office  (Near Sub-Collector Office) **Post Office /District- Koraput,** Pin- 764020 |

**ANNEX III:**

**Specifications**

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Product** | **Specifications** |
| 1 | BP Apparatus | * Aneroid type * Shock proof * Should be latex free arm cuff * Light weight: easy to carry * Range of BP monitoring: up to 300 M.M Hg with an accuracy of +/- 3mm Hg * The housing of meter should be made of good quality thermoplastic / corrosion proof material or of aluminum alloy * The pressure release valve should permit precise release of pressure and also allow fast deflation * Micro filter must be provided to protect air release valve and measuring system * Should have spoon shaped grip made of stainless steel * The device should be shock resistant should be supplied with good quality carry case(Vinyl) * Should be supplied with following reusable cuffs: Child and Adult * The cuff surface should be easily cleanable by washing * The equipment should have Comprehensive warranty for 3 years. The calibration should be for 3 years. * The insufflations bulb should be made of good quality material and should allow rapid insufflations * The instrument should be CE marked (certificate to be submitted in technical bid) * Warranty: Minimum three years |
| 2 | Stethoscope | * For listening the lung and heart sounds with two ear tips with diaphragms. * Extra- Soft ‘replaceable and pivot able ear tips perfect sealing at the ear canal. * Designed with precision flat chest piece made of stainless steel of 40mm- 45mm. * High quality membrane for precise acoustics with non- chill rims for improved adaption on the skin and for excellent sound transmission. * Length should be 27” to 29” * Bell: 23mm – 25mm * Weight: 100-120gm * The tube should be made of latex – free rubber * It should confirm to IS 3391 standards * Warranty: Minimum three years * Accessories, spares & consumable * Diaphragms * Ear Tips * Binurals rims * The product should be CE certified (certificate to be submitted in technical bid.) |
| 3 | Weighing Machine | * Sturdy dial type mechanical platform weighing machine for adult and children. * Should have zero adjustment facility. * Sensitivity: 100 gm * Range of weighing: 0-120kg. * The manufacturer should have the valid manufacturing license and should have model approval by the legal metrological Department and the weighing scale must be stamped by the legal meteorological Department. * Warranty: Minimum three years * Should be an ISO 9001 Certified manufacturer (certified to be submitted). |
| 4 | Stadiometer  (Height Measuring Instrument) | * The measuring rod can be dismantled in to several pieces and can be set easily. The scale must be printed along the measuring rod. * Measuring range (Both in cm and inch): 20-205 cm and 8-81”. * The structure should be made of ABS plastic. Graduation of measuring rod: 1mm/8inch. * Warranty: Minimum three years * The product should be CE Certified (Certificate should be submitted in technical Bid). |
| 5 | Haemometer Strip Based\* along with test strips and auto disabled lancets | * It should be a point of care instrument to measures hemoglobin * The unit should have LCD screen for instant display of test result. * It should be Factory calibrated as per ICSH (International council for standardization in Hematology) * Self-checking facility should be there between every measurement. * Shelf-life of the test strip should be minimum 90 days from the opening of the packet/box and at least one year from the date of manufacturing * Measurement range;4g/dl-20g/dl. * Accuracy should be >96%. * CV<5%. * Sample volume; approximately 10-15 l whole blood; capillary or venous blood * Minimum stored result memory: 250 results. * USB interface facility should be there for transfer of stored result * Software or standard of communication: It should communicate through mini USB connector with a computer/laptop * Battery operated and the Battery should support at least 500 tests * In-built Voltage-Current regulation (low power) * Operating Condition: Capable of operating continuously in ambient temperature of 0 to 500C and relative humidity of 15 to 90% in ideal circumstances. * Standards and safety: European CE or US FDA certified. It should be factory calibrated as per ICSH (International Council for Standardization in Hematology). The manufacture should be ISO13485 certified * Warranty: Minimum three years * Operating manuals, service manuals, other manuals to be supplied with every haemometer. |
| \*Each Haemometer set should consists of   1. Haemometer: 1 No. **(1000 (single use strips)** 2. Lanching Device:01 No. 3. Auto Disabling Lancets box (50 single use lancets): **1000 (single use lancets)** 4. Strip Box (50 Strips): 5. Cover (Wash proof ) 6. USB cable for data transfer   Other items required for functioning of the machine. |