

# Request for Quotation (RFQ) for Goods

Reference No.: [02-12-18]

[AGRICULTURAL SEEDS SUPPLIES]

7. UN Women reserves the right to accept or reject any quotation, and to cancel the process and reject all quotations at any time prior to the award of contract without thereby incurring any liability to the Suppliers or any obligation to inform the suppliers of the grounds for such action.
8. At the time of the contract award, UN Women reserves the right to vary the quantity of goods by up to a maximum of twenty five percent (25%) of the total offer without any change in the unit price or other terms and conditions.
9. Any purchase order that will be issued as a result of this RFQ shall be subject to the UN Women General Conditions of Contract. A mere act of submission of a quotation implies the vendor's acceptance of the UN Women General Conditions of Contract.
10. The Quotation Instruction Sheet (QIS) below provides the requisite information for the Supplier as guide to respond to this request.

#### QUOTATION INSTRUCTION SHEET (QIS)

Instruction to Suppliers	Specific Requirements
<b>Deadline for Submission of Quotation</b>	Date and Time :Feb. 23, 2018  <i>[Monrovia, Liberia] (GMT for local time reference, see <a href="http://www.greewhichmeantime.com">www.greewhichmeantime.com</a>)</i>  This is an absolute deadline, Quotation received after this date and time will be disqualified.
<b>Method of Submission</b>	<input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail  <input checked="" type="checkbox"/> Electronic submission of Quotation  Quotations should be submitted to the designated address by the date and time of the deadline given.

<p><b>Alternative Offer</b></p>	<p><input type="checkbox"/> Authorized</p> <p><input checked="" type="checkbox"/> Not authorized</p> <p>Alternative offer is authorized when it represents an improvement over the original offer in terms of exceeding the minimum performance parameters of the request, and is proposed by suppliers as an optional way of fulfilling the needs of the end user.</p>
<p><b>Clarifications of solicitation documents</b></p>	<p>Requests for clarification may be submitted 2 days before the submission date deadline.</p>
<p><b>Contact for requesting clarifications:</b></p>	<p>Address:  <i>UN WOMEN COUNTRY OFFICE,        UNMIL PAP, 5TH FLOOR ,1ST STREET SINKOR        MONROVIA, LIBERIA ]:</i></p> <p>E-mail address dedicated for this purpose:  <i>liberia.procurement@unwomen.org</i></p>
<p><b>Responses to clarification requests will be binding on all Suppliers and will be distributed via:</b></p>	<p><input type="checkbox"/> Paper Mail</p> <p><input checked="" type="checkbox"/> E-mail</p> <p><input type="checkbox"/> <u>UN Women Website</u></p> <p><input type="checkbox"/> Other N/A</p>
<p><b>Expected Delivery Date and Time.</b></p> <p><b>Quotations can be rejected if the delivery date and time exceeds the stipulated date and time requested in the RFQ.</b></p>	<p><input checked="" type="checkbox"/> 30 days from the issuance of the Purchase Order</p> <p><input type="checkbox"/> As per Delivery Schedule attached [N/A]</p> <p>Time : 17:00</p> <p>Time Zone of Reference : N/A</p>

11. UN Women's vendor protest procedure provides an opportunity for appeal to supplier(s) who believe that they were not treated fairly. This link provides further details regarding UN Women's vendor protest procedures.

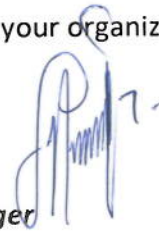
Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations, UN Women Internal Audit and Investigations Group (IAIG) as well as with other investigations authorized by the Executive Director and with the UN Women Ethics Office 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 Supplier; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UN Women to repudiate and terminate the contract, and to debar and remove the supplier from UN Women's list of registered suppliers.

12. UN Women implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UN Women, as well as third parties involved in UN Women activities. UN Women 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)

13. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,

*Operation Manager*



Annex II

## QUOTATION SUBMISSION FORM AND QUOTATION FORMAT

### Quotation Submission Form

Date

To: [            ]

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the RFQ including all annexes;
- (b) We agree to abide by this RFQ and in accordance with the UN Women General Conditions of Contract (Annex IV);

We offer to supply in conformity with the RFQ, the following ( ) and undertake, if our offer is accepted, to commence and complete delivery of all goods specified in the contract within the time frame stipulated;

- (c) We offer to supply for the sum as may be ascertained in accordance with the Quotation submitted and with the instructions under the Quotation Instruction Sheet;
- (d) Our offer shall be valid for a period of number days from the date fixed for opening the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) We understand that UN Women is not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

### Quotation Format

*(This Form must be submitted using the Supplier's Official Letterhead/Stationery. Official Letterhead/Stationery must indicate contact details – addresses, email and phone number – for verification purposes)*

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

<b>TOTAL PRICES (Indicate the Price &amp; Currency of Quotation):</b>	
<b>TOTAL PRICE</b>	

**REQUESTED QUOTATION VALIDITY PERIOD FROM DATE OF QUOTATION OPENING:  5 Days**

<b>UNIT PRICES (Indicate the Price &amp; Currency of Quotation):</b>				
ITEM	DESCRIPTION	QTY.	CURRENCY (USD ):	
			UNIT PRICE <small>(specify)</small>	TOTAL PRICE
1.				

**TABLE 2: Estimated Operating Costs (N/A)**

List of Consumable Item/s (Include fast moving parts, if any)	Estimated Average Consumption	Unit of Measure	Unit Price	Total Price per Item

ANNEX III

## UN WOMEN GENERAL CONDITIONS OF CONTRACT

for

CONTRACTS FOR THE PROVISION OF GOODS

The GCs can be accessed by supplier from UN W website (<http://www.unwomen.org/en/about-us/procurement>) or directly by clicking on the below link:

<http://www.unwomen.org/~media/commoncontent/procurement/unwomen-generalconditionsofcontract-goods-en.pdf>

**Date:**