

Request for Quotation (RFQ) for Goods

Reference No.: *[7-24-18]*

MOTOTRBO VHF HANDHELD DIGITAL RADIO DP-4801



July 24, 2018

Dear Sir/Madam,

**Subject: Request for Quotation (RFQ) for
MOTOTRBO VHF HANDHELD DIGITAL RADIO DP- 4801**

The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) is seeking quotation(s) for the procurement of **MOTOTRBO VHF HANDHELD DIGITAL RADIO DP- 4801** as described in the annex I to this request for quotation.

1. In order to prepare a responsive Quotation, you must carefully review, and understand the contents of the following documents and its annexes:
 - a. This Invitation letter and Quotation Instruction Sheet (QIS)
 - b. Detailed Technical Specifications of the Goods (Annex I)
 - c. Quotation Submission Form and Quotation Format (Annex II)
 - d. UN Women General Conditions of Contract (Annex III)
 - e. Voluntary Agreement (Annex IV)
 - f. Others
2. Quotations submitted by email must be limited to a maximum of 5 MB, virus-free or corrupted contents to avoid rejection, and no more than 3 email transmissions.
3. The Quotation shall contain the following documents:
 - I. Quotation Submission Form
 - II. Voluntary Agreement
4. A contract may be awarded to the supplier having submitted the quotation representing the best value for money, ie offering optimum combination of life cycle costs and benefits.
5. At any time prior to the deadline for the submission of quotations, UN Women may, for any reason, whether at its own initiative or in response to a clarification requested by a supplier, modify the RFQ by way of a written amendment. All suppliers that have received the RFQ shall be notified in writing of any such amendments. In order to offer suppliers reasonable time to take any such amendments into account in preparing their quotations, UN Women may, at its discretion, extend the deadline for the submission.
6. In case two (2) quotations are evaluated and found to be the same ranking in terms of technical specification requirements and price, UN Women will award contract to the company that is either women owned or has women in majority shareholding in support of UN Women's core mandate. In the case that both companies are women owned or have

women in majority shareholding, UN Women will request best and final offer from both suppliers and shall make a final comparison of the competing suppliers.

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
Deadline for Submission of Quotation	<p>Date and Time : August 6, 2018</p> <p><i>[Monrovia, Liberia] (GMT for local time reference, see www.greewhichmeantime.com)</i></p> <p>This is an absolute deadline, Quotation received after this date and time will be disqualified.</p>
Method of Submission	<p><input type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail</p> <p><input checked="" type="checkbox"/> Electronic submission of Quotation</p> <p>Quotations should be submitted to the designated address by the date and time of the deadline given.</p>

Address for Quotation Submission	Personal Delivery/ Courier mail/ Registered Mail : UN Women <i>[UN WOMEN COUNTRY OFFICE]</i> <i>PAP, ONE UN HOUSE, THRID FLOOR, 1ST STREET SINKOR, LIBERIA]:</i> Electronic submission of Quotation: Dedicated Secure Bid E-mail address(s): <i>[liberia.procurement@unwomen.org]</i>
Language of the Quotation	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others (pls. specify) _____
Quotation Currencies	Any freely convertible currency; _____ <i>USD</i> _____
Quotation Validity Period commencing after closing date of RFQ	60 days UN Women may exceptionally request vendor to extend quotation validity beyond the initial period indicated in the RFQ. Request will be communicated in writing
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms	<input checked="" type="checkbox"/> 100% upon completion and satisfactory receipt of goods <input type="checkbox"/> Others N/A

<p>Alternative Offer</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>Clarifications of solicitation documents</p>	<p>Requests for clarification may be submitted 2 days before the submission date.</p>
<p>Contact for requesting clarifications:</p>	<p>Address [UN WOMEN COUNTRY OFFICE] PAP, ONE UN HOUSE, THRID FLOOR, 1ST STREET SINKOR, LIBERIA]:</p> <p>E-mail address dedicated for this purpose: liberia.procurement@unwomen.org</p>
<p>Responses to clarification requests will be binding on all Suppliers and will be distributed via:</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>Expected Delivery Date and Time.</p> <p>Quotations can be rejected if the delivery date and time exceeds the stipulated date and time requested in the RFQ.</p>	<p><input type="checkbox"/> days from the issuance of the Purchase Order</p> <p><input checked="" type="checkbox"/> As per Delivery Schedule attached [N/A]</p> <p>Time : 17:00</p> <p>Time Zone of Reference : N/A</p>

Mode of Transportation	<input type="checkbox"/> Air <input type="checkbox"/> Sea	<input checked="" type="checkbox"/> Land <input type="checkbox"/> Other N/A
Value Added Tax on Price Quotation	<input type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to specification requirements and lowest price <input type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the UN Women General Conditions of Contract <input type="checkbox"/> Earliest Delivery / Shortest Lead Time <input type="checkbox"/> Others N/A	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Long-Term Agreement <input checked="" type="checkbox"/> Other Type/s of Contract	

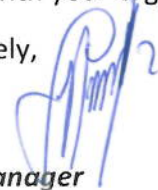
11. UN Women's vendor protest procedure provides an opportunity for appeal to supplier(s) who believe that they were not treated fairly. This link provides further details regarding UN Women's vendor protest procedures.

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

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

Yours sincerely,



Operation Manager

Annex I

DETAILED TECHNICAL SPECIFICATIONS OF THE GOODS

Items *	Qty.	Unit of Meas ure	Descriptions / Specifications of Goods	Delivery	
				Expected** Delivery Date	Location
1	15		<p>MOTOTRBO VHF HANDHELD DIGITAL RADIO DP- 4801</p> <p>Frequencies 137---174 MHZ Channel capacity: 1 up to 1000 Typical RF output: 5 W Channel spacing: 12.5Hz</p>	AUGUST 25, 2018	UN Women Liberia Office, Mamba Point
			WARRANTY AND AFTER SALE		

QUOTATION SUBMISSION FORM AND QUOTATION FORMAT

Quotation Submission Form

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.

SIGNATURE AND CONFIRMATION OF THE RFQ

PROVIDED THAT A PURCHASE ORDER IS ISSUED BY UN WOMEN WITHIN THE QUOTATION VALIDITY PERIOD STATED ABOVE, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH PURCHASE ORDER, TO FURNISH ANY OR ALL ITEMS AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE.

Exact name and address of company

COMPANY NAME: _____

ADDRESS _____

PHONE NO.: _____

E-MAIL ADDRESS: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

NAME: _____

FUNCTIONAL TITLE OF AUTHORIZED SIGNATORY:

This quotation submission form **MUST** be duly completed and returned with the QUOTATION, along with Confirmation that the products are in accordance with specifications and requirements of UN Women. The quotation **"MUST"** be submitted in the vendor's business letterhead stationery.

Failure to do so may result in disqualification of your QUOTATION.

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

TOTAL PRICES (Indicate the Price & Currency of Quotation):	
TOTAL DAP, FCA, CIP, CPT, other <i>[please specify]</i>	
FREIGHT /INSURANCE/HANDLING COSTS:	
TOTAL PRICE:	

REQUESTED QUOTATION VALIDITY PERIOD FROM DATE OF QUOTATION OPENING: <input type="checkbox"/> 5 Days
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UNIT PRICES (Indicate the Price & Currency of Quotation):				
ITEM	DESCRIPTION	QTY.	CURRENCY (USD):	
			UNIT PRICE DAP, FCA, CIP, CPT, other (please specify)	TOTAL PRICE DAP, FCA, CIP, CPT, other (please specify)
1.				

TABLE 2: Estimated Operating Costs (N/A)

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

TABLE 3: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows :	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter offer
Payment terms 30 days upon invoice			
Delivery Lead Time			
Estimated weight/volume/dimension of the Consignment:			
Country/ies Of Origin ¹ :			
Validity of Quotation			
Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance			
b) Minimum one (1) year warranty on both parts and labor			
c) Service Unit to be Provided when the Purchased Unit is Under Repair			
d) Brand new replacement if Purchased Unit is beyond repair			
e) Others			
Other requirements [pls. specify]			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

¹ If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UN Women if awarded the PO/contract.

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>

VOLUNTARY AGREEMENT

Voluntary Agreement for Promoting Gender Equality in the Workplace

Between

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And

The United Nations Entity for Gender Equality and the Empowerment of Women

The United Nations Entity for Gender Equality and the Empowerment of Women, a composite entity of the United Nations established by the United Nations General Assembly by its resolution 64/289 of 2 July 2010 (hereinafter referred to as "UN Women") strongly encourages [*Name of the Contractor*] (hereinafter referred to as the "Contractor") to partake in achieving the following objectives:

- Acknowledge values in UN Women;
- Provide data (policies and initiatives) to promote gender equality and women empowerment upon request
- Participate in dialogue with UN Women to promote gender equality and women empowerment in their location, industry and or organization;

On behalf of the Contractor:

Name:

Title:

Address:

Signature:

Date: