



REQUEST FOR QUOTATION (RFQ)

REFERENCE: RFQ/KRT/ESP/09/028	DATE: 29 July 2009
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Dear Sir / Madam:

You are kindly requested to submit your quotation for **Warehouse Equipment and Supplies** in accordance with the minimum technical specifications enclosed by 09 August 2009 at 16:00 hours. Original offers shall be received by email or hand delivery marked **RFQ/KRT/ESP/09/028 Warehouse Equipment and Supplies** at the following address before the indicated deadline:

Attention: Mr. Marco Moreno, Procurement Specialist
 United Nations Development Programme
 House No. 28, Block 10
 Riyadh
 Khartoum, Sudan
 Email: marco.moreno@undp.org

Item	Generic Description [incl. Technical specifications, quality & safety standards, special features required]	Quantity
1	Warehouse Equipment and Supplies; see Annex 1 for Minimum Specifications.	See Annex 1

TERM AND CONDITIONS	
Delivery Term, Place	CIF Khartoum
Payment Terms	Goods and Services will be paid in USD and/or SDG upon delivery, submission of suppliers invoice according to UN General Conditions of Contract for Goods. Note: in cases where works and services are contracted, different payment terms may apply.
Validity of Quotation	60 days from deadline for submission of offers
Preliminary Examination - Completeness of quotation.	<input type="checkbox"/> Partial bids permitted. <input checked="" type="checkbox"/> Partial bids not permitted
Delivery Date	Please indicate earliest date of availability for requested Goods/Services: _____: Number of days/weeks from notification of award of contract. NOTE: Only offers stating availability date of 3 Weeks or shorter will be considered for evaluation purposes

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Currency of quotations/offers	Offers submitted by national suppliers shall be nominated in Sudanese pounds (SDG)
Request for clarification	Bidders requesting clarification of any of the items, technical requirements or conditions stipulated in this RFQ shall communicate in writing with UNDP office. Only requests for clarification received at least 96 hours prior to the deadline for submission of offers will be entertained. Replies to any requests for clarification will be transmitted to all bidders at www.sd.undp.org/bids.htm .
General Terms and Conditions	This RFQ is subject to UN General Conditions of Contract for Goods available at www.sd.undp.org/bids.htm , which can also be provided upon request.
Evaluation Criteria	Evaluation of offers will be base on the following: <ul style="list-style-type: none"> • Complete submission of the offer including: <ol style="list-style-type: none"> 1. Delivery Time and terms 2. Validity of offer 3. Acceptance of general terms and conditions of the RFQ 4. Conformity to technical specifications • Cost of the quotation

IMPORTANT:

In order to be considered for evaluation purposes, your offer shall include the following information:

- Bidders are requested to clearly indicate the technical characteristics or the description of goods, and services offered.

NOTA BENE: Sudan is under a special commercial restrictions, therefore some brands/makes are not allowed to be imported into the country. Your company must be aware of this restriction and therefore be aware and able to obtain the necessary permits to export/import items into Sudan.

Supporting technical documentation: Bidders are requested to include in their offers all-necessary supporting documentation (i.e. company profile, technical brochures, maintenance program, warranty, etc.) to allow the evaluating committee to identify the quality of the goods/services offered.

NAME: Guillaume Chartres FUNCTIONAL TITLE: Project Manager (SEP)

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Annex 1 (RFQ/KRT/ESP/09/028)

No.	ITEM	DESCRIPTION	SPECIFICATIONS	UNIT	QTY
1	Forklift Truck	Diesel Engine, to lift 3.5 tn	Load centre 500m, 2 speed torque flow steering type hydrostatic, hydraulic brake type and brakes for parking and servicing, engine 3 cylinder, 48 hp and 2000 rpm, max fork height 2400 mm tilt angle forward= 6 degrees, reverse= 12 degrees, tyres pneumatic, front & rear: single tyres accessories: 1. exhaust air purifier, 2. reversible horn, 3. lift point.	ea	4
2	Scales	measurer of cargo	Digital or analog industrial floor scales. Large (min 50cm) square platform, tare facility, weight hold and low battery indicator, metal base, rechargeable battery and AC adapter, capacity up to 1000 kg.	ea	3
3	Bolt cutter		Heavy duty for cutting padlocks	ea	3
4	Hand Pump Pallet Trolley	Hydraulic system	To lift/pull up to 2,000 kg limit	ea	35
5	Hand Trolley		4 wheels – cart	ea	83
6	Hand Trolley		2 wheels – upright	ea	68
7	Basic Tool Kit		Standard tool kit in securable sturdy container	box	27
8	Roller band	25 (5x5m)	Roller band 25 meters long for packaging kits, maximum of 50 kg each, 30 cm width. Table model.	25m	4
9	Strapping tensioner		For tightening strapping around pallets	ea	31
10	Buckle crimper	Metal buckle	For crimping metal hot buckles to secure tensioned strapping box with 1000, for crimper and pallet strapping. Gasped 13mm tbv st.	ea	31
11	Strapping Buckles		Metal buckles used to secure tensioned strapping 1000 units box	box	68
12	Tape measure		10m hand tape measure	ea	4
13	Padlocks for containers	Various sizes/ strengths 3 keys per padlock	Heavy duty brass or stainless steel padlocks. Shackle diameter 1cm, vertical shackle clearance 5cm, horizontal shackle clearance 21mm.	ex	68
14	Key tabs		For marking keys	ea	68
15	Plastics Shrink Wrap	Transparent or Black hand wrap stretch film	rolls, plastic shrink-wrap transparent, 20 microns, 40cmx250meter	roll	540
16	Strapping Band	Heavy duty polyester for strapping pallets	Coils, polyester strapping band, industrial heavy duty (Type 40SC, width 13mm, core 76/140, length 1100meter	Rolls	35

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- Annex 2 (RFQ/KRT/ESP/09/028)

BID/PROPOSAL SUBMISSION FORM

To: The procuring entity

Dear Sir / Madam,

Having examined the RFQ Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer of **Warehouse Equipment and Supplies**, in conformity with the said bidding documents for the sum of as may be ascertained in accordance with the Quotation attached herewith and made part of this Bid.

We undertake, if our quotation is accepted, to deliver the goods in accordance with the delivery schedule specified in the RFQ documents

We agree to abide by this Bid for period of [60] days from the RFQ closing date, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any Bid you may receive.

Dated this / / 2009
 Day Month Year

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Signature

.....
[in the capacity of]

Duly authorized to sign the Bid for and on behalf of [Company]