



**REQUEST FOR QUOTATION (RFQ)  
(Goods)**

<b>OPEN ADVERTISEMENT</b>	DATE: June 16, 2015
	REFERENCE: RFQ/02/2015

Dear Sir / Madam:

We kindly request you to submit your quotation for **Energy Audit Equipment**, 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 **July 1, 2015 23:59H Cape Verde time** via ☒ e-mail: [procurement.cv@cv.jo.un.org](mailto:procurement.cv@cv.jo.un.org), ☒ courier mail to the address below, with the subject **RFQ/02/2015**:

**The Joint Office of UNDP, UNFPA and UNICEF**  
Av. OUA, Achada Santo António – C.P. 62, Praia, Cabo Verde  
Attn: Procurement Unit  
**Te. +238 260 9600, Fax. +238 262 1404**

Quotations submitted by email must be limited to a maximum of 9MB, virus-free and no more than 1 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 2010] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> CIP Praia, Cape Verde
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> UNDP

Exact Address/es of Delivery Location/s (identify all, if multiple)	Edifício das Nações Unidas, Av. OUA, Achada Santo Antonio, Praia, Ilha de Santiago
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> 2 to 3 Weeks from the issuance of the Purchase Order (PO)
Delivery Schedule	<input checked="" type="checkbox"/> Required
Mode of Transport	<input checked="" type="checkbox"/> AIR
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> or any convertible currency; however local suppliers will be paid in 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.
Value Added Tax on Price Quotation	<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"/> Technical Support <input checked="" type="checkbox"/> After Sales Services
Deadline for the Submission of Quotation	<b><u>Wednesday, July 01, 2015 no later than 23:59H, (Cape Verde Local time: -1:00GMT)</u></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 materials 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"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users; <input checked="" type="checkbox"/> Quality Certificates (ISO, etc.); <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <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;

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"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of goods (net 30)
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <sup>1</sup> <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 Days
Conditions for Release of Payment	<input type="checkbox"/> Complete Delivery <input type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ	<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 (Annex 3).  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>	<b>Pedro Gomes – Procurement Associate/ <a href="mailto:pedro.gomes@cv.jo.un.org">pedro.gomes@cv.jo.un.org</a></b>  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.

<sup>1</sup> UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

<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.

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 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 herein attached as Annex 3.

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:

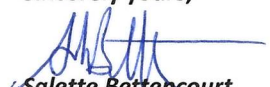
<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

**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 Bettecourt**  
**Administrative Analyst**  
June 16, 2015

### Technical Specifications

Nº	Items to be Supplied	Quantity	Description / Specifications of Goods
1	<b>Analizador de energia (Energy Analyzer)</b>  Including carrying case + 8GB SD Card, European power adapter  <b>Fluke 437-II, 3-Phase 400 Hz Power Quality or Equivalent</b>	1	Rugged Design, shock proof, integrated protective holster Drip, and dust proof IP51. Shock and vibration Shock 30 g, vibration: 3 g sinusoid.  Brightness: 200 cd/m 2 typ. using power adapter, 90 cd/m 2 typical using battery power Size: 127 mm x 88 mm (153 mm/6.0 in diagonal) LCD Resolution: 320 x 240 pixels Contrast and brightness: user-adjustable, temperature compensated.  8GB SD card (SDHC compliant, FAT32 formatted) standard, Screen save and multiple data memories for storing data including recordings.
2	<b>Instalation Tester (Certificador de energia)</b>  Rugged & Lightweight, complete kit  <b>Fluke 1654b multifunction installation tester or Equivalent</b>	1	Fast high current loop test; Variable RCD current mode for customized settings; PASS/FAIL indication for RCD tests; Select voltage measurement between L-N, L-PE and N-PE; Zero adapter for easy test lead compensation; Loop & Line Resistance - mΩ resolution; Test smooth dc sensitive RCDs (Type B).
3	<b>Earth Ground Clamp Meter (Pinça de medição de terra)</b>  Include Carrying case and resistance test loop  <b>Fluke 1630 earth ground clamp or Equivalent</b>	1	A wide ground loop resistance range, from 0.025 Ω to 1500 Ω; Large jaw opening of 35 mm (1.38 in) for tests on ground conductors and/or equipotential bus bars; Measurement of ground leakage current, from 0.2 mA to 1000 mA, without needing to disconnect; Wide ac current measurement range from 0.2 A to 30 A allows one instrument for multiple applications; User-defined HI / LO Alarm limits, for rapid measurement evaluation; Handy 'display hold' button for capturing readings in hard-to-reach places; Automatic self-calibration ensures correct measurement every time; Overload protection: 200 A ≥ 8 hours battery life (continuous operation)

4	<b>Thermal Imager (Camara Termográfica)</b>  Optimized for field use in challenging work environments  Include all the materials to get started.  <b>Fluke TI27 thermal imager or equivalent</b>	1	Image quality: clear, crisp images to find problems fast, with 240x180 infrared resolution; Ability to identify even the smallest temperature differences; Automatic alignment (parallax correction) of visual and infrared images; Telephoto and wide angle lenses availability; Easy to use, and field replaceable batteries; Simple navigation; Voice annotations: to record with every image. Ability to save Voice comments for individual images; One-handed focus capability, emissivity correction, reflected background temperature compensation, and transmission correction; Adjustable hand strap for left-or right-handed use, Rugged, and able to withstand dust and water—IP54 rating testing.
5	<b>Earth and Ground Resistance Tester Kit (Estacas para medição de terra)</b>  Include Carrying case  <b>Fluke es165x or equivalent</b>	2	Calculate the resistance of earth rods; Contents: Auxiliary earth probes, Test Connection leads and crocodile clips.  Kit allows easy earth resistance testing using the 3 wire connection method and auxiliary earth spikes.

  
Salette Bettencourt  
Administrative Analyst  
June 16, 2015