



Date: 7 April 2022

**REQUEST FOR QUOTATION**  
**RFQ N° UNFPA/EGY/RFQ/22/006**  
**Procurement of UPS 30K Battery Modules**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following item:

Item N°	Product Name	Product Description	Unit of Measure	Quantity
1	UPS 30K Battery Modules	One UPS APC Smart UPS VT 30000VA/24000W Model No (SUVTP30KH3B4S) with S/N: (1512132927) + One APC Smart-UPS VT Extended Run Enclosure w/2 Batt. Modules Exp. to 6 and Start-Up 5X8 with S/N: (SUVTBXR2B6S) APC Smart-UPS VT Extended Run Frame, w/Breaker, 6 Batt. Modules.	Each	6

**I. 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 childbirth 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](#)

**Objective:**

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

**II – Detailed Technical Specifications: for more details, please see Annex II herein under**

**II. Questions**

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

Name of contact person at UNFPA:	<i>Noha El Maraghy, Procurement Assistant</i>
Email address of contact person:	<i>elmaraghy@unfpa.org</i>

The deadline for submission of questions is Sunday 17 April 2022. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

**III. Eligible Bidders**

This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process you must comply with the following:



- A bidder must be a legally constituted company that can provide the requested products and have legal capacity to enter into a contract with UNFPA to deliver in the country, or through an authorized representative.
- A bidder must not have a conflict of interest regarding the solicitation process or with the TORs / Technical Specifications. Bidders found to have a conflict of interest shall be disqualified.
- At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the [Compendium of United Nations Security Council Sanctions Lists](#) and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any [UN Organization](#) or the [World Bank Group](#).
- Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).

#### IV. Content of quotations

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

- a) Technical proposal, in response to the requirements outlined in the specifications should comply with:
  - The bidder shall be required to quote for all items; supply and installation.
- b) 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.

#### V. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section IV above, along with a properly filled out and signed price quotation form, and are to be sent by email to the address indicated below no later than : Saturday 23 April, 2022 at 1:00 PM Cairo Time<sup>1</sup>.

Name of contact person at UNFPA:	<i>Operation Unit</i>
Official Email address:	<a href="mailto:egypt.tenders@unfpa.org">egypt.tenders@unfpa.org</a>

Please note the following guidelines for electronic submissions to UNFPA's Egypt Country office secured email address:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/EGY/RFQ/22/006 – [Procurement of UPS 30K Battery Modules]**. Proposals, including both technical and financial proposals, that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total email size may not exceed **10 MB (including email 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 do **NOT** send the emails containing your offer to any other email address (not even as a copy (CC) or blind copy (BCC)); otherwise UNFPA will not be able to guarantee confidentiality and fair and transparent handling of your bid. UNFPA reserves the right to reject bids sent via the appropriate channel but copied or blind copied to other email addresses.
- When submitting electronic offers, Bidders will receive an auto-reply acknowledging receipt of the **first** email. Should your offer require you to submit more than one email, in the body of this first

<sup>1</sup> <http://www.timeanddate.com/worldclock/city.html?n=69>



email, bidders are requested to list the number of messages, which make up their technical offer and the number of messages, which make up their financial offer. If you do not receive any auto-reply for the first email from UNFPA's email system, please inform Ms. Noha ElMaraghy at: [elmaraghy@unfpa.org](mailto:elmaraghy@unfpa.org)

- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply acceptance of the quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

#### **VI. Overview of Evaluation Process**

Quotations will be evaluated based on the compliance with the technical specifications and the total cost of the goods (as per 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.

#### **VII. Award**

In case of a satisfactory result from the evaluation process, UNFPA shall award a Purchase Order to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

#### **VIII. 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.

#### **IX. Payment Terms**

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

#### **X. Fraud and Corruption**

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](#). 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](#).

#### **XI. 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](#).

#### **XII. RFQ Protest**



United Nations Population Fund  
70A Nahda St., Saryat El- Maadi,  
Cairo. P.O. 11435 Egypt  
E mail: [egypt.tenders@unfpa.org](mailto:egypt.tenders@unfpa.org)  
Website: <http://www.unfpa.org>

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 Ms. Frederika Meijer, Egypt CO Representative at [meijer@unfpa.org](mailto:meijer@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, Supply Chain Management Unit at [supplychain@unfpa.org](mailto:supplychain@unfpa.org).

### **XIII. 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

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	Click here to enter a date.
<b>Request for quotation N°:</b>	UNFPA/EGY/RFQ/22/006
<b>Currency of quotation:</b>	EGP
<b>Validity of quotation:</b>	
<i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

Example Price Schedule:

Price Quotation Form					
Item	Product Name & Description	UOM	Unit Price	Number of Units	Total (EGP)
1	Battery cost	Each		6	
2	Installation cost	Each		6	
3	Delivery Charges based on the following 2020 Incoterm, to: Choose an item.	Each		1	
	<b>70 A Nahda st., Intersection St # 22 Sarayat Maadi, Maadi, Cairo, Egypt</b>				
<b>GRAND TOTAL</b>					

*Vendor's Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/EGY/RFQ/22/006 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



United Nations Population Fund  
70A Nahda St., Saryat El- Maadi,  
Cairo. P.O. 11435 Egypt  
E mail: [egypt.tenders@unfpa.org](mailto:egypt.tenders@unfpa.org)  
Website: <http://www.unfpa.org>

**ANNEX I:**  
**General Conditions of Contracts:**  
**De Minimis Contracts**

<https://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20EN.pdf>

## **Annex II. Required Specification for UPS 30K Battery Modules Replacement**

### **Background**

United Nations Population Fund UNFPA requires a company that can replace the UPS Battery Modules for the Main UPS which covers the whole premises.

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

UNFPA wishes to solicit your best quotation for the replacement of the APC Schneider original UPS Battery modules with the following specification:

### **Battery Specifications:**

- **Required quantity:** (6) Six Battery modules as a replacement for Smart VT 30KVA model No: (SYBT4).
- Original battery modules must be certified & verified by APC Schneider.
- Operating within all safety parameters to ensure a longer life of the UPS system & Battery.
- Performing to all technical and environmental specifications.
- The functionality and efficiency of the UPS is verified during the warranty period and summarized in written report submitted to UNFPA ICT team.

### **Warranty & after sale services:**

- UPS Battery Modules must have at least (1) One year warranty On-Site repair Service on APC systems.
- Maintenance response time: Maximum next business day.
- Availability of Telephone Technical Supports 24 / 7.
- Site visit to be conducted from Saturday to Friday 9AM to 4PM when needed based on UNFPA pre-approval prior to the visit.

### **Technical specifications for UPSs:**

- One UPS APC Smart UPS VT 30000VA/ 24000W Model No (SUVTP30KH3B4S) with S/N: (1512132927)  
+ One APC Smart-UPS VT Extended Run Enclosure w/2 Batt. Modules Exp. to 6 and Start-Up 5X8 with S/N: (SUVTBXR2B6S) APC Smart-UPS VT Extended Run Frame, w/Breaker, 6 Batt. Modules.

### **Quotation:**

- Quotation should include cost of supply to the UNFPA Premises as well as the Installation cost. All connections are available in place for the main UPS.
- UNFPA is Tax exempted, price should not include VAT

**Possibility of site survey and assessment:** please coordinate with UNFPA ICT staff, through the office working hours Sunday- Thursday 9:00AM to 2:00PM.