

REQUEST FOR QUOTATION
PROCUREMENT OF A BACK-UP POWER GENERATOR
RFQ NO. N_935-UGA_20

Date: October 1, 2020

Dear Sir / Madam,

You are kindly requested to submit your quotation for a **Backup Power Generator** described in Annex B.

We also request that your Quotation is submitted using the format specifically detailed in Annex C.

Quotations submitted by email must be limited to a maximum of **10MB, virus-free** and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Quotation shall be evaluated based on lowest priced Quotation meeting requirements as per the criteria set in Annex A, point q.

In the event of a discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity), the unit price shall prevail and the total price shall be corrected by IDLO. If the Bidder does not accept the final price based on IDLO's correction of errors, its Quotation will be rejected.

The Bidders shall not vary their prices for any reason after the deadline of the tender and while the Quotation is still valid. At the time of award of Contract, IDLO reserves the right to vary (increase or decrease) the quantity of goods and/or services, 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.

IDLO is not bound to accept any Quotation, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Quotation, regardless of the outcome or the manner of conducting the selection process.

IDLO encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to IDLO 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.

By submitting a Quotation in response to this information, Bidders are confirming acceptance of IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice.

This Request for Quotation (RFQ) is comprised of:

Instruction to Bidders	Annex A
Technical Specifications	Annex B
Supplier's Quotation	Annex C
IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct	Annex D

For any questions/clarifications related to this RFQ please contact IDLO on uga-tenders@idlo.int and mention RFQ NO. N_935-UGA_20 in the subject section of your email no later than 48 hours prior to the deadline for submission.

Thank you and we look forward to receiving your quotation.

Sincerely yours,

IDLO Uganda Country Office

Annex A
Instructions to Bidders

a. Description of requested goods and services	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before 8 October 2020 at 17:00 hours Kampala, Uganda local time.
c. General Terms and Conditions	Any bid submission will imply the unconditional acceptance of IDLO General Terms and Conditions for the Procurement of Goods and Services and adherence to the Supplier Code of Conduct.
d. Payment Terms	IDLO will conduct the payment within 30 days after satisfactory receipt of all goods and services and upon submission of the invoice by the Supplier.
e. Conditions for Release of Payment	IDLO Acceptance of Services Form based on full compliance with RFQ requirements!1
f. Validity of Quotation starting from the Deadline of the Tender	60 days In exceptional circumstances, IDLO may request the Bidder to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Bidder shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
g. Quotations Submission	All quotations shall be submitted through the following e-mail address: uga-tenders@idlo.int
h. Partial Quotations	<input checked="" type="checkbox"/> Not permitted [all or nothing] <input type="checkbox"/> Permitted [<i>provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)</i>]
i. Place of Delivery	Plot 9, Saddler Lane, Naguru, Kampala, Uganda
j. Delivery Terms	Goods and services will be delivered immediately after PO or contract signature by last party.
k. Customs clearance , if needed, shall be done by:	<input type="checkbox"/> IDLO <input checked="" type="checkbox"/> Supplier
l. Currency of Quotation	Uganda Shillings <i>Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)</i>
m. Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
	<input checked="" type="checkbox"/> Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B;

<p>n. Preliminary Documents to be Submitted</p>	<p><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;</p> <p><input checked="" type="checkbox"/> Confirmation that import or export licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected;</p> <p><input checked="" type="checkbox"/> Quality Certificates for the Goods (ISO, etc.);</p> <p><input checked="" type="checkbox"/> Latest Business Registration Certificate;</p> <p><input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance;</p> <p><input checked="" type="checkbox"/> Manufacturer’s Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);</p> <p><input checked="" type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier);</p> <p><input checked="" type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer);</p> <p><input type="checkbox"/> <input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as “Dangerous Goods”.</p> <p><input type="checkbox"/> Others <i>[pls. specify as many as required]</i></p>
<p>o. Special Packing Requirement</p>	<p><input type="checkbox"/> N/A</p> <p><input checked="" type="checkbox"/> Yes, in accordance to Manufacturer's recommendation</p>
<p>p. After-sales services required, if applicable</p>	<p><input checked="" type="checkbox"/> Warranty on Parts and Labour for minimum period of 1 year counted from date of Installation, Testing and Commissioning</p> <p><input checked="" type="checkbox"/> Technical Support as requested in the Terms of Reference and Lot 3.</p> <p><input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair</p> <p><input type="checkbox"/> Others</p>
<p>q. Evaluation Criteria</p>	<p>Evaluation will be done according to the following order of priorities:</p> <ol style="list-style-type: none"> 1. Full submission of Preliminary Documents (as per Annex A, point n.) 2. Technical responsiveness 3. Comprehensiveness of after-sales services, as per Annex A, point p, if applicable. 4. Earliest Delivery Date 5. Lowest price
<p>r. Types of Contract and Agreement</p>	<p>Lot 1 and 2 will be awarded in one Contract.</p> <p>Lot 3 will be awarded in the form of a Framework Agreement. A Framework Agreement is a type of agreement with its terms and conditions under which procurement of goods or services can be effected over a specified period, but which places no obligation on IDLO to order any minimum or maximum quantity. All terms and conditions including the prices will remain unchanged during the period of the Framework Agreement(s).</p> <p>After entering into a Framework Agreement, IDLO shall place its order on a “need basis”.</p>



	<p>The confirmed award shall be in the form of a duly authorized Work Order. The Work Order is IDLO's commitment against Framework Agreements. The Work Order will provide information on the exact items, its quantities and unit prices (lifted from the Framework Agreement) in addition to other logistic details.</p> <p>The duration for the proposed Framework Agreement is 12 months with an option to extend at the same price, terms and conditions for a second 12-month period subject to satisfactory performance and agreement by both parties.</p>
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**ANNEX B
TECHNICAL SPECIFICATIONS**

Specifications for Goods and Services

Lots	Item Name	Specification	Unit measure	Quantity
Lot 1	Generator	<p>Supply 15kVA/50Hz, 15KVA Standby Diesel Generating Set (enclosed & sound /weatherproof canopy) for outdoor installation complete with all accessories</p> <p>1. Alternator:</p> <ul style="list-style-type: none"> ✓ Make: Mecc Alte, Stamford or equivalent ✓ Power factor: 0.8 lagging ✓ Voltage output: 230V - 415 V ✓ Freq: 50 Hz ✓ Phase connection: 1/3 phase ✓ Rated RPM: 1500rpm ✓ Operating Mode: Prime power – Continuous operation ✓ Mounting: Steel base frame, complete with rubber anti vibration dampers ✓ Excitation: Brush less self-excited, AVR controlled <p>2. Engine:</p> <ul style="list-style-type: none"> ✓ Make: Perkins or equivalent ✓ Genset Output: Prime 15KVA ✓ 3 No. in-line cylinders ✓ Engine fuel: Diesel charged with first fill lubricating oil ✓ Cooling mode: Tropicalized water cool ✓ Oil capacity ✓ Mounting: Steel base frame, complete with rubber anti vibration dampers ✓ Electric Starting system <p>3. Exhaust: Stainless steel exhaust flex fitting</p>	Unit	1

Lots	Item Name	Specification	Unit measure	Quantity
		<p>4. Enclosure: Canopy type to insulate sound</p> <p>5. Fuel Tank: integral fuel tank complete with content gauge.</p> <p>6. Battery Supply: 12V DC dry safe maintenance free battery with charged, require charging and battery spoiled indicators.</p> <p>7. Control Module: Stillage mounted control panel incorporating an engine control module Off-Auto-Manual control is selected via push buttons on the front panel with.</p> <ul style="list-style-type: none"> ✓ Generator Voltage ✓ Generator Current ✓ Generator Frequency ✓ Engine Speed ✓ Plant battery Voltage ✓ Engine Hours Run ✓ DC Circuit Breaker ✓ Isolator Switch for DC control Circuits ✓ Emergency stop button <p>8. Warranty: 1 year</p> <p>9. 3 hours Generator related call-out response time availability, 365 days a year for 60 Days counted from the date of Commissioning</p> <p>10. Generator Documentation and manuals</p>		
Lot 2	<p style="text-align: center;">Installation, Testing, Commissioning and End User Training</p>	<ul style="list-style-type: none"> • Delivery, offloading and positioning • Installation materials for the generator (including • Armoured Signal Cable, Armoured Power cable, Exhausts and Cooling systems, Ventilation, Fuel tanks and fuel systems, Control panels • Related civil works • Earthing • Testing and commissioning • End User Training 	Unit	1

Lots	Item Name	Specification	Unit measure	Quantity
Lot 3	Maintenance services	<ul style="list-style-type: none"> • 3 hours Generator related call-out response time availability, 365 days a year counted on Day No: 61 from the date of Commissioning • Planned Maintenance in accordance with Manufacturer's Recommendation (at least one year) 	Years of validity of Maintenance Services	1

Specifications for After-Sale Service for Goods

Lots	Description
Lot 1	Warranty on Parts and Labour for minimum period of 1 year counted from date of Installation, Testing and Commissioning
	Service Unit to be Provided when purchased item is under repair
	Brand new replacement if unit is beyond repair

**ANNEX C
SUPPLIER'S QUOTATION**

(This Form must be submitted using the Supplier's Official Letterhead/Stationery in the format specified below)

We, the undersigned, hereby accept the IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice. We hereby offer to supply the items listed below in conformity with the specification and requirements of IDLO as per RFQ NO. N_935-UGA_20

Company Name	
Company Full Address	
Date	
Signature	
Stamp	
Contact Person	
Telephone number	
Email address	

Table 1: Specifications for Goods and Service

Lots	Item	Description	Unit measure	Quantity	Unit price in Uganda Shillings (UGX)	Total amount in Uganda Shillings (UGX)
Lot 1	Generator	Refer Annex B - Technical Specifications	Unit	1		
Lot 2	Installation, Testing, Commissioning and End User Training	Refer Annex B - Technical Specifications	Service	1		
Lot 3	Maintenance Service	Refer Annex B - Technical Specifications	Years	1		
Sub-total						
Taxes (if applicable)						
Total amount including taxes						

Table 2: General Conditions

Specification and Compliance Sheet/ specification offered				
Item	Description /Technical Specification required	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
1	Allow to supply 15kVA/50Hz, 15KVA Standby Diesel Generating set (enclosed & sound /weatherproof canopy) for outdoor installation complete with all accessories			
2	Alternator:			
a	Make, Mecc Alte, Stamford or equivalent			
b	Power factor; 0.8 lagging			
c	Voltage output; 230V - 415 V			
d	Freq; 50 Hz			
e	Phase connection: 1/3 phase			
f	Rated RPM; 1500rpm			
g	Operating Mode; Prime power – Continuous operation			
h	Mounting: Steel base frame, complete with rubber anti vibration dampers			
i	Excitation: Brush less self-excited, AVR controlled			
3	Engine:			
a	Make: Perkins or equivalent			

Specification and Compliance Sheet/ specification offered				
Item	Description /Technical Specification required	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
b	Genset Output; Prime 10KVA			
c	3 No. in-line cylinders			
d	Engine fuel: Diesel charged with first fill lubricating oil			
e	Cooling mode: Tropicalized water cooled			
f	Oil capacity			
g	Mounting: Steel base frame, complete with rubber anti vibration dampers			
h	Electric Starting system			
4	Exhaust: Stainless steel exhaust flex fitting			
5	Enclosure: Canopy type to insulate sound			
6	Fuel Tank: integral fuel tank complete with content gauge			
7	Battery Supply: 12V DC dry safe maintenance free battery with charged, require charging and battery spoiled indicators			
8	Control Module: Stillage mounted control panel incorporating an engine control module Off-Auto-Manual control is selected via push buttons on the front panel with			
a	√ Generator Voltage			
b	√ Generator Current			
c	√ Generator Frequency			
d	√ Engine Speed			
e	√ Plant battery Voltage			
f	√ Engine Hours Run			
g	√ DC Circuit Breaker			
h	√ Isolator Switch for DC control Circuits			
i	√ Emergency stop button			

Table 3: After-Sale Services for Goods and Other Conditions:

Other Information	Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time: Immediately			
Country/ies Of Origin:			
Warranty and After-Sales Requirements			
a) Immediately replace at supplier own cost for a brand new unit if the newly procured item is malfunctioning on test run.			
b) Minimum one (1) year warranty on both parts and labour counted from date of Installation, Testing and Commissioning			
c) Service Unit to be Provided when the Purchased Unit is Under Repair			
Other requirements <i>[pls. specify]</i>			

ANNEX D
IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS OR
SERVICES
AND
IDLO SUPPLIER CODE OF CONDUCT

Any quote submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Goods and Services and adherence to the Supplier Code of Conduct.

The documents are available on IDLO Procurement Website:

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_goods_august_2020.pdf

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_august_2020.pdf

<https://www.idlo.int/sites/default/files/documents/idlo-supplier-code-of-conduct.pdf>