

**REQUEST FOR QUOTATION**  
**PROCUREMENT OF USED AND REFURBISHED POWER**  
**GENERATOR**  
**RFQ NO. N-21-UGA-21**

Date: January 11, 2021

Dear Sir / Madam,

You are kindly requested to submit your quotation your quotation for a **Used and Refurbished 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 [tenders@idlo.int](mailto:tenders@idlo.int)

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and mention **Clarifications RFQ NO. N-21-UGA-21** 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,

International Development Law Organization | 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  <b>Date: January 18, 2021</b> <b>Time: 15:00 Hours Rome local time</b>
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 upon submission of the invoice by the Supplier.
e. Conditions for Release of Payment	IDLO Acceptance of Goods and Services Form based on full compliance with RFQ requirements
f. Validity of Quotation starting from the Deadline of the Tender	<b>60 days</b>  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: <a href="mailto:tenders@idlo.int">tenders@idlo.int</a>
h. Partial Quotations	<input checked="" type="checkbox"/> <b>Not permitted</b> <input type="checkbox"/> Permitted
i. Place of Delivery	IDLO Kampala Country Office Plot 9, Saddler Lane, Naguru Kampala, Uganda
j. Delivery Terms	Goods and Services will be delivered within 5 days after receipt of PO or contract from IDLO location mentioned in <i>i. Place of Delivery</i> .
k. Customs clearance, if needed, shall be done by:	<input type="checkbox"/> IDLO <input checked="" type="checkbox"/> <b>Supplier</b> <input type="checkbox"/> N/A
l. Currency of Quotation	<b>Uganda Shillings</b> <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"/> <b>Must be inclusive of VAT and other applicable indirect taxes</b> <input type="checkbox"/> <del>Must be exclusive of VAT and other applicable indirect taxes</del>

n. Preliminary Documents to be Submitted	<input checked="" type="checkbox"/> <b>Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B;</b> <input checked="" type="checkbox"/> <b>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;</b> <input checked="" type="checkbox"/> <b>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;</b> <input checked="" type="checkbox"/> <b>Quality Certificates for the Goods (ISO, etc.);</b> <input checked="" type="checkbox"/> <b>Latest Business Registration Certificate;</b> <input checked="" type="checkbox"/> <b>Latest Internal Revenue Certificate / Tax Clearance;</b> <input checked="" type="checkbox"/> <b>Manufacturer’s Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);</b> <input checked="" type="checkbox"/> <b>Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier);</b> <input checked="" type="checkbox"/> <b>Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer);</b> <input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as “Dangerous Goods”. <input type="checkbox"/> Others
o. Special Packing Requirement	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes
p. After-sales services required, if applicable	<input checked="" type="checkbox"/> <b>Refurbished Warranty on Parts and Labour for minimum period of 1 year counted from date of Installation, Testing and Commissioning</b> <input checked="" type="checkbox"/> <b>Technical Support, as per Annex B</b> <input checked="" type="checkbox"/> <b>Provision of Service Unit when pulled out for maintenance/ repair</b>
q. Evaluation Criteria	Evaluation will be done according to the following order of priorities: 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
r. Liquidated Damages	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> <b>Yes - For late delivery of Goods, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 23 of the General Terms and Conditions. Liquidated damages for inferior quality or non-conformance of specifications of Goods will be assessed on a case-by-case basis in accordance with the severity of the problem as determined solely by IDLO. The application of this liquidated damages provision shall not relieve the Contractor of its obligations or liabilities pursuant to this Contract.</b>

**ANNEX B  
TECHNICAL SPECIFICATIONS**

**Specifications for Goods and Services**

Lots	Item Name	Specification	Unit measure	Quantity
Lot 1	Used and Refurbished Generator	<p>Supply of Used and Refurbished 15kVA/50Hz, 15KVA Standby Diesel Generating Set (enclosed &amp; sound/weather-proof canopy) for outdoor installation complete with all accessories as per below:</p> <ol style="list-style-type: none"> <li><b>1. Alternator:</b> <ol style="list-style-type: none"> <li>a. Make: Mecc Alte, Stamford or Equivalent</li> <li>b. Power factor: 0.8 lagging</li> <li>c. Voltage Output: 230V – 415V</li> <li>d. Frequency: 50Hz</li> <li>e. Phase Connection: 1/3 phase</li> <li>f. Rated RPM: 1500 RPM</li> <li>g. Operating Mode: Prime power – continuous operation</li> <li>h. Mounting: steel base frame, complete with rubber anti-vibration dampers</li> <li>i. Excitation: brush-less, self-excited, AVR controlled</li> </ol> </li> <li><b>2. Engine</b> <ol style="list-style-type: none"> <li>a. Make: Perkins or equivalent</li> <li>b. Genset Output: Prime 15KVA</li> <li>c. 3 No. in-line cylinders</li> <li>d. Engine fuel: Diesel charged with first fill lubricating oil</li> <li>e. Cooling mode: tropicalized water cool</li> <li>f. Oil capacity</li> <li>g. Mounting: Steel base frame, complete with rubber anti-vibration dampers</li> <li>h. Electric Starting System</li> <li>i. No. of Running Engine Hours should not exceed 7.000 Hours.</li> </ol> </li> <li><b>3. Exhaust:</b> Stainless steel exhaust flex fitting</li> <li><b>4. Enclosure:</b> Canopy type to insulate sound</li> <li><b>5. Fuel Tank:</b> integral fuel tank complete with content gauge</li> <li><b>6. Battery Supply:</b> 12V DC dry safe maintenance free battery with charged, require charging and battery spoiled indicators.</li> <li><b>7. Control Module:</b> Stillage mounted control panel incorporating an engine</li> </ol>	1	1

Lots	Item Name	Specification	Unit measure	Quantity
		<p>control module Off-Auto-Manual control to be selected via push buttons on the front panel with:</p> <ul style="list-style-type: none"> <li>a. Generator Voltage</li> <li>b. Generator Current</li> <li>c. Generator Frequency</li> <li>d. Engine Speed</li> <li>e. Plant Battery Voltage</li> <li>f. Engine Hours Run</li> <li>g. DC Circuit Breaker</li> <li>h. Isolator Switch for DC Control Circuits</li> <li>i. Emergency Stop button</li> </ul> <p><b>Warranty: 1 year</b></p> <p><b>3-Hour Generator related call-out response time availability, 365 days/year for 60 Days counted from date of Commissioning</b></p> <p><b>Vendor is required to provide:</b></p> <ul style="list-style-type: none"> <li>1. <b>Generator Documentation and Manuals</b></li> <li>2. <b>Prior Maintenance Records and Details for last two (2) services</b></li> </ul>		
Lot 2	<p><b>Installation, Testing, Commissioning and End User Training</b></p>	<ul style="list-style-type: none"> <li>• Delivery, offloading and positioning</li> <li>• Installation materials for generator (including exhausts and cooling systems, ventilation, fuel tanks and fuel systems, control panels)</li> <li>• Earthing</li> <li>• Testing and Commissioning</li> <li>• End User Training</li> </ul>	N/A	N/A

**Specifications for After-Sale Service for Services**

<b>Lots</b>	<b>Description</b>	<b>Specifications</b>
<b>Lot 1</b>	Maintenance Services	<ul style="list-style-type: none"><li>• 3 Hours Generator related call-out response time availability, 365 days/year counted from date of Commissioning</li><li>• Years of Maintenance Services Validity: 1 Year</li><li>• Planned Maintenance in accordance with Manufacturer's Recommendation (at least 1 year)</li></ul>
<b>Lot 2</b>	Warranty	<ul style="list-style-type: none"><li>• Refurbished Warranty on Parts and Labour for minimum period of 1 year counted from date of Installation, Testing and Commissioning</li></ul>
<b>Lot 3</b>	Service Unit to be Provided when purchased item is under repair	N/A
<b>Lot 4</b>	Brand new replacement if unit is beyond repair	N/A

**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-21-UGA-21

<b>Company Name</b>	
<b>Company Full Address</b>	
<b>Date</b>	
<b>Signature</b>	
<b>Stamp</b>	
<b>Contact Person</b>	
<b>Telephone number</b>	
<b>Email address</b>	

**Table 1: Offer to Supply Goods / Services Compliant with Technical Specifications and Requirements**

<b>Lots</b>	<b>Item</b>	<b>Description</b>	<b>Unit measure</b>	<b>Quantity</b>	<b>Unit rate in UGX</b>	<b>Total amount in UGX</b>
Lot 1	<b>Used and Refurbished Generator</b>	<i>Refer to Annex B</i>	Unit	1		
Lot 2	<b>Installation, Testing, Commissioning and End User Training</b>	<i>Refer to Annex B</i>	N/A	N/A		
<b>Sub-total</b>						
<b>Taxes (if applicable)</b>						
<b>Total amount including taxes</b>						



**Table 2: Offer for After-Sale Services 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			
After-Sales Requirements			
a) Lot 1 – Maintenance Services			
b) Lot 2 – Warranty			
c) Lot 3 – Service Unit to be Provided when purchased item is under repair			
d) Lot 4 – Brand new replacement if unit is beyond repair			

**Table 3: Specifications Compliance Questionnaire**

Technical Specification Requirement	Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Used and Refurbished 15kVA/50Hz, 15KVA Standby Diesel Generating Set (enclosed & sound/weather-proof canopy) for outdoor installation complete with all accessories			
<b>Alternator</b>			
a) Make: Mecc Alte, Stamford or equivalent			
b) Power factor: 0.8 lagging			
c) Voltage output: 230V-415V			
d) Frequency: 50 Hz			
e) Phase connection: 1/3 phase			
f) Rated RPM: 1500 RPM			
g) Operating Mode: prime power – continuous operation			
h) Mounting: steel base frame, complete with anti-vibration dampers			
i) Excitation: brush-less, self-excited, AVR controlled			
<b>Engine</b>			
a) Make: Perkins or equivalent			
b) Genset Output: Prime 15KVA			
c) 3 No. in line cylinders			
d) Engine fuel: Diesel charged with first fill lubricating oil			
e) Cooling Mode: Tropicalized water, cooled			

Technical Specification Requirement	Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
f) Oil capacity			
g) Mounting: Steel-base frame, complete with rubber anti-vibration dampers			
h) Electric Starting system			
<b>Exhaust:</b> Stainless steel exhaust flex fitting			
<b>Enclosure:</b> Canopy type to insulate sound			
<b>Fuel Tank:</b> integral fuel tank, complete with content gauge			
<b>Battery Supply:</b> 12V DC dry safe maintenance free batter with charged, required charging and battery spoiled indicators			
<b>Control Module:</b> stillage mounted control panel incorporating an engine control module Off-Auto-Manual control to be selected via push buttons on the front panel with:			
• 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			
<b>Provision of Generator Documentation and Manuals</b>			
<b>Provision of Maintenance Records and Details for last two (2) services</b>			
<b>Please specify Engine Hours Run</b>	No. of Hours: [insert]		
<b>Please specify Engine Year of Manufacture</b>	Year of Manufacture: [insert]		
<b>Has the Engine been overhauled before?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO		

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**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_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/general_terms_and_conditions_for_services_august_2020.pdf)

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