



REQUEST FOR QUOTATION (RFQ)
Ref: RFQ 004/TLS/2017

NAME & ADDRESS OF FIRM	DATE: 19 April 2017
	REFERENCE: Ref: RFQ 004/TLS/2017 Construction of Access to Justice Mediation Centre in Baucau Municipality.

Dear Sir / Madam:

We kindly request you to submit your quotation for **Construction of Access to Justice Mediation Centre in Baucau Municipality**, 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 COB Tuesday, 2 May 2017 local time and via ☒ e-mail, ☐ courier mail or ☐ hand delivery to the address below:

United Nations Development Programme
Registry of UNDP, UN House, Caicoli Street, P.O Box 558 Dili, Timor-Leste
Attn. Claudio Providas, Country Director
By e-mail: *bids.tp@undp.org*

Quotations submitted by email must be limited to a maximum of 4 MB, virus-free and no more than 2 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"/> Other Not applicable	
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> Other Not applicable	
Exact Address/es of Delivery Location/s (identify all, if multiple)	Baucau Town (Vila) see drawing annexed to the RFQ.	
UNDP Preferred Freight Forwarder, if any ²	<input checked="" type="checkbox"/> Not applicable	
Distribution of shipping documents (if using freight forwarder)	<input checked="" type="checkbox"/> Other Not applicable	
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> 90 days from the issuance of the Purchase Order (PO) <input checked="" type="checkbox"/> As per Delivery Schedule attached (the bidders must include a work schedule indicating 90 days to complete work)	
Delivery Schedule	<input checked="" type="checkbox"/> Required	
Packing Requirements	<input checked="" type="checkbox"/> Other Not applicable	
Mode of Transport		<input checked="" type="checkbox"/> OTHER the selected vendor's responsibility
Preferred Currency of Quotation ³	<input checked="" type="checkbox"/> United States Dollars	
Value Added Tax on Price Quotation ⁴	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	

¹ Must be linked to INCO Terms chosen.

² Depends on INCO Terms. The suggestion to use a UNDP preferred courier is only for purposes of familiarity with procedures and documentary requirements applicable to the UNDP when clearing with customs.

³ Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

⁴ This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

After-sales services required	<input checked="" type="checkbox"/> Others 90 days defect liability period will be applied and a proportional amount of the contract will be retained by UNDP during this period.
Deadline for the Submission of Quotation	COB, Tuesday, 2 May 2017: 17:00 local time.
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted ⁵	<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"/> Quality Certificates (ISO, etc.); <input checked="" type="checkbox"/> Latest Business Registration Certificate ; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <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; <input checked="" type="checkbox"/> Others N/A
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 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 ⁶	<input checked="" type="checkbox"/> payment will be made in 3 instalments as follow: 30 % upon delivery of construction materials on site and complete preparatory works (item # I and II of the BoQ); 60% upon completion of the construction work and all installations required in the new building; 10% will be paid upon expiry of defect liability period and certified inspection by UNDP designated engineer of no defect observed.
Liquidated Damages	

⁵ First 2 items in this list are mandatory for the supply of imported goods

⁶ UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁷ Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</i> <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time ⁸
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 <input checked="" type="checkbox"/> Other Type/s of Contract: <i>Civil Works Contract</i>
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 14 calendar days.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection by UNDP designated engineer <input checked="" type="checkbox"/> Complete Installation as per design/dwarings <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ ⁹	<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). <input checked="" type="checkbox"/> Others Design/drawings Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.

⁷ 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.

⁸ This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).

⁹ Where the information is available in the web, a URL for the information may simply be provided.

Contact Person for Inquiries (Written inquiries only) ¹⁰	Procurement.staff.tp@undp.org 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.
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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/>

¹⁰ 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.

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

Thank you and we look forward to receiving your quotation.

Sincerely yours,

Diana Lina Bernardo
Operations Manager
20/04/2017



Technical Specifications Bill of Quantity (BoQ)

NO	DESCRIPTION OF ACTIVITIES	UNITS	VOLUME	UNIT PRICE	TOTAL PRICE USD
I	PREPARATORY WORK				
1	Site cleaning works	unit			
2	Field Office 3m x 4m	M2			
3	Building board/Bow plank	M'			
4	Project Name Board	Unit			
5	Transporting materials	reet			
6	Documentation	ls			
7	Water work	ls			
	SUB TOTAL I				-
II	SOIL AND SAND WORK				
1	Excavation of foundations	m3			
2	Land fill back + compaction with vibrator	m3			
3	Under floor land fill	m3			
4	Under floor sand fill 0.05 cm	m3			
5	Under floor gravel compacted with vibrator	m3			
	SUB TOTAL II				-
III	INSTALLATION/PLASTERING WORK				
2	Installation of stone/foundations 1:4	m3			
3	Installation of bricks 1:4 (bricks with holes 1:4)	m2			
4	Plastering walls 1:4	m2			
	Plastering columns/pillars + fronts of beams 1:4 thickness 1 cm	m2			
5	Skimming the walls	m2			
	SUB TOTAL III				-
IV	CONCRETE WORK				
1	Concrete rebate Cp 1:3:5 (whole room)	m3			
2	Reinforced concrete column 15 x15cm 1;2;3	m3			
4	Concrete tie beam 20x15cm (1;2;3)	m3			
5	Concrete ring block 15 x 20 cm 1;2;3	m3			
	SUB TOTAL IV				-
V	FLOOR WORK				
1	Ceramic wall plinth 10x20cm	m'			
2	Ceramic installation 40x40cm plain white	m2			
3	Ceramic installation 20x20cm for wc	m2			
	SUB TOTAL V				-
VI	CARPENTRY				
1	Teak door frame profile	each			
2	Teak window frame with 3 aperture profile	each			

3	Teak window frame with 2 aperture profile	each			
4	List ceiling on one side profile tbl 1.5 x 5cm dark brown paint	m'			
SUB TOTAL VI					-
VII	ROOF/CEILING WORK				
1	Corrugated zinc sheets 0.42 + Screws	m2			
2	Zinc ridge flashing 0.42 mm + screws	m2			
3	Ceiling + triplex 6mm + framework 5/7	m2			
4	Mild steel rafters C100 x 38 x 1.2 mm+ bucket + work costs	m1			
5	Mild steel purlins C100 x 38 x 1.2mm	m3			
6	Lisplank double 3/25 wood board class II	m'			
SUB TOTAL VII					-
VIII	HANGERS/FASTENERS WORK				
1	Teak door panel profile	unit			
2	Toilet Door (Fabrication)	unit			
2	Installation of sliding glass window	unit			
3	Hinge+door bolt	each			
4	Key 2 x turning (radio)	each			
5	Door hinge 3 x (medico)	each			
SUB TOTAL VIII					-
IX	ELECTRICAL INSTALLATION WORK				
1	Installation of spot lights	ls			
2	Installation of electric sockets	each			
3	Installation of double switches	each			
4	Installation of single switches	each			
5	Philips 25w incandescent lamp (on the patio)	each			
6	Installation of board/NCB panel including SR cable + Screening	each			
7	Procurement and installation of AC (Good Quality)	each			
SUB TOTAL IX					-
X	WATER AND SANITATION WORK				
1	Installation Work closed	each			
2	Tank installation work 60x60x80cm	each			
3	Installation of 4" pvc disposal pipes with accessories	m'			
5	Work installing clean water pipes, including accessories + taps	m			
SUB TOTAL X					-
XI	PAINTING WORK				
1	Painting walls with Avitex (Dark Yellow)	m2			
2	Painting ceiling (white paint)	m2			
3	Painting Linsplank (dark brown)	M'			
4	Painting foundations (dark brown) wood paint	m2			
SUB TOTAL XI					-
XII	PROCUREMENT OF HOUSE FIXTURES				
1	Procurement of teak 3 person bunk bed (varnished)	unit	-		-

2	Procurement of wardrobe (varnished)	unit	-	-
3	Procurement of mattress	unit	-	-
4	Procurement of satellite dish with 21 inch Politron TV	unit	-	-
5	Procurement of living room sofa	seet	-	-
6	Procurement window blinds + framework and accessories	each	-	-
SUB TOTAL XII				-
XIII	FINISHING WORK			
1	Cleaning up	ls		
SUB TOTAL XIII				-
TOTAL				-
CONTRACTOR'S FEE 10%				-
OVERALL TOTAL				-

Emmi Okada
Programme Officer, JSP

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹¹

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹²)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. _____:

TABLE 1 : Offer to Supply Goods Compliant with Technical Specifications and Requirements

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
	Total Prices of Goods¹³				
	Add : Cost of Transportation				
	Add : Cost of Insurance				
	Add : Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation				

TABLE 2 : Estimated Operating Costs (if applicable)

List of Consumable Item/s (Include fast moving parts, if any)	Estimated Average Consumption	Unit of Measure	Unit Price	Total Price per Item

¹¹ This serves as a guide to the Supplier in preparing the quotation and price schedule.

¹² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

¹³ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

TABLE 3 : Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows :	Your 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			
Estimated weight/volume/dimension of the Consignment:			
Country/ies Of Origin ¹⁴ :			
Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance			
b) Minimum one (1) year warranty on both parts and labor			
c) Service Unit to be Provided when the Purchased Unit is Under Repair			
d) Brand new replacement if Purchased Unit is beyond repair			
e) Others			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier's Authorized Person]
[Designation]
[Date]

¹⁴ *If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UNDP if awarded the PO/contract.*