



## REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM	DATE: August 15, 2017
	REFERENCE: UNDP-SYR-RFQ-107-17

Dear Sir / Madam:

We kindly request you to submit your quotations for the following Lots:

- (Lot 1) Hiring Vehicles for the Sewage Network Rehabilitation in Aleppo.
- (Lot 2) Providing Raw Materials for the Sewage Network Rehabilitation in Aleppo.
- (Lot 3) Hiring Vehicles for the Water Network Rehabilitation in Aleppo.
- (Lot 4) Maintenance of Garbage Bins for the Solid Waste Management in Aleppo.

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 **August 22, 2017 at 14:00 hrs.**, Damascus local time, and via e-mail, or courier mail to the address below:

United Nations Development Programme  
Mezzeh. West Villas Ghazawi street No. 8  
Attn: Rami Afadar, Procurement Associate  
E-mail: [syria.bids@undp.org](mailto:syria.bids@undp.org)

Quotations submitted by email must be limited to a maximum of 5 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 services:

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	DAP - Aleppo.
Customs clearance, if needed, shall be done by:	The Supplier in coordination with UNDP.
Exact Address/es of Delivery Location/s (identify all, if multiple)	Aleppo.
UNDP Preferred Freight Forwarder, if any	N/A
Distribution of shipping documents (if using freight forwarder)	N/A
Latest Expected starting & delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	Lot 1: 5 days from the issuance of the Purchase Order and for a period of 3 months. Lot 2: Upon PO signature and for a period of 20 days. Lot 3: 5 days from the issuance of the Purchase Order and for a period of 3 months. Lot 4: Upon PO signature and for a period of 40 days.
Packing Requirements	N/A
Delivery Schedule	N/A
Mode of Transport	By Land.
Preferred Currency of Quotation	United States Dollars Local Currency: For the local supplier offered in USD the payment will be released in Syrian Pounds according to UN exchange rate at the date of the invoice.
Value Added Tax on Price Quotation	Must be exclusive of VAT and other applicable indirect taxes.
After-sales services required	N/A
Deadline for the Submission of Quotation	Tuesday August 22, 2017 at 14:00 hrs.
All documentations shall be in this language	English or Arabic.

Documents to be submitted	Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; Latest Business Registration Certificate; Company Profile proofing that the vendor has at least 2 years of experience in the same field; Technical Specifications; Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;
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Period of Validity of Quotes starting the Submission Date	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	Permitted. <b>Bidders may submit offers for one or more lots.</b> <b>Each proposed lot must include all items required under this lot.</b> <b>Partial lots are not accepted, bids containing partial lots will be considered incomplete.</b>
Payment Terms	Lot 1: 50% upon completion of 50% of required services and 50% upon successful completion of all required services. Lot 2: 100% Upon satisfactory receipt of goods. Lot 3: 50% upon completion of 50% of required services and 50% upon successful completion of all required services. Lot 4: 100% Upon satisfactory receipt of goods.
Liquidated Damages	Will be imposed under the following conditions: Percentage of contract price per day of delay: 0.5% Max. no. of days of delay :15 days Next course of action: UNDP may terminate the contract without any liability.
Evaluation Criteria	Technical responsiveness/Full compliance to requirements and lowest price. Full acceptance of the PO/Contract General Terms and Conditions.
UNDP will award to	One or multiple suppliers.
Type of Contract to be Signed	Purchase Order.
Special conditions of Contract	Cancellation of Purchase Order if the delivery/completion is delayed by 15 days.
Conditions for Release of Payment	Passing Inspection. Written Acceptance of goods and services on full compliance with RFQ requirements.

Annexes to this RFQ	<p>Technical Specifications of the goods and services Required (Annex 1). Form for Submission of Quotation (Annex 2). General Terms and Conditions / Special Conditions (Annex 3).</p> <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>
Contact Person for Inquiries (Written inquiries only)	<p>Rami Afadar, Procurement Associate, e-mail: <a href="mailto:rami.afadar@undp.org">rami.afadar@undp.org</a></p> <p>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.</p>

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,



Mirvat Hammoud  
Head of Procurement Team

المواصفات الفنية والأعمال المطلوبة لاستئجار آلات لصالح مشروع صيانة شبكة الصرف الصحي في حلب  
Technical Specifications of the goods and services Required (Lot 1)

Items to be Supplied *	Quantity	Duration	Unit	Description/Scope of Work	Latest Starting Date
سيارة مستأجرة لمدة ثلاثة أشهر	2	3	سيارة/ شهر	استئجار سيارة خدمة (ميكرو باص) تتسع 12 ركاب، لنقل العمال ضمن مدينة حلب.	5 يوم بعد صدور امر المباشرة
جرار مع المقطورة مستأجر لمدة ثلاثة أشهر	2	3	جرار مع المقطورة/ شهر	استئجار جرار مع التريلا (المقطورة) على ان تكون المقطورة قابلة للتفريغ الآلي، ويتم العمل على نقل مخلفات تنظيف شبكة الصرف والركام الناجمة عن عملية صيانة الشبكة، وترحيله على خارج المدينة (المكببات المخصصة من قبل مجلس المدينة) على بعد حوالي 15 كم من وسط المدينة.	
استئجار تركس صغير (بوب كات) ساعة / عمل	2	800	ساعة عمل	استئجار تركس صغير (بوب كات) يعمل على تجميع بقايا ونواتج صيانة وتنظيف شبكة الصرف الصحي إلى مقطورة الجرار أو الشاحنات. يتم احتساب المدة والتكاليف بساعة العمل الواحدة للآلية، وبحيث يتم تأمين 2 آلية، ويتم التشغيل حسب ضغط العمل، وبناء على طلب إدارة المشروع، على ان تكون إجمالي ساعات العمل المطلوبة (800 سا) موزعة على الآليتين خلال فترة 3 أشهر (عمر المشروع).	

- يشترط على العارض الالتزام بما يلي:

1. الاطلاع على كافة المخاطر المتعلقة بعمليات تحريك الآليات ونقل العمال والمعدات ضمن مدينة حلب.
2. يتم الدفع على دفعتين بنسبة 50 % لكل دفعة (منتصف ونهاية العقد) وبناء على تقارير التنفيذ الشهرية الموقعة من إدارة المشروع ومرفقة بالفواتير النظامية من العارض وحسب كميات الإنجاز.
3. يجب على العارض المقدم أن يتضمن أجار الآلية (سيارة، شاحنة، باكر...) مع الوقود والسائق العامل على السيارة وكذلك مصاريف الزيت وقطع الغيار والصيانة الدورية وأية نفقات أخرى.
4. العمل ضمن مدينة حلب مع التركيز على احياء (سيف الدولة- الزبدية- المشهد- الأنصاري - صلاح الدين).
5. المنظمة غير مسؤولة عن المخاطر والتبعات الناجمة عن العمل في الظروف الراهنة كما أنها غير مسؤولة عن أي إصلاحات أو تعويضات متعلقة بظروف وواقع العمل.
6. يلتزم العارض بتقديم آلات بديلة من نفس المستوى في حال تعطل احدى الآليات خلال مدة أقصاها 24 ساعة.

7. يلتزم العارض بتشغيل (10 سائقين على الآليات) كحد أدنى.
8. عدم المطالبة بأي عطل أو ضرر ناجم عن أي حادث عفوي أو مقصود أثناء تنفيذ الأعمال المطلوبة.
9. ان يتم تسليم الآليات وتكون جاهزة للعمل بعد ثلاثة أيام من تاريخ توقيع العقد كحد أقصى.

**FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>1</sup>****(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>2</sup>)**

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 provide services Compliant with Scope of Work Requirements**

Item No.	Description/Specification of Goods	Quantity	duration	Latest Delivery Date 5 أيام من صدور امر المباشرة	Unit Price	Total Price per Item
1	استئجار سيارة خدمة (ميكرو باص) تتسع 12 شخص سيارة/ شهر	2	3/شهر			
2	استئجار جرار مع المقطورة / شهر	2	3/شهر			
3	استئجار تركس صغير (بوب كات) / ساعة عمل	2	800 ساعة			
	<b>Total Cost of Works<sup>3</sup></b>					
	Add: Cost of Transportation					
	Add: Cost of Insurance					
	Add: Other Charges (pls. specify)					
	<b>Total Final and All-Inclusive Price Quotation (DAP Aleppo)</b>					

<sup>1</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>2</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

<sup>3</sup> Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

**TABLE 2: 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>
الالتزام بموعد المباشرة المحدد: 5 أيام بعد توقيع العقد Starting Date			
الالتزام بتقديم آليات بديلة من نفس المستوى في حال تعطل إحدى الآليات خلال مدة أقصاها 24 ساعة			
المنظمة غير مسؤولة عن المخاطر والتبعات الناجمة عن العمل في الظروف الراهنة كما أنها غير مسؤولة عن أي إصلاحات أو تعويضات متعلقة بظروف وواقع العمل.			
عدم المطالبة بأي عطل أو ضرر ناجم عن أي حادث عفوي أو مقصود أثناء تنفيذ الأعمال المطلوبة			
الالتزام بتشغيل (10 سائقين على الآليات) كحد أدنى			
الالتزام بجميع فقرات الشروط العامة لبرنامج الأمم المتحدة الإنمائي All Provisions of the UNDP General Terms and Conditions			
Validity of Quotation مدة صلاحية العرض			
Other requirements [pls. specify]			

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]

المواصفات الفنية والأعمال المطلوبة لتقديم مواد أولية لصالح مشروع صيانة شبكة الصرف الصحي في مدينة حلب

**Technical Specifications of the goods and services Required**

**(Lot 2)**

Items to be Supplied*	Quantity	Unit	Description/Specifications of Goods	Latest Delivery Date
حديد صناعي	8	طن	<ul style="list-style-type: none"> <li>- بروفيل حديد بمقطع 4*2 سم / 2 طن</li> <li>- بروفيل حديد بمقطع 6*4 سم / 1 طن</li> <li>- بروفيل حديد بمقطع 3*3 سم / 1 طن</li> <li>- حديد زاوية بمقطع 5*5 سم / 2 طن</li> <li>- حديد زاوية بمقطع 6*6 سم / 1 طن</li> <li>- حديد زاوية بمقطع 3*3 سم / 1 طن</li> </ul>	20 يوم من صدور أمر الشراء
حديد تسليح	4	طن	<ul style="list-style-type: none"> <li>- حديد سياخ تسليح مقطع 12 ملم / 2 طن</li> <li>- حديد سياخ تسليح مقطع 14 ملم / 2 طن</li> </ul>	
اغشية ريكارات grp	200	غطاء	<ul style="list-style-type: none"> <li>- مصنوعة من مادة الكومبوزيت باستخدام التجميع والحشي بحسب المواصفة الأوربية EN124 والمواصفة D400</li> <li>- ابعاد الاطار 70*7 سم مع قطر فتحة 55 سم / نصف الكمية المطلوبة</li> <li>- ابعاد الاطار 80*80 سم مع قطر الفتحة 60 سم / نصف الكمية المطلوبة</li> <li>- عدد الأقفال 1</li> <li>- سماكة الغطاء 6سم</li> <li>- ضرورة وجود ثقب تهوية ضمن الغطاء.</li> <li>- يتحمل حمولة لا تقل عن 40 طن</li> <li>- الغطاء مركب من صفائح الـ SMC وهي عبارة عن عجينة الالياف الزجاجية المقواة مصنعة حراريا على شكل صفائح سكب</li> <li>- يجب أن يتحمل الغطاء حرارة (+ 80 درجة مئوية و - 40 درجة مئوية).</li> <li>- يجب أن تكون الأغشية حاصلة على شهادة الـ ISO 9001-2000</li> <li>- يتم وصل الغطاء مع غرفة التفتيش بطريقة تسمح بفتح الغطاء بزاوية 140 درجة على الأقل لتسهيل المعاينة والصيانة، ويجب أن تكون براغي التثبيت مصنعة حسب المواصفة D400.</li> <li>- تحتوي الأغشية على قفل مصنع من الستانلس أو الفونت أما البراغي فتكون من مادة الستانلس (برغي M16) يوجد رنديلة بين البرغي والغطاء.</li> <li>- الاختبارات التي تجري على الغطاء قبل التسليم: مقاومة الانحناء ( ISO 3597-2) مقاومة الصدم (ISO 179) قوة الباركول (ASTM D2583) امتصاص المياه (ISO 62) الكثافة (ASTM D792)</li> </ul>	

يُشترط على العارض:

- 1- ان يمتلك العارض سجل تجاري يجيز له مزاولة المهنة موضوع العرض وتقديم الأوراق التي تثبت ذلك.
- 2- يشترط على العارض تسليم كافة المواد موضوع العقد ضمن مبنى الشركة العامة للصرف الصحي بحلب.
- 3- تقديم أوراق الاختبارات المتعلقة بالأغطية (مقاومة الانحناء ISO 3597-2) مقاومة الصدم (ISO 179) قوة الباركول (ASTM D2583) امتصاص المياه (ISO 62) الكثافة (ASTM D792) عند التسليم.
- 4- يتم استلام المواد بعد إطلاع اللجنة الفنية المعتمدة وإعداد تقرير فني من قبلها يتضمن صلاحية المواد المقدمة وملانمتها لشروط الإعلان.

**FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>4</sup>**

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>5</sup>)*

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 20 يوم	Unit Price	Total Price per Item
1	حديد صناعي / طن	8			
2	حديد تسليح / طن	4			
3	عدد / غطاء ريكارات	200			
	<b>Total Prices of Goods</b>				
	Add: Cost of Transportation				
	Add: Cost of Insurance				
	Add: Other Charges (pls. specify)				
	<b>Total Final and All-Inclusive Price Quotation (DAP Aleppo)</b>				

<sup>4</sup>This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>5</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**TABLE 2: Offer to Comply with Other Conditions and Related Requirements**

Other Information pertaining to our Quotation are as follows:	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
الالتزام بموعد التسليم المحدد: 20 يوم Delivery Lead Time			
الالتزام بتقديم المواد وفق المواصفات التفصيلية لكل بند			
تسليم كافة المواد موضوع العقد ضمن مبنى الشركة العامة للصرف الصحي بحلب			
تقديم الأوراق المتعلقة باختبار الأغشية مقاومة الانحناء ( ISO 3597-2 ) مقاومة الصدم ( ISO 179 ) قوة الباركول ( ASTM D2583 ) امتصاص المياه ( ISO 62 ) الكثافة ( ASTM D792 )			
الالتزام بجميع فقرات الشروط العامة لبرنامج الأمم المتحدة الإنمائي All Provisions of the UNDP General Terms and Conditions			
Validity of Quotation مدة صلاحية العرض			
Other requirements [pls. specify]			

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]

## Annex 1

المواصفات الفنية والأعمال المطلوبة لاستئجار آلات لصالح مشروع صيانة شبكة المياه في حلب (سيف الدولة- زبدية- إذاعة- بستان الزهرة)

### Technical Specifications of the goods and services Required (Lot 3)

Items to be Supplied*	Quant ity	Duratio n	Unit	Description/Specifications of Goods	Latest Starting Date
سيارة مستأجرة لمدة ثلاثة أشهر	2	3	سيارة / شهر	استئجار سيارة خدمة (ميني فان) تتسع لثمانية ركاب، لنقل العمال ضمن مدينة حلب.	5 يوم بعد صدور امر المباشرة
سيارة مستأجرة لمدة ثلاثة أشهر	4	3	سيارة / شهر	استئجار سيارة شاحنة صغيرة مع صندوق لنقل عمال ورشات صيانة شبكة المياه، مع الأدوات والمعدات والمواد اللازمة لورش الصيانة وذلك ضمن مدينة حلب.	
استئجار آلية حفر هندسية (باكر) / ساعة عمل	1	500	ساعة عمل	استئجار آلية حفر هندسية (باكر) يعمل على تنفيذ الحفر الخاصة بصيانة شبكة المياه. يتم احتساب المدة والتكاليف بساعة العمل الواحدة للآلية، بغض النظر عن عدد الآليات التي يتم تشغيلها، وذلك حسب ضغط العمل، وبناء على طلب إدارة المشروع، على ان تكون إجمالي ساعات العمل المطلوبة (500 سا) موزعة على فترة 3 أشهر (عمر المشروع).	

- يشترط على العارض الالتزام بما يلي:

1. الاطلاع على كافة المخاطر المتعلقة بعمليات تحريك الآليات ونقل العمال والمعدات ضمن مدينة حلب.
2. يتم الدفع على دفعتين بنسبة 50 % لكل دفعة (منتصف ونهاية العقد) وبناء على تقارير التنفيذ الشهرية الموقعة من إدارة المشروع ومرفقة بالفواتير النظامية من العارض وحسب كميات الإنجاز.
3. يجب أن يتضمن العرض المقدم أجار الآلية (سيارة، شاحنة، باكر...) مع الوقود والسائق العامل على السيارة وكذلك مصاريف الزيت وقطع الغيار والصيانة الدورية وأية نفقات أخرى.
4. العمل ضمن مدينة حلب مع التركيز على احياء (سيف الدولة، الزبدية، الإذاعة، بستان الزهرة).
5. المنظمة غير مسؤولة عن المخاطر والتبعات الناجمة عن العمل في الظروف الراهنة كما أنها غير مسؤولة عن أي إصلاحات أو تعويضات متعلقة بظروف وواقع العمل.
6. يلتزم العارض بتقديم آلات بديلة من نفس المستوى في حال تعطل احدى الآليات خلال مدة أقصاها 24 ساعة.
7. يلتزم العارض بتشغيل (8 سائقين على الآليات) كحد أدنى.
8. عدم المطالبة بأي عطل أو ضرر ناجم عن أي حادث عفوي أو مقصود أثناء تنفيذ الأعمال المطلوبة.

**FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>6</sup>***(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>7</sup>)*

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 Provide Services Compliant with Scope of Work and Requirements**

Item No.	Description/Scope of Work	Quantity	duration	Latest Starting Date (5 أيام من تاريخ صدور امر المباشرة)	Unit Price	Total Price per Item
1	استئجار سيارة خدمة (ميني فان) تتسع لثمانية أشخاص، سيارة/ شهر	2	3/شهر			
2	استئجار سيارة شاحنة صغيرة/ شهر	4	3/شهر			
5	استئجار آلية حفر هندسية (باكس)/ ساعة عمل.	1	ساعة 500			
	<b>Total Cost of works<sup>8</sup></b>					
	Add: Cost of Transportation					
	Add: Cost of Insurance					
	Add: Other Charges (pls. specify)					
	<b>Total Final and All-Inclusive Price Quotation (DAP Aleppo)</b>					

<sup>6</sup>This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>7</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

<sup>8</sup>Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

**TABLE 2: Offer to Comply with Other Conditions and Related Requirements**

Other Information pertaining to our Quotation are as follows:	Your Responses		
	Yes, we will comply نعم	No, we cannot comply لا	If you cannot comply, pls. indicate counter proposal
الالتزام بموعد المباشرة المحدد: 5 أيام بعد صدور امر الشراء Starting date Time			
الالتزام بتقديم آليات بديلة من نفس المستوى في حال تعطل احدى الآليات			
الالتزام بتشغيل (8 سائقين على الآليات) كحد أدنى			
المنظمة غير مسؤولة عن المخاطر والتبعات الناجمة عن العمل في الظروف الراهنة كما أنها غير مسؤولة عن أي إصلاحات أو تعويضات متعلقة بظروف وواقع العمل			
عدم المطالبة بأي عطل أو ضرر ناجم عن أي حادث عفوي أو مقصود أثناء تنفيذ الأعمال المطلوبة			
الالتزام بجميع فقرات الشروط العامة لبرنامج الأمم المتحدة الإنمائي All Provisions of the UNDP General Terms and Conditions			
مدة صلاحية العرض Validity of Quotation			
Other requirements [pls. specify]			

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]

## المواصفات الفنية والأعمال المطلوبة لصيانة الحاويات لمدينة حلب

## Technical Specifications of the goods and services Required

(Lot 4)

Items to be Supplied*	Quantity	Unit	Description/Specifications of Goods	Latest Delivery Date
صاج للحاوية	6500	كغ	استبدال الصاج التالف بصاج جديد أسود سماكة 1.5 ملم بحيث تكون كمية الصاج المستبدل لكل حاوية 25 كغ، يتم اجراء اعمال اللحام للصاج من خلال قضبان اللحام سماكة 2 أو 2.5 ملم لتجنب ثقب الصاج، علماً أن عدد الحاويات التي سيتم استبدال الصاج لها 260 حاوية.	40 يوم
مسكات تثبيت	520	عدد	تقديم وتركيب مسكات تثبيت على السيارة (لحمل وتفريغ الحاوية) عدد 2 لكل حاوية مصنوعة من ميل التراسمسيون بقطر 4 سم، وطول المسكة الواحدة 20 سم، علماً أن عدد الحاويات التي سيتم تركيب المسكات لها 260 حاوية.	
نقطة تعليق	260	عدد	تقديم وتركيب نقطة تعليق سفلية لكل حاوية مصنوعة من الحديد الصلب بأبعاد 20*7*3 سم مثقوبة من المقدمة من أجل تعليق كبل السيارة على الحاوية أثناء الفريغ.	
دولاب حاوية	520	عدد	تقديم وتركيب دولاب عدد 2 لكل حاوية بحيث يكون الدولاب الواحد مصنوع من الحديد الصلب بقطر 10 سم.	
دهان الحاوية	260	عدد	تقديم اعمال بخ وطلاء لكامل الحاوية، وبحيث يتم استخدام الطلاء الزيتي السريع الجفاف، يستخدم لونين (ازرق للصاج، برتقالي للمجاري) ووفق النموذج المعتمد لمجلس مدينة حلب، مع بخ شعار برنامج الأمم المتحدة الإنمائي على وجهي الحاوية وعلى أن يراعي العارض معايير الصحة والسلامة المهنية لعمال البخ.	

- يشترط على العارض الالتزام بما يلي:

1. عدم المطالبة بأي عطل أو ضرر ناجم عن أي حادث عفو أو مقصود أثناء تنفيذ الأعمال المطلوبة.
2. يتم الدفع في نهاية العقد دفعة واحدة وبناء على تقارير التنفيذ الموقعة من إدارة المشروع ومرفقة بالفواتير النظامية من العارض.
3. يتم خصم 0.5% من قيمة العقد عن كل يوم تأخير على ألا تتجاوز مدة التأخير أكثر من 15 يوم.
4. العارض مسؤول عن التنسيق مع الجهة المستفيدة لأخذ كافة الموافقات حول أماكن تنفيذ اعمال الصيانة.
5. العارض مسؤول عن معالجة أي خطأ طارئ، كما يتحمل العارض المسؤولية الكاملة على كل ضرر يقع على العمال.
6. أن يكون العارض مهني في مجال الصواعة والدهان ولديه خبرة لا تقل عن سنتين (أو متعاقد مع مهني وفق المتطلبات المذكورة).

**FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>9</sup>***(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>10</sup>)*

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
1	صاج للحاوية/ كغ	6500			
2	مسكات تثبيت/ عدد	520			
3	نقطة تعليق/ عدد	260			
4	دولاب حاوية/ عدد	520			
5	دهان الحاوية/ عدد	260			
	<b>Total Prices of Goods</b>				
	Add: Cost of Transportation				
	Add: Cost of Insurance				
	Add: Other Charges (pls. specify)				
	<b>Total Final and All-Inclusive Price Quotation (DAP Aleppo)</b>				

<sup>9</sup>This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>10</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**TABLE 2 : Offer to Comply with Other Conditions and Related Requirements**

Other Information pertaining to our Quotation are as follows:	Your Responses		
	Yes, we will comply نعم	No, we cannot comply لا	If you cannot comply, pls. indicate counter proposal
الالتزام بموعد التسليم المحدد: Delivery Lead Time 40 days			
الالتزام بتقديم المواد وفق المواصفات والشروط الفنية المحددة			
عدم المطالبة بأي عطل أو ضرر ناجم عن أي حادث عفو أو مقصود أثناء تنفيذ الأعمال المطلوبة			
العارض مسؤول عن معالجة أي خطأ طارئ، كما يتحمل العارض المسؤولية الكاملة على كل ضرر يقع على العمال			
الالتزام بتقديم نموذج عن أول حاوية وأخذ موافقة اللجنة على الألوان وتصميم الشعارات			
الالتزام بنقل الحاويات من مكان التسليم وإعادتها بعد تنفيذ أعمال الصيانة			
الالتزام بجميع فقرات الشروط العامة لبرنامج الأمم المتحدة الإنمائي All Provisions of the UNDP General Terms and Conditions			
Validity of Quotation      مدة صلاحية العرض			
Other requirements [pls. specify]			

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]

## General Terms and Conditions

### 1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind UNDP unless agreed to in writing by a duly authorized official of UNDP.

### 2. PAYMENT

- 2.1 UNDP shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.
- 2.2 Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.
- 2.3 Unless authorized by UNDP, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
- 2.4 The prices shown in this Purchase Order may not be increased except by express written agreement of UNDP.

### 3. TAX EXEMPTION

- 3.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNDP's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP to determine a mutually acceptable procedure.
- 3.2 Accordingly, the Supplier authorizes UNDP to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall

provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

4. RISK OF LOSS

Risk of loss, damage to or destruction of the goods shall be governed in accordance with Incoterms 2010, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.

5. EXPORT LICENCES

Notwithstanding any INCOTERM 2010 used in this Purchase Order, the Supplier shall obtain any export licences required for the goods.

6. FITNESS OF GOODS/PACKAGING

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by UNDP, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

7. INSPECTION

7.1 UNDP shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.

7.2 Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

8. INTELLECTUAL PROPERTY INFRINGEMENT

The Supplier warrants that the use or supply by UNDP of the goods sold under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold UNDP and the United Nations harmless from any actions or claims brought against UNDP or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

9. RIGHTS OF UNDP

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNDP may, after giving

the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

9.1 Procure all or part of the goods from other sources, in which event UNDP may hold the Supplier responsible for any excess cost occasioned thereby.

9.2 Refuse to accept delivery of all or part of the goods.

9.3 Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of UNDP.

#### 10. LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with UNDP to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by UNDP.

#### 11. ASSIGNMENT AND INSOLVENCY

11.1. The Supplier shall not, except after obtaining the written consent of UNDP, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.

11.2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNDP may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

#### 12. USE OF UNDP OR UNITED NATIONS NAME OR EMBLEM

The Supplier shall not use the name, emblem or official seal of UNDP or the United Nations for any purpose.

#### 13. PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to UNDP without specific permission of UNDP in each instance.

#### 14. CHILD LABOUR

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

15. MINES

The Supplier represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

16. SETTLEMENT OF DISPUTES

16.1 Amicable Settlement. The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.

16.2 Arbitration. Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be

bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. PRIVILEGES AND IMMUNITIES

Nothing in or related to these General Terms and Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18. SEXUAL EXPLOITATION:

18.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

18.2 UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

19.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

20. AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possess the authority to agree on behalf of UNDP to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Agreement signed by the Contractor and jointly by the UNDP Authorized Official.