



REQUEST FOR QUOTATION (RFQ) FOR CIVIL WORKS

NAME & ADDRESS OF FIRM	DATE: October 4, 2017
	REFERENCE: Q-147/17

Dear Sir / Madam:

We kindly request you to submit your quotation for **Procurement of four Prefabricated office containers with 12,000 BTU air conditioners** as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the forms attached hereto as follows;

Annex 1 Bill of Quantities

Annex 2 Form for submitting supplier's quotation

Annex 4 General terms and conditions

Quotations may be submitted on or before **October 17, 2017 by 2:00 PM, South Sudan Local Time** via:

***Hard copy to the procurement bid box in UNDP Office Compound
ATT: Head of Procurement Unit,
United Nations Development Programme***

By email to bids.juba@undp.org

Quotations submitted by email must be limited to a maximum of 2MB, virus-free and no more than 10 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 procurement of the above-mentioned works:

Delivery Terms [INCOTERMS 2010] <i>(Pls. link this to price schedule)</i>	—DAP Juba	
Customs clearance ¹ , if needed, shall be done by:	UNDP	
Exact Address/es of Delivery Location/s (identify all, if multiple)	AIDS Commission office in Jebel Kujur, Republic of South Sudan.	
UNDP Preferred Freight Forwarder, if any ²	N/A	
Distribution of shipping documents <i>(if using freight forwarder)</i>	N/A	
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	Within three weeks after Issuance of PO (Mandatory) Failure to compliance with delivery schedule may result in the bid being rejected	
Delivery Schedule	✓ Required	
Packing Requirements	N/A	
Mode of Transport	AIR	LAND; N/A
	<input type="checkbox"/> SEA	<input type="checkbox"/> OTHER
Preferred Currency of Quotation ³	USD	
Value Added Tax on Price Quotation ⁴	✓ Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	N/A	

Deadline for the Submission of Quotation	Tuesday, October 17, 2017 and 2:00 PM, South Sudan Local time
All documentations, including catalogs, instructions and operating manuals, shall be in this language	✓ English
Documents to be submitted to Establish Qualification of Bidders (in “certified true copy” form only ⁵)	<ul style="list-style-type: none"> ✓ Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in the Scope of Works. ✓ Valid Business Registration Certificate. ✓ Tax clearance certificate required ✓ Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; ✓ Latest Audited Certified Financial Statement including auditors report for the past two years. Bidders shall provide documentary evidence; preferably in the form of latest available audited financial accounts proving that the total average annual turnover over each of the last two years exceeds the amount of USD 100,000. ✓ Statement of satisfactory performance from 3 clients for similar works ✓ Previous experience: Documentary evidence of a minimum of 3 contracts for supply of prefabs and/ or experience in South Sudan Prefabs. At least one of the contracts shall be of an amount above USD 100,000 Each purchase order/contract shall clearly indicate the type and quantities of items and technical specifications, contract amount, date and customer’s, current contract details for references to be sought

	Failure to provide all the above-mentioned information may result in the bid being rejected.
Period of Validity of Quotes starting the Submission Date	<ul style="list-style-type: none"> ✓ 30 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	✓ Not permitted
Payment Terms ⁶	✓ 100% upon satisfactory performance.
Liquidated Damages	✓ 0.5% of contract for every day of delay, up to a maximum duration of 1 calendar month. Thereafter, the contract may be terminated.
Evaluation Criteria <i>[check as many as applicable]</i>	<ul style="list-style-type: none"> ✓ Non-discretionary “Pass/Fail” criteria on the technical requirements; and ✓ Lowest price offer of technically qualified/responsive bid
UNDP will award to:	✓ One vendor
Type of Contract to be Signed	✓ Purchase Order
Special conditions of Contract	<ul style="list-style-type: none"> ✓ Cancellation of PO/Contract if the delivery/completion is delayed by two weeks. ✓ The company should have a stationary warehouse inside Juba.
Conditions for Release of Payment	<ul style="list-style-type: none"> ✓ Certificate of completion ✓ Written facility handover report

Annexes to this RFQ ⁷	<ul style="list-style-type: none"> ✓ Form for Submission of Quotation (Annex 2) ✓ General Terms and Conditions/Special Conditions (Annex 4) ✓ Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only) ⁸	<p><i>Attn: Procurement Unit</i></p> <p><i>Procurement.info.ss@undp.org</i></p> <p>NB: State clearly the RFQ reference number Q-147/17 on the email subject.</p> <p>Any delay in UNDP's response shall not be 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>

Services 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 Terms of Reference (TOR), 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 services 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/procurement/protest.shtml>

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,

Aicha Cherif
Head, Procurement Unit
October 3, 2017



FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁹

(This Form must be submitted only using the Supplier's Official Letterhead/Prefabs¹⁰)

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. **Q-144/17**

TECHNICAL SPECIFICATIONS
1 Overall Dimensions:
Supply and Install 20FT (2.35 x6.00m) Office Containers to be assembled to make an office space area of 60 sq.m floor
2 Insulation:
Floors, walls and roof adequately insulated to ensure average heat transfer coefficient of the entire building not exceeding the value of 1 W/sq.m. degrees celcius per hour for item 1 above
3 Anti Rust Treatment
All steel members are galvanized for item 1
1 Item
4 Quality Standard:
The design and quality of all work should be in conformity with the requirements
1 Item
5 Components:
Base plate(2mm), Vertical structure, Roof Plate, Walls, pre coated swing out door with mechanical door closer, aluminum frame pre-coated sliding window glass as per the drawing or
Item 1
1 Item
6 Electrical System
400V, 3Ph+N+G, 50Hz, or 230V, 1Ph+N+G, 50 Hz. Power factor Cos 0,90 approx, External connection provided, Power distribution ducts, Electrical distribution, Service outlets, 16 – 32-watt fluorescent lamp light fixtures, 18 wall powered outlets, 12 wall communication outlet, circuit breakers complete for
Item
1 Item
7 Air conditioners - Split (12,000 BTU) 04 No
8 Civil Works:

Concrete Foundation: 42-400 mm cube of class “A” concrete
1 Item
11 Allow for any other item you will need to make the installation and fabrication of the pre-fabs complete for use to include 42m length gutters, 42m length fascia board, 18m length down pipes, 100m length approved underground electrical wire for external power connection and 900mm wide 150m long walkway with 100mm thick concrete on well compacted gravel base
1 Item

SCHEDULE OF REQUIREMENTS

- **Delivery terms: DDU Juba.**
- **Delivery Time: 03 weeks from the date of issuance of Purchase Order.**
- **Provide warranty of items supplied**
- **Indicate if items are ISO certified**
- **Prefabs to be installed in Juba Immediately once goods are received.**

Quantity Item Description

04 Prefabricated office containers with 12,000 BTU Air Conditioner for each and a partitioning.

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]