



**REQUEST FOR QUOTATION (RFQ)**  
**(PROVISION OF PROMOTION ITEMS FOR UNDP YEMEN)**

DATE: 02 Nov, 2017.

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REFERENCE: RFQ-YEM-0051-2017

Dear Sir / Madam:

We kindly request you to submit your quotation for **PROVISION OF PROMOTION ITEMS FOR UNDP YEMEN**, as detailed in Annex 2 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 1.

Documents uploaded in the system as part of your quotation 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 is submitted on or before the deadline indicated by UNDP in the eTendering system. Bids must be submitted in the online eTendering system in the following link: <https://etendering.partneragencies.org> using your username and password. If you have not registered in the system before, you can register now by logging in using  
username: event.guest  
password: why2change  
and follow the registration steps as specified in the system user guide.

## ANNEX 1

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)	X DAP TO UNDP SANA'A OFFICE. The term means that the seller pays all the costs of transportation (export fees, carriage, and insurance and destination port charges) up to and including the delivery of the goods to the final destination.
Customs clearance, if needed, shall be done by:	X Supplier
Exact Address/es of Delivery Location/s (identify all, if multiple)	X <b>United Nations Development Programme</b> Siteen Street near to Ministry of Human Rights P.O Box 551 Sana'a, Republic of Yemen Attn. Procurement Unit Telephone: +967 1 448605 Fax: +967 1 448892
UNDP Preferred Freight Forwarder, if any	N/A
Distribution of shipping documents (if using freight forwarder)	N/A
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	X 2-3weeks from receipt of approved purchase order. Time zone: GMT +3 Date: DEC,217.
Delivery Schedule	X Not Required.
Packing Requirements	X Good and standard safe PACKAGE for the promotional items.
Mode of Transport	N/A
Value Added Tax on Price Quotation	X Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	X Technical support X Brand new replacement for damaged item.
Deadline for the Submission of Quotation	X 15 Nov, 2017 before or at 13:00 hours Sana'a time.
All documentations, including catalogs, instructions and operating manuals, shall be in this language	X English

Documents to be submitted <sup>1</sup>	<p>X Company profile with previous minimum 2 years' experience in the installation of solar systems in Yemen.</p> <p>X Duly Accomplished Form as provided in Annex 2 and detail specs, and in accordance with the list of requirements in Annex 1;</p> <p>X Latest Business Registration Certificate ;</p> <p>X Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer);</p> <p>X Evidence/Certification of Environmental Sustainability if applicable ("Green" Standards) of the Company or the Product being supplied ;</p> <p>X Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods".</p> <p>X Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier);</p> <p>X Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;</p>
Period of Validity of Quotes starting the Submission Date	<p>X 60 days</p> <p>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.</p>
Partial Quotes	X Not Permitted.
Payment Terms	X 100% upon complete delivery of goods and service.
Liquidated Damages	X 0.5% penalty from total price for each day of delay. Up to a maximum of 10% of the total contract amount. Thereafter, the contract will terminate.
Evaluation Criteria [check as many as applicable]	<p>X Technical responsiveness/Full compliance to requirements and lowest price<sup>2</sup></p> <p>Comprehensiveness of after-sales services</p> <p>X Full acceptance of the PO/Contract General Terms and Conditions [this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</p>
PRE-BID submission meeting	<p><b>A pre-Bid conference meeting will be held at UNDP office in Sana'a.</b></p> <p>Time: 11:00 AM.</p> <p>Date: Wednesday 08 Nov, 2017</p> <p>Venue: UNDP office Sanaa</p> <p>Address: _60st near the Ministry of Human Right,Sana'a ,Yemen</p> <p>Telephone: +967 1 448605</p>

<sup>1</sup> First 2 items in this list are mandatory for the supply of imported goods

<sup>2</sup> 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.

UNDP will award to:	X One Supplier
Type of Contract to be Signed	X Purchase Order
Special conditions of Contract	X Cancellation of PO/Contract if the delivery/completion is delayed by 20 days
Conditions for Release of Payment	X Passing Inspection X Written Acceptance of Goods based on full compliance with RFQ requirements. X Original Invoice
Contact Person for Inquiries (Written inquiries only) <sup>3</sup>	<b>Waleed Ahmed OR Samira AlFarah</b> <b>Procurement Associate / Head of Procurement unit (Samira Alfarah)</b> 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.

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. The system automatically calculates the final bid prices by multiplying the unit price by the quantity. In the event when the Bidder put a quantity that is different from the quantity required, provided that the Bid is substantially responsive, UNDP will re-calculate the Bidders total price based on the correct quantity and using the unit prices offered by the Bidder. Unit prices cannot be changed.

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.

<sup>3</sup> 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.

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:

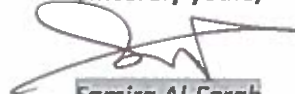
<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

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,



Samira Al-Farah  
Head of procurement  
02 Nov, 2017