



REQUEST FOR QUOTATION RFQ 103/17

NAME & ADDRESS OF FIRM	DATE: November 17, 2017
	REFERENCE: Supply of Briquetting systems (LOT 1) and Universal crusher (LOT 2)

Dear Sir / Madam:

We kindly request you to submit your quotation for " **Supply of Briquetting systems (LOT 1) and Universal crusher (LOT 2)**". The detailed Technical Specification for **LOT 1 (Supply of Oil Extraction Equipment for Agricultural Producer Groups)** and **LOT 2 (Supply of Oil Bottling Equipment for Agricultural Producer Groups)** is attached separately as 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 16:00 (GMT +4) on November 27, 2017 and via (choose appropriate box) ☐ e-mail, or ☐ courier mail to the address below:

Tenders.armenia@undp.org
or

United Nations Development Programme
14 Petros Adamyan street, 0010, Yerevan

Quotations submitted by email must be limited to a maximum of 5MB, virus-free and no more than 3 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]	<input checked="" type="checkbox"/> DAP to Mets Parni, Lori region, Armenia
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> UNDP
Exact Address/es of Delivery Location/s	Mets Parni, Lori region, Armenia
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> 45 days from the issuance of the Purchase Order (PO)/ Contract for goods
Delivery Schedule	<input checked="" type="checkbox"/> Required
Mode of Transport	<input checked="" type="checkbox"/> LAND <input checked="" type="checkbox"/> SEA
Preferred Currency of Quotation ²	<input checked="" type="checkbox"/> United States Dollars or <input checked="" type="checkbox"/> Local Currency: Armenian drams
Value Added Tax on Price Quotation ³	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Warranty period as of Annex 1.
Deadline for the Submission of Quotation	16:00, <i>Monday, November 27, 2017 Local time</i>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English or <input checked="" type="checkbox"/> Armenian
Documents to be submitted ⁴	<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"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <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"/> Company's profile; <input checked="" type="checkbox"/> List of similar past contracts <input checked="" type="checkbox"/> Technical specifications of the proposed goods <input checked="" type="checkbox"/> Warranty – as per Annex 1
Period of Validity of Quotes	<input checked="" type="checkbox"/> 60 days

¹ Must be linked to INCO Terms chosen.

² 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.

³ 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.

⁴ First 2 items in this list are mandatory for the supply of imported goods

starting the Submission Date	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 ⁵	<input checked="" type="checkbox"/> 100% upon complete delivery and acceptance of goods
Evaluation Criteria [check as many as applicable]	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁶ . <input checked="" type="checkbox"/> Suppliers must have at least 3 years of experience supplying products with similar technical specifications. <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions. <input checked="" type="checkbox"/> Warranty period for the offered equipment – as per Annex 1
UNDP will award to:	<input checked="" type="checkbox"/> One or more Supplier, depending on the following factors: there can be 2 suppliers, one per each Lot.
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order / Contract for Goods
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ ⁷	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2-Lot 1, Annex 2-Lot 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3). 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	Procurement Unit Procurement.armenia@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.

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.

⁵ 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.

⁶ 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.

⁶ Where the information is available in the web, a URL for the information may simply be provided

⁷ Where the information is available in the web, a URL for the information may simply be provided.

⁸ 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.

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

Thank you and we look forward to receiving your quotation.

**Sincerely yours,
Procurement Unit
UNDP Armenia**

Technical Specifications

Supply of Briquetting systems (LOT 1) and Universal crusher (LOT 2)

Lot 1

General description (Briquetting systems)

The briquetting system is envisaged to produce briquettes from the stables, dried grasses, leaves, fodder remnants, organic remnants from different agricultural crops (corn, tobacco, sun-flower, etc.) and other organic residuals from orchards' pruned fruit trees, etc. Briquetting system should be highly energy-efficient thanks to their hydraulic system

All equipment and parts should be fully assembled with standard fittings, tested and ready for immediate use and suitable for continuous operation in the ambient conditions at altitudes up to 2500 meters and within temperature range from -20° C to +50°C.

Description	Technical Specifications
Maximum throughput rate, kg/h	400-600
Humidity of material	<15%
Engine power, kW	22-50
Spec. pressure, max. (kg/cm ²)	<1700
Briquette formats (mm) Length x Width	150x60
Weight of systems (kg)	3500-4500
Mechanics	Compact combination of mechanics; hydraulics and electrics; Hopper with agitator and charging screw; Pre-charger; Press part; Main pressing ram; Discharge chutes; Packaging table (with foliation)
Hydraulics	Hydraulic power unit; Hydraulic oil tank with oil cooler; Recirculation filter; Ventilation filter; Low oil level and high temperature; Detection; Hydraulic oil
Electrics	Electrical cabinet; PLC control with touch panel; Level sensor in hopper; Briquette length control; Electrical cabinet heater
Benefits	Suitable for fully automatic 24-hour operation; Direct integration into existing production facilities; Compact design; No special foundations necessary; Easy installation; Socket wrench set (in metal case); Documentation folder in English and Russian
Warranty	2 years

Lot 2**General description (Universal crusher)**

The universal crusher is intended for grinding stables, corn cobs, hay and other organic residuals (leaves, pruned small shoots) into small parts, as well as for crushing other fodders and mineral additives. In addition, it has to be prepared and feed mixtures, consisting of two or three components with the introduction of liquid additives. The crusher should be used as an independent machine or in combination with the equipment of feed mills and feed preparation departments on farms and other feed preparation points.

All equipment and parts should be fully assembled with standard fittings, tested and ready for immediate use and suitable for continuous operation in the ambient conditions at altitudes up to 2500 meters and within temperature range from -20° C to +50°C.

Description	Technical Specifications
Length, mm	2500-3500
Width, mm	500-600
Height, mm	2500-3500
Weight, including electric equipment and accessories, kg	Up to 1500
Productivity, kg/h	700-1000
Engine power, kW	25-50
Frequency of rotation of the electric motor, min	1400-1600
Diameter of crushing drum, mm	500-700
Number of crushing hammers	80-100
Frequency of rotation of the crushing hammers, min	2500-3000
Diameter of hammers, mm	270-300
Number of knives	4-5
Frequency of rotation of knives, min	550-750
Warranty	1 year

Annex 2- Lot 1**FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁹***(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹⁰)*

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. **103/17**:

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

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price, currency	Total Price per Item, currency
LOT 1	Supply of Briquetting systems	1	45 days		
	Total Prices of Goods¹¹				
	Add : Cost of Transportation (Mets Parni, Lori, Armenia)				
	Add : Cost of Insurance				
	Add : Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation for LOT 1				

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

No	Description	Availability (Yes/No)
1	Technical responsiveness/Full compliance to requirements	
2	Manufacturer/suppliers must have at least 3 years of experience in manufacturing/supply of products with similar technical specifications.	
3	Warranty on required equipment as per Annex 1 (Lot 1).	
4	Full acceptance of the PO/Contract General Terms and Conditions	
5	Detailed technical specifications	
6	Latest Business Registration Certificate	
7	Manufacturer's Authorization of the Company as a Sales Agent	
8	Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List	

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]*

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

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

¹¹ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

Annex 2- Lot 2**FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹²***(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹³)*

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. **103/17**:

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

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price, currency	Total Price per Item, currency
LOT 2	Supply of Universal crusher	1	45 days		
	Total Prices of Goods ¹⁴				
	Add : Cost of Transportation (Mets Parni, Lori, Armenia)				
	Add : Cost of Insurance				
	Add : Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation for LOT 2				

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

No	Description	Availability (Yes/No)
1	Technical responsiveness/Full compliance to requirements	
2	Manufacturer/suppliers must have at least 3 years of experience in manufacturing/supply of products with similar technical specifications.	
3	Warranty on required equipment as per Annex 1 (Lot 2).	
4	Full acceptance of the PO/Contract General Terms and Conditions	
5	Detailed technical specifications	
6	Latest Business Registration Certificate	
7	Manufacturer's Authorization of the Company as a Sales Agent	
8	Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List	

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]*

¹² This serves as a guide to the Supplier in preparing the quotation and price schedule.

¹³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

¹⁴ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

Annex 3

Attached separately