

United Nations Development Programme

Programme of Assistance to the Palestinian People

برنامج الأمم المتحدة الانمائي / برنامج مساعدة الشعب الفلسطيني



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RFQ-2018-002

REQUEST FOR QUOTATION (RFQ)

Procurement of Furniture for Jamal Abd Naser School Library and Drawings Room, and Shejaia School Resource Room

Date: 6 February 2018

Dear Sir / Madam:

We kindly request you to submit your quotation for **RFQ 2018-002: Procurement of Furniture for Jamal Abd Naser School Library and Drawings Room, and Shejaia School Resource Room** detailed in Annex 1 of this RFQ.

Please be guided by the form attached hereto as Annex 2, in preparing your quotation. Quotations may be submitted on or before **20 February 2018, 12:00hr** (Jerusalem time) Submissions can be made in a sealed envelope to the following address:

UNDP/PAPP Office –Gaza
Omar Bin Abed Al Aziz Street
Al Remal Gaza

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.

Please take note of the following additional requirements and conditions pertaining to the supply of the abovementioned good/s :

Delivery Term [INCOTERMS 2010] (Pls. link this to price schedule)	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP (Gaza) <input type="checkbox"/> DAP <input type="checkbox"/> Other
Exact Address of Delivery Location	
Delivery Date	<input checked="" type="checkbox"/> Two (2) Months from the issuance of the Purchase Order (PO) <input type="checkbox"/> Supplier shall provide the delivery time from placement of PO to delivery of the goods to the specified location
Preferred Currency of Quotation	<input checked="" type="checkbox"/> (USD)United States Dollars <input type="checkbox"/> Local Currency :
Tax on Price Quotation	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes

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Payment Terms (max. advanced payment is 20% of total price)	<input checked="" type="checkbox"/> 100% within 30 days upon UNDP's acceptance of the goods delivered as specified and receipt of invoice <input type="checkbox"/> Max of 20% upon issuance of PO and the rest within 30 days from UNDP's acceptance of goods as specified and receipt of invoice <input type="checkbox"/> Others
Conditions for Release of Payment	<input checked="" type="checkbox"/> Installation <input checked="" type="checkbox"/> Inspection <input checked="" type="checkbox"/> Testing <input type="checkbox"/> Operation <input type="checkbox"/> Training on Operation and Maintenance <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements ➤ Two years Guarantee for all supplied Items.
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others <i>[pls. specify, including dialects, if needed]</i>
Additional documents to submit	For exported items: <input checked="" type="checkbox"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users; <input checked="" type="checkbox"/> Confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected. <input checked="" type="checkbox"/> Quality Certificates (ISO 9000, EC and 14000) <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent <input checked="" type="checkbox"/> Certificate of Exclusive Distributorship in the country, if applicable to the Company <input checked="" type="checkbox"/> Others: · Letter of authorization for selling and maintaining the product where applicable. · Full data sheets for all quoted items to include Model number and Brand name. Details of warranty and available after sale services for all quoted items.
Period of Validity of Quotes starting the Submission Date	<input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days
Partial Bids	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted



Mode of Transport	<input type="checkbox"/> AIR <input type="checkbox"/> SEA	<input checked="" type="checkbox"/> LAND <input type="checkbox"/> OTHER
Warranties	<p>All equipment provided shall have a minimum of Two (2) years warranty covering both parts and services. All installed components should have a minimum of twenty-four (24) months warranty against installation defects.</p> <p><input checked="" type="checkbox"/> Applies <input type="checkbox"/> Does not apply</p> <p>a) Within seven (7) days from the date of Issue of a Satisfactory Certificate of Inspection and Testing by UNDP, the Contractor shall, at its own cost and expense furnish to the UNDP a Maintenance Guarantee in an amount equal to five percent (5%) of the Contract Price. The Maintenance Guarantee shall be valid until the end of the Warranty Period.</p> <p>b) If, within 24 months after the goods have been put into service, any defects are discovered or arise in the normal course of usage, the Supplier shall remedy the defect either by replacement or by repair.</p> <p>c) If the Supplier fails to replace/repair the defect during the above specified period, then UNDP does these repairs at the expense of the Supplier, which shall be deducted from due sums against the Maintenance Guarantee.</p>	
Performance Security	<p><input checked="" type="checkbox"/> Applies <input type="checkbox"/> Does not apply</p> <p>a) Within seven (7) days of receipt of the Purchase Order from the purchaser, the successful Bidder shall furnish a Performance Security to the Purchaser in the amount of 10% of the Purchase Order Value.</p> <p>b) The Performance Security shall be valid until a date 30 days from the date of Issue of a Satisfactory Certificate of Inspection and Testing by the procuring UN entity.</p> <p>c) The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the contract.</p> <p>d) The Performance Security shall be denominated in the currency of the Purchase Order and shall be in one of the following form of a bank guarantee or irrevocable letter of credit, issued by a reputable bank located in the purchaser's country or abroad in the form provided in these Solicitation Documents.</p> <p>e) The Security will be returned to the Supplier upon the provision of a Maintenance Guarantee in an amount of five percent (5%) of the Purchase Order Value to be valid for 12 months (Warranty Period).</p>	

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Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Compliance to requirements <input checked="" type="checkbox"/> Price meeting the budget <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Others
Award of Contracts	This contract will be awarded to the first lowest technically responsive bidder. Winning bidders are: 1) Responsive to tender requirements. 2) First lowest in price 3) Has the capability to deliver, install and provide after sale services.
Annexes to this RFQ	<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 (Annex 3). Non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this bidding process.
Purchaser's Right to Vary Requirements at Time of Award	<input type="checkbox"/> 15% increase or decrease <input type="checkbox"/> Condition applies but change limit to 25% <input checked="" type="checkbox"/> Condition waived
Contact address for Inquiries	Proc10.papp@undp.org

Goods proposed 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 and requirements and offers the lowest price 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 vendor 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 on ex-works price in the event that the transportation cost is found to be at high side.

Any Purchase Order that will be issued shall be subject to the General Terms and Conditions herein attached hereto.

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UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with your preparation and submission of a quotation, regardless of the conduct or outcome of the selection process.

Our 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>. It is, however, not available to non-responsive or non-timely bidders or when all bids are rejected.

UNDP implements a zero tolerance on fraud and corrupt practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities.

Thank you and we look forward to receiving your quotation.

Sincerely yours,


Khaled Shahwan
Deputy Special Representative (Operations)



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Annex 1 TECHNICAL SPECIFICATIONS

Attached.

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Annex 2 SUPPLIER'S QUOTATION

Attached.

We, the undersigned, offer to supply the items listed in the attached BOQ – Annex 2 in conformity with the RFQ specification, terms and conditions:

Other Information pertaining to our Quotation are as follows :

Delivery Lead Time	
Estimated weight/volume/dimension of the Consignment:	
Country/ies Of Origin:	

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]

[Contact address]

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Annex 3 GENERAL TERMS AND CONDITIONS

Available on <http://www.ps.undp.org/content/papp/en/home/operations/procurement.html>