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REQUEST FOR QUOTATION RFQ 012/18

NAME & ADDRESS OF FIRM	DATE: 21 March, 2018
	REFERENCE: Purchase of tree seedlings and growing of saplings in a nursery farm

Dear Bidder:

We kindly request you to submit your quotation for “**Purchase of tree seedlings and growing of saplings in a nursery farm**” detailed in Annex 1 of this RFQ.

Quotations may be submitted on or before **16:00** (local time), **26 March, 2018** and via ☒ 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 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 above mentioned good/s:

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP Tavush and Lori provinces, Armenia		
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> by UNDP		
Exact Address of Delivery Location:	Tavush and Lori provinces, Armenia		
Latest Expected Delivery	<input checked="" type="checkbox"/> 9 months from the issuance of the Contract for Goods (as per Annex 1)		
Delivery Schedule	<input checked="" type="checkbox"/> Required		
Mode of Transport	<input checked="" type="checkbox"/> LAND (preferred)		
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"/> N/A.		
Deadline for the Submission of Quotation	March 26, 2015, 16:00 local time		
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <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"/> Company's profile, brief description of the nursery farm where the seedlings are to be grown; <input checked="" type="checkbox"/> Documents certifying the availability of human and technical capacity to organize soil cultivation, irrigation and other works; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <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"/> List of similar past contracts (poplar seedlings), technical specifications of tree seedlings; <input checked="" type="checkbox"/> Provide detailed schedule of goods delivery DAP Tavush and Lori provinces; <input checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability
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Must be linked to INCO Terms chosen

¹ 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.

² 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.

³ First 2 items in this list are mandatory for the supply of imported goods. ⁴First 2 items in this list are mandatory for the supply of imported goods

Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 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	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> As per Annex 1 (Section IV of TOR)
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁵ , <input checked="" type="checkbox"/> Suppliers must have at least 5 years of proven experience in managing a nursery farm, <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One or more Supplier, depending on the following factors: there can be one Supplier per each Lot (number of lots is 8)
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements.
Annexes to this RFQ ⁶	<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 / 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)	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

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.

⁵UNDP 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.

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

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

Terms of Reference

I. Information on the assignment

Scope of services:	Purchase of tree seedlings and growing of saplings in a nursery farm
Duration:	April – November 2018, 9 months
Location:	Republic of Armenia
Project title:	UNDP/GEF “Mainstreaming Sustainable Land and Forest Management in Mountain Landscapes of North-eastern Armenia”

II. Project Background

The long-term solution sought is to facilitate the shift from unsustainable to sustainable forest management in North-Eastern Armenia. The target area contains 65% of Armenia’s forest resources and provides essential ecosystem services including water provision (for urban use and food production), landslide control and carbon storage and sequestration. The project will promote an integrated approach towards fostering sustainable forest management – seeking to balance environmental management with development and community needs.

The major objective of the project is sustainable land and forest management in the North-eastern Armenia to secure continued flow of multiple ecosystem services (such as water provision, land slide control and carbon storage/sequestration) and to ensure conservation of critical wildlife habitats. This would be achieved during the four years of implementation through two main components, namely: (i) Integration of sustainable forest and land management objectives into planning and management of forest ecosystems to reduce degradation and enhance ecosystem services in two marzes covering 0.65 million hectares; and (ii) Sustainable Forest Management practices effectively demonstrating reduced pressure on high conservation forests and maintaining flow of ecosystem services.

It will attempt to reduce conflicting forest land-uses and improve the sustainability of forest management to maintain the flow of vital ecosystem services and sustain the livelihoods of local forest-dependent communities (and downstream users). This platform will be underpinned by a robust forest management planning support system and monitoring framework that will inform plans for the forest estate.

III. Scope of Work

The objective of the task is:

To procure about 30 000 poplar seedlings from different nursery farm and specialized institutions in the Republic of Armenia, to grow saplings in the same amount in own nursery farm, and to provide them for the purposes of planting a protective layer of trees in Tavush and Lori provinces with a view to expanding the green areas in those provinces.

The scope of the services

1. Procurement of about 30 000 poplar seedlings from different nursery farm and specialized institutions in the Republic of Armenia, transfer to own nursery farm and planting
2. Having a separate 0.3-0.5 ha area in the nursery farm where the soil is prepared (plowed, de-weeded, fertilized) for planting the seedlings and ensuring their further growth. The area must be equipped for irrigating the seedlings.
3. Ensure the production of around 30 000 saplings from the procured seedlings and their provision for the purposes of planning a protective layer of trees in Tavush and Lori provinces.

IV. Expected Outputs

#	Deliverables	Milestones	Timeline
1.	About 30 000 poplar seedlings of appropriate quality have been procured from different parts of the RA and transported to the nursery farm	50%	April 2018
2.	The soil in the separate area in the nursery farm is cultivated and prepared for planting the seedlings. Continuous care for the seedling is carried out (soil, irrigation, etc).	40%	April – November 2018
3.	Provision of produced saplings for the planting a protective layer of trees in Tavush marz	10%	30 November 2018

V. Institutional Arrangements

- The contractor will work under the direct supervision of the Sustainable Growth and Resilience Portfolio Manager and the Project Technical Task Leader.
- The contractor shall submit the narrative progress reports upon completion of each deliverable to the Sustainable Growth and Resilience Portfolio Manager and the Project Technical Task Leader.
- The contractor is expected to interact and collaborate with respective specialised institutions.
- Technical verification of the work carried out by the contractor shall be performed by the project and/or project-assigned consultant/expert.

VI. Schedule of Payments

Payments will be made in 3 installments (see above in Expected Outputs), upon timely completion of the respective task and their acceptance by UNDP based on the signed acceptance acts and narrative reports for each deliverable.

VII. Required Qualifications and Application Package

- The company should have the status of a legal entity, with at least **5 years of proven experience** in managing a nursery farm, as well as research and development in sapling production and establishing gardens and groves.
- The bidder is required to submit the following:
 - Company profile with description of proven records and experience in the area of required expertise.
 - Brief description of the nursery farm where the seedlings are to be grown.
 - Documents certifying the availability of human and technical capacity to organize soil cultivation, irrigation and other works.

FORM FOR SUBMITTING SUPPLIER'S QUOTATION

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁷)

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. **RFQ 012/18**:

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

LOT1

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date after PO is signed	Unit Price, currency	Total Price per Item, Currency
1.	About 30 000 poplar seedlings of appropriate quality have been procured from different parts of the RA and transported to the nursery farm The soil in the separate area in the nursery farm is cultivated and prepared for planting the seedlings. Continuous care for the seedling is carried out (soil, irrigation, etc). Provision of produced saplings for the planting a protective layer of trees in Tavush marz.	30 000	9 months		
Total Prices of Goods⁸					
Add : Cost of Transportation					
Add : Cost of Insurance					
Add : Other Charges (pls. specify)					
Total Final and All-Inclusive Price Quotation					

Offer to Comply with Other Conditions and Related Requirements

No	Description	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
1	Technical responsiveness/Full compliance to requirements			
2	Company's profile; Latest Business Registration Certificate			
3	Suppliers must have at least 5 years of proven experience in managing a nursery farm			
4	List of similar past contracts (poplar seedlings), technical specifications of tree seedlings			
5	Full acceptance of the PO/Contract General Terms and Conditions			
6	Acceptance of delivery terms (as per ToR, Annex 1)			

7	Documents certifying the availability of human and technical capacity to organize soil cultivation, irrigation and other works.			
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]*

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

⁸Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

General Terms and Conditions

Attached separately.