



## REQUEST FOR QUOTATION (RFQ) (Goods)

NAME & ADDRESS OF FIRM	DATE: March 25, 2018
	REFERENCE: UNDP-SYR-RFQ-021-18

Dear Sir / Madam:

We kindly request you to submit your quotation for **Providing, Installing and Operating One Generator**, as detailed in 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 April 8, 2018 or at 14.00 and via *e-mail, or courier mail* to the address below:

**United Nations Development Programme**

Mezzeh, West Villas, Gazawi street No. 8  
Attn: Rami Afadar, Procurement Associate  
**E-mail: *Syria.bids@undp.org***

Quotations submitted by email must be limited to a maximum of 5 MB, virus-free and no more than two 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
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Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> The Supplier/Offeror in coordination with UNDP.
Exact Address/es of Delivery Location/s (identify all, if multiple)	Aleppo, Al Chahba Hotel, Louai Kayali street. فندق الشهباء حلب - شارع لؤي كيالي
UNDP Preferred Freight Forwarder, if any	N/A
Distribution of shipping documents.	N/A
Latest Expected Delivery Date and Time	<input checked="" type="checkbox"/> 30 days from the issuance of the Purchase Order (PO)
Delivery Schedule	<input checked="" type="checkbox"/> Required
Packing Requirements	Suitable packing
Mode of Transport	<input checked="" type="checkbox"/> Land
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars However, for local supplier's payments will be in Syrian Pounds at the prevailing UN exchange rate at the date of the invoice.
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes.
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of One year. <input checked="" type="checkbox"/> Technical Support (with two hours' response time). <input checked="" type="checkbox"/> Periodic maintenance each 15 days.
Deadline for the Submission of Quotation	,Sunday, April 08, 2018 and at or before 02:00 PM Damascus time.
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Arabic
Documents to be submitted	<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"/> Company Profile proofing that the vendor has at least 2 years of experience in the same field; <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"/> Vendor form annex 4;

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"/> 100% upon complete delivery of goods and within 30 DAYS upon complete delivery of goods.
Liquidated Damages	Will be imposed under the following conditions: Percentage of contract price per day of delay: 0.5 % from the contract value for each day of delay. Max. no. of days of delay:20 Next course of action: Termination of Contract.
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price. <input checked="" type="checkbox"/> Comprehensiveness of after-sales services. <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions.
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier.
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order.
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 20.
Conditions for Release of Payment.	<input checked="" type="checkbox"/> Passing Inspection. <input checked="" type="checkbox"/> Complete Installation. <input checked="" type="checkbox"/> Completion of Training on Operation and Maintenance. <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements. <input checked="" type="checkbox"/> Submission of catalogues and manuals.
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 / Special Conditions (Annex 3). <input checked="" type="checkbox"/> Others Vendor Form Annex 4)  Non-acceptance of the terms of the General Terms and Conditions(GTC) shall be grounds for disqualification from this procurement process.

A Site visit will arrange on.	Time: 10:00 A.M. Date: 28 March 2018 Venue: Aleppo, Al Chahba Hotel, Louai Kayali street, UN Hub office The UNDP focal point for the arrangement is: Rami Al ELSHI e-mail: <a href="mailto:rami.alelshi@undp.org">rami.alelshi@undp.org</a> Mobile: 0996666118
Contact Person for Inquiries (Written inquiries only) <sup>1</sup>	<i>Rami Afadar</i> <i>Procurement Associate</i> <i>Rami.afadar@undp.org</i> 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.

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.

<sup>1</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.

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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your quotation.

Sincerely yours,



**Mirvat Hammoud**

*Head Of Procurement Unit*

March 25, 2018

## Technical Specifications

دفتـر الشـروط والمواصفات الفنية لتوريد وتركيب وتوصيل وتشغيل مجموعة توليد كهربائية عدد 1/ لصالح مكتب الأمم المتحدة في حلب

### الهدف من المشروع:

تقديم وتركيب وتوصيل وتشغيل مجموعة توليد كهربائية عدد 1 / لصالح مكتب الأمم المتحدة الكائن في محافظة حلب.

### الاستطاعة المطلوبة:

200 كيلو فولت أمبير

العدد  
1

### شروط التقدم للمناقصة:

- ان يكون العارض لديه سجل تجاري (مطلوب صورة عن السجل التجاري).
- ان يكون لديه خبرة لا تقل عن سنتين في هذا المجال (مطلوب سيرة ذاتية).

### واجبات العارض:

على العارض الاطلاع على موقع المشروع الكائن في محافظة حلب - فندق شهباء حلب - شارع لؤي كيايالي بتاريخ 28 آذار 2018 الساعة 10:00 صباحا وعليه أن يقدر متطلبات وصعوبات التنفيذ ويأخذها بعين الاعتبار عند تقديم العرض. ويعتبر العارض مطلع على موقع المشروع ومتطلبات التنفيذ بمجرد تقديم العرض.

### الضمان والدعم الفني:

على العارض تقديم فترة ضمان مدتها عام على الأقل إعتبارا من تاريخ الاستلام وتقديم الدعم الفني خلال فترة الضمان وبزمن استجابة (ساعتين من زمن الابلأغ) مع تنفيذ زيارات صيانة دورية كل 15 يوم.

### الجدول الزمني:

على العارض تقديم جدول زمني لتنفيذ العمل وسيؤخذ بعين الاعتبار عند التقييم الفني.

### الوثائق:

على العارض في حال فوز عرضه تقديم كافة كتيبات الصيانة والتشغيل والاستثمار ومخطط يصف الواقع بعد التنفيذ

.AS BUILT DIAGRAMS

### التدريب:

على العارض تدريب أحد كوادر مكتب الأمم المتحدة في محافظة حلب على تشغيل واستثمار مجموعة التوليد والتعامل مع لوحة التحكم مع تقديم نوبة توضيحية بذلك.

#### عموميات:

1. مجموعة توليد كهربائية ثلاثية الطور تعمل على الديزل جديدة وغير مجددة وغير مستعملة من النوع الثابت.
2. مزودة بنظام إقلاع (آلي / اليدوي).
3. المجموعة مكونة من محرك يعمل على الديزل ومنوبة كهربائية مربوطين بشكل مباشر بحيث يكون جسما المولدة والمحرك قطعة واحدة يركبان على قاعدة متينة تتناسب أبعادها وأبعاد المحرك والمنوبة ومزودة بنقاط رفع مناسبة وقوية بحيث تتحمل رفع المجموعة الى ارتفاعات عالية لا تقل عن 15 م ومخمدات ارتجاج بحيث تكون مصنوعة من أجود أنواع المطاط عالي التحمل ما يضمن عدم وجود ارتجاج للأجزاء الثابتة في المجموعة وكذلك عدم تأثر البناء بإرتجاج المحرك.
4. يجب ان يضمن تجميع المجموعة على القاعدة الموازنة الديناميكية والستاتيكية بحيث تؤمن استقامة محاور الأجزاء الدوارة كافة وكذلك يجب ان تكون براغي التثبيت مؤمنة بقلل بحيث يمنع ارتخاءها أثناء العمل.
5. المجموعة يجب ان تكون قادرة على العمل 24 ساعة يوميا وضمن شروط درجات الحرارة العالية التي قد تصل الى 52 درجة مئوية خلال ساعات النهار.
6. تقدم المجموعة مع المبرد مملوء بسائل التبريد وحوض زيت معبأ بزيت مناسب للمجموعة بحيث تكون جاهزة للتشغيل.
7. يقع على عاتق العارض توريد ونقل وتركيب وتشغيل المجموعة بالمكان الذي يحدده مشرف العمل.
8. يقوم العارض بتشغيل واختبار المجموعة للتأكد من عملها بشكل طبيعي والتأكد من عمل كافة نقاط الحماية الموصوفة في لوحة التحكم.
9. يقع على عاتق العارض تقديم الكابلات الكهربائية اللازمة والمعدات والأدوات والتجهيزات لتشغيل المجموعة وربطها بشكل فني كامل مع لوحة التحكم والشبكة العامة بحيث يضمن عملية التشغيل الآلي للمجموعة.
10. على العارض توزيع الحمولة على الفازات بشكل متوازن.
11. يتحمل العارض مسؤولية أية أضرار بشرية كانت أم مادية قد تنتج نتيجة تنفيذ هذا المشروع.
12. على العارض تأمين مصدر للطاقة الكهربائية لتنفيذ الأعمال الموكلة إليه في حال عدم توفر الشبكة العامة.

#### مواصفات عامة للمحرك:

1. المحرك من أجود أنواع الماركات العالمية المشهورة يعمل على الديزل جديد وغير مجددة وغير مستعمل من النوع الثابت مرفق بشهادة اختبار من بلد المنشأ بحيث يكون المحرك صناعة الشركة الأم وليس صناعة الفروع الأخرى ولا يقبل التقليد بأي شكل من الأشكال.
2. المحرك مزود بلوحة معدنية تبين بلد الصنع والمواصفات الأسمية الكاملة.
3. المحرك مصمم للتركيب الداخلي والعمل ضمن غرف المحركات الصناعية مع المحافظة على استقرار العمل.
4. استطاعة خرج المحرك في مجموعة التوليد هي 200 كيلو فولت أمبير.
5. سرعة الدوران 1500 دورة في الدقيقة.

6. المحرك يجب ان يكون مصمم للتحميل 10 % زيادة عن الحمولة الاسمية لمدة ساعة لكل 12 ساعة عمل.
7. منظم سرعة آلي ميكانيكي يقوم بتنظيم سرعة الدوران للمحرك ويحافظ على تغيير السرعة بين اللاحمولة والحمولة الكلية والإقلاعات السريعة.
8. نظام اقلاع كهربائي (مرش - STARTER) يعمل على التيار المستمر مع دينامو لشحن البطاريات.

#### مواصفات عامة للمنوبة:

1. نوع المنوبة من أجود أنواع الماركات العالمية المشهورة جديدة وغير مجددة ومرفق بشهادة اختبار من بلد المنشأ بحيث تكون صناعة الشركة الأم وليس صناعة الفروع الأخرى ولا يقبل التقليد بأي شكل من الاشكال.
2. بحيث يكون المنوبة صناعة الموطن الأصلي للماركة العالمية ولا يقبل التقليد بأي شكل من الاشكال.
3. مصممة للعمل الثابت ضمن مجموعة التوليد.
4. ذاتية التنظيم بواسطة منظم جهد أوتوماتيكي AVR يضمن بقاء التوتر بحدود ( + / - ) 0.5 % و يحوي مقوم مدمج يؤمن الحماية من تدفق الموجة العالية الناتجة عن دارات القصر.
5. نظام تهيج ذاتي.
6. نظام عازلية عالي.
7. قابلة للتحميل 10 % زيادة عن الحمولة الاسمية لمدة ساعة لكل 12 ساعات عمل.
8. التوتر 220 / 380 فولت - تردد 50 هرتز - سرعة الدوران 1500 دورة / دقيقة وعامل إستطاعة 0.8.
9. رباعية الاقطاب / ثلاثية الطور مع خط حيادي ظاهر.
10. عديمة التشويش على الراديو والتلفزيون.
11. تهوية داخلية بواسطة مروحة داخلية.
12. قادرة على تغذية الحمولة المطلوبة بعد فترة الاقلاع مباشرة.
13. تحمل تيار قصر لا يقل عن 300 % من التيار الاسمي ولمدة لا تقل عن 20 ثانية دون حدوث تلف في حال فشل دارة الحماية.

#### ملحقات المجموعة:

1. تجهيزات دارة الوقود:
  - مضخة وقود داخلية ضمن مجموعة التوليد تؤمن ضغط كافي لوقود المحرك.
  - خزان وقود رئيسي ضمن كاتم صوت وهو عبارة عن خزان أسطواني سعة 500 لتر مصنوع من المعدن القوي بسماكة لا تقل عن 3 مم ويجهز بمصيدة للرواسب وسدة تفريغ وأنبوب شفاف لبيان كمية الوقود ومدرج بعشرات اللترات مزود بفوهة للتعبئة وغطاء مناسب وقفل ويدهن الخزان بالأساس الأيبوكسي والدهان الزيتي. تتكون تمديدات الخزان من أنابيب نصف أنش يركب على الخزان. يركب الخزان على قاعدة معدنية مناسبة ومتينة مدمجة مع الكاتم تتحمل وزن الخزان وهو مملوء بالديزل وبارتفاع يضمن تدفق الوقود الى



مجموعة التوليد بشكل ذاتي ويتم توصيله الى نظام فلترة خارجي مضاعف مجهز بسدة سفلية لتفريغ الرواسب.

## 2. تجهيزات دائرة الاقلاع:

- بطارية إقلاع جافة ذات إستطاعة تكفي لعدة محاولات إقلاع متتالية موضوعة ضمن علبة مناسبة مع كامل المواد اللازمة لتركيبها وتشغيلها بالشكل الفني الصحيح والاقطاب تكون معزولة عن الهواء بغطاء مناسب لمنع تأكسدها.

- شاحن آلي الكتروني لشحن البطاريات بصورة مستمرة ويتغذى من الشبكة العامة ويتم شحن البطاريات عن طريق الدينمو عند عمل المحرك.

## 3. تجهيزات دائرة العادم:

- كاتم صوت لغازات العادم ووصلة مرنة مصنوعة من الفولاذ غير قابل للصدأ.

- الضجيج الناتج عن المجموعة يجب ان يكون ضمن الحدود النظامية ويجب ان لا يزيد عن 70 ديسيبل.

## 4. تجهيزات التأريض:

- هيكل المجموعة مزود بنقاط لوصلها الى خط التأريض.

- على العارض تقديم مواد التأريض وتنفيذ نظام التأريض لكل مجموعة توليد في ساحة البناء.

## ملحقات إضافية:

كتيب تشغيل لكل من المجموعة والمحرك والمنوبة ووحدة التحكم والمراقبة وشهادة منشأ للمجموعة.

## مواصفات عامة للوحة التحكم والمراقبة الالكترونية:

لوحة تبديل آلي وتحكم ومراقبة مصنعة بحجم مناسب لاستيعاب مكوناتها وتؤمن سهولة عملية الصيانة وتغلق بباب محكم مزود بجوان مطاطي يضمن حمايتها من العوامل الجوية (حرار-رطوبة- غبار .... الخ) مهمتها المراقبة والتحكم والحماية والتشغيل والايقاف لمجموعة التوليد ونقل الحمل من الشبكة العامة الى مجموعة التوليد وبالعكس ولكل مجموعة توليد.

## 1. الميزات:

- مصنعة بتقنية المعالج الصغري Microprocessor

- تتحكم بلوحة التبادل وتنقل الحمل بين الشبكة والمجموعة وتقوم بإيقاف المجموعة عند عودة الشبكة العامة الى الحدود الطبيعية.

- مجهزة بشاشة LCD ذات ضوء خلفي للمساعدة في القراءة في ظروف الاضاءة الخافتة.

- جميع القراءة ورسائل الانذار تظهر على الشاشة LCD

## 2. الديودات الضوئية على الوحدة (LEDs):

- ديود ضوئي للدلالة على جهد المجموعة.

- ديود ضوئي للدلالة على حدوث عطل في المجموعة.

- ديود ضوئي للدلالة على حالة زيادة سرعة المحرك.

### 3. القراءات على الوحدة (Measurements):

- جهد المجموعة.

- تيار المجموعة للأطوار الثلاثة.

- تردد المجموعة Hz

- جهد البطارية DCV

- عدد ساعات عمل المحرك.

### 4. ازرار التحكم على الوحدة (Controls Buttons):

- زر Mode لاختيار وضعية التشغيل (آلي- يدوي).

- زر Horn Rest لإسكات التنبيه الصوتي.

- زر START لتشغيل المجموعة في وضعية العمل اليدوي.

- زر STOP لإيقاف المجموعة في وضعية العمل اليدوي.

### 5. الحماية المتوفرة في الوحدة (Protections):

- ارتفاع / انخفاض جهد الخرج.

- زيادة / انخفاض السرعة.

- انخفاض ضغط الزيت.

- انخفاض مستوى الوقود.

- ارتفاع درجة حرارة المحرك.

- عكس فاز.

- قاطع حراري لحماية المولدة الكهربائية.

- جميع الحماية تظهر على شكل رسالة على شاشة المعالج.

### 6. المؤقتات الزمنية المتوفرة في الوحدة (Timers) / قابلة للمعايرة:

- إحماء- تبريد - تأخير إقلاع

- زمن عمل المقلع- زمن استراحة المقلع

### مواصفات عامة لكبين كاتم الصوت:

1. كبين كاتم للصوت ( Super silent ) مصنع من الصاج بسماكة مناسبة.

2. مبطن بطبقة عازلة للصوت والحرارة وغير قابلة للاحتراق.

3. مطلي بطبقة من الطلاء بسماكة مناسبة لحفظه من التأثيرات المناخية من حرارة ورطوبة.

4. مخصص للاستخدام في العراء دون الحاجة لغرفة خاصة بالمجموعة ومقاوم للعوامل الجوية.

5. مزود بكاتم لصوت غازات العادم من النوع السكني لتخفيف الضجيج دون إعاقة خروج الهواء العادم مع وصلة مرنة من الفولاذ غير قابل للصدأ (على العارض تعديل اتجاه الوصلة وطولها حسب مكان التركيب).
6. مزودة بأبواب مزدوجة من الجانبين تؤمن سهولة إجراء عملية الصيانة والأبواب مزودة بمفصلات وقبضات مع امكانية فتح الباب بشكل كامل والقفل.
7. يسمح الكبين بدخول هواء التبريد وخروج الهواء الساخن لتأمين تهوية مجموعة التوليد دون إعاقة بحيث لا نحتاج لرفع الغطاء من اجل ضمان خروج الهواء الساخن ولاسيما في الصيف.
8. الكبين مجهز بمخارج لخروج الكابلات دون التأثير على العازلية الصوتية.

ملاحظة: على العارض ملء الجدول التالي والمتضمن المواصفات الفنية لمجموعة التوليد:

Technical Specification					
#	Technical Specification		Yes, we will comply	No, we cannot comply	Remarks
	Engine & Alternator Specification				
	Fuel	Diesel, compatible with Syrian diesel			
	Engine Speed	1500 RPM			
	Gross Engine Output	200 KVA			
	Overload Power	10% (1 hour in 12 hours continuous)			
	Overload capacity	300%			
	Phase	Three Phases			
	Frequency	50 H			
	Automatic Voltage Regulator (AVR)	( + / - ) 0.5 %			
	Silencer noise reduction level	70db			
	<b>Other Specification (pls. specify)</b>				
#	<b>Auto Start Control Panel Specification</b>				
	<b>LEDS indicators</b>				
	<b>LCD screen</b>				
	<b>Generator volts</b>				
	<b>Gen-set failure</b>				
	<b>Underspeed, Overspeed</b>				
	<b>Measurements</b>				
	<b>Generator current (Three Phases )</b>				
	<b>Generator frequency</b>				
	<b>Battery volts</b>				
	<b>Hours run counter</b>				
	<b>Controls Buttons</b>				
	<b>Mode (MANUAL / AUTO)</b>				
	<b>Horn Rest</b>				
	<b>Start</b>				
	<b>Stop</b>				
	<b>Emergency stop</b>				
	<b>Protections</b>				
	<b>Undervoltag/ Overvoltag (Output)</b>				
	<b>Underspeed, Overspeed</b>				
	<b>Engine oil pressure</b>				
	<b>Fuel level</b>				
	<b>Engine coolant temperature increases</b>				

	<b>Reversal of Phases</b>			
	<b>Timers</b>			
	<b>Cooling / Heating</b>			
	<b>Starting Delayed Period</b>			
	<b>Starter Operation Period</b>			
	<b>Other Specification (pls. specify)</b>			

SUBMITTED BY

APPROVED BY

ملاحظة هامة: على العارض استخدام النموذج والترويسة الخاص بشركته بنفس الترتيب المبين في الصفحات Annex 2 .

## FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>2</sup>

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>3</sup>)*

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.021-18:

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

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
1	Generator 200 KVA with installation & operation.	1 set			
2	Diesel Tank, 500 liters, 3mm thickness with its accessories & installation (Built in with the Silencer.	LS			
3	Electrical Cables ( <u>sufficient size</u> ) with installation.	LS			
4	Auto Start Control Panel & Manual Switch.	1 set			
5	Oil Filter.	7			
6	Diesel Filter.	7			
7	Air Filter.	2			
	<b>Total Prices of Goods<sup>4</sup></b>				
	Add: Cost of Transportation				
	Add: Cost of Insurance				
	Add: Other Charges (pls. specify)				
	<b>Total Final and All-Inclusive Price Quotation</b>				

<sup>2</sup>This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>3</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

<sup>4</sup>Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

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

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time			
Estimated weight/volume/dimension of the Consignment:			
Country/ies Of Origin <sup>5</sup> :			
Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance			
b) Minimum One year warranty on both parts and labor			
c) Service Unit to be Provided when the Purchased Unit is Under Repair			
d) Brand new replacement if Purchased Unit is beyond repair			
e) Others			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Technical Specifications			

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]*

<sup>5</sup>If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UNDP if awarded the PO/contract.

## **General Terms and Conditions**

### **1. ACCEPTANCE OF THE PURCHASE ORDER**

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind UNDP unless agreed to in writing by a duly authorized official of UNDP.

### **2. PAYMENT**

- 2.1 UNDP shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.
- 2.2 Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.
- 2.3 Unless authorized by UNDP, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
- 2.4 The prices shown in this Purchase Order may not be increased except by express written agreement of UNDP.

### **3. TAX EXEMPTION**

- 3.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNDP's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP to determine a mutually acceptable procedure.
- 3.2 Accordingly, the Supplier authorizes UNDP to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

### **4. RISK OF LOSS**

Risk of loss, damage to or destruction of the goods shall be governed in accordance with Incoterms 2010, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.

### **5. EXPORT LICENCES**

Notwithstanding any INCOTERM 2010 used in this Purchase Order, the Supplier shall obtain any export licences required for the goods.



**6. FITNESS OF GOODS/PACKAGING**

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by UNDP, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

**7. INSPECTION**

7.1 UNDP shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.

7.2 Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

**8. INTELLECTUAL PROPERTY INFRINGEMENT**

The Supplier warrants that the use or supply by UNDP of the goods sold under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold UNDP and the United Nations harmless from any actions or claims brought against UNDP or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

**9. RIGHTS OF UNDP**

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNDP may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

9.1 Procure all or part of the goods from other sources, in which event UNDP may hold the Supplier responsible for any excess cost occasioned thereby.

9.2 Refuse to accept delivery of all or part of the goods.

9.3 Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of UNDP.

**10. LATE DELIVERY**

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with UNDP to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by UNDP.

**11. ASSIGNMENT AND INSOLVENCY**

11.1. The Supplier shall not, except after obtaining the written consent of UNDP, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.

11.2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNDP may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

**12. USE OF UNDP OR UNITED NATIONS NAME OR EMBLEM**

The Supplier shall not use the name, emblem or official seal of UNDP or the United Nations for any purpose.

**13. PROHIBITION ON ADVERTISING**

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to UNDP without specific permission of UNDP in each instance.

**14. CHILD LABOUR**

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

**15. MINES**

The Supplier represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

**16. SETTLEMENT OF DISPUTES**

**16.1 Amicable Settlement.** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.

**16.2 Arbitration.** Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

**17. PRIVILEGES AND IMMUNITIES**

Nothing in or related to these General Terms and Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of the United Nations, including its subsidiary organs.

**18. SEXUAL EXPLOITATION:**

**18.1** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform

any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

- 18.2 UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

**19.0 OFFICIALS NOT TO BENEFIT:**

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

**20. AUTHORITY TO MODIFY:**

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possess the authority to agree on behalf of UNDP to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Agreement signed by the Contractor and jointly by the UNDP Authorized Official.