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REQUEST FOR QUOTATION (RFQ)

Procurement of Caskets

REFERENCE: UNDP-PMO-RFQ-033/2018	DATE: March 26, 2018
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Dear Sir / Madam:

We kindly request you to submit your quotation for **Caskets (Quantity: 280) for the CMP in Cyprus**, 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 11, 2018**, 16:00 Cyprus local time, via *e-mail to the dedicated email address of solicitations.cy@undp.org*.

Quotations shall be delivered at no cost to UNDP.

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
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror
Exact Address/es of Delivery Location/s	CMP Laboratory, United Nations Protected Area, Nicosia
UNDP Preferred Freight Forwarder, if any	N/A
Distribution of shipping documents	N/A
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> 4 weeks from the issuance of the Purchase Order (PO)
Delivery Schedule	<input checked="" type="checkbox"/> Required (All at the same time)

Packing Requirements	N/A
Mode of Transport	<input checked="" type="checkbox"/> LAND
Preferred Currency of Quotation ¹	<input checked="" type="checkbox"/> Euro
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Deadline for the Submission of Quotation	COB, <i>Wednesday, April 11, 2018 at 16:00 Cyprus Local Time</i>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
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"/> Copy of Business Registration document
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
Liquidated Damages	%1 of the purchase order value for each day of delay
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ² <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> 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 30 days
Conditions for Release of Payment	Passing Inspection: meeting the specifications as per the sample

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 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.

Annexes to this RFQ	<input checked="" type="checkbox"/> Schedule of Requirements (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 details for Inquiries (Written inquiries only) ³	solicitations.cy@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.

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:

³ This contact 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.

<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,

United Nations Development Programme
Partnership for the Future Programme
Cyprus

March 26, 2018

Annex 1

SCHEDULE OF REQUIREMENTS

General Requirements of Caskets

Casket	<p>Body:</p> <ul style="list-style-type: none"> • Wood Type: Laminate/Melamine Hardboard (Chipboard) • Wood Color: Walnut • Wood Thickness: Min. 18mm <p>Interior:</p> <ul style="list-style-type: none"> • Interior Color: Dark color (e.g. gray) • Interior Material: Cloth or thin carpet flooring <p>Handles:</p> <ul style="list-style-type: none"> • Type of Handles: Metal • Number of handles 2 or 4 depending on the type of the casket <p>Lock and Key: Yes (hasp lock type)</p> <p>Pockets:</p> <ul style="list-style-type: none"> • Number of pockets: 1 interior and 1 exterior • Size of pockets: <ul style="list-style-type: none"> ○ Interior: 11cm x 15cm ○ Exterior: 23cm x 24cm • Type of pockets: Transparent plastic / plexi glass
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Specific Requirements Per Casket Type

Casket Type	Specifications
T-1-GC	Size: h:24cm x w:32cm x l:100cm Number of Metal Handles: 2 Number of Wooden Cross: 2 Size of Wooden Cross: 13.5cm x 15cm Wooden vertical separation/partition inside the casket
T-2-GC	Size: h:24cm x w:32cm x l:100cm Number of Metal Handles: 4 Number of Wooden Cross: 2 Size of Wooden Cross: 13.5cm x 15cm Wooden vertical separation/partition inside the casket
T-3-TC	Size: h:24cm x w:32cm x l:100cm Number of Metal Handles: 2

T-4-Artefacts- GC	Size: h:24cm x w:32cm x l:50cm Number of Metal Handles: 2 Number of Wooden Cross: 1 Size of Wooden Cross: 20cm x 20cm
T-5-Artefacts- TC	Size: h:24cm x w:32cm x l:50cm Number of Metal Handles: 2

Note: A sample casket can be seen at the UNDP office upon obtaining an appointment through solicitations.cy@undp.org email address.

Annex 2

QUOTATION SUBMISSION FORM

Reference: UNDP-PMO-RFQ-033/2018

**To: United Nations Development Programme
PMO in Cyprus**

SUPPLIER'S DECLARATION(S)

In response to the Request for Quotation for the Procurement of Caskets (Reference: UNDP-PMO-RFQ-033/2018), WE, the undersigned, hereby declare that:

- a) All the information and statements made in this quotation are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We accept Purchase Order and General Terms and Conditions;
- c) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP;

Offeror's Legal Name:
Country/ies of Registration/Operation:
Experience in casket production:
Offeror's Authorized Representative Information Name: Title: Address: Telephone: Email Address:
Attached are copies of original documents of: <input checked="" type="checkbox"/> Latest business registration certificate

e) The price of our quotation is;

Offer to Supply Goods Compliant with Technical Specifications and Requirements

#	Item	Quantity	Unit Price (EUR)	Total Price (EUR)
1	T-1-GC (2 handle)	50		
2	T-2-GC (4 handle)	100		
3	T-3-TC	50		
4	T-4-Artefacts-GC	50		
5	T-5-Artefacts-TC	30		
Total Final and All-Inclusive Price Quotation including Delivery (Ex-VAT in EURO)				

f) This quotation is valid for a period of 60 calendar days (2 months) from the final date for submission of quotations.

[Name and Signature of the Supplier's Authorized Person]
[Designation]
[Date]