



REQUEST FOR QUOTATION RFQ 022/18

NAME & ADDRESS OF FIRM	DATE: April 3, 2018
	REFERENCE: Supply, delivery and installation of a total of 30 energy efficient greenhouses in Lusahovit, Khashtarak, Aygehovit, Achajur communities and Mosesgegh, Verin Karmir Aghbyur, Choratan settlements of Berd community of the RoA Tavush Marz

Dear Sir / Madam:

We kindly request you to submit your quotation for “Supply, delivery and installation of a total of 30 energy efficient greenhouses in Lusahovit, Khashtarak, Aygehovit, Achajur communities and Mosesgegh, Verin Karmir Aghbyur, Choratan settlements of Berd community of the RoA Tavush Marz” 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 16:00 (local time), April 16, 2018 and via ☒ *e-mail*, ☒ *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 Lusahovit, Khashtarak, Aygehovit, Achajur communities and Mosesgegh, Verin Karmir Aghbyur, Choratan settlements of Berd community of the RoA Tavush Marz (Armenia).	
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> by UNDP	
Exact Address of Delivery Location:	- 15 greenhouses to be delivered to communities located in Ijevan region and then distributed within 20 km. radius, - 15 greenhouses to be delivered to Berd and then distributed to communities within 20 km. radius.	
Latest Expected Delivery	<input checked="" type="checkbox"/> 90 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 – 4 (four) years on all parts (including cover, structure and installation)	
Deadline for the Submission of Quotation	<i>Monday, April 16, 2018, 18:00 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 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"/> Quality Certificates (ISO, etc.) - compliance / quality certificates for the greenhouse structure and cover; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <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"/> Reference from the taxation authorities about tax liabilities; <input checked="" type="checkbox"/> List of similar works conducted within last two years (at least three samples); <input checked="" type="checkbox"/> Others- Documents providing information on regional office for after-sales maintenance and services.	

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

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 and installation of all 30 greenhouses
Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay: 0.25% Max. no. of days of delay: 6 weeks Next course of action: contract termination
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁵ <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> At least 2 years of proven experience in purchase and installation of greenhouses; <input checked="" type="checkbox"/> Provision of information of regional office for after-sales maintenance and services.
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 / 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 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.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 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.

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

SPECIFICATION OF GREENHOUSES

A. Title

Supply, delivery and installation of a total of 30 energy efficient greenhouses in Lusahovit, Khashtarak, Aygehovit, Achajur communities and Mosesgegh, Verin Karmir Aghbyur, Choratan settlements of Berd community of the RoA Tavush Marz.

B. Project Title

UNDP “Integrated Support to Rural Development: Building Resilient Communities Project”.

C. Project Description

“Integrated Support to Rural Development: Building Resilient Communities” is implemented in borderline communities of Tavush Region of the Republic of Armenia with the financial support of the Russian Federation. The overall goal of the project is to ensure balanced development of Tavush region of RA through an integrated socio-economic approach. The project aims at raising the quality of life and income level of the local population in 45 bordering communities of Tavush region.

D. Location of Delivery

Within the scope of “Integrated Support to Rural Development: Building Resilient Communities” Project supply, deliver and install in total 30 energy efficient small greenhouses in Lusahovit, Khashtarak, Aygehovit, Achajur communities and Mosesgegh, Verin Karmir Aghbyur, Choratan settlements of Berd community of the RoA Tavush Marz.

No	Specifications of Greenhouse	
1.	Physical dimensions	Width – 8 ÷ 9 m
2.		Length – 15 ÷ 17 m
3.		Height – 4 ÷ 6 m
4.		Surface area – 120 ÷ 153 m ²
5.	Framework of greenhouse	Galvanized steel structure
6.	Cover of greenhouse	At least 160 micron thick one layer greenhouse plastic cover
7.	Door	Opening part not less than 2.0 x 0.8 m
8.	Lighting of greenhouse	Not required
9.	Heating	Not required
10.	Water supply and drip irrigation of greenhouse	Not required
11.	Ventilation	Side and / or roof ventilation system
12.	Anti-insect nets	For doors and all ventilation openings
13.	Plant support system	Steel ropes installed along the greenhouse (min. 10 pcs)
14.		Steel hooks (min. 300 pcs) and garter system
15.	Wind resistance	Not less than 80 km/h
16.	Snow resistance	Not less than 40 kg/m ²
17.	Certifications	The Contractor should provide compliance / quality certificates for the greenhouse structure and cover
18.	Installation	One-phase
19.	Installation Method	Foundation: On concrete point foundations
20.		Framework: With bolts, nuts and hooks (no welding involved)
21.		Cover anchor: With galvanized steel J-profile with springs
22.	Delivery time	90 days after PO issue
23.	Warranty	Four years on all parts (including cover, structure and installation)

E. Institutional Arrangement

- The ground works for concrete point foundations, including the purchase of required materials is done by the Beneficiary.
- The Contractor shall deliver and install greenhouses in Lusahovit, Khashtarak, Aygehovit, Achajur communities and Mosesgegh, Verin Karmir Aghbyur, Choratan settlements of Berd community of the RoA Tavush Marz in the locations identified by the customer.

F. Delivery Time

Within 90 days after issuing Purchase Order

G. Duty Station

Lusahovit, Khashtarak, Aygehovit, Achajur communities and Mosesgegh, Verin Karmir Aghbyur, Choratan settlements of Berd community of the RoA Tavush Marz.

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁷

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁸)

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 022/18**:

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

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price /currency/	Total Price per Item /currency/
	Supply and installation of energy sufficient greenhouses <i>(please provide detailed technical specifications)</i>	30	90 days after PO issue		
	Total Prices of Goods⁹				
	Add : Cost of Transportation for 15 greenhouses to be delivered to communities located in Ijevan region and then distributed within 20 km. radius,				
	Add : Cost of Transportation for 15 greenhouses to be delivered to Berd and then distributed to communities within 20 km. radius,				
	Add : Cost of Insurance				
	Add : Other Charges (pls. specify)				
	VAT				0%
	Total Final and All-Inclusive Price Quotation				

⁷ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

⁹ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

Additional Requirements

Other information related to this RFQ	Your		
	<i>Yes, we accept</i>	<i>No, we cannot accept</i>	<i>If you cannot accept, please suggest your conditions</i>
Delivery and installation duration: 90 days.			
At least 2 years of proven experience in purchase and installation of greenhouses			
List of similar works conducted within last two years (at least three samples);			
Full acceptability of UNDP General provisions and conditions			
Reference from the taxation authorities about tax liabilities			
Provision of information of regional office for after-sales maintenance and services.			
Quality Certificates (ISO, etc.) - compliance / quality certificates for the greenhouse			

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]

General Terms and Conditions

(attached separately)