



REQUEST FOR QUOTATION (RFQ)

Companies	DATE: 8 May 2018
	REFERENCE: RFQ/023/18 – Supply of air-conditioners (12 000 BTU)

Dear Sir / Madam:

We kindly request you to submit your quotation for supply of split-system air conditioner (12 000 BTU), 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 18.00 (GMT +5), 22 May 2018 and via e-mail, or courier mail to the address below:

United Nations Development Programme

4, Taras Shevchenko Street, Tashkent city, 100029, Republic of Uzbekistan

Procurement Unit

Electronic version of your quotation must be sent *ONLY* to bids.uz@undp.org. Quotations submitted to other email accounts will not be accepted and will be declined.

Quotations submitted by email must be limited to a maximum of 5 MB, virus-free and no more than 2 email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected. The following must be on the subject of email with your quotation to be sent to bids.uz@undp.org:

RFQ/023/18 – Supply of air-conditioners (12 000 BTU)¹

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-Tashkent, all air-conditioners should be delivered to the exact address of delivery location shown below
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> UNDP
Exact Address of Delivery Location	Republican AIDS Center building, located at 12, Farkhadskaya str., Tashkent (subject to possible change at the stage of signing of Purchase Order).
Distribution of shipping documents	For International suppliers, the cargo shall arrive to Tashkent city for the name of UNDP CO in Uzbekistan. If goods are supposed to be exported to the end-user it shall be followed with invoice (2 originals) and packing list (2 originals), with other quality confirmation documents if required. In addition, all documents under INCOTERMS 2010.

¹ Email submission that will not contain this subject or without reference to subject tender will not be opened and will be declined

Latest Expected Delivery Date and Time	<input checked="" type="checkbox"/> As soon as possible, but not later than 30 calendar days from date of advance payment (for local companies), or date of signing of Purchase Order (for International companies). For International companies, the goods shall be delivered within 30 days to Tashkent, and upon completion of customs procedures, the goods shall be delivered to: Republican AIDS Center building, located at 12, Farkhadskaya str., Tashkent (subject to possible change at the stage of signing of Purchase Order). Note: Please note that in case if the proposed delivery date exceeds the required in RFQ latest date of delivery, the Quotation may be rejected.	
Delivery Schedule	<input checked="" type="checkbox"/> Required	
Mode of Transport	<input checked="" type="checkbox"/> AIR	<input checked="" type="checkbox"/> LAND
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars (USD) for companies registered outside the Republic of Uzbekistan; or <input checked="" type="checkbox"/> Local Currency: Uzbekistan Som (UZS) for companies registered in the Republic of Uzbekistan.	
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"/> Standard Warranty of the Manufacturer, but not less than 24 months. Since the goods shall be distributed to all Regions of the Republic of Uzbekistan, availability of authorized service – center in each Region is a must. If case of unavailability of authorized service centers in Uzbekistan or in some Regions, the company officially provides guarantee in terms of signed contract with a third party company/ies for warranty service of offered goods. In this case, the service shall include the whole range of services as per the Standard Warranty of the Manufacturer, and all expenses, related to the implementation of guarantee shall bear the Offeror's company. <input checked="" type="checkbox"/> The company shall provide the following information on the company/ies, responsible for provision of services within the warranty period: <ul style="list-style-type: none"> - Name of company - Form of ownership - Official website (if available) - Contact tel. No. - First and last name of Director, contact tel. No. - First and last name of responsible person, contact tel. No. 	
Deadline for the Submission of Quotation	18.00 (GMT +5) on 22 May 2018	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> Russian and/or <input checked="" type="checkbox"/> Uzbek Bids and supporting documents in other than Russian or Uzbek languages must have translated into above either language version and provided to UNDP upon request by UNDP.	
List of mandatory documents to be submitted by Offeror's together with their Quotations by the deadline set above	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Part 1 of Annex 2 , and in accordance with the list of requirements in Annex 1 ; <input checked="" type="checkbox"/> Declaration of owners' interest in other companies using form provided in Part 2 of Annex 2 ; <input checked="" type="checkbox"/> Company's profile with detailed information (name of the company,	

	<p>address, contact details etc.) using form provided in Part 3 of Annex 2;</p> <p><input checked="" type="checkbox"/> Contact details (email, telephone, website) of clients whom the bidder supplied <u>equipment (including split-system air conditioners, etc.)</u> in the last 3 years. At least 2 contracts for supply of machinery (including split-system air conditioners, etc.) is must, using form provided in Part 4 of Annex 2;</p> <p><input checked="" type="checkbox"/> Copy of at least 2 achieved contracts for supply of machinery including split-system air conditioners, etc., for the last 3 years;</p> <p><input checked="" type="checkbox"/> Verified copy of the latest valid business registration certificate of the Offeror's company²;</p> <p><input checked="" type="checkbox"/> Verified copies of Certificates of Conformity and/or Quality Certificates (ISO, etc.) for offered product. In case of impossibility to provide the certificates for the product at the moment of submission of Quotation, Offeror shall provide guarantee letter confirming the provision of all certificates at the date of PO signing, if the company is awarded the PO. Also, the Offeror shall provide catalogue with detailed description of offered product with pictures;</p> <p><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 users³;</p> <p><input checked="" type="checkbox"/> Manufacturer's Authorization Letter issued in favor of the bidder allowing selling their product to UNDP (if Supplier is not the manufacturer). The same document must demonstrate that the manufacturer takes an obligation to reserve required quantity of goods offered by the bidder for the tender should the bidder selected;</p> <p><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;</p> <p><input checked="" type="checkbox"/> License for wholesale business (if applicable).</p>
List of documents to be requested by UNDP additionally from the three lowest priced bid Offerors ⁴	<p><input checked="" type="checkbox"/> (a) Verified by third party (tax agency or other authorized body) copy of Financial Reports for the last two years OR (b) a bank statement from Offeror's bank, issued not less than 30 days prior the bid submission or quotation date, that Offeror has available or has access to liquid assets (asset that can be readily converted to cash), to meet the construction/supply cash flow for the contract of not less than Offeror's bid value.</p>
Period of Validity of Quotes starting the Submission Date	<p><input checked="" type="checkbox"/> 60 days</p> <p>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 Offeror shall then confirm the extension of their quotation in writing, without any modification whatsoever on the Quotation.</p>
Partial Quotes	<p><input checked="" type="checkbox"/> not permitted. The partial quotes will be rejected.</p>
Payment Terms	<p><u>To Local Supplier (Company registered in Uzbekistan):</u></p> <p><input checked="" type="checkbox"/> 15% advance payment and 85% final payment will be made in Uzbek</p>

² Verified by the signature of the authorized Offeror's representative and Offeror's company stamp/seal

³ Mandatory for the supply of imported goods

⁴ Non-provision of any of additionally requested documents provided in this section will serve as a ground for disqualification of the Offer

	<p>Soums by bank transfer to the Supplier's account after delivery and acceptance of goods.</p> <p><u>To Foreign Suppliers (Company registered outside Uzbekistan):</u></p> <p><input checked="" type="checkbox"/> 100% payment will be made by bank transfer to the Supplier's account after delivery and acceptance of goods.</p>
Liquidated Damages	<p>Will be imposed under the following conditions:</p> <p><input checked="" type="checkbox"/> Penalty will be applied as percentage of contract price per day of delay: 0.5%, but up to maximum 10% of total contract value;</p> <p><input checked="" type="checkbox"/> Next course of action: penalty and termination of contract and return of advance payment if applicable;</p>
Evaluation Criteria	<p><input checked="" type="checkbox"/> Technical responsiveness/Full compliance to the requirements and lowest price</p> <p><input checked="" type="checkbox"/> Strong financial position: (a) <u>Liquidity ratio for the last two years not less than 1 if financial statements are presented</u> OR (b) <u>Confirmation from bank on financial strength of the Offeror as per requirement outlined above</u></p> <p><input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions</p> <p><input checked="" type="checkbox"/> Comprehensiveness of after-sales services</p> <p><input checked="" type="checkbox"/> At least 2 contracts for supply of <u>equipment (including split-system air conditioners, etc.)</u> successfully performed in the last 3 years.</p> <p><input checked="" type="checkbox"/> Demonstrated availability of a permanent office reachable via landline telephone and permanent staff of at least 5 persons</p>
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract face sheet
Contract General Terms and Conditions	<p><input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p>Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if amount of penalty for delay in delivery exceeds 10% from total contract value
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ	<p><input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1)</p> <p><input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3).</p> <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>
Contact Person for Inquiries (Written inquiries only)	<p>UNDP CO Uzbekistan, Procurement Unit</p> <p>4, Taras Shevchenko Street, 100029, Tashkent, Fax: (+998 71) 1203485, pu.uz@undp.org</p> <p>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.</p>

Post-qualification Actions	<input checked="" type="checkbox"/> Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted; <input checked="" type="checkbox"/> Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder; <input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed; <input checked="" type="checkbox"/> UNDP may conduct physical inspection of the bidder's plant, factory, branches or other places where business transpires, with or without notice to the bidder;
Other	<p>Offers submitted by two (2) or more Offerors shall all be rejected if they are found to have <u>any</u> of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFQ; d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or e) influence on the Offer of, another Offeror regarding this RFQ process; f) they are subcontractors to each other's Offer, or a subcontractor to one Offer also submits another Proposal under its name as lead Offeror; or g) an expert proposed to be in the team of one Offeror participates in more than one Offer received for this RFQ process. This condition does not apply to subcontractors being included in more than one Offer.

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 indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

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
UNDP in Uzbekistan*

Technical Specifications

Items to be Supplied	Quantity	Description / Specifications of Goods	Latest Delivery Date
AIR CONDITIONER	223	<p>Designation Type: wall mounted air conditioner with indoor and outdoor units, including necessary parts (power inter-unit cable, min 4-metre tube, etc.) for full functioning of air conditioner;</p> <ul style="list-style-type: none"> - Capacity: 12 000 BTU; - Coverage area: not less than 25m²; - Cooling capacity: not less than 3000w; - Heating capacity: not less than 3000w; - Refrigerant type: R410A or other permitted for use on the territory of the Republic of Uzbekistan; - Air stream: not less than 500m³/hour; - Power supply: single-phase, 220 V/50 Hz; - Maximum power consumption for cooling: 1200W - Maximum power consumption for heating: 1200W - Temperature control range: 18 ~ +30°C - Ambient temperature range: -7 ~ +43°C; <p>Control</p> <ul style="list-style-type: none"> - Remote control with inscription in English or Russian language; <p>Additional terms</p> <ul style="list-style-type: none"> - Provision of standard pack of spare parts for one year including gaskets, valves, etc. for smooth operation of air-conditioners; - Charged with oil according to manufacturer standards <p>Manuals</p> <ul style="list-style-type: none"> - For evaluation purposes all technical documentation, including operating and maintenance manuals shall be submitted in Russian or Uzbek language. <p>Certification and Standards</p> <ul style="list-style-type: none"> - The offered Goods must be from the manufacturers adhering to ISO 9001 quality management system (internationally recognized quality certification systems equivalent to ISO will also be considered); - For the air-conditioners of domestic production Certificate of Conformity. 	30 calendar days

[Enter name of authorized staff]

[Designation]

[Click here to enter a date]

Part 1: FORM FOR SUBMITTING SUPPLIER'S QUOTATION***(This Form must be submitted only using the Supplier's Official Letterhead/Stationery)***

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/023/18.

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

Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price (____ currency)	Total Price per Item (____ currency)
SPLIT-SYSTEM AIR CONDITIONER (12 000 BTU) , please specify exact model/brand offered with full technical specifications including country of origin.	223 sets			
Total Prices of Goods⁵				
Add: Cost of Transportation				
Add: Cost of Insurance				
Add: Other Charges (pls. specify)				
Total Final and All-Inclusive Price Quotation				

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 within 30 calendar days			
Full compliance with the technical specifications requested			
Country/ies Of Origin ⁶ :			
Warranty and After-Sales Requirements			
a) Minimum two (2) years warranty on goods			
b) Brand new replacement if Purchased Unit is beyond repair			
Validity of Quotation, 60 calendars days from the date of the bid opening			
All Provisions of the UNDP General Terms and Conditions			

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]

⁵ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

⁶ 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.

PART 2: DECLARATION OF INTEREST

Dear Sir/Madam,

We/I, _____ (Name and Title), as shareholder(s)/owner(s) of _____ Company, declare that:

- a) Have no financial and other interests in, association or relationship with, are not employed and do not have relatives (i.e. spouse, parents, children or siblings) employed by the United Nations Development Programme (UNDP) or the Government of Uzbekistan that announced the RFQ; and do not have access to information about, or influence on the selection process for this RFQ
- b) Have no common controlling partner, director, shareholder, legal representative for the purposes of this RFQ with any other entity submitting its Quotation under this RFQ; are not subcontracting or are subcontractors to other entities for the purposes of this RFQ; and that the experts proposed in the team do not participate in more than one Quotation for this RFQ
- c) Are not involved in activities that could have an impact on the objectivity and independence of the Contractor's team in carrying out its duties under the contract or can affect the image of the United Nations and the Government of Uzbekistan.

We certify that the information stated is true, correct and complete to the best of our knowledge and belief. We are obliged to comply with all requests for additional information, documentation, clarification and/or verification concerning the Declaration of Interest statement.

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]

PART 3: COMPANY PROFILE

1. Offeror's Legal Name <i>[insert Bidder's legal name]</i>		
2. In case of Joint Venture (JV), legal name of each party: <i>[insert legal name of each party in JV]</i>		
3. Actual or intended Country/ies of Registration/Operation: <i>[insert actual or intended Country of Registration]</i>		
4. Year of Registration in its Location: <i>[insert Bidder's year of registration]</i>		
5. Countries of Operation	6. No. of permanent staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation with contact details ⁷ : <i>[insert Bidder's legal address in country of registration]</i>		
9. Value and Description of Top two (2) Biggest Contracts for the past three (3) years		
10. Latest Credit Rating (Score and Source, if any)		
11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
12. Offeror's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>		
13. Are you in the UNPD List 1267.1989 or UN Ineligibility List? <input type="checkbox"/> YES or <input type="checkbox"/> NO		

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

⁷ You must specify address of permanent office, landline telephone numbers

PART 4: EXPERIENCE IN SIMILAR NATURE*

Name of the good supplied	Delivery period (month, year)	Amount of the contract	Client (Name, contact person, telephone, e-mail)

* - At least 2 contracts for the last 3 years for supply of machinery (split-system air conditioners etc.) is must

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

GENERAL TERMS AND CONDITIONS