



REQUEST FOR QUOTATION (RFQ/016/18)

NAME & ADDRESS OF FIRM	DATE: May 21, 2018
	REFERENCE: RFQ/016/18 – Supply of Excavator Loader

Dear Sir / Madam:

We kindly request you to submit your quotation for delivery of excavator loader , 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 June 4, 2018 and via ☒ e-mail bids.uz@undp.org¹ or *courier mail* to the address below:

United Nations Development Programme
Republic of Uzbekistan, Tashkent, 100029, Taras Shevchenko Street 4
Procurement Unit UNDP Uzbekistan
Tel: +99871 1203450

Quotations submitted by email must be limited to a maximum of 5 MB, virus-free and no more than *[indicate number]* 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 being sent to bids.uz@undp.org:

RFQ/016/18 – Supply of Excavator Loader²

If you submit your quotation to the above specified address, you shall ensure marking the envelope as follows:

“TO: UNDP in Uzbekistan
ATTENTION: QUOTATION OPENING UNIT
SEALED QUOTATION: RFQ/016/18
VENDOR: (NAME AND ADDRESS OF YOUR COMPANY)
SUBMISSION DEADLINE: **18.00 (Tashkent time (GMT+5), 4 June 2018**
“Quotations shall not be opened at entrance desk”

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:

¹ Quotations submitted to other emails will not be accepted and will be declined

² Quotations that do not contain the specified subject or reference to the tender number in the subject line of e-mail message, will not be opened and will be rejected

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> For imported goods, DAP Mahallya “Bogibod”, Sherabad district, Surkhandarya Region, Uzbekistan, but the cargo should arrive at Tashkent first for customs clearance procedures. <input checked="" type="checkbox"/> Other: For earlier imported goods or for the goods produced in Uzbekistan, there must be organized door-to-door delivery from the Supplier’s warehouse to Mahallya “Bogibod”, Sherabad district, Surkhandarya Region, Uzbekistan. The Supplier must present documents confirming customs clearance.	
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> UNDP for imported goods	
Exact Address/es of Delivery Location/s (identify all, if multiple)	Mahallya “Bogibod”, Sherabad district, Surkhandarya region, Uzbekistan	
UNDP Preferred Freight Forwarder, if any	N/A	
Distribution of shipping documents (if using freight forwarder)	For International suppliers the cargo shall come to the name of UNDP CO 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.	
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> Not later than 90 working days from the issuance of the Purchase Order (PO)	
Delivery Schedule	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required	
Packing Requirements	As per international standards, the Supplier must provide a high-quality and safe transportation of excavator.	
Mode of Transport	<input type="checkbox"/> AIR <input type="checkbox"/> SEA	<input checked="" type="checkbox"/> LAND <input type="checkbox"/> OTHER
Preferred Currency of Quotation	<input checked="" type="checkbox"/> US Dollars: or Foreign Suppliers by bank transfer - 100% of the total invoice amount upon delivery and acceptance of goods <input checked="" type="checkbox"/> Uzbek Soums (UZS): for Local Suppliers by bank transfer - 15% prepayment and 85% upon delivery and acceptance of goods	
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 manufacturer’s warranty, but not less than 12 months. Bidders must provide details guarantee instructions to be applied in the event if guarantee situation is occurred. <input checked="" type="checkbox"/> Presence of local service centre in the place of destination is must. The Bidder must provide contact details of local service centre in the point of destination that is ready to service machinery after expiring 12-month guarantee period. An official letter from the nominated service centre confirming their readiness to service machinery to be supplied by the Bidder must be presented together with bids submission form.	
Deadline for the Submission of Quotation	18.00 (GMT +5), Monday, June 04, 2018	
All documentations, including catalogs, instructions and	<input checked="" type="checkbox"/> English OR <input checked="" type="checkbox"/> Russian	

operating manuals, shall be in this language	
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"/> 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, address, contact details etc.) using form provided in Part 3 of Annex 2 <input checked="" type="checkbox"/> At least 2 contracts for supply of machinery successfully performed in the last 3 years <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 users ³ <input checked="" type="checkbox"/> Quality Certificates (ISO, etc.) <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent or Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer) <input checked="" type="checkbox"/> Verified copy of the 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. Failure to provide any of the above specified documents will serve as a ground for disqualifying the Offeror from the tender by declaring it as technically non-compliant.
List of documents to be requested by UNDP additionally from the three lowest priced bid Offerors ⁴	<input checked="" type="checkbox"/> (a) Copy of Financial Reports, certified by a third party (tax agency or other authorized body), for the last 2 (two) years OR <input checked="" type="checkbox"/> (b) a bank statement from Offeror's bank, issued not more than 30 days prior the bid submission or quotation date, confirming that company has available or has access to liquid assets (asset that can be readily converted into cash), to meet the construction/supply cash flow for the contract of not less than Offeror's bid value.
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 days from the date of opening the bid 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"/> United States Dollars to Foreign Suppliers by bank transfer - 100% of the total invoice amount upon delivery and acceptance of goods. <input checked="" type="checkbox"/> Uzbek Soums (UZS) to Local Suppliers by bank transfer - 15% prepayment and 85% upon delivery and acceptance of goods
Liquidated Damages	0,5% of total contract amount for every day of delay, up to a maximum 10% of the contract amount. The contract may be terminated thereafter or after one month of delay, whichever occurs earlier.

³ Mandatory for the supply of imported goods

⁴ Failure to provide any of the above specified documents will serve as a ground for disqualifying the Offeror from the tender by declaring it as technically non-compliant

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"/> Strong financial position: (a) Liquidity ratio for the last two years not less than 1, if financial reports were presented, OR (b) Confirmation from bank regarding strong financial <input checked="" type="checkbox"/> At least 2 contracts for supply of machinery successfully performed in the last 3 years <input checked="" type="checkbox"/> Demonstrated availability of a permanent office reachable via landline telephone and permanent staff of at least 5 persons and service center <input checked="" type="checkbox"/> Availability of detailed warranty instructions and presence of service centre in the point of destination
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 <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement ⁵ and if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process
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	<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.
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"/> Physical inspection of the bidder's plant, factory, branches or other places where business transpires, with or without notice to the bidder

⁵ UNDP reserves the right not to award the contract to the lowest priced Quotation, if the second lowest price among the responsive Quotation is found to be more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can cover the price difference. The term "more superior" as used in this provision shall refer to Quotations 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.

Contact Person for Inquiries (Written inquiries only) ⁷	<p>UNDP CO Uzbekistan, Procurement Unit 4, Taras Shevchenko Street, 100029, Tashkent city Fax: (+998 71) 1203450 E-mail: 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>
Other:	<p>UNDP reserves that right to visit office, plant or factory of the Bidder to confirm availability of qualified specialists and equipment required for fulfilling contractual obligations (lease agreement, cadaster and many others). In the event the Bidder cannot present such documents or absence of office/factory/plant mentioned in the bid, UNDP reserves the right to reject such bid.</p> <p>UNDP reserves the right to request verified copy of the Charter of the Bidder's Company, where information on shareholders/owners are provided.</p> <p>Offers submitted by two (2) or more Offerers shall all be rejected if they are found to have <u>any</u> of the following:</p> <ul style="list-style-type: none"> • they have at least one controlling partner, director or shareholder in common; or • any one of them receive or have received any direct or indirect subsidy from the other/s; or • they have the same legal representative for purposes of this RFQ; • 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 • influence on the Offer of, another Offerer regarding this RFQ process; • they are subcontractors to each other's Offer, or a subcontractor to one Offer also submits another Proposal under its name as lead Offerer; or an expert proposed to be in the team of one Offerer participates in more than one Offer received for this RFQ process. <p>This condition does not apply to subcontractors being included in more than one Offer.</p>

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

⁷ 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.

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/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

Thank you and we look forward to receiving your quotation.

Sincerely yours,

[Enter name of authorized staff]

[Designation]

[Click here to enter a date]

TECHNICAL SPECIFICATIONS OF EXCAVATOR LOADER

In accordance with the "Rules for the technical exploitation of irrigation and drainage systems," in order to operate the irrigation network it is necessary to carry out regular mechanized cleaning of the channel and conduct maintenance works at water management and land reclamation facilities. Such activities are impossible to implement since the Water User Associations (WUA) are lacking specialized equipment. As the result, the channel is silted, and the water supply is irregular and uneven, which negatively affects the condition of the land and the yield.

In order to equip the irrigation system departments with the specialized machinery, this tender is aimed at procurement and delivery of **1 (one)** excavator loader to the consumer in Sherabad district of Surkhandarya region.

The excavator loader shall be designed to operate in the ambient air temperature range from - 40°C to + 40-50°C.

The excavator loader shall be used to perform the following types of works:

with the front bucket-type loading equipment:

- loading and unloading of loose and small-lump materials, transportation of these materials for short distances, dumping (excavation works at soils of categories I and II) (site-levelling and dirt roads, backfilling of trenches, pits, etc.);

with hinged excavator equipment:

- excavation works at soils of categories I and IV (excavation of trenches, ditches and pits) with further unloading into vehicles or at dumps.

At the same time, the supplied excavator loader with front loading shall be equipped with two-jaw bucket and excavating equipment with one hydraulic cylinder manual transmission shall have the following technical specifications:

#	Q-ty	Description / Specifications Minimum Technical Parameters		Delivery Deadline
1	1	Excavator Loader		90 workdays upon the contract signing by both parties
		General Specifications		
		Application:	Cleaning of internal irrigation network	
		Rated operating diesel engine power for the tractor	66 kWt	
		Maximum travel speed, at least	18 km/h	
		Ground clearance, at least	190mm	
		Tractor hydraulic system pressure limited by a safety valve of the hydraulic distributor	20 MPa	
		Basic tractor tire dimensions: front tire / rare tire	360/70R24 18,4R34 inches	
		Excavation equipment (excavator and loader) hydraulic system pressure limited by a safety valve of the hydraulic distributor	16 MPa	

		Minimum turning circle in the travel position, not more than	7 m	
		Overall dimensions with front loader and excavator in travel position, not more than: length/width/height	7750/2400/3800 mm	
		Dynamic axle ratings, not less than front axle / rear axle	1900/4850 kg	
		Operating weight, not more than	6750 kg	
		Hourly fuel consumption, not more than	8,3 l/h	
		Front Loader		
		Rated carrying capacity, not less than	1 t	
		Bucket cutting edge width, not less than	2000 mm	
		Bucket capacity, not less than: struck / rated	0,44/0,54 m ³	
		Maximum dump height at angle of 45°, not less than	2600 mm	
		Clamshell bucket maximum dump height, not less than	3200 mm	
		Dump reach at maximum height at dump angle of 45°, not less than	700 mm	
		Maximum bucket rollback at ground level, not less than	40°	
		Maximum dump angle at full height, not less than	45°	
		Bucket breakout force, not less than	18 kH	
		Lift arm breakout force, not less than	21 kH	
		Loader weight, not more than	850 kg	
		Excavator		
		Bucket capacity, not less than: struck / rated	0,15/ 0,18 m ³	
		Maximum kinematic digging depth, not less than	4100 mm	
		Maximum digging circle at datum level	5450 mm	
		Maximum loading height, not less than	3500 mm	
		Excavator swing arc, not less than	170°	
		Excavator weight, not more than	1750 kg	

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁸

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁹)

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/016/18 supply of excavator loader:

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

Item No.	Description	Quantity	Specification of Goods ¹⁰	Unit Price (currency)	Total Price per Item (currency)
1	Excavator Loader	1			
	Total Prices of Goods¹¹				
	Add: Cost of Transportation to the exact Address: Mahallya "Bogibod", Sherabad district, Surkhandarya region, Uzbekistan				
	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 90 working days			
Country/ies Of Origin:			
Validity of Quotation 90 calendar days upon Bid opening date			
Minimum one (1) year warranty on machinery			
Presence of service centre in the place of destination			
Quality certificates (ISO, etc.)			
<input checked="" type="checkbox"/> United States Dollars, for Foreign Suppliers will be paid in US Dollars by bank transfer 100% of the total invoice amount upon delivery and acceptance of goods <input checked="" type="checkbox"/> Local Currency: Uzbek Soums (UZS), for Local Suppliers will be paid in Uzbek Soums by bank transfer - 15% prepayment and 85% upon delivery and acceptance of goods			
All Provisions of the UNDP General Terms and Conditions			
Other requirements [pls. specify]			

⁸ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

¹⁰ The Offeror must indicate model and technical specification of offered product that must meet minimum characteristics described in Annex 1

¹¹ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

We declare that we are not in the UN Security Council 1267/1989 List, UN Procurement Division List or other UN Ineligibility List.

[Name and signature of authorized person]

[Position]

[Date]

[Stamp of the company]

Part 2: DECLARATION OF INTEREST

Dear Sir/Madam,

We/I, _____ (Name and Title), as Director/Founder 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 tender; and do not have access to information about, or influence on the selection process for this tender;

(b) Have no common controlling partner, director, shareholder, legal representative for the purposes of this tender with any other entity submitting its Quotation under this tender; are not subcontracting or are subcontractors to other entities for the purposes of this tender; and that the experts proposed in the team do not participate in more than one Quotation for this tender;

(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 tender.

We declare that we are not in the UN Security Council 1267/1989 List, UN Procurement Division List or other UN Ineligibility List.

Name and signature of authorized person]

[Position]

[Date]

[Stamp of the company]

Part 3: COMPANY PROFILE

Part 3: COMPANY PROFILE 1. Offeror's Legal Name [insert Offeror's legal name]		
2. In case of Joint Venture (JV), legal name of each party: [insert legal name of each party in JV]		
3. Actual or intended Country/ies of Registration/Operation: [insert actual or intended Country of Registration]		
4. Year of Registration in its Location: [insert Offeror's year of registration]		
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: [insert Offeror's legal address in country of registration]		
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: [insert Authorized Representative's name] Address: [insert Authorized Representative's Address] Telephone/Fax numbers: [insert Authorized Representative's telephone/fax numbers] Email Address: [insert Authorized Representative's email address]		
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 authorized person]
[Position]
[Date]
[Stamp of the company]

PART 4: PERFORMANCE OF SIMILAR CONTRACTS. *

Name of delivered goods	Terms of the contract (year, month)	Cost of work	Customer (Company name, full name of the contact person, telephone)

*Requires at least two similar contracts during last 3 years on supply of machinery

[Name and signature of authorized person]

[Position]

[Date]

[Stamp of the company]