



## REQUEST FOR QUOTATION RFQ 026/18

NAME & ADDRESS OF FIRM	DATE: May 21, 2018
	<b>REFERENCE:</b> Supply of the Training R/R/R (Recovery/Recycling/Reclaim) equipment and standard tools for training

Dear Sir / Madam:

We kindly request you to submit your quotation for " **Supply of the Training R/R/R (Recovery/Recycling/Reclaim) equipment and standard tools for training** ". The detailed Technical Specification is attached separately as 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 (GMT +4) on June 4, 2018 and via ☒ e-mail, or ☐ 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 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 Yerevan, Republic of Armenia
Customs clearance <sup>1</sup> , if needed, shall be done by:	<input checked="" type="checkbox"/> UNDP

<sup>1</sup> Must be linked to INCO Terms chosen.

Exact Address/es of Delivery Location/s	UN House Armenia, #14 P.Adamyan St., Yerevan, Armenia
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> 60 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 <input checked="" type="checkbox"/> AIR
Preferred Currency of Quotation <sup>2</sup>	<input checked="" type="checkbox"/> United States Dollars or <input checked="" type="checkbox"/> Local Currency: Armenian drams
Value Added Tax on Price Quotation <sup>3</sup>	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Warranty period as of Annex 1.
Deadline for the Submission of Quotation	16:00, Monday, June 04, 2018 Local time
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English or as per Annex 1
Documents to be submitted <sup>4</sup>	<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"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <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"/> Company's profile; <input checked="" type="checkbox"/> List of similar past contracts; <input checked="" type="checkbox"/> Technical specifications of the proposed goods; <input checked="" type="checkbox"/> Internationally acceptable quality certificates are considered as an advantage; <input checked="" type="checkbox"/> Warranty – as per Annex 1.
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 <sup>5</sup>	<input checked="" type="checkbox"/> 100% upon complete delivery and acceptance of goods

<sup>2</sup> 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.

<sup>3</sup> 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.

<sup>4</sup> First 2 items in this list are mandatory for the supply of imported goods

<sup>5</sup> UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment

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 <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <sup>6</sup> . <input checked="" type="checkbox"/> Suppliers must have at least 3 years of experience supplying similar products. <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions. <input checked="" type="checkbox"/> Warranty period for the offered equipment and provision of after sales services– as per Annex 1
UNDP will award to:	<input checked="" type="checkbox"/> One or more Supplier, depending on the following factors: there can be one Supplier per each Lot (number of lots is 3)
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 <sup>7</sup>	<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) <sup>8</sup>	Procurement Unit <a href="mailto:Procurement.armenia@undp.org">Procurement.armenia@undp.org</a> 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

*of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.*

<sup>6</sup>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.

<sup>6</sup>Where the information is available in the web, a URL for the information may simply be provided

<sup>7</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>8</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.

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](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 Armenia**

### Technical Specifications

#### Supply of the Training R/R/R (Recovery/Recycling/Reclaim) equipment and standard tools for training LOT 1

Refrigerant reclaim machines (3 units), each unit will be configured as follows:

DESCRIPTION OF BASIC UNIT	Unit will be used connected to a refillable HCFC-22, HFC cylinder	Portable recovery machine for recovery of refrigerants incorporating external cylinder overfill protection (OFP) device.
CAPACITIES (See Section 5.0)	Minimum recovery rate. The capacity must be certified to ARI740/95 or comparable.	HCFC-22 Vapour: 0.15 kg/min. HCFC-22 Liquid: 3 kg/min.* * The liquid rate should be stated without employing push-pull method. If employed, "push-pull" <u>must</u> be indicated. (See section 3.3)
CONFIGURATION OF UNIT	As a minimum the unit will be equipped with	Three services hoses with shut-off or ball valves, a replaceable acid/humidity filter, an adjustable inlet pressure regulator and automatic OFP circuit.
PRESSURE CONTROLS	Pressure stat	Separate high pressure and low pressure automatic stop/restart control and indicator light on control panel.
INCREASED VACUUM PROCESS	Minimum: -0,7 Bar	Separate switch to over-ride low pressure control and allow recovery in low pressure conditions or pulling of a minor vacuum at end of the recovery process.
COMPRESSOR	Minimum Capacity Oil-less - 3/8HP.	"Oil-less" compressors will have protection against liquid hammer.
CONDENSER		Large heavy duty, fan cooled condenser
OVERFILL PROTECTION (OFP)	A light on the unit will indicate overfill shut-down.	The OFP device which will be triggered by an OFP switch in an external refillable cylinder will stop refrigerant transfer.
HOUSING	Operational texts on the unit in Russian are an advantage	Robust, in a fully enclosed metal or durable plastic cabinet with a single well balanced carrying handle. All exterior surfaces of metal cabinets must be rust-proof with a good paint finish. Easy removal will permit access to interior from above and at least three sides.
INTERIOR DESIGN		Piping and wiring will be clear and simple and correspond to diagrams included in the maintenance and service instructions. All wires will be laced into a wiring harness with each wire labelled along its length with the appropriate wire number. All electrical devices will be plug and/or socket connected within the machine for ease of component replacement. Valves and filters will be easily accessible for maintenance and servicing. All major mechanical components and assemblies will be replaceable using simple tools (screw drivers and wrenches). There must be no requirements for field brazing or soldering of components during replacement.
STANDARD OF SAFETY	(See Section 5.0)	Unit must be certified by ETL, TÜF or UL or equivalent as meeting UL 1963 or equivalent.
WEIGHT		Maximum weight: 120 kg.
SPARE PARTS SET		The spare parts set will include such wear and consumable parts (excluding filters) in such quantities

		deemed necessary to assure correct and continued working during the <u>first two years</u> of operation of 3 units. This set will <u>include, as a minimum, one complete compressor unit</u> and those spare parts which would be generally considered necessary to facilitate common <u>non-warranty repairs</u> , within Armenia, during this period. A complete spare part list will be <u>supplied within the Operating Manual</u> .
OPERATING INSTRUCTIONS MANUAL	Full operating instructions in <u>English</u> and, if available, in Russian, must be attached to the bid	Operational texts on the unit will be in <u>English</u> . Operational texts on the unit in Russian shall be considered an advantage. Operating instruction manual will be written in <u>English</u> and must be easily understood by a technician with little formal education or training. Operating instruction manual in Russian shall be considered an advantage. Operating manual will describe and pictorially illustrate the steps for recovery in vapour or liquid phase, the purging of NCG and the actions to be taken before recovering another type of refrigerant. It will

## LOT 2

**Standard tools for training (3 sets), each set will be configured as follows:**

Propane & Oxygen brazing tools set	1 unit. Including propane pressure regulator, oxygen pressure regulator, welding handle, twin welding hose, goggles, carrying case, refillable propane cylinder, refillable cylinder, max weight 20 kg
Flaring tools set	1 unit. Including eccentric flaring tools for the cooper tubes 1/4 " – 3/4", pipe deburrer, carrying case
Welding and vacuum test stand	1 unit. For testing the welded and flared joints with 10 bar - 25 bar pressure of nitrogen

### INSTRUCTIONS

Instructions for the use and maintenance of the individual articles included in this kit will be in English. Instructions for the use and maintenance in Russian shall be considered an advantage.

## LOT 3

**Set of R&R equipment (28 sets), designed for handling natural refrigerants as well for refrigeration technicians, each set will be configured as follows:**

### 1. Refrigerant recovery machine

DESCRIPTION OF BASIC UNIT	Unit will be used connected to a refillable HCFC-22, HFC cylinder	Portable recovery machine for recovery of refrigerant incorporating external cylinder overfill protection (OFP) device.
CAPACITIES (See <u>Section 5.0</u> )	Minimum recovery rate. The capacity must be certified to ARI740/95 or comparable.	HCFC-22 Vapour: 0.15 kg/min. HCFC-22 Liquid: 3.00 kg/min.* * The liquid rate should be stated without employing push-pull method. If employed, "push-pull" <u>must</u> be indicated. (See section 3.3)
CONFIGURATION OF UNIT	As a minimum the unit will be equipped with	Three services hoses with shut-off or ball valves, a replaceable acid/humidity filter, an adjustable inlet pressure regulator and automatic OFP circuit.
PRESSURE CONTROLS	Pressure stat	Separate high pressure and low pressure automatic stop/restart control and indicator light on control panel.

INCREASED VACUUM PROCESS	Minimum: -0,7 Bar	Separate switch to over-ride low pressure control and allow recovery in low pressure conditions or pulling of a minor vacuum at end of the recovery process.
COMPRESSOR	Oil-less Minimum Capacity: - 1/2HP.	Oil-less compressors will have protection against liquid hammer.
CONDENSER		Large heavy duty, fan cooled condenser
OVERFILL PROTECTION (OFP)	A light on the unit will indicate overfill shut-down.	The OFP device which will be triggered by an OFP switch in an external refillable cylinder will stop refrigerant transfer.
HOUSING	Operational texts on the unit in <u>English</u> and, if available, in Russian	Robust, in a fully enclosed metal or durable plastic cabinet with a single well balanced carrying handle. All exterior surfaces of metal cabinets must be rust-proof with a good paint finish. Easy removal will permit access to interior from above and at least three sides.
INTERIOR DESIGN		Piping and wiring will be clear and simple and correspond to diagrams included in the maintenance and service instructions. All wires will be laced into a wiring harness with each wire labelled along its length with the appropriate wire number. All electrical devices will be plug and/or socket connected within the machine for ease of component replacement. Valves and filters will be easily accessible for maintenance and servicing. All major mechanical components and assemblies will be replaceable using simple tools (screw drivers and wrenches). There must be no requirements for field brazing or soldering of components during replacement.
STANDARD OF SAFETY	(See Section 5.0)	Unit must be certified by ETL, TÜF or UL or equivalent as meeting UL 1963 or equivalent.
WEIGHT		Maximum weight: 20 kg.
SPARE PARTS SET		The spare parts set will include such wear and consumable parts (excluding filters) in such quantities deemed necessary to assure correct and continued working during the <u>first two years</u> of operation of a of 3 units. This set will <u>include, as a minimum, one complete compressor unit</u> and those spare parts which would be generally considered necessary to facilitate common <u>non-warranty repairs</u> , within Armenia, during this period. A complete spare part list will be supplied within the Operating Manual.
OPERATING INSTRUCTIONS MANUAL	Full operating instructions in <u>English</u> and, if available, in Russian ,must be attached to the bid	Operational texts on the unit will be in <u>English</u> . Operational texts on the unit in Russian shall be considered an advantage. Operating instruction manual will be written in <u>English</u> and must be easily understood by a technician with little formal education or training. Operating instruction manual in Russian shall be considered an advantage. Operating manual will describe and pictorially illustrate the steps for recovery in vapour or liquid phase, the purging of NCG and the actions to be taken before recovering another type of refrigerant. It will

2. Portable two stage vacuum pump (28 sets).

DESCRIPTION OF BASIC UNIT	Two stage vacuum pump capable of evacuating small quantities of HCFC-22 refrigerant.
FREE AIR DISPLACEMENT	Free air displacement: 3 CFM (85 l/m ) or more, 220V, 50 Hz
MINIMUM VACUUM LEVEL	0.5 mbar (375 microns)
PORTABILITY	Portable, incorporating a single balanced carrying handle.
OIL	Must run on mineral oil, or must be oil less
OIL CHANGE	Must include a visible oil level sight glass and have an easy oil changing procedure.
WORKING CONDITIONS	Ambient working temperature -5° to +50° C. Will be able to start under a vacuum of 5 mbar.
SPARE PARTS	The spare parts set will include such wear and consumable parts in such quantities deemed necessary to assure correct and continued working during the <u>first two years</u> of operation of 3 pumps. This item will include those spare parts which would be generally considered necessary to facilitate common <u>non-warranty repairs</u> , within Armenia, during this period and <u>a minimum of 4 gallons of vacuum oil</u> . A complete spare part list will be supplied within the Operating Instructions.
INSTRUCTIONS	Instructions for the use and maintenance will be in English. <u>Note:</u> Instructions for the use and maintenance in Russian shall be considered an advantage.

3. Tools set for handling the refrigerants (28 sets) which will consist of:

GAUGE MANIFOLD Metric Pressure and °C Temperature Scales	1 unit. Including separate high and low pressure <u>HCFC-22 and HFCs</u> gauges, 2 valves, 3 ports, 3 standard hoses (minimum 72") of different colors incorporating ball tap shut-off valves, working maximum pressure 45 bar, 3 hose adapters valves 1/4" - 5/16" for R-410A applications where 5/16" system ports are used, spare gaskets for the hoses
REFILLABLE HCFC-22, HFCs CYLINDER	The volume must be 11 L – 15L, must be equipped with gas and liquid valves, max working pressure will be 42 bar or more, must be equipped with overfill protection (OFP) device
ELECTRONIC LEAK DETECTOR	1 unit. For detecting and locating leaks of HCFC-22, HFC-410A, HFC-134a, HFC-404a, HFC-407C refrigerants and natural refrigerants as well
ELECTRONIC WEIGHING SCALE	1 unit. For weighing up to 100kg filled refrigerant cylinder, accuracy +/- 10g , with scales in kg. and lb.
INSTRUCTIONS	Instructions for the use and maintenance of the individual articles included in this kit will be in English. Instructions for the use and maintenance in Russian shall be considered an advantage.

**Warranted period after delivery of the above equipment should be at least one year!**



## Annex 2

### FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>9</sup>

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>10</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. 026/18:

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

#### **Lot 1**

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
1	Refrigerant reclaim machines (As per Annex 1, Lot 1)	3 units	60 days		
	<b>Total Prices of Goods<sup>11</sup></b>				
	Add : Cost of Transportation to final destination				
	Add : Cost of Insurance				
	Add : Other Charges (pls. specify)				
	<b>Total Final and All-Inclusive Price Quotation for Lot 1</b>				

#### **Lot 2**

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
1	Standard tools for training (As per Annex 1, Lot 2)	3 sets	60 days		
	<b>Total Prices of Goods<sup>12</sup></b>				
	Add : Cost of Transportation to final destination				
	Add : Cost of Insurance				
	Add : Other Charges (pls. specify)				
	<b>Total Final and All-Inclusive Price Quotation for Lot 2</b>				

<sup>9</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>10</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

<sup>11</sup> Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

<sup>12</sup> Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

**Lot 3**

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
1	Refrigerant recovery machine (As per Annex 1, Lot 3)	28 sets	60 days		
2	Portable two stage vacuum pump (As per Annex 1, Lot 3)	28 sets	60 days		
3	1.				
	<b>Total Prices of Goods<sup>13</sup></b>				
	Add : Cost of Transportation to final destination				
	Add : Cost of Insurance				
	Add : Other Charges (pls. specify)				
	<b>Total Final and All-Inclusive Price Quotation for Lot 3</b>				

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

No	Description	Availability
1	Technical responsiveness/Full compliance to requirements	
2	Manufacturer/suppliers must have at least 3 years of experience in manufacturing/supply of products with similar technical specifications.	
3	Warranty on required equipment as per Annex 1.	
4	Full acceptance of the PO/Contract General Terms and Conditions	
5	Detailed technical specifications	
6	Latest Business Registration Certificate	
7	Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer)	
8	Internationally acceptable quality certificates are considered as an advantage	
9	Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List	

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>13</sup> Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

Attached separately