



REQUEST FOR QUOTATION RFQ 032/18

NAME & ADDRESS OF FIRM	DATE: June 12, 2018
	REFERENCE: Supply and installation of the roof top windows for the UN House, #14 P.Adamyan Str., Yerevan, Armenia

Dear Sir / Madam:

We kindly request you to submit your quotation for **"Supply and installation of the roof top windows for the UN House, #14 P.Adamyan Str., Yerevan, Armenia"**. 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 21, 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 to Yerevan, Armenia
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> UNDP
Exact Address/es of Delivery Location/s	UNDP office Armenia Petros Adamyan str.14, Yerevan
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> 40 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 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 as of Annex 1.
Deadline for the Submission of Quotation	16:00, Thursday, June 21, 2018 Local time
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English or <input checked="" type="checkbox"/> Armenian
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"/> 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"/> Warranty – as per Annex 1
	<input checked="" type="checkbox"/> 60 days

¹Must 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.

³This 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.

⁴First 2 items in this list are mandatory for the supply of imported goods

Period of Validity of Quotes starting the Submission Date	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 ⁵	<input checked="" type="checkbox"/> 100% upon complete delivery and acceptance of goods
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 [check as many as applicable]	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁶ . <input checked="" type="checkbox"/> Suppliers must have at least 3 years of experience supplying products with similar technical specifications. <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions. <input checked="" type="checkbox"/> Warranty period for the offered equipment –as per Annex 1
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 ⁷	<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) ⁸	Procurement Unit 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.

⁵UNDP 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 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.

⁶UNDP 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.

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

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

⁸This 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.

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<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 Armenia**

Technical Specifications

Price quotation for provision and installation of the UN House rooftop window

#	Description	Unit	Quantity
1	Provision of the new wooden roof top window, quality equivalent to “Velux” GGL SK06 3050 (1140x1180mm). The window should be with all needed accessors to ensure proper slop, water and heat isolation etc.	Item	5
2	Provision of the new wooden roof top window, quality equivalent to “Velux” GGL SK08 3050 (1140x1400mm). The window should be with all needed accessors to ensure proper slop, water and heat isolation etc.	Item	4
3	Disassembly of the existing wooden roof top windows and installation of the new (quality equivalent to “Velux” GGL SK06 3050, 1140x1180mm). Installation should ensure the proper slop of window with all necessary roofing works. Installation also should include all finishing work in window adjacent areas: recover walls/ceilings by gypsum boards (average UP TO 15 sq.m/per window) with paintings by latex paint.	Set	5
4	Disassembly of the existing wooden roof top windows and installation of the new (quality equivalent to “Velux” GGL SK08 3050, 1140x1400mm). Installation should ensure the proper slop of window with all necessary roofing works. Installation also should include all finishing work in window adjacent areas: recover walls/ceilings by gypsum boards (average UP TO 15 sq.m/per window) with paintings by latex paint.	Set	4
5	Optional roll type blinds for new installed windows (1140x1180mm)	Item	5
6	Optional roll type blinds for new installed windows (1140x1400mm)	Item	4

IMPORTANT: It is highly recommended a goods provider to visit the site, to see the windows, finishing next to the windows, roof materials & structure and do all necessary measurements, before giving any quotation.

Warranty period: at least 2 (two) years on all parts and installation

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁹

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹⁰)

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. 032/18:

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

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price, (AMD)	Total Price per Item, (AMD)
1	Provision of the new wooden roof top window, quality equivalent to "Velux" GGL SK06 3050 (1140x1180mm). The window should be with all needed accessors to ensure proper slop, water and heat isolation etc.	5	40 days		
2	Provision of the new wooden roof top window, quality equivalent to "Velux" GGL SK08 3050 (1140x1400mm). The window should be with all needed accessors to ensure proper slop, water and heat isolation etc.	4	40 days		
3	Disassembly of the existing wooden roof top windows and installation of the new (quality equivalent to "Velux" GGL SK06 3050, 1140x1180mm). Installation should ensure the proper slop of window with all necessary roofing works. Installation also should include all finishing work in window adjacent areas: recover walls/ceilings by gypsum boards (average UP TO 15 sq.m/per window) with paintings by latex paint.	5	40 days		
4	Disassembly of the existing wooden roof top windows and installation of the new (quality equivalent to "Velux" GGL SK08 3050, 1140x1400mm). Installation should ensure the proper slop of window with all necessary roofing works. Installation also should include all finishing work in window adjacent areas: recover walls/ceilings by gypsum boards (average UP TO 15 sq.m/per window) with paintings by latex paint.	4	40 days		

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

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

5	Optional roll type blinds for new installed windows (1140x1180mm)	5	40 days		
6	Optional roll type blinds for new installed windows (1140x1400mm)	4	40 days		
	Total Prices of Goods¹¹				
	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

No	Description	Availability(Yes/No)
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 Annex1.	
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	
8	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]

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

Annex 3

Attached separately