



## REQUEST FOR QUOTATION (RFQ) (Goods)

DATE: June 20, 2018

REFERENCE: UNDP-SYR-RFQ-058-18

Dear Sir / Madam:

We kindly request you to submit your quotation for the supply of **Agricultural Seedlings – Rural Damascus – East Gouta**, 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 July 4, 2018 and via ☒ e-mail, Or ☒ courier mail the address below:

**United Nations Development Programme**  
Syria, Damascus, Mezzeh, West Villas, Ghazzawi Street, No.8  
Hanan Al Ali, Procurement Associate  
***Syria.bids@undp.org***

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.

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] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> DAP
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> UNDP
Exact Address/es of Delivery Location/s (identify all, if multiple)	حرسنا والنشابية وسقبا وحزة وكفريطنا وعين ترمنا <i>Harasta, Nashabieh, Saqba, Hazzeh, Kafar Batna, Ein Tarma and Erbin</i>
UNDP Preferred Freight Forwarder, if any	N/A
Distribution of shipping documents (if using freight forwarder)	N/A
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> 30 days from the issuance of the Purchase Order (PO)
Delivery Schedule	<input checked="" type="checkbox"/> Not Required
Packing Requirements	A tray containing four varieties of seedlings divided as follows: (54 pepper - 54 eggplant - 54 cauliflower- 54 cabbage).
Mode of Transport	No preferred mode of transport
Preferred Currency of Quotation <sup>1</sup>	<input checked="" type="checkbox"/> United States Dollars However, for local suppliers' payments will be in Syrian Pounds at the prevailing UN exchange rate at the date of the invoiceReference date for determining UN Operational Exchange Rate: the date of deadline of Bid Submission
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	N/A
Deadline for the Submission of Quotation	COB, Wednesday, July 04, 2018 and at 02:00 pm (GMT +3)
All documentations, including catalogs, instructions and	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Others Arabic

<sup>1</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.

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"/> Latest Business Registration Certificate; or a license to practice agricultural work. <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;
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 days  In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days from 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 : 0.5% Max. no. of days of delay : 15 days After which UNDP may terminate the contract.
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions. <input checked="" type="checkbox"/> Compliance to delivery time.
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)
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 <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Special conditions of Contract	

		<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 15 days
Conditions for Release of Payment		<input checked="" type="checkbox"/> Passing Inspection before delivery, the offered items will be inspected at the vendors specified location by the nominated technical committee. Complete Installation <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ		<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: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>  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)		Hanan Al Ali Procurement Associate Hanan.al-ali@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

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

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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

**Thank you and we look forward to receiving your quotation.**

Sincerely yours,  
Hanan Al Ali  
Head of Procurement Team a.i.,  
June 20, 2018



## Technical Specifications

المواصفات الفنية للشتول الزراعية – ريف دمشق – الغوطة الشرقية

Annex 1

Technical Specifications:

Items to be Supplied*	Quantity	Description/Specifications of Goods	Latest Delivery Date
Lot3. - أرياف حرسنا والنشابية وسقبا وحزة وكفربطنا وعين ترما وعرين	4500 صينية شتول خضار معتمدة: شتول فليفلة (نوع بلدي ( صنف حلو انطاكية) - شتول باذنجان (نوع حمصي محسن) - شتول زهرة (نوع أجنبي من الأصناف السائدة في المنطقة - شتول ملفوف (نوع كاسبر أو ما يمثلها وتزرع بالمنطقة)	صينية شتول خضروات: - صينية تحوي أربعة أصناف مقسمة وفق الآتي: (54 شتلة فليفلة - 54 شتلة باذنجان - 54 شتلة زهرة - 54 شتلة ملفوف). - البذار مشتولة في صواني مصنعة من الستربول. - تحوي كل صينية 216 حفرة " فيها شتول ". - طول الشتلة: لا يقل عن 10 سم. - ثخانة الساق عند العنق لا يقل عن 2 ملم. - النباتات خالية من الفطريات والحشرات والتعفنات ومرض الخناق. - النباتات خضراء لا يوجد فيها أي شحوب أو بقع صفراء أو كسر. - مهد الشتلة من التورب حصراً. - يجب ألا تتجاوز نسبة النباتات العائبة أو المكسورة عن 6%. - الشتول مروية ومرشوشة عند التسليم باوكسي كلور النحاس +ديسيس. - الشتول غير ذابلة ومؤلفة على الأقل من ساق وورقتين. - الشتول قابلة للنزاع مع مهدها من التورب دون أن تؤذي جذورها. - التسليم بالمكان المحدد في المكان الذي تحدده لجنة الاستلام في المناطق المذكورة في ريف دمشق.	

يشترط على العارض الالتزام بما يلي:

1. أن يكون لديه وثيقة أو سجل تجاري أو ترخيص لممارسة العمل بالمجال الزراعي.
2. جميع المدخلات يجب أن تكون متطابقة مع المواصفات السورية ومعتمدة من الجهات المعنية " وزارة الزراعة والإصلاح الزراعي ".
3. مدة التنفيذ شهر واحد تبدأ من تاريخ توقيع العقد مع برنامج الأمم المتحدة الإنمائي في سورية.

4. اللجنة المحلية والفنية التي تضم ممثلي الدوائر الفنية المختصة التابعة لمديرية الزراعة في ريف دمشق تعد مشرفة على مطابقة المواصفات المطلوبة مع المورد وعمليات الاستلام والتوزيع.
5. يقوم المورد بالتنسيق مع اللجنة الفنية لفحص الشتول قبل التوريد، ويتم تنظيم محضر مطابقة المواصفات من قبل اللجنة الفنية.
6. يحق للجنة الفنية والمحلية اختيار مناطق التوزيع ضمن الغوطة الشرقية بناء على إمكانيات الوصول للمستهدفين والاحتياجات وعلى المورد التقيد بتوزيع المدخلات ضمن الغوطة وفقاً لذلك.
7. على العارض تحمل مسؤولية كافة تكاليف النقل والتوزيع على المناطق المستهدفة والمخاطر والموافقات اللازمة حتى إدخال وتسليم المدخلات وفق الجدول المذكور أعلاه.
8. التوريد ضمن أوقات الدوام الرسمي.
9. يتم خصم 0.5% عن كل يوم تأخير من قيمة العقد على ألا تتجاوز مدة التأخير أكثر من 15 يوم.
10. لا يتم صرف قيمة البند في حال مخالفة أي محتوى فيه.
11. على العارض الالتزام بالشروط المتعلقة بتنفيذ الأعمال المذكورة أعلاه وفق معايير ومواصفات الجهات المعتمدة بهذا المجال " وزارة الزراعة والإصلاح الزراعي ".
12. جميع إجراءات التعاقد ستتم وفق أنظمة برنامج الأمم المتحدة الإنمائي في سورية.





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## Technical Specifications of Agricultural Seedlings – Rural Damascus – East Gouta

### Technical Specifications:

### Annex 1

Items to be Supplied*	Quantity	Description/Specifications of Goods	Latest Delivery Date
<p>Lot3.</p> <p><b><u>Rural Areas of</u></b> Harasta, Alnashabi ye,Saqba, Haze, Kafrbatna, Ein Tarma and Aarbin.</p>	<p>4500 tray of <u>Agricultural Seedlings:</u> (Pepper seedlings Local type- sweet class Antioch) -Eggplant seedlings (Homs Type) – cauliflower seedlings (Foreign Type- available class in the market) -Cabbage seedlings (Casper type- The class planted in this region)</p>	<p><b><u>Agricultural Seedlings:</u></b></p> <ul style="list-style-type: none"> <li>- A tray containing four varieties of seedlings divided as follows: (54 pepper - 54 eggplant - 54 cauliflower- 54 cabbage).</li> <li>- seedlings are placed in foam trays.</li> <li>- Each tray contains 216 holes with one seedling in each.</li> <li>- Seedling length: no less than 10 cm.</li> <li>- leg thickness at the neck no less than 2 mm.</li> <li>- Plants free of fungi, insects, convulsions and diphtheria.</li> <li>- plants color is green with no pale or yellow or broken spots.</li> <li>- Seedling are planted in peat moss</li> <li>- The percentage of dissolved or broken plants should not exceed 6%.</li> <li>- seedlings are irrigated and sprayed when delivered of copper oxychloride + fungicide.</li> <li>- The seedlings are not withered and have at least one leg and two leaves.</li> <li>- Seedling can be removed with the cradle without damaging its roots.</li> <li>- Delivery made to areas specified by the Receiving Committee within the above list of areas in East Ghuta</li> </ul>	<p>Execution Period: 30 days</p>



**The Bidder is required to comply with the following:**

1. Have a document or a commercial register or a license to practice agricultural work.
2. All inputs must be compatible with Syrian specifications and approved by the concerned authorities "Ministry of Agriculture and Agrarian Reform".
3. The implementation period is one month starting from the date of signing the contract with the United Nations Development Program in Syria.
4. Local and Technical Committee, comprising of representatives from relevant technical departments of the Directorate of Agriculture in Rural Damascus will confirm quality and oversee delivery and distribution.
5. The vendor will coordinate with the technical committee for inspecting seedlings before delivery. The committee will confirm adherence to required specifications and document properly.
6. The local and technical committee is authorized to select specific distribution areas within East Ghuta based on needs and accessibility. The vendor will distribute in the selected areas accordingly.
7. The bidder shall bear the responsibility of all transportation and distribution costs on the target areas and the risks and approvals necessary to input and deliver the inputs according to the above schedule.
8. Delivery will take place within working hours.
9. Delay penalty is %0.5 of the contract value per delay day, provided that delay period will not exceed 15 days.
10. The value of the item shall not be debited if any content is violated.
11. The bidder shall abide to the terms of implementation as above and to the standards and specifications of the accredited bodies in this field "Ministry of Agriculture and Agrarian Reform".
12. All contracting procedures will be in accordance with the regulations of the United Nations Development Program in Syria.

## Annex 2

### FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>2</sup>

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>3</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. \_\_\_\_\_:

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

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
	<u>Tray of Agricultural Seedlings</u> <u>including:</u> 54 peppers - 54 eggplant - 54 cauliflower- 54 cabbage <i>(Please provide the technical specification of the seedlings you are offering)</i>	4500			
	<b>Total Prices of Goods<sup>4</sup></b>				
	Add : Cost of Transportation				
	Add : Cost of Insurance if any				
	Add : Other Charges (pls. specify)				
	<b>Total Final and All-Inclusive Price Quotation</b>				

<sup>2</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>3</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

<sup>4</sup> Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

**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			
Country/ies Of Origin <sup>5</sup> :			
Validity of Quotation			
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]*

<sup>5</sup> *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.*