



**REQUEST FOR QUOTATION (RFQ)  
(SUPPLY AND INSTALLATION OF THREE SOLAR SYSTEMS FOR YEMAC OFFICES IN  
ADEN)**

DATE: 27 June, 2018

REFERENCE: RFQ-YEM-0041-2016

Dear Sir / Madam:

We kindly request you to submit your quotation for **SUPPLY AND INSTALLATION OF THREE SOLAR SYSTEM FOR YEMAC OFFICES IN ADEN** as detailed in Annex 1 LOT 1 and LOT 2. of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 1.

Quotations may be submitted on or before or on **08- July -2018 16:00 hour Sana'a time** in sealed envelope with remark **RFQ-YEM-0041-2018** to the address below:

**United Nations Development Programme**  
Siteen Street near to Ministry of Human Rights  
P.O Box 551 Sana'a, Republic of Yemen  
Procurement Unit  
Telephone: +967 1 448605 Fax: +967 1 448892

Offers proposal may be submitted electronically in PDF format to [procurement.yemen@undp.org](mailto:procurement.yemen@undp.org). The email shall be virus free. As the maximum size of email is 2MB, the offer may be divided into more than one email, if needed. 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.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the proposal and responsiveness with the requirements of the RFQ and all other annexes providing details of UNDP requirements.

Delivery Terms [INCOTERMS ] (Pls. link this to price schedule)	X DAP to ADEN
Customs clearance, if needed, shall be done by:	X Supplier
Exact Address of Delivery Location.	X YEMAC office in Dar Sa'ad, Aden city
UNDP Preferred Freight Forwarder, if any <sup>1</sup>	N/A
Distribution of shipping documents (if using freight forwarder)	N/A
Latest Expected Delivery Date and Time	X Maximum 1 month from receipt of the purchase order.
Delivery Schedule	X Not Required.
Packing Requirements	X Good and Safe PACKAGE
Mode of Transport	N/A.
Preferred Currency of Quotation	X United States Dollars according UNDP Exchange rate X Yemeni Riyals.
Value Added Tax on Price Quotation	X Must be exclusive of VAT and other applicable indirect taxes
After-sales services and warranty period	X Warranty period: Solar Panels: as required in the technical specs. X Technical Support X Provision of Service Unit when pulled out for maintenance/ repair
Deadline for the Submission of Quotation	X 08 July, 2018 before 14:00hour Sana'a time
Site visit to YEMAC office (ADEN)	X 01 July, 2018 at 10:00am Sana'a time in Aden. The purpose of the meeting is to give the chance for the vendors to see the place and ask any technical question related to the specs to the UNDP Solar consultant or to ask any procurement related question to UNDP staff.
All documentations, including catalogs, shall be in this language	X English

<sup>1</sup>Depends on INCO Terms. The suggestion to use a UNDP preferred courier is only for purposes of familiarity with procedures and documentary requirements applicable to the UNDP when clearing with customs.

Documents to be submitted	<p>X Company profile</p> <p>X Previous experience in the installation of solar systems in Yemen</p> <p>X Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;</p> <p>X Quality Certificates (ISO, etc.) (if applicable);</p> <p>X Latest Business Registration Certificate ;</p> <p><input type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance;</p> <p><input type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);</p> <p><input type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer);</p> <p><input type="checkbox"/> Evidence/Certification of Environmental Sustainability if applicable ("Green" Standards) of the Company or the Product being supplied ;</p> <p><input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods".</p> <p><input type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier);</p> <p><input 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>
Period of Validity of Quotes starting the Submission Date	<p>X 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 Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.</p>
Partial Quotes	<p>X Permitted as per LOT ( the vendor has the right to submit for each LOT or for both LOTs).</p>
Payment Terms	<p>X 100% upon complete delivery and installation of the solar systems.</p>
Liquidated Damages	<p>0.5% penalty from total price for each day of delay. Up to a maximum of 10%. Thereafter, the contract will terminate.</p>
Evaluation Criteria	<p>X Technical responsiveness/Full compliance to requirements and lowest price</p> <ul style="list-style-type: none"> <li>- At least 1 year experience in supply of solar systems</li> <li>- CVs for engineers</li> <li>- DATA sheet for the required items.</li> <li>- Quality certificate for solar panels.</li> <li>- Commitment for warranty period.</li> </ul> <p>X Full acceptance of the PO/Contract General Terms and Conditions</p>
UNDP will award to:	<p>X One Supplier or more supplier according to the compliance for LOTs</p>
Special conditions of Contract	<p>X Cancellation of PO/Contract if the delivery/completion is delayed by 30 days</p>

Type of Contract to be Signed	X Purchase Order
Conditions for Release of Payment	X Passing Inspection for the solar panels system items X Written Acceptance of Goods based on full compliance with RFQ requirements. X Original Invoice
Annexes to this RFQ	Specifications of the Goods Required & Form for Submission of Quotation (Annex 1) X Form for Submission of Quotation (Annex 2) X 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	<b>Waleed.Alkadri /Abdulraheem Almekhlafi</b> <b>Procurement Associate (waleed.alkadri@undp.org)</b> <b>Procurement Assistant (Abdulraheem.almekhlafi@undp.org )</b> <b>Samira AlFarah Procurement Analyst (samira.alfarah@undp.org )</b> 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

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

Thank you and we look forward to receiving your quotation.

Sincerely yours,



Vakhtang Svandze  
Deputy Country Director  
27 June 2018

## Annex 2

### • FORM FOR SUBMITTING SUPPLIER'S QUOTATION

- 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 and install SOLAR PANELS with Technical Specifications and Requirements**

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
1	TOTAL AMOUNT FOR LOT 1				
	Note: The offer should include the installation cost.				
	<b>Total Prices of Goods<sup>2</sup></b>				
	Add : Cost of Transportation with insurance to Sana'a. UNOCHA Building				
	<b>Total Final and All-Inclusive Price Quotation</b>				

- **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			
Estimated weight/volume/dimension of the Consignment:			
Country/ies Of Origin:			

- 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>2</sup> Pricing of goods should be consistent with the INCO Terms indicated in the RFQ