

REQUEST FOR QUOTATION (RFQ)

	DATE: July 10, 2018
NAME AND ADDRESS OF FIRM	REFERENCE: RFQ/041/18 – Supply of Toyota Land Cruiser Prado vehicle

Dear Sir / Madam:

We kindly request you to submit your quotation for supply of Toyota Land Cruiser Prado vehicle, as detailed in **Annex 1** of this Request.

When preparing quotation, please be guided by the form provided in **Annex 2**.

Quotations shall be submitted on or before **18.00 Tashkent time July 24, 2018** via e-mail or courier mail to the address specified below:

United Nations Development Programme (UNDP)

Republic of Uzbekistan, Tashkent 4, Taras Shevchenko Street Procurement Unit UNDP in Uzbekistan Electronic version of your quotation shall be submitted to <u>bids.uz@undp.org</u>¹.

Quotation submitted by e-mail must be limited to a maximum size of **5 MB**, virus-free and consist of no more than 3 email transmissions. Otherwise, such quotations will be rejected. The following shall be on the subject of e-mail sent to <u>bids.uz@undp.org</u>:

Subject: RFQ/041/18 – Supply of Toyota Land Cruiser Prado vehicle².

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/041/18 VENDOR: (NAME AND ADDRESS OF YOUR COMPANY) SUBMISSION DEADLINE: **18.00 (Tashkent time (GMT+5), July 24, 2018** Quotations shall not be opened at entrance desk"

It shall remain your responsibility to ensure that your quotation will reach the specified address on or before the specified deadline. Quotations received by UNDP after the above specified deadline, for whatever reason, will not be considered. If you submit your quotation via e-mail, you are kindly requested to ensure that it was signed and saved in the pdf format, as well as free of viruses or corrupted files.

Please take note of the following requirements and conditions related to the supply of the abovementioned good/s:

Delivery Terms (Incoterms 2010)	CIP Tashkent (International Airport named after Islam Karimov by air or Ark Bulak by land)
Customs clearance, if	UNDP Uzbekistan
required, shall be done by:	

¹ Quotations submitted to other e-mail addresses will not be accepted and will be rejected.

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.

Exact Address/es of Delivery	4, Taras Shevchenko Street, Tashkent, 100029, Uzbekistan
and Installation locations	
Delivery of Shipping Documents	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. Also, all documents required under INCOTERMS 2010
Latest Expected Date for Delivery / Performance of Works	As soon as possible but not more than 60 calendar days from the day of signature of the Purchase Order (PO) by both parties Attention: If the delivery period, stated in the quotation exceeds the
Delivery Cehedule	delivery period stated above, the respective offer may be declined.
Delivery Schedule	☑ Required
Packing Requirements	☑ As per standards
Mode of Transport	☑ Air ☑ Land
Preferred Currency of Quotation	☑ Local Currency: Uzbekistan Sum (UZS) for local-resident companies registered in the Republic of Uzbekistan
	☑ United States Dollars: for foreign companies registered outside the Republic of Uzbekistan
VAT on Price Quotation	Must be exclusive of VAT and other applicable indirect taxes
After-Sales Services Requirements	☑ Standard manufacturer's Warranty, but not less than 12 months
Deadline for Submission of Quotation	July 24, 2018, 18:00, Tashkent time (GMT+5)
All documentation, including catalogues, instructions and operating manuals will be	 ✓ English; or ✓ Russian
submitted in the following language:	Documents submitted in other than English and/or Russian languages shall be translated to English or Russian language
Documents to be submitted	 ☑ Duly completed Form as provided in the Part 1 of Annex 2, in accordance with the list of requirements stipulated in Annex 1 ☑ Declaration of owners' interest in other companies using form provided in Part 2 of Annex 2; ☑ Company profile with detailed information (company title, address, contact details, etc.), using the form provided in Part 3 of the Annex 2 ☑ Contact details (e-mail, phone, web-site) of clients whom the Offeror supplied similar goods (vehicles, including Toyota Land Cruiser Prado) for the last 3 years using form provided in Part 4 of Annex 2 ☑ At least 2 (two) successfully fulfilled contracts signed by the Offeror's company and its clients; such contracts shall stipulate supply of similar goods (vehicles, including Toyota Land Cruiser Prado) by the Offeror for the last 3 (three) years, using the form provided in Part 4 of the Annex 2 ☑ Certified copy of valid certificate of state registration of Offeror's company (a copy certified by signature and seal of an authorized representative of the Offeror) ☑ Authorization Letter issued by manufacturer or official dealer in favour of the bidder allowing selling their product to UNDP (if Supplier is not the manufacturer). The same document must demonstrate that the manufacturer/dealer takes an obligation to reserve required quantity of

	 goods offered by the bidder for the tender should the bidder selected ☑ Written Self-Declaration confirming that the company is not included in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List; ☑ Certified copy of the page from the company's Charter, where information about founders is provided (a copy certified by signature and seal of an authorized representative of the Offeror); ☑ Quality Certificates (ISO, etc.);
	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 ³	 ☑ (a) Copy of Financial/Accounting Reports verified/certified by a third party (such as tax committee, audit company or other similar agencies) for the last two years; OR (b) a bank statement from the Offeror's bank, issued not more than 30 days prior to the bid submission or tender date, stating that the Offeror has available or has access to liquid assets in the amount not less than the contract's value (assets that can be readily converted to cash), to cover the construction/supply transactions cash flow under the contract. ☑ UNDP reserves the right to request copies of documents that confirm successful performance of own contractual obligations under the contracts that shall be provided by the Oferror as a proof of work experience in the field of supply of similar goods (vehicles)
Period of Validity starting from Quotations Submission Date	✓ 60 calendar days from Bid Opening date In exceptional circumstances, UNDP may request the Offeror to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. In such case the extension shall be confirmed in writing, without any modification whatsoever of the Quotation.
Partial Quotations	\square Not permitted. Partial Quotation will be rejected.
Payment Terms	Payment to local Vendors (legal address in Uzbekistan):
	☐ in UZS: 15% advance payment after signing the contract by both parties and 85% final payment upon delivery and acceptance of goods by UNDP.
	For foreign Vendors, in US Dollars (registered outside of Uzbekistan):
	☑ 100% payment after delivery and acceptance of goods by UNDP.

³ Non-provision of any of additionally requested documents provided in this section will serve as a ground for disqualification of the Quotation.

Liquidated Damages	0.5% of total contract amount for each day of delay, up to a maximum 10% of the contract amount, along with subsequent termination of the contract without right to reimburse incurred expenditures
Evaluation criteria	 ☑ Technical compliance/Full compliance with requirements and the lowest price⁴ ☑ Full acceptance of the PO / Contract General Terms and Conditions ☑ 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 position of the Offeror in line with requirements specified above ☑ At least 2 contracts for supply of similar goods (vehicles, including Toyota Land Cruiser Prado) performed by the Offeror in the last 3 years ☑ Demonstrated availability of a permanent office reachable via landline phone and permanent staff of at least 5 persons
UNDP will award the contract to:	☑ One and only one Vendor
Type of Contract to be signed	 Purchase Order Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement⁵ and <i>if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i> Other Type/s of Contract
Contract General Terms and Conditions	 ☑ General Terms and Conditions for contracts (goods and/or services) ☑ General Terms and Conditions for de minimis contracts (services only, less than \$50,000)
	Applicable Terms and Conditions are available at
	http://www.undp.org/content/undp/en/home/procurement/business/ho w-we-buy.html
	Non-acceptance of the General Terms and Conditions (GTC) shall become the grounds for disqualification from procurement process.
Special conditions of Contract	☑ Termination of Contract if the delivery/completion is delayed by more than 60 calendar days
Payment Terms	 ✓ Passing Inspection ✓ Written Acceptance of Goods based on full compliance with RFQ requirements

⁴ 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.

⁵ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

Annexes to this RFQ	 ☑ Specifications of the Goods Required (Annex 1) ☑ Form for Submission of Quotation (Annex 2)
Contact Person (Written inquiries only)	UNDP CO in Uzbekistan, Procurement Unit E-mail: <u>pu.uz@undp.org</u> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission of Quotation, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Offerors.
Post-qualification Actions	 Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted; Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder; Inquiry and reference checking with other previous clients on the quality of performance on on-going or previous contracts completed; Physical inspection of the bidder's plant, factory, branches or other places where business transpires, with or without notice to the bidder;
Other	 Offers submitted by two (2) or more Vendors shall all be rejected if they are found to have any of the following: a. they have one controlling partner, director or shareholder in common; or b. any one of them receives or has received any direct or indirect subsidy from the other/s; or c. they have the same legal representative/office for purposes of this tender; or they have the same lawful representative for purposes of this RFQ; or d. they have a relationship with each other (directly or through third parties) that puts them in a position to have access to information about this tender, or to influence on the Quotation of the second Vendor; e. or they have a direct relationship with each other or through third party that puts them in a position to have access to information about, or to influence the Quotation of another Vendor regarding this tender (RFQ)

Works offered shall be reviewed based on completeness and compliance of the Quotation with the requirements described above, as well as any other similar UNDP requirements as provided in Annexes.

The contract shall be awarded to the Quotation that complies with bill of quantities, requirements and offers the lowest price, as well as meets all other indicated evaluation criteria. Any quotation that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP (obtained by multiplying the unit price and quantity); meanwhile, the unit price shall prevail and shall be used to correct the total price. If a Vendor does not agree with the final price based on UNDP's re-calculation and correction of errors, its Quotation will be rejected.

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

No variations in total price due to price 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 or goods, by maximum of twenty five per cent (25%) of the total Quotation, 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 unconditionally accepts the General Terms and Conditions of UNDP attached herein as Annex 3.

UNDP is not obliged to accept any Quotation, nor award a contract or Purchase Order, nor bear responsibility for any costs associated with a service Vendors' preparation and submission of a Quotation, regardless of the outcome or the manner of conducting the selection process.

UNDP's Vendor protest procedure is intended to grant an opportunity to appeal against tender results for persons or firms not awarded a purchase order or contract in a competitive procurement process. If you believe you have not been fairly treated, you can find detailed information about protest procedures through the following link:

http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/.

UNDP encourages every prospective Merchant or Vendor to avoid and prevent conflicts of interest, by disclosing to UNDP information if you, or any of your partners or employees, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance policy in relation to fraud and other prohibited activities, and expresses its commitment to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Vendors to adhere to the UN Supplier Code of Conduct provided on the following web-site: <u>http://web.ng.undp.org/procurement/undp-supplier-code-of-conduct.pdf.</u>

Thank you and we look forward to receiving your Quotation.

Best regards,

Procurement Unit UNDP in Uzbekistan

Technical Specifications

Item/s to be Supplied	Quantity	Description/Specifications of Goods			Description/Specifications of Goods		
New Toyota	1 (one)	Production year -2018	Date 60				
Land Cruiser	. ,	Color - white					
Prado 62/63		 Specifications 62/63 	days from				
		 Engine code 2TR-FE 	the day of				
		 Displacement (cc) 2694 	signature				
		 Number of cylinders 4, in line 	of the				
		 Fuel type Petrol 	Purchase				
		 Fuel tank capacity 150 L (preferable) 	Order (PO)				
		 Bore x stroke (mm x mm) 95,0 x 95,0 	by both				
		 Compression ratio 9,6 : 1 	parties				
		 Maximum power output (kW/rpm) 	parties				
		120/5200					
		 Maximum torque (Nm/rpm) 246/3800 Euro class EURO 5 					
		Dimensions & Weight					
		 Length (mm) 4780 Michael (ma) 4780 					
		 Width (mm) 1885 					
		 Height (mm) 1890 					
		 Wheelbase (mm) 2790 					
		 Turning circle – tyre (m) 5,8 					
		 Tyres 265/65R18 					
		 Gross vehicle weight (kg) 2850 					
		 4x4 Technology 					
		 Full-time 4WD + 					
		 Active Traction Control (A-TRC) 					
		 Safety 					
		 Anti-lock Braking System (ABS) + 					
		 Downhill Assist Control (DAC) 					
		 Hill-start Assist Control (HAC) 					
		 Vehicle Stability Control (VSC) + 					
		 Driver/passenger seatbelt reminder + 					
		 Traction Control (TRC) + 					
		 Supplemental Restraint System (SRS) airbags – 7 airb 	ags +				
		 Interior 					
		 Interior colour - Beige -/+ 					
		 Interior colour - Black +/- 					
		 4-spoke leather steering wheel 					
			1				
		 Audio/Phone controls on steering wheel Manual tilt and telescopic steering wheel 	+				
			+				
		 Leather handbrake and gearshift knob + Cruine control 					
		Cruise control +					
		Electrochromatic rear-view mirror +					
		 Driver and passenger sun visors with mirror & lamp 	+				
		 Illumination system + 					

		T
	Automatic air conditioning +	
	Two-zone automatic air conditioning	+
	Front and rear 12V power outlets	+
	60:40 split-folding 2nd row rear seats	+
	50:50 split-folding 3rd row rear seats	+
	Seat material fabric/leather	
	8" multimedia display with Toyota Touch	+
	Bluetooth [®] hands-free system +	
	9 speakers +	
	Aux-in / USB connector +	
	Windshield de-icer +	
	Seats	
•	Power-adjustable front seats +	
•	Driver and passenger heated/ventilated seats	+
	Storage	
•	Front and rear cup holders +	
· · ·	Console box with sliding armrest	+
· · ·	Refrigerated console box +	
· · ·	Exterior	
· · ·	Daytime running lights (LED type)	+
•	Multi-reflector halogen headlamps	+
•	LED Front fog lamps +	
· · ·	Headlamp cleaners +	
	Rear fog lamps +	
	LED rear stop lights +	
•	Rear parking sensors +	
	Body-coloured, electric, heated and	electrically
	retractable door mirrors with turn signal	+
•	Chrome-plated front grille +	
•	Body-coloured door handles +	
	Side steps +	
•	Rear spoiler +	
•	Electric moon roof +	
•	Rear-view camera +	
•		
	Roof railings +	
•	Roof railings + Roof rack +	

FORM FOR SUBMISSION OF VENDOR'S QUOTATION⁶

(This Form must be submitted only using the Vendor's Official Letterhead/Stationery⁷)

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/041/18 for "Supply of Toyota Land Cruiser Prado vehicle"

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

Item	Description/Specification of Goods ⁸	Quantity	Latest	Unit Price	Total Price per
No.			Delivery Date		Item
1	New Toyota Land Cruiser Prado 62/63	1 (one)	60 calendar		
			days from		
			the day of		
			signature of		
			the		
			Purchase		
			Order (PO)		
			by both		
			parties		
	Total Prices of Goods ⁹				
	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

Other Information pertaining to our Quotation	Your Responses			
are as follows:	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal	
Deadline for performance of works				
(60 calendar days)				
Country/ies of Origin:				
Validity of Quotation				
(60 calendar days upon Bid Opening date)				
Payment Terms: <u>Payment to local Vendors (legal address in</u> <u>Uzbekistan):</u>				
☑ in UZS: 15% advance payment after signing the contract by both parties and 85% final payment upon delivery and acceptance of goods by UNDP.				
For foreign Vendors, in US Dollars (registered				

⁶ This serves as a guide to the Vendor in preparing the quotation and price schedule.

⁷ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

⁸ The Offeror must indicate model and technical specification of offered product that must meet minimum characteristics described in Annex 1

 $^{{}^{\}mathrm{9}}\mathrm{Pricing}$ of goods should be consistent with the INCO Terms indicated in the RFQ

outside of Uzbekistan): ☑ 100% payment after delivery and acceptance of goods by UNDP.		
All Provisions of the UNDP General Terms and		
Conditions		
Other requirements [pls. specify]		

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

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]					
actual or intended Country of					
on]					
7. Years of Operation in each Country					
fferor's legal address in country of					
nree (3) years					
etc.), indicating current status and					
12. Offeror's Authorized Representative Information					
one/fax numbers] S or 🗆 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 similar goods (vehicles, including Toyota Land Cruiser Prado).

Name and signature of authorized person] [Position] [Date] [Stamp of the company]