



REQUEST FOR QUOTATION (RFQ) (Goods)

	DATE: July 12, 2018
	REFERENCE: UNDP/Projects/390/2018

Dear Sir / Madam:

We kindly request you to submit your quotation for the supply and delivery of **three (3) round balers with fixed bale chamber**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the forms attached hereto as Annex 1, 2, 3.

Quotations may be submitted on or before **August 01, 2018, 17:00 hours local (Minsk) time** and via

mail to the address below:

United Nations Development Programme
220050, Republic of Belarus, Minsk, Kirov str., 17, 6th floor
Receptionist
*(please indicate on the envelope RFQ reference and subject:
UNDP/Projects/390/2018 Balers)*

or e-mail to the address below:

tenders.by@undp.org
*(please indicate in the e-mail subject line RFQ reference number and subject:
UNDP_Projects_390_2018 Balers)*

Quotations submitted by email must be limited to a maximum of 7MB, virus-free and no more than 5 email transmissions (please put number for each transmission in the subject line, RFQ reference number and subject). They must be free from any form of virus or corrupted contents, or the quotations shall be rejected. In response to your delivered e-mail you shall receive an auto-reply message. In case you did not receive an auto-reply please check the attachment size as well as the correct spelling of the e-mail address.

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 goods:

Delivery Terms	<input checked="" type="checkbox"/> DAP [INCOTERMS 2010] DAP Drogichin, Brestskaya Oblast, Republic of Belarus – one (1) baler; DAP village Vysokoe, Berezovsky Raion, Brestskaya Oblast, Republic of Belarus – one (1) baler; DAP Turov, Gomelskaya Oblast, Republic of Belarus – one (1) baler, or <input checked="" type="checkbox"/> Delivery by the Contractor’s transport and at the Contractor’s cost to Drogichin, Brestskaya Oblast, Republic of Belarus – one (1) baler; village Vysokoe, Berezovsky Raion, Brestskaya Oblast, Republic of Belarus – one (1) baler; Turov, Gomelskaya Oblast, Republic of Belarus – one (1) baler - for the delivery from the territory of the Republic of Belarus
Customs clearance, if needed, shall be done by	<input checked="" type="checkbox"/> UNDP
Exact Addresses of Delivery Locations	1. Republican Landscape Reserve “Zvanets” (Drogichin, Drogichinsky Raion, Brestskaya Oblast, Belarus) – one (1) baler; 2. Republican Biological Reserve “Sporovsky” (village Vysokoe, Berezovsky Raion, Brestskaya Oblast, Belarus) – one (1) baler; 3. OAO “Turovschina” (Turov, Zhitkovichsky Raion, Gomelskaya Oblast, Belarus) – one (1) baler
Distribution of shipping documents	Shipping documents should be sent to the address: UNDP in Belarus (project 00096096), 220050, Belarus, Minsk, Kirova str., 17, 6th floor. Copies of the documents should be sent to the e-mail address: sergei.bobrovskih@undp.org
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> 90 days from the date of contract signing
Delivery Schedule	<input checked="" type="checkbox"/> Not Required
Packing Requirements	Packing must ensure undamaged delivery of goods

Mode of Transport	<input checked="" type="checkbox"/> AIR	<input checked="" type="checkbox"/> LAND (preferred)
	<input checked="" type="checkbox"/> SEA	
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollar (USD) <input checked="" type="checkbox"/> Euro (EUR) <input checked="" type="checkbox"/> Belarusian Ruble (BYN) The contract will be signed and the payment will be made in the currency of submitted offer. In the course of evaluation of price quotations of all Offerors and only for the purposes of their comparison, all prices quoted in the offers in different currencies will be converted in US Dollars, in accordance with the official UN operational rate of exchange on the last day of submission of offers	
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes. The price quotations of the Offerors, non-residents of the Republic of Belarus shall not include VAT. In the price quotations of the Offerors, residents of the Republic of Belarus, VAT, if included, shall be clearly indicated in the price quotation. The price quotations of the Offerors will be compared without VAT	
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of twenty-four (24) months from the date of Goods acceptance by UNDP; <input checked="" type="checkbox"/> Availability of authorized technical support, warranty and after-sales service facility in Belarus for servicing, repairs, periodic maintenance and supply of spare parts and maintenance consumables; <input checked="" type="checkbox"/> Provision of technical support, servicing, supply of spare parts and maintenance consumables under separate contract with the End-user	
Deadline for the Submission of Quotation	17:00 hours local (Minsk) time (UTC + 3), August 01, 2018	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> Russian <input checked="" type="checkbox"/> The documentation can be also provided in English language with full translation of each document into Russian language	

Documents to be submitted	<input checked="" type="checkbox"/> Duly accomplished forms as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users (Annex 2, Table 2); <input checked="" type="checkbox"/> Certificate of Conformity with the Technical Regulations of Eurasian Economic Union (Customs Union), valid at least till the end of 2018; if such certification is not available on the last day of submission of offers the Offeror must submit a letter of commitment to provide such Certificate prior to signing the contract; <input checked="" type="checkbox"/> Valid ISO 9001 certificate or equivalent for the manufacturer confirming implementation of certified quality management system of development or/and manufacture and applying to manufacture of the offered goods; other documented evidence (including certificates and declarations) confirming quality of the offered goods, if any; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Manufacturer’s Authorization of the company as a Sales Agent / Distributor in the country (if Offeror is not the manufacturer); <input checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability (“Green” Standards) of the Company or the Product being supplied, if any; <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 (Annex 2); <input checked="" type="checkbox"/> Detailed technical description of the offered goods (technical brochures, data sheets / manuals, etc with images of the goods); <input checked="" type="checkbox"/> Duly accomplished forms as provided in Annex 3; <input checked="" type="checkbox"/> List of contracts (minimum 2) for the similar supply and servicing of balers (preferably in Belarus) performed for the past 3 years and contact details of the clients who may be contacted for further information on those contracts as provided in Annex 3, or statements of satisfactory performance of contracts for the similar supply and servicing of balers (preferably in Belarus) from minimum 2 clients
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Offeror to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Offeror 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 thirty (30) days upon complete delivery and acceptance of Goods by UNDP

Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay: 0.2; Max. no. of days of delay: 30; After which UNDP may terminate the contract
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to RFQ requirements and lowest price; <input checked="" type="checkbox"/> Full acceptance of the General Terms and Conditions for contracts; <input checked="" type="checkbox"/> Provision of requested documents, availability of positive references or/and statements
UNDP will award contract to	<input checked="" type="checkbox"/> One and only one Contractor; the contract will be awarded to the quotation that complies with all of the specifications, requirements as well as all other evaluation criteria indicated in the RFQ and offers the lowest price
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services). Applicable Contract Face Sheet is available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html or http://www.by.undp.org/content/belarus/en/home/operations/procurement/
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 http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html or http://www.by.undp.org/content/belarus/en/home/operations/procurement/
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of contract if the delivery is delayed by 30 calendar days; <input checked="" type="checkbox"/> Warranty not less than 24 months from the date of acceptance of the Goods by UNDP <input checked="" type="checkbox"/> End-users of the Goods: SEI “Republican Landscape Reserve “Zvanets” – one (1) baler; SEI “Republican Biological Reserve “Sporovsky” – one (1) baler; OAO “Turovschina” – one (1) baler
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods by UNDP 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 for contracts (goods and/or services) at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html or http://www.by.undp.org/content/belarus/en/home/operations/procurement/ <input checked="" type="checkbox"/> Company Background Information Form, Track Record and Experiences Form, List of recommended replacement parts and consumables, periodic maintenance services (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) ¹	<i>Sergei Bobrovskih</i> <i>Procurement Specialist, UNDP/GEF Project “Conservation-oriented management of forests and wetlands to achieve multiple benefits”</i> sergei.bobrovskih@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 Offerors

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 Offeror 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,

¹ 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.

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 contract or 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 or purchase order, nor be responsible for any costs associated with a Offeror'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 contract or purchase order 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

Technical Specifications and Requirements

Supply and Delivery of Three (3) Round Balers with Fixed Bale Chamber

Round balers with fixed bale chamber and without cam track for picking hay of natural and tame grass and straw, compressing them into round bales with simultaneous bounding twining or net wrapping. The balers are to be aggregated with wheel tractors and used at the plain wetlands. The balers must be manufactured and pre-delivery prepared to the highest industry standards and shall be finished in the standard manufacturer's color. The balers are procured in the framework of the UNDP/GEF Project "Conservation-oriented management of forests and wetlands to achieve multiple benefits". The locations of balers' operation: Republican Landscape Reserve "Zvanets" (Brestskaya Oblast) – 1 unit, Republican Biological Reserve "Sporovsky" (Brestskaya Oblast) – 1 unit, OAO "Turovschina" (Gomelskaya Oblast) – 1 unit.

Item to be Supplied and Quantity	Description / Specifications of Goods (required) and General Requirements	Statement of Compliance with Specifications (required) and General Requirements <i>Comply / Does not comply</i>	Description / Specifications of Goods and Related Services (offered) <i>Please indicate parameters of the offered goods as below</i>
Round baler – 3 units	Model, manufacturer, country of origin	-	<i>Please indicate for the offered goods: Model: _____ Manufacturer: _____ Country of origin: _____</i>
	1. Technical Specifications	-	-
	1.1. Type: Round baler with fixed bale chamber and without cam track for picking hay of natural and tame grass and straw, compressing them into round bales with simultaneous bounding twining or net wrapping, aggregated with tractor;		<i>Please specify type and indicate color:</i>
	1.2. Position: Rear-mounted;		<i>Please indicate position:</i>
	1.3. Own weight, kg: Not more than 3100 (with 2 axes);		<i>Please indicate baler's weight (with 2 axes):</i>
	1.4. Chassis: 2 axes (tandem) with compressed air brakes;		<i>Please specify chassis and brakes:</i>
	1.5. Baler-mounted wheels: 4 single wheels;		<i>Please indicate number of wheels:</i>
1.5.1. Tyre width, mm: Not less than 480;		<i>Please specify tyre width and type/markings of tyres:</i>	

1.6. Tractor power, hp: 145 - 155;		<i>Please specify tractor power requirement:</i>
1.7. Working elements drive: From tractor rear power takeoff (PTO) 540/1000 rpm;		<i>Please provide working elements drive requirement:</i>
1.8. Compression chamber: Enclosed fixed type compression chamber;		<i>Please indicate type of compression chamber:</i>
1.9. Pickup working (cutting) width, mm: Not less than 1900;		<i>Please indicate working (cutting) width:</i>
1.10. Conveyor: Slat-and-chain with automatic tensioner;		<i>Please indicate type of conveyor:</i>
1.11. Bale diameter, mm: 1250 – 1500;		<i>Please indicate bale diameter:</i>
1.12. Bale width, mm: 1200 – 1500;		<i>Please indicate bale width:</i>
1.13. Bale roll-off ramp: Available, equipped with bale ejector;		<i>Please confirm availability of roll-off ramp and bale ejector:</i>
1.14. Bale binding: Twine binding or net wrapping;		<i>Please specify type of binding:</i>
1.15. Bale compression density: Hydraulically regulated;		<i>Please specify type of regulation:</i>
1.16. Connection: Drive shaft, 6 splines 35mm; with wide turning angle and safety device;		<i>Please specify type of connection:</i>
1.17. Drawbar: Floating, height adjustable;		<i>Please specify type of drawbar:</i>
1.18. Tractor linkage: Hitch ring 40/50 mm;		<i>Please specify type of tractor linkage:</i>
1.19. Controls: Control panel with display and keyboard/touch pad;		<i>Please specify controls of the baler:</i>
1.20. Chain lubrication: Automatic;		<i>Please indicate mode of chain lubrication;</i>
1.21. Hard-to-reach lubrication points: Must be grouped in one block in easily accessible place;		<i>Please indicate location of block:</i>
1.22. Tool kit: Standard tool kit to be supplied with baler.		<i>Please confirm supply of tool kit:</i>
2. General Requirements:	-	-
2.1. Operating and maintenance manual, registration certificate, warranty and service book, spare parts catalogue: In Russian language (supplied with the Goods);		<i>Please list documents to be supplied with mower and indicate their language:</i>

<p>2.2. Year of manufacture: 2018 (brand new, not being used or repaired, refurbished or rehabilitated);</p>		<p><i>Please indicate year of manufacture and confirm that the mowers are brand new:</i></p>
<p>2.3. Warranty: Not less than 24 months from the date of the Goods acceptance by UNDP;</p>		<p><i>Please indicate offered warranty:</i></p>
<p>2.4. Warranty requirements: The Contractor / authorized local representative of the Contractor shall provide warranty servicing at the Contractor's cost and shall cover labor, materials and parts. All warranty requirements as specified in the General Terms and Conditions for contracts shall apply.</p> <p>The Contractor shall ensure warranty repairs, restoration of normal functioning of the Goods and replacement of faulty parts of the supplied Goods at the request of the Purchaser or the End-user within 5 calendar days upon receipt of such request (if and when required the Contractor / authorized local representative of the Contractor qualified staff shall be send to the place of Goods operation for the rectification of defects at the Contractor's cost).</p> <p>The Contractor guarantees that during the warranty period transportation of the Goods and parts and units of the Goods from the place of the Goods operation to the service center of the Contractor / authorized local representative of the Contractor and back to the place of operation in order to perform warranty repairs and servicing, if required, shall be done at the Contractor's cost;</p>		<p><i>Please provide details of the service facility to provide warranty servicing of offered mowers:</i></p>

<p>2.5. Service requirements:</p> <p>The Contractor / authorized local representative of the Contractor shall provide after-sales servicing of the Goods for a minimum period of 5 years from the date of Goods acceptance by UNDP (under a separate service agreement to be signed by the Contractor and the End-user of the Goods).</p> <p>The Contractor / authorized local representative of the Contractor shall ensure product support service (in normal business hours), which include provision of responses to all questions regarding operation of the Goods, recommendations for operation, classification of problems and formulation of recommendations online, by phone or other means of communication.</p> <p>The technical support centre for servicing of the Goods shall be located in the Republic of Belarus;</p>		<p><i>Please provide details of the technical support centre in charge of after-sales servicing of offered mowers:</i></p>
<p>2.6. Spare parts requirements:</p> <p>The Contractor shall warranty supply of spare parts and maintenance consumables (preferably through a local dealer) following purchase orders of UNDP or the End-user for a minimum period of 5 years.</p>		<p><i>Please provide details of the spare parts and maintenance consumables supplier:</i></p>

[Name and Signature of the Supplier's Authorized Person]
[Designation]
[Date]

FORM FOR SUBMITTING CONTRACTOR'S QUOTATION
(This Form must be submitted only using the Contractor's Official Letterhead/Stationery)

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. UNDP/Projects/390/2018:

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

Currency: _____

Item No.	Description/Specification of Goods	Quantity, units	Unit Price ¹ (less VAT)	Total Price per Item ¹ (less VAT)
1	Round baler (as per the technical specifications and requirements of Annex 1) Model: _____	3		
2	Transportation / delivery cost ²			
-	Terms of delivery:			
-	Total Final and All-Inclusive Price Quotation ³ , currency (in figures):			
-	Total Final and All-Inclusive Price Quotation ³ , currency (in words):			

The price quotations of the Offerors, non-residents of the Republic of Belarus shall not include VAT. In the price quotations of the Offerors, residents of the Republic of Belarus, VAT, if included, shall be clearly indicated in the price quotation. The price quotations of the Offerors will be compared without VAT.

Note:

- Unit Price, Total Price per item (ex warehouse/works of Contractor) must include **warranty and first periodic maintenance.**
- Transportation / delivery to the following destinations:
Drogichin, Brestskaya Oblast, Republic of Belarus – one (1) baler;
village Vysokoe, Berezovsky Raion, Brestskaya Oblast, Republic of Belarus – one (1) baler;
Turov, Gomelskaya Oblast, Republic of Belarus – one (1) baler.
- Total Final and All-Inclusive Price Quotation must include **supply and delivery of three (3) balers on terms of delivery as per i. "Delivery Terms" of Table 2, warranty and first periodic maintenance of three (3) balers at their locations and all other charges as appropriate.**

We hereby declare and confirm that the Goods offered hereinabove are brand new, not used (operated), shall not be a sample or experimental batch, and shall not be assembled from the restored or rehabilitated parts, units or items.

[Name and Signature of the Supplier's Authorized Person]
[Designation]
[Date]

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

Other Information pertaining to our Quotation are as follows:	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time: Not later than 90 days from the date of signing of the contract <i>(please indicate earliest lead time in the appropriate box)</i>			
Delivery Terms (Incoterms 2010): DAP Drogichin, Brestskaya Oblast, Republic of Belarus – one (1) baler; DAP village Vysokoe, Berezovsky Raion, Brestskaya Oblast, Republic of Belarus – one (1) baler; DAP Turov, Gomelskaya Oblast, Republic of Belarus – one (1) baler			
Delivery Terms (Delivery to the Purchaser’s warehouse): Delivery by the Contractor’s transport and at the Contractor’s cost to Drogichin, Brestskaya Oblast, Republic of Belarus – one (1) baler; village Vysokoe, Berezovsky Raion, Brestskaya Oblast, Republic of Belarus – one (1) baler; Turov, Gomelskaya Oblast, Republic of Belarus – one (1) baler - for the delivery from the territory of the Republic of Belarus			

<p>Acceptance of the Goods: Following delivery, the Goods will be inspected and tested to check whether they are operational, conform to the specifications and meet the performance requirements.</p> <p>The Contractor / authorized representative of the Contractor shall dispatch experienced staff to the Goods delivery sites at the Contractor's expense to perform the following tasks:</p> <ul style="list-style-type: none"> -To start-up and field-test the Goods for proper operation, efficiency and capacity (tractor for mounting of baler will be provided by UNDP (End-user); -To perform necessary field adjustments until the Goods operation is satisfactory to UNDP. <p>UNDP will sign the Goods acceptance certificate following demonstrated satisfactory and reliable operation of the balers aggregated with tractor, their conformance to the specifications and that they meet performance requirements</p>			
<p>Payment terms: 100% within thirty (30) days upon complete delivery and acceptance of Goods by UNDP</p>			
<p>Validity of Quotation: Not less than 90 days starting from the submission deadline date</p>			
<p>Compliance with All Provisions of the UNDP General Terms and Conditions for contracts (goods and/or services) available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html or http://www.by.undp.org/content/belarus/en/home/operations/procurement/</p>			
<p>Copy of latest Business Registration Certificate</p>			
<p>Manufacturer's Authorization of the company as a Sales Agent / Distributor in the country (if Offeror is not the manufacturer)</p>			
<p>Written Self-Declaration of not being included in the UN Security Council</p>			

1267/1989 list, UN Procurement Division List or other UN Ineligibility List (as provided below the Table)			
Copy of Certificate of Conformity with the Technical Regulations of Eurasian Economic Union (Customs Union) valid at least till the end of 2018; if such certification is not available on the last day of submission of offers the Offeror must submit a letter of commitment to provide such Certificate prior to signing the contract			
Copy of valid ISO 9001 certificate or equivalent for the manufacturer confirming implementation of certified quality management system of development or/and manufacture and applying to manufacture of the offered Goods; other documented evidence (including certificates and declarations) confirming quality of Goods, if any			
Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied, if any			
Detailed technical description of the offered Goods (technical brochures, data sheets / manuals, etc with images of the Goods)			
List of contracts (minimum 2) for the similar supply and servicing of mowers (preferably in Belarus) performed for the past 3 years and contact details of the clients who may be contacted for further information on those contracts as provided in Annex 3, or statements of satisfactory performance of contracts for the similar supply and servicing of mowers (preferably in Belarus) from minimum 2 clients			
Statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature			

of goods or services, including and disposition to end-users ¹			
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We hereby declare 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]

1. *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 Contractor must submit them to UNDP if awarded the contract.*

Company Background Information

Each legal entity or individual entrepreneur submitting the quotation shall complete the form:

1	<i>Offeror's Legal Name:</i>	
2	<i>Address:</i>	
3	<i>Telephone number:</i>	
4	<i>E-mail address:</i>	
5	<i>Fax Number:</i>	
6	<i>Country of Registration, Place of Registration:</i>	
7	<i>Year of Registration:</i>	
8	<i>Name of Body Issuing Registration Certificate:</i>	
9	<i>Name and Position of the Head of Company/Organization:</i>	
10	<i>Contact Person under the Offer:</i>	
11	<i>Bank Details:</i>	

The legal entity/individual entrepreneur indicated in the Company Background Information Form above has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against this legal entity/individual entrepreneur that could impair its operations in the foreseeable future.

[Name and Signature of the Supplier's Authorized Person]

[Designation]

[Date]

Track Record and Experiences:

Please provide information on the contracts (minimum 2) for the similar supply and servicing of balers (preferably in Belarus) performed for the past 3 years and contact details of the clients who may be contacted for further information on those contracts:

Client	Contract dates	Goods supplied and related services performed	References Contact Details (Name, Phone, Email)

[Name and Signature of the Supplier's Authorized Person]

[Designation]

[Date]

List of recommended replacement parts and consumables, periodic maintenance services for 2 years of operation

Recommended replacement parts and consumables, periodic maintenance services for 2 years of operation shall not be included in the Price Quotation (Table 1 of Annex 2), except for the first periodic maintenance which shall be included in the Table 1 of Annex 2. The procurement of goods and services listed below will be considered based on actual requirements of the End-users

List of Replacement Parts, Consumables and Services for 2 Years of Operation <i>(Please include fast moving parts, if any)</i>	Estimated Average Consumption for 2 Years	Unit of Measure	Unit Price (less VAT) Currency__	Cost of Maintenance Works (less VAT) Currency__	Total Price per Item, (less VAT) Currency__
Replacement parts					
1.					
2...					
Consumables					
1.					
2...					
Periodic maintenance services					
1.					
2...					

The prices are valid till _____.

[Name and Signature of the Supplier's Authorized Person]
[Designation]
[Date]