



REQUEST FOR QUOTATION 046/18

NAME & ADDRESS OF FIRM	DATE: July 12, 2018
	REFERENCE: Supply of fruit trees for vill. Drakhtik, Gegharkunik Marz, Armenia

Dear Sir / Madam:

We kindly request you to submit your quotation for **“Supply of fruit trees for vill. Drakhtik, Gegharkunik Marz, Armenia”**, 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 16:00 (GMT +4) Monday, July 30, 2018 and via ☒ e-mail, ☒ courier mail or 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 **5 MB**, 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] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> DAP to vill. Drakhtik, Gegharkunik Marz, Armenia
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> UNDP

¹ Must be linked to INCO Terms chosen.

Exact Address/es of Delivery Location/s (identify all, if multiple)	vill. Drakhtik, Gegharkunik Marz, Armenia
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> 60 days
Delivery Schedule	<input checked="" type="checkbox"/> Required
Mode of Transport	<input checked="" type="checkbox"/> LAND <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"/> N/A
Deadline for the Submission of Quotation	Monday, July 30, 2018, 16:00 local time
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <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"/> Company's profile; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <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"/> List of similar past contracts (fruit tree seedlings for orchards), specifications of tree seedlings; <input checked="" type="checkbox"/> Provide detailed schedule of goods delivery vill. Drakhtik, Gegharkunik Marz, Armenia; <input checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied;
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
	<input checked="" type="checkbox"/> 100% upon complete delivery of trees

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.

³ This 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.

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

Payment Terms ⁵	
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 ⁵ , <input checked="" type="checkbox"/> Suppliers must have at least 3 years of experience in supplying fruit tree seedlings for orchards. <input checked="" type="checkbox"/> Delivery time: 60 days, not later than October 15, 2018 <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One or more Supplier, depending on the following factors: there can be one Supplier per each Lot (number of lots is 5)
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 ⁶	<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) ⁷	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 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.

⁵ UNDP 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.

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

⁷ 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.

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

Technical Specifications

Supply of fruit trees for vill. Drakhtik, Gegharkunik Marz, Armenia

LOT 1

NN	Variety	Technical specifications	
1	Apple varieties tested and cultivated in Gegharkunik province of Armenia Խնձորենի ՀՀ Գեղարքունիքի մարզում փորձարկված և շրջանացված սորտերի	In the village the orchard will be planted at an altitude of 1850 m above sea level. The annual average precipitation is 400-450 mm.	
		Quantity	760
		Producer	Marked and posted on the seedling
		Age	1,5 or 2,0 years
		Height	80-100 cm
		Diameter	Not less than 20 mm
		Root system	Well-formed root system
		Certificate of authenticity	required
		Phytosanitary certificate	required
		Brief (1 page) instruction on planting and cultivating	In Armenian

LOT 2

NN	Variety	Technical specifications	
1	Pear varieties tested and cultivated in Gegharkunik province of Armenia Տանձենի ՀՀ Գեղարքունիքի մարզում փորձարկված և շրջանացված սորտի	In the village the orchard will be planted at an altitude of 1800-1850 m above sea level. The annual average precipitation is 400-450 mm.	
		Quantity	760
		Producer	Marked and posted on the seedling
		Age	1,5 or 2,0 years
		Height	80-100 cm
		Diameter	Not less than 20 mm
		Root system	Well-formed root system
		Certificate of authenticity	required
		Phytosanitary certificate	required
		Brief (1 page) instruction on planting and cultivating	In Armenian

Supply of fruit trees for vill. Drakhtik, Gegharkunik Marz, Armenia

LOT 3

NN	Variety	Technical specifications	
1	Plum varieties tested and cultivated in Gegharkunik province of Armenia Սալորենի (դամբուկ) ՀՀ Գեղարքունիքի մարզում փորձարկված կամ շրջանացված սորտի	In the village the orchard will be planted at an altitude of 1800-1850 m above sea level. The annual average precipitation is 400-450 mm.	
		Quantity	760
		Producer	Marked and posted on the seedling
		Age	1,5 or 2,0 years
		Height	80-100 cm
		Diameter	Not less than 20 mm
		Root system	Well-formed root system
		Certificate of authenticity	required
		Phytosanitary certificate	required
		Brief (1 page) instruction on planting and cultivating	In Armenian

LOT 4

NN	Variety	Technical specifications	
1	Cherry varieties tested and cultivated in Gegharkunik province of Armenia Կեռասենի ՀՀ Գեղարքունիքի մարզում փորձարկված կամ շրջանացված սորտի	In the village the orchard will be planted at an altitude of 1800-1850 m above sea level. The annual average precipitation is 400-450 mm.	
		Quantity	760
		Producer	Marked and posted on the seedling
		Age	1,5 or 2,0 years
		Height	80-100 cm
		Diameter	Not less than 20 mm
		Root system	Well-formed root system
		Certificate of authenticity	required
		Phytosanitary certificate	required
		Brief (1 page) instruction on planting and cultivating	In Armenian

Supply of fruit trees for vill. Drakhtik, Gegharkunik Marz, Armenia

LOT 5

Ձ/հ	Variety	Technical description	
1	Silver poplar Արծաթափայլ Բարդի	In the village the orchard will be planted at an altitude of 1800-1850 m above sea level. The annual average precipitation is 400-450 mm.	
		Quantity	860
		Producer	Marked and posted on the seedling
		Age	1,5 or 2,0 years
		Height	Not less than 180 cm
		Diameter	Not less than 25 mm
		Root system	Well-formed root system
		Certificate of authenticity	required
		Brief (1 page) instruction on planting and cultivating	In Armenian
2	Wooden solid stakes not less than 2 meters and connecting rubber facilities for preserve the tree truncation Ծառերի ուղղաձգությունը պահելու նպատակով, ոչ պակաս քան 2 մետրանոց ամուր ցցափայտեր և ռետինե կապիչներ	Quantity	860

Annex 2

FORM FOR SUBMITTING SUPPLIER’S QUOTATION⁸
(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery⁹)

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. 046/18

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

Lot 1

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
1	Apple Խնձորենի	760	60 days		
	Total Prices of Goods ¹⁰				
	Add : Cost of Transportation to final destination				
	Add : Cost of Insurance				
	Add : Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation				

Lot 2

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
1	Pear Տախձենի	760	60 days		
	Total Prices of Goods ¹¹				
	Add : Cost of Transportation to final destination				
	Add : Cost of Insurance				
	Add : Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation				

⁸ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

¹⁰ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

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

Lot 3

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
1	Plum Սալորենի (դամբուլ)	760	60 days		
	Total Prices of Goods¹²				
	Add : Cost of Transportation to final destination				
	Add : Cost of Insurance				
	Add : Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation				

Lot 4

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
1	Cherry Կեռասենի	760	60 days		
	Total Prices of Goods¹³				
	Add : Cost of Transportation to final destination				
	Add : Cost of Insurance				
	Add : Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation				

Lot 5

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
1	Silver poplar Արծաթափայլ Բարդի	860	60 days		
2	Wooden solid stakes not less than 2 meters and connecting rubber facilities Ոչ պակաս քան 2 մետրանոց ամուր ցցափայտեր և ռետինե կապիչներ	860	60 days		
	Total Prices of Goods¹⁴				
	Add : Cost of Transportation to final destination				
	Add : Cost of Insurance				
	Add : Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation				

¹² Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

¹³ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

¹⁴ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

Offer to Comply with Other Conditions and Related Requirements

No	Description	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
1	Technical responsiveness/Full compliance to requirements			
2	Company's profile; Latest Business Registration Certificate			
3	Suppliers must have at least 3 years of experience in supplying of fruit tree seedlings for orchards			
4	List of similar past contracts (fruit tree seedlings for orchards), technical specifications of tree seedlings			
5	Full acceptance of the PO/Contract General Terms and Conditions			
6	Acceptance of delivery terms			
7	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]*

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

⁸*Pricing of goods should be consistent with the INCO Terms indicated in the RFQ*

Annex 3

(Attached separately)