



REQUEST FOR QUOTATION (Re-advertised)

NAME AND ADDRESS OF FIRM	DATE: August 09, 2018
	REFERENCE: RFQ/045/18 (Re-advertised) – Supply of cavalry saddles for horses

Dear Sir / Madam:

We kindly request you to submit your quotation for supply of cavalry saddles for horses, 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 August 23, 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 bids.uz@undp.org¹.

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 bids.uz@undp.org:

Subject: RFQ/045/18 (Re-advertised) – Tender for “Supply of cavalry saddles for horses”².

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/045/18

VENDOR: (NAME AND ADDRESS OF YOUR COMPANY)

SUBMISSION DEADLINE: 18.00 (Tashkent time (GMT+5), August 23, 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 and Ark Bulak by land) / Delivery from local supplier's storage EXW for local suppliers
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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.

Customs clearance, if required, shall be done by:	UNDP Uzbekistan
Exact Address/es of Delivery and Installation locations	21A, Chashtepa street, Sergeli district, Tashkent, Uzbekistan/storage space in premises of the Bioinspection at the State committee for ecology and environmental protection of the Republic of Uzbekistan
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 45 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 period stated above, the respective offer may be declined.
Delivery Schedule	<input checked="" type="checkbox"/> Required
Packing Requirements	<input checked="" type="checkbox"/> As per standards
Mode of Transport	<input checked="" type="checkbox"/> Air <input checked="" type="checkbox"/> Land
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Local Currency: Uzbekistan Sum (UZS) for local-resident companies registered in the Republic of Uzbekistan <input checked="" type="checkbox"/> United States Dollars: for foreign companies registered outside the Republic of Uzbekistan
VAT on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-Sales Services Requirements	<input checked="" type="checkbox"/> Standard manufacturer's Warranty, but not less than 12 months
Deadline for Submission of Quotation	18:00, August 23, 2018, Tashkent (GMT+5)
All documentation, including catalogues, instructions and operating manuals will be submitted in the following language:	<input checked="" type="checkbox"/> English; or <input checked="" type="checkbox"/> Russian Documents submitted in other than English and/or Russian languages shall be translated to English or Russian language
Documents to be submitted	<input checked="" type="checkbox"/> Duly completed Form as provided in the Part 1 of Annex 2 , in accordance with the list of requirements stipulated in Annex 1 <input checked="" type="checkbox"/> Declaration of owners' interest in other companies using form provided in Part 2 of Annex 2 ; <input checked="" type="checkbox"/> Company profile with detailed information (company title, address, contact details, etc.), using the form provided in Part 3 of the Annex 2 <input checked="" type="checkbox"/> Contact details (e-mail, phone, web-site) of clients whom the Offeror supplied similar goods (cavalry saddles for horses) for the last 3 years using form provided in Part 4 of Annex 2 <input checked="" type="checkbox"/> At least 2 (two) successfully fulfilled contracts signed by the Offeror's company and its clients; such contracts shall stipulate supply of similar goods (cavalry saddles for horses) by the Offeror for the last 3 (three) years, using the form provided in Part 4 of the Annex 2 <input checked="" type="checkbox"/> 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)

	<input checked="" type="checkbox"/> 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; <input checked="" type="checkbox"/> 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); <input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> (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. <input checked="" type="checkbox"/> 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 Offeror as a proof of work experience in the field of supply of similar goods (cavalry saddles for horses)
Period of Validity starting from Quotations Submission Date	<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> Not permitted. Partial Quotation will be rejected.
Payment Terms	<u>Payment to local Vendors (legal address in Uzbekistan):</u> <input checked="" type="checkbox"/> in UZS: 15% advance payment after signing the contract by both parties and 85% final payment upon delivery and acceptance of goods by UNDP. <u>For foreign Vendors, in US Dollars (registered outside of Uzbekistan):</u> <input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> Technical compliance/Full compliance with requirements and the lowest price ⁴ <input checked="" type="checkbox"/> Full acceptance of the PO / Contract General Terms and Conditions <input checked="" type="checkbox"/> 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 <input checked="" type="checkbox"/> At least 2 contracts for supply of similar goods (cavalry saddles for horses) performed by the Offeror in the last 3 years <input checked="" type="checkbox"/> Demonstrated availability of a permanent office reachable via landline phone and permanent staff of at least 5 persons
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Vendor
Type of Contract to be signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement ⁵ and <i>if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.</i>) <input type="checkbox"/> Other Type/s of Contract
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimi contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-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	<input checked="" type="checkbox"/> Termination of Contract if the delivery/completion is delayed by more than 45 calendar days
Payment Terms	<input checked="" type="checkbox"/> Passing Inspection <input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2)
Contact Person (Written inquiries only)	UNDP CO in Uzbekistan, Procurement Unit E-mail: pu.uz@undp.org 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	<input checked="" type="checkbox"/> Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted; <input checked="" type="checkbox"/> Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder; <input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on on-going or previous contracts completed; <input checked="" type="checkbox"/> 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: <ol style="list-style-type: none"> they have one controlling partner, director or shareholder in common; or any one of them receives or has received any direct or indirect subsidy from the other/s; or 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 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; 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: <http://web.ng.undp.org/procurement/undp-supplier-code-of-conduct.pdf>.

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		Latest Delivery Date
LOT 1					
1	Cavalry saddles for horses	134 (one hundred and thirty four)	<u>Lenten/seat</u> - Lenten racks/shelves - panels/paddling - broad, durable band of rawhide - pommel <u>Linings for Lenten racks/shelves</u> <u>Gorts and harnesses</u> <u>Girth -1 pair</u> <u>Billet strip</u>	<u>Narrowed rawhide straps with broad durable band and paddings</u> right and left of hardwood or multilayer plywood (wood is preferable). right and left made of rawhide leather and stuffed with felt rawhide metal - front and rear - with slats 1 pair - felt felt or padded, with 2 pockets; pockets - a tough saddlery and saddle leather. Skin raw Belts of girth - a strip of technical cotton belt -35, gorts and harnesses of girth – rawhide, valves - saddlery and saddle leather Belts of billet strip - a strip of technical cotton belt -35, gorts and harnesses of billet strap – rawhide, valves - saddlery and saddle leather	45 calendar days from the day of signature of the Purchase Order (PO) by both parties

			Stirrup-leather with stirrups – 1 pair	Belts of stirrup-leather - a strip of technical cotton belt -35, gorts and harnesses of stirrup-leathers - saddlery and saddle leather. stirrups - metal brazed.	
			Flaps/fenders	Single - saddlery-saddle leather with fixing to the Lenten with raw sewing.	
			Skirt	Cover of skirt – kersey/kirsa, forging - a felt (thickness not less than 7 mm), superscript belt, gates and harnesses for fixing lenten racks/shelves - rawhide leather.	
			Additional saddle-blanket/pantry	Felt (thickness not less than 7 mm).	
			Color	Black or brown	

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/045/18 for "Supply of cavalry saddles for horses"

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

Item No.	Description/Specification of Goods ⁸	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
1	Cavalry saddles for horses	134 (one hundred and thirty four)	45 calendar days from the day of signature of the Purchase Order (PO) by both parties		
	Total Prices of Goods⁹				
	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 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>
Deadline for performance of works (45 calendar days)			
Country/ies of Origin:			
Validity of Quotation (60 calendar days upon Bid Opening date)			
Payment Terms: Payment to local Vendors (legal address in Uzbekistan): <input checked="" type="checkbox"/> 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

⁹ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

outside of Uzbekistan): <input checked="" type="checkbox"/> 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]		
3. Actual or intended Country/ies of Registration/Operation: [insert actual or intended Country of Registration]		
4. Year of Registration in its Location: [insert Offeror's year of registration]		
5. Countries of Operation	6. No. of permanent staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: [insert Offeror's legal address in country of registration]		
9. Value and Description of Top two (2) Biggest Contracts for the past three (3) years		
10. Latest Credit Rating (Score and Source, if any)		
11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
12. Offeror's Authorized Representative Information		
Name: [insert Authorized Representative's name] Address: [insert Authorized Representative's Address] Telephone/Fax numbers: [insert Authorized Representative's telephone/fax numbers] Email Address: [insert Authorized Representative's email address]		
13. Are you in the UNPD List 1267.1989 or UN Ineligibility List? <input type="checkbox"/> YES or <input type="checkbox"/> 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 (cavalry saddles for horses).

Name and signature of authorized person]

[Position]

[Date]

[Stamp of the company]