  
**REQUEST FOR QUOTATION (RFQ)**

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| UNDP BIH  Zmaja od Bosne bb; Sarajevo | DATE: August 10, 2018 |
| REFERENCE: BIH/RFQ/087/18 |

Dear Sir / Madam:

We kindly request you to submit your quotation for supply of Machinery and equipment 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 **Thursday, August 23, 2018 by 14:00 CET** and via ***courier mail*** to the address below:

**United Nations Development Programme**

Zmaja od Bosne bb, Sarajevo 71000

General Service

[registry.ba@undp.org](mailto:registry.ba@undp.org)

Fax: (033) 552 330

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.

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

|  |  |
| --- | --- |
| Delivery Terms [INCOTERMS 2010] | DDP |
| Customs clearance, if needed, shall be done by: | Supplier/Offeror |
| Exact Address/es of Delivery Location/s (identify all, if multiple) | Srebrenik (LOT 1, LOT 2, LOT 3 and LOT 4), Bosnia and Herzegovina |
| UNDP Preferred Freight Forwarder, if any | Not applicable |
| Distribution of shipping documents *(if using freight forwarder)* | Not applicable |
| Latest Expected Delivery Date and Time *(if delivery time exceeds this, quote may be rejected by UNDP)* | 15 days from the issuance of the Purchase Order (PO), but not later than September 15, 2018 |
| Delivery Schedule | Required. Along with the Quotation, the Bidder should submit Work plan/ Gantt chart indicating the supply and delivery of Machinery and equipment as detailed in Annex 1 of this RFQ |
| Packing Requirements | Required, see Annex I |
| Mode of Transport | Land |
| Preferred Currency of Quotation | Local Currency: BAM |
| Value Added Tax on Price Quotation | Must be exclusive of VAT and other applicable indirect taxes (VAT, custom and other applicable taxes stated separately) |
| After-sales services required | Varranty period of the machinery and equipment must be at least 12 months after the delivery date – see Annex 1 for additional detailes |
| Deadline for the Submission of Quotation | August 23, 2018 by 14:00 CET |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language | Local language and/or English |
| Documents to be submitted | ☒ Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;  ☒ Latest Business Registration Certificate;  ☒ Latest Financial Statements for 2017;  ☒ Certification or authorization to act as Agent in behalf of the Manufacturer, if bidder is not a manufacturer;  ☒ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country;  ☒ Catalogue/technical specification of the offered machinery/equipment;  ☒ Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List. |
| Period of Validity of Quotes starting the Submission Date | 90 days. |
| Partial Quotes | Permitted; you can send offer for one or more LOT’s. Partial quotes within LOT’s are not permitted. |
| Payment Terms | 100% upon complete delivery of goods |
| Evaluation Criteria | ☒ Technical responsiveness/Full compliance to requirements and lowest price  ☒ Full acceptance of the PO/Contract General Terms and Conditions |
| UNDP will award to: | One or more suppliers according to the RFQ lots |
| Type of Contract to be Signed | Purchase Order |
| Special conditions of Contract | Cancellation of PO/Contract if the delivery/completion is delayed by 10 days |
| Conditions for Release of Payment | Written Acceptance of Goods based on full compliance with RFQ requirements |
| Annexes to this RFQ | ☒ Specifications of the Goods Required (Annex 1)  ☒ Form for Submission of Quotation (Annex 2)  ☒ General Terms and Conditions / Special Conditions (Annex 3)Link: [English version](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-2493)  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) | *UNDP BIH - GENERAL SERVICES* [*registry.ba@undp.org*](mailto:registry.ba@undp.org) *Fax: 033 552 330*  Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. |

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP’s re-computation and correction of errors, its quotation will be rejected.

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

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the 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,**

*UNDP BIH* August 10, 2018

**Annex 1**

**Technical Specifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Item #** | **Opis i karakteristike proizvoda/** | **Jedinična mjera / Unit of measure** | **Količina /** |
|  | **Item/s to be Supplied** | **Quantity** |
|  | **Description/Specifications of Goods** |  |
| **LOT 1** | **Item 1** | ***Nabavka i isporuka mlina za plastiku / Supply and delivery Mill for Plastics of following characteristics:*** | kom/pcs | 1 kom/pcs |
| *Snaga električnog motora / Power of electric motor: Minimalno 7.5KW /* *Minimum 7.5KW* |
| *Otvor sita (prečnik rupe) / Exit Hole diameter: 12mm* / 12mm |
| *Dimenzije otvora mlina /* D*imensions of the opening of the mill: od 390mm do 410mm x od 290mm do 310mm / from 390mm to 410mm x from 290mm to 3100mm* |
| *Brzina obrtaja / Rotation speed: Minimalno 530 obrtaja/minuti / Minimum 530 rotations/minute*  *Kapacitet / Capacity: Minimalno 150 kg/h / Minimum 150 kg/h*  *Rotirajući noževi / Rotating blades: Minimalno 6 / Minimum 6* |
| *Kvalitet: Garancija na sve dijelove 12 mjeseci/ Quality: Guarantee for all parts 12 months* |
| **LOT 2** | **Item 1** | ***Nabavka i isporuka paletar viličar viljuškar / Supply and delivery Hand Pallet Jack – Manual Forklift:***  *Nosivost / Load capacity: Minimalno 2t / Minimum 2t*  *Dužina viljuški / Length of forks: Minimalno 1220 mm / Minimum 1220 mm*  *Visina dizanja / Lifting height: Minimalno 195 mm / Minimum 195 mm*  *Kvalitet: Garancija na sve dijelove 12 mjeseci/ Quality: Guarantee for all parts 12 months* | kom/pcs | 1 kom/pcs |
| **Item 2** | ***Nabavka i isporuka kompresora za vazduh / Supply and delivery of Air Compressor:***  *Snaga / Power: Minimalno 1.5 kW-2.0 KS / Minimum 1.5 kW-2.0 KS*  *Napon / Voltage: 230 V / 50 Hz*  *Broj cilindara / Number of cylinders: 1*  *Broj izlaza / Number of exits: 2*  *Izlazni protok / Exit flow: Minimalno 200 l/min / Minimum 200l/min*  *Pritisak / Pressure: Minimalno 8 bara / Minimum 8 bar*  *Kvalitet: Garancija na sve dijelove 12 mjeseci/ Quality: Guarantee for all parts 12 months* | kom/pcs | 2 kom/pcs |
| **Item 3** | ***Nabavka i isporuka stonog cirkulara sa postoljem / Supply and delivery of Table Saw:***  *Napon / Voltage: 30 V ~ 50 Hz*  *Snaga / Power: Minimalno 1.8 kW / Minimum 1.8 kW*  *Broj okretaja / Number of revolutions: 5,000 okretaja u minuti / 5,000 Revolutions per minute*  *Ugao rezanja / Cutting angle: 45 ° / 45 °*  *Radna visina / Working Hight: Minimalno 800 mm / Minimum 800mm*  *Rezni list / Circular Saw Blade: 250 x 30 mm, 24 zuba / 250 x 30 mm, 24 teeth*  *Dimenzije postolja / Dimensions of the working area: Minimalno 640 x 480 mm / Minimum 640 x 480 mm*  *Kvalitet: Garancija na sve dijelove 12 mjeseci/ Quality: Guarantee for all parts 12 months* | kom/pcs | 1 kom/pcs |
| **Item 4** | ***Nabavka i isporuka digitalne vage / Supply and delivery of Digital*** ***Weighing Scale***  *Nosivost / Load Capacity: Minimalno 100kg- maksimalno 300kg / Minimum 100kg – Maximum 300kg*  *Kvalitet: Garancija na sve dijelove 12 mjeseci/ Quality: Guarantee for all parts 12 months* | kom/pcs | 1 kom/pcs |
|  |  |
| **LOT 3** | **Item 1** | ***Nabavka i isporuka aparata za pranje pod pritiskom / Supply and delivery Pressure/Jet Washer of following characteristics:***  *Radni napon / Working voltage: 230 V ~ 50 Hz*  *Priključna snaga / Power: 2500 W*  *Radni pritisak / Working pressure: Minimalno 130 bar / Minimum 130 bar*  *Maks. pritisak / Max pressure: Minimalno 195 bar / Minimum 195 bar*  *Maks. protok / Max flow: Minimalno 420 l/h / Minimum 420 l/h*  *Maks. temperatura vode / Max water temperature: 60°C / 60°C*  *Dužina crijeva i kabla / Length of the hose and cable: 5m*  *Kvalitet: Garancija na sve dijelove 12 mjeseci/ Quality: Guarantee for all parts 12 months* | kom/pcs | 1 kom/pcs |
| **LOT 4** | **Item 1** | ***Nabavka i isporuka protivpožarnog aparata / Supply and delivery of Fire Extinguisher***  *Vrsta / Class: 9kg suhi prah ABC / 9kg dry powder ABC*  *Aparat / Device: Boca pod pritiskom 16 bar-a na 20 stepeni C / Stored-pressure fire extinguisher 16 bar at 20 C*  *Pogonski gas / Propulsion gas: Azot / Nitrogen*  *Neprestano vrijeme pražnjenja / Continuous discharge time: 19-21 sekundi / 19-21 seconds*  *Kvalitet: Garancija na sve dijelove 12 mjeseci/ Quality: Guarantee for all parts 12 months* | kom/pcs | 2 kom/pcs |

UNDP BiH reserves the rights to change the total quantity for +/-20%.

*[Enter name of authorized staff]*

*[Designation]* [*Click here to enter a date]*

**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery)***

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and herebyoffer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No.BIH/RFQ/087/18:

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

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Item No.** | **Description/Specification of Goods** | **Quantity** | **Latest Delivery Date** | **Unit Price** | | **Total Price per Item** | | | |
| **LOT 1** | 1. | Mill for Plastics | 1pc |  |  | |  | | | |
| **Total Prices of Goods** | |  |  | |  | |  | |  | |
| Add : Cost of Transportation | |  |  | |  | |  | |  | |
| Add: VAT | |  |  | |  | |  | |  | |
| Add : Cost of Insurance | |  |  | |  | |  | |  | |
| Add : Other Charges (pls. specify) | |  |  | |  | |  | |  | |
| **Total Final and All-Inclusive Price Quotation** | |  |  | |  | |  | |  | |
|  |  |  |  |  |  | |  | |  | |
|  |  |  |  |  |  | |  | |  | |
|  | **Item No.** | **Description/Specification of Goods** | **Quantity** | **Latest Delivery Date** | **Unit Price** | | **Total Price per Item** | | | |
| **LOT 2** | 1. | Hand Pallet Jack | 1pc |  |  | |  | | | |
| 2. | Air Compressor | 2pcs |  |  | |  | | | |
| 3. | Table Saw | 1pc |  |  | |  | | | |
| 4. | Digital Weighing Scale | 1pc |  |  | |  | | | |
| **Total Prices of Goods** | |  |  | |  | |  | |  | |
| Add : Cost of Transportation | |  |  | |  | |  | |  | |
| Add: VAT | |  |  | |  | |  | |  | |
| Add : Cost of Insurance | |  |  | |  | |  | |  | |
| Add : Other Charges (pls. specify) | |  |  | |  | |  | |  | |
| **Total Final and All-Inclusive Price Quotation** | |  |  | |  | |  | |  | |
|  |  |  |  |  |  | |  | |  | |
|  |  |  |  |  |  | |  | |  | |
|  | **Item No.** | **Description/Specification of Goods** | **Quantity** | **Latest Delivery Date** | **Unit Price** | | **Total Price per Item** | | | |
| **LOT 3** | 1. | Pressure/Jet Washer | 1pc |  |  | |  | | | |
| **Total Prices of Goods** | |  |  | |  | |  | |  | |
| Add : Cost of Transportation | |  |  | |  | |  | |  | |
| Add: VAT | |  |  | |  | |  | |  | |
| Add : Cost of Insurance | |  |  | |  | |  | |  | |
| Add : Other Charges (pls. specify) | |  |  | |  | |  | |  | |
| **Total Final and All-Inclusive Price Quotation** | |  |  | |  | |  | |  | |
|  |  |  |  |  |  | |  | |  | |
|  |  |  |  |  |  | |  | |  | |
|  | **Item No.** | **Description/Specification of Goods** | **Quantity** | **Latest Delivery Date** | **Unit Price** | | **Total Price per Item** | | | |
| **LOT 4** | 1. | Fire Extinguisher | 2pcs |  |  | |  | | | |
| **Total Prices of Goods** | |  |  | |  | |  | |  | |
| Add : Cost of Transportation | |  |  | |  | |  | |  | |
| Add: VAT | |  |  | |  | |  | |  | |
| Add : Cost of Insurance | |  |  | |  | |  | |  | |
| Add : Other Charges (pls. specify) | |  |  | |  | |  | |  | |
| **Total Final and All-Inclusive Price Quotation** | |  |  | |  | |  | |  | |

**TABLE 2 : Estimated Operating Costs (if applicable)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **List of Consumable Item/s** *(Include fast moving parts, if any)* | **Estimated Average Consumption** | **Unit of Measure** | **Unit Price** | **Total Price per Item** |
|  |  |  |  |  |
|  |  |  |  |  |

**TABLE 3 : 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 |  |  |  |
| Estimated weight/volume/dimension of the Consignment: |  |  |  |
| Country/ies Of Origin: |  |  |  |
| Warranty and After-Sales Requirements |  |  |  |
| 1. Training on Operations and Maintenance |  |  |  |
| 1. Minimum one (1) year warranty on both parts and labor |  |  |  |
| 1. Service Unit to be Provided when the Purchased Unit is Under Repair |  |  |  |
| 1. Brand new replacement if Purchased Unit is beyond repair |  |  |  |
| 1. Others |  |  |  |
| Validity of Quotation |  |  |  |
| 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.

*[Name and Signature of the Supplier’s Authorized Person]*

*[Designation]*

*[Date]*

**Annex 3**

**General Terms and Conditions**

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| --- |
|  |

General Terms and Conditions (for Goods and/or Services)

Link: [English version](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-2493)