



REQUEST FOR QUOTATION RFQ 062/18

NAME & ADDRESS OF FIRM	DATE: August 29, 2018
	REFERENCE: Supply of truck for transportation of bakery and confectionery products for UNDP project

Dear Sir / Madam:

We kindly request you to submit your quotation for the ***Supply of truck for transportation of bakery and confectionery products for UNDP project*** 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** (local time), **September 12, 2018** and via ☒ e-mail, or ☒ courier mail 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 5MB, virus-free and no more than 3 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]	<input checked="" type="checkbox"/> DAP Yerevan
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> by UNDP if not yet imported <input checked="" type="checkbox"/> by Bidder if already imported to RA

¹ Must be linked to INCO Terms chosen.

Exact Address of Delivery Location:	14 P.Adamyan, UN House, Yerevan, Armenia		
Latest Expected Delivery	<input checked="" type="checkbox"/> 60 days from the issuance of the Purchase Order (PO)/Contract for Goods		
Delivery Schedule	<input checked="" type="checkbox"/> Required		
Mode of Transport	<input checked="" type="checkbox"/> LAND (preferred)	<input checked="" type="checkbox"/> SEA	<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"/> Warranty as per Annex 1		
Deadline for the Submission of Quotation	Wednesday, September 12, 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"/> Information on local warranty and post-warranty service; <input checked="" type="checkbox"/> Warranty (as per Annex 1 requirements);		
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		
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery and acceptance of goods		
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		

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

Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁵ <input checked="" type="checkbox"/> Manufacturer/suppliers must have at least 3 years of experience in manufacturing/supply of required goods or similar products. <input checked="" type="checkbox"/> Supplier should provide warranty as per Annex 1 requirements on supplied equipment. <input checked="" type="checkbox"/> Availability of local warranty and post-warranty service <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> 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)	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 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

⁵ UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

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

(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

Truck for transportation of bakery and confectionery products

Quantity: 1 (one)

1. General Description

The Truck should be from the manufacturers' standard range of production and current supply, brand new and guaranteed from all type of defects, produced either in 2017 or 2018. All equipment and parts should be fully assembled with standard fittings, tested and ready for immediate use and suitable for continuous operation in the ambient conditions at altitudes up to 2500 meters and within temperature range from -20°C to $+40^{\circ}\text{C}$.

2. Technical Specifications

Engine	
Quantity of cylinders	Not less than 4
Power	From 80 HP / 58.7 kW to 140 HP/ 103 kW
Engine displacement	From 2000 cm ³ to 3000 cm ³
Fuel type	Gasoline
Environmental class	Not less than Euro 3
Truck body	
Load capacity of bakery products	From 400 kg to 600 kg
Total load capacity	From 900 kg to 1500 kg
External cover	Galvanized steel with a polymer coating
Interior cover	Food galvanized steel or wooden cover
Insulation of truck body	Thickness not less than 25mm (lamellar polystyrene or polyurethane)
Interior part of the truck	Subdivided into compartments (not less than 3) with side loading to facilitate handling operations. Food galvanized cages for bread trays.
Bread trays	Wooden or food galvanized steel
Quantity of trays	From 90pcs to 150pcs
Doors for compartments	Single-wing doors that open 180 degrees
Quantity of compartments doors	From 3pcs to 4pcs
Inside ventilation system	Needed
Configuration of truck	
Wheel arrangement	Rear-wheel drive, front-wheel drive or four-wheel drive
Gear-box	Manual or automatic gearbox; not less than 4 speeds
Seating capacity	Not more than 1+2 person
Volume of the fuel tank	Not less than 50 liters
Air conditioner	Not required
Heater	Needed

3. Accessories: Manufacturer's standard accessories.

4. Spare parts and tools: Manufacturer's standard spare parts and tool kit, fire extinguisher and any special tools recommended by manufacturer.

5. Warranty: 1 Year / 50 000 km, which occurs first, Full Coverage Base Warranty at No Charge.

6. Manuals: Operations and maintenance manual in Russian and in English.

7. Color: Manufacturer's standard color.

8. Availability of local / local warranty and post-warranty service: please specify.

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁷

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁸)

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 062/18**:

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

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price currency	Total Price per Item, currency
1	Truck for transportation of bakery and confectionery products	1	60 days		
	Total:				
	Total Prices of Goods⁹				
	Add : Cost of Transportation				
	Add : Cost of Insurance				
	Add : Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation				

Additional Requirements

No	Description	Availability (Yes/No)
1	Technical responsiveness/Full compliance to requirements and lowest price	
2	Manufacturer/suppliers must have at least 3 years of experience in manufacturing/supply of required equipment or similar products.	
3	Warranty on required equipment as per Annex 1.	
4	Full acceptance of the PO/Contract General Terms and Conditions	
5	Detailed technical specifications	
6	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 This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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

General Terms and Conditions

Attached separately.