



REQUEST FOR QUOTATION RFQ 064/18

NAME & ADDRESS OF FIRM	DATE: September 3, 2018
	REFERENCE: Supply, delivery and installation of a total of one flour-milling complex in Nerkin Tsaghkavan community of Tavush Marz

Dear Sir / Madam:

We kindly request you to submit your quotation for **“Supply, delivery and installation of a total of one flour-milling complex in Nerkin Tsaghkavan community of Tavush Marz”** 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 19, 2018 and via ☒ *e-mail*, ☒ *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 above mentioned good/s:

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP Nerkin Tsaghkavan community of the Tavush Marz (Armenia)		
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> by UNDP		
Exact Address of Delivery Location:	Nerkin Tsaghkavan community of the Tavush Marz (Armenia)		
Latest Expected Delivery	<input checked="" type="checkbox"/> 120 days from the issuance of the Purchase Order (PO)/Contract for supply of goods		
Delivery Schedule	<input checked="" type="checkbox"/> Required		
Mode of Transport	<input checked="" type="checkbox"/> LAND	<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 period – as per Annex 1 requirements		
Deadline for the Submission of Quotation	<i>Wednesday, September 19, 2018, 16:00 local time</i>		
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English		
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"/> Quality Certificates (ISO, etc.) - compliance / quality certificates; <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"/> Reference from the taxation authorities about tax liabilities; <input checked="" type="checkbox"/> Brief organizational overview and proof of experience in import or manufacturing of flour-milling complex or similar equipment within last three year. <input checked="" type="checkbox"/> Detailed technical parameters of the offered equipment.		
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.		

¹ Must be linked to INCO Terms chosen.

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

Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery and installation of flour-milling complex in Nerkin Tsaghkavan community of the Tavush Marz.
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	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁵ <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> At least 3 years of proven experience in supply and installation of flour-milling complex or similar equipment; <input checked="" type="checkbox"/> Acceptable warranty period and availability of local after-sales services.
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
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)	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

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.

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 Specification

1. Title

Supply, delivery and installation of a total of one flour-milling complex in Nerkin Tsaghkavan community of Tavush Marz.

2. Project Title

“Integrated Support to Rural Development: Building Resilient Communities” project.

3. Project Description

“Integrated Support to Rural Development: Building Resilient Communities” is implemented in borderline communities of Tavush Region of the Republic of Armenia with the financial support of the Russian Federation. The overall goal of the project is to ensure balanced development of Tavush region of RA through an integrated socio-economic approach. The project aims at raising the quality of life and income level of the local population in 45 bordering communities of Tavush region.

4. Scope of Work

Within the scope of “Integrated Support to Rural Development: Building Resilient Communities” project supply, deliver and install in total of one flour-milling complex for Joint Communities Development Fund of Sarigyugh - Nerkin Tsaghkavan cluster of communities (located in administrative territory of Nerkin Tsaghkavan community) of Tavush Marz.

5. Technical specifications of flour-milling complex

The flour-milling complex should be from the manufacturers’ standard range of production and current supply, brand new and guaranteed from all type of defects. All equipment and parts should be fully assembled with standard fittings, tested and ready for immediate use.

The flour-milling complex should consist from the following parts:

Grain cleaning aggregate which should consist from the following units:

- Grain washer unit
- Cup elevator (noria); designed for vertical transportation of grain
- Grain cleaning unit (grain separator); designed for grain crops cleaning from coarse, fine and light impurities
- Grain surface cleaning unit (hulling machine); designed for cleaning the surface of grains of mineral impurities, partial removal of barbs, the embryo and torn envelopes
- Humidifying unit; designed for moistening of grain
- Air purification unit; designed for grain cleaning from impurities which differ in their aerodynamic qualities
- Aspiration columns; intended to separate the impurities from the grain products separation flaking cereals differing aerodynamic properties
- Magnetic separator; designed for separation of grain and its products from metallic magnetic impurities from steel
- Tank for softening of grain
- Stone separator

Mill aggregate which should consist from the following units:

- Rolling unit (used for grinding of grain)
- Pneumatic conveying unit
- Dressing unit
- Packing unit

Description	Technical Specifications
Grain washer unit – 1 set	
Productivity (kg / h)	From 750 kg/h to 1000 kg/h
Grain cleaning unit – 1 set	
Productivity (kg / h)	From 750 kg/h to 1000 kg/h
Stone separator	Required
Length	From 2.5m to 3.5m
Width	From 1.5m to 2.5m
Height	From 3.0m to 4.5m
Tanks for softening of grain	Not less than 2pcs x 2t
Nominal voltage and frequency	380V; 50 Hz
Installation	Required
Warranty	1 year
Operations and maintenance manual	in Russian and in English
Availability of local / local warranty and post-warranty service	Required, please specify
Mill unit – 1 set	
Productivity (kg / h)	From 750 kg/h to 1000 kg/h
Total productivity	Not less than 70%
Productivity according to classes	Extra class – not less than 40%
	First class – not less than 20%
	Second class – not less than 10%
Length	From 4.0m to 5.5m
Width	From 2.5m to 3.5m
Height	From 4.0m to 5.5m
Quantity of rolling units	Not less than five pcs
Length of rolling units	From 400mm to 600mm
Diameter of rolling units	From 240mm to 250mm
Total surface area of sieves	From 14m ² to 16m ²
Nominal voltage and frequency	380V; 50 Hz
Installation	Required
Warranty	1 year
Operations and maintenance manual	in Russian and in English
Availability of local / local warranty and post-warranty service	Required, please specify
Total power of all units	Not more than 120kW

6. Delivery and installation

120 calendar days after signing the contract.

7. Duty Station

Nerkin Tsaghkavan community of Ijevan region of the Tavush Marz, RoA.

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 064/18**:

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

Item No.	Description/Specification of Goods as per <u>Annex 1</u>	Quantity	Latest Delivery Date	Unit Price /currency/	Total Price per Item / currency /
1	Grain washer unit	1 set	120 days after contract signing		
2	Grain cleaning unit	1 set	120 days after contract signing		
3	Mill unit	1 set	120 days after contract signing		
	Total Prices of Goods⁹				
	Add : Cost of Transportation to the final destination (Nerkin Tsaghkavan community of Tavush Marz)				
	Add : Cost of Insurance				
	Add : Other Charges (pls. specify)				
	VAT				0%
	Total Final and All-Inclusive Price Quotation				

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

Additional Requirements

Other information related to this RFQ	Your		
	<i>Yes, we accept</i>	<i>No, we cannot accept</i>	<i>If you cannot accept, please suggest your conditions</i>
Delivery and installation duration: 120 days.			
At least 3 years of proven experience in purchase and installation of flour-milling complex or similar equipment			
List of similar supply conducted within last three years;			
Full acceptability of UNDP General provisions and conditions			
Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not			
Reference from the taxation authorities about tax liabilities			
Acceptable warranty period and availability of local after-sales services.			
Quality Certificates (ISO, etc.)			
Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN			

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]

General Terms and Conditions

(attached separately)