# REQUEST FOR QUOTATION (RFQ)
## (Goods)

| NAME & ADDRESS OF FIRM | DATE: September 2, 2018 |
|---|---|
| | REFERENCE: UNDP-SYR-RFQ-078-18 |

Dear Sir / Madam:

We kindly request you to submit your quotation for **the Works of Collection and Removal of Solid Waste and provision of Workers in Raqqa**, 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 September 17, 2018and via ☒*e-mail,* ☒*courier mail* to the address below:

**United Nations Development Programme**
Mezzeh ,West Villas,Gazawi street No. 8
Attn :Shouaib Al Khuder, Procurement Assistant
***E-mail: Syria.bids@undp.org***

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] | ☒DAP |
| Customs clearance, if needed, shall be done by: | ☒Supplier/Offeror |
| Exact Address/es of Delivery Location/s (identify all, if multiple) | Raqqa and rural of Raqqa (Maadan and Al-Sabkha as well as the villages of Al-Bouhamad, Al-Khmeissiya, Al-Sweda, Ghanem Al-Ali, and Al-Assiya) to the landfills of Maadan and Al-Sabkha |
| UNDP Preferred Freight Forwarder, if any | N/A |
| Distribution of shipping documents | N/A |
| Latest Expected Delivery Date and Time *(if delivery time exceeds this, quote may be rejected by UNDP)* | ☒ 4 MONTHS from<br><br>the issuance of the Purchase Order (PO) |
| Delivery Schedule | ☒Required<br>1. على العارض ان يقدم خطة عمل وجدول زمني للتنفيذ. |
| Packing Requirements | N/A |
| Mode of Transport | ☒LAND |
| Preferred Currency of Quotation | United States Dollars<br>However, for local supplier's payments will be in Syrian Pounds at the prevailing UN exchange rate at the date of the invoice. |
| Value Added Tax on Price Quotation | ☒ Must be exclusive of VAT and other applicable indirect taxes |
| After-sales services required | ☒ Provision of Service Unit when pulled out for maintenance/ repair<br>The contractor shall provide replacements for vehicles in the event of any failure within one day maximum. |
| Deadline for the Submission of Quotation | *Monday, September 17, 2018 and at 2.00 pm at Damascus time* |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language | ☒ English<br>Or<br>☒ Arabic |
| Documents to be submitted | ☒ Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;<br><br>☒ Latest Business Registration Certificate; |

| | |
|---|---|
| | ☒ Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;<br>☒ The bidder shall submit an action plan and timescale for the execution of work.<br><br>☒ The bidder must submit a document attesting his ownership of the vehicles or hiring them.<br>☒ Commitment from contractor shall provide a daily table of 100 workers and 20 drivers and their assistants.<br>☒ The bidder shall commit to providing a written statement regarding the covering of vehicles to prevent the loads from falling apart and keeping up appearances while transferring waste.<br>☒ The bidder shall commit to providing a written statement regarding the provision of approved parking lots for the vehicles |
| Period of Validity of Quotes starting the Submission Date | ☒ 90 days<br>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. |
| Site Visit | Mandatory site visit will be held on 10/09/2018 at 10.00 am at Maadan city for more information and site visit arrangement please coordinate with the<br><br>Focal Point:<br>Mr. Yasser Ali Issa<br>Mobile: 0958880028<br>Email: yasser.ali.issa@undp.org |
| Partial Quotes | ☒ Not permitted. |
| Payment Terms | ☒ The value of the contract shall be paid into two instalments; the first instalment within 45 days and based on the executed required works, the second instalment upon the completion of the execution and delivery of the works in full. |
| Liquidated Damages | ☒ Will be imposed under the following conditions:<br>Percentage of contract price per day of delay :0.5%<br>Max. no. of days of delay: 15 days<br>After which UNDP may terminate the contract. |

| | |
|---|---|
| Evaluation Criteria | ☒ Technical responsiveness/Full compliance to requirements and lowest price<br>☒ The bidder must submit a document attesting his ownership of the vehicles or hiring them.<br>☒ Full acceptance of the PO/Contract General Terms and Conditions |
| UNDP will award to: | ☒ One and only one supplier |
| Type of Contract to be Signed | ☒ Contract Face Sheet (Goods and-or Services) UNDP . |
| Contract General Terms and Conditions | ☒ General Terms and Conditions for contracts (goods and/or services).<br>Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html |
| Special conditions of Contract | ☒ Cancellation of PO/Contract if the delivery/completion is delayed by 15 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)<br>☒ Form for Submission of Quotation (Annex 2)<br>☒ General Terms and Conditions / Special Conditions: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html<br>☒ Vendor Form (Annex 3)<br><br>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) | *Shouaib Al Khuder*<br>*Procurement Assistant*<br>*Shouaib.alkhuder@undp.org*<br>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 indicated above - http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html .

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,**
*Hanan Al Ali*
*Head of procurement a.i*
September 3, 2018

Annex 1

# Technical Specifications

**The Book of Technical Terms & Specifications for the Works of Collection and Removal of Solid Waste and provision of Workers in Raqqa - 2018**

**Annex 1**

**Lot 1: The Technical Specifications for Providing the Vehicles and labor required for collecting and removal of solid waste**

| Work required | Qty | Unit | Required Technical Specifications | Timescale |
|---|---|---|---|---|
| Collecting & transferring waste with providing the required labor | **15,000** | **Ton** | Providing vehicles for the operations of collecting and transferring solid waste from the targeted areas into the agreed landfills:<br>**Aim & Purpose:**<br>1- Executing the works of collecting and transferring the accumulated waste in the streets of the following municipalities (Maadan and Al-Sabkha as well as the villages of Al-Bouhamad, Al-Khmeissiya, Al-Sweda, Ghanem Al-Ali, and Al-Assiya) to the landfills of Maadan and Al-Sabkha<br>2- The removal/transfer operation includes ensuring the provision of the required vehicles (small/big loaders, trucks, tractors with trailers) for the collection and removal of solid waste.<br>3- The distance from the targeted area to the landfill is estimated at 6-7 km.<br>4- Collection and removal of solid waste to be conducted on daily basis (5 days per week) and in parallel with the workers' work. And the transfer trips to the landfill shall be conducted twice or three times per day, as required. **The contracting method shall be based on the transferred quantities, so the estimated quantity required to be removed is 15,000 tons.**<br>**Labor Required:**<br>1- The daily working hours for the workers shall be at least 5 hours<br>**2-** The contractor shall undertake the collection of solid waste from the neighborhoods and squares using workers and is required to ensure having workers for the collection and transfer works as below:<br>- 100 workers (90 for collection solid waste and 10 supervisors)<br>**3-** The monthly salary for workers of collection solid waste is estimated with (40,000-45,000 SYP) in line with the employment standards of the UNDP.<br>**4-** Required Labor duration for 4 months.<br>**5-** Workers' pay shall be paid on a monthly basis with no delay according to official payrolls, the presence of the local committee and the monitoring and evaluation team. | 4 months from the date of signing the contract |

3- The monthly salary for workers of collection solid waste is estimated with (40,000-45,000 SYP) in line with the employment standards of the UNDP.
4- Required Labor duration for 4 months.
5- Workers' pay shall be paid on a monthly basis with no delay according to official payrolls, the presence of the local committee and the monitoring and evaluation team.

**Vehicles Required:**

1- Contractor shall ensure provision of 20 drivers and their assistants for required vehicles.
2- The contractor shall provide all the vehicles, equipment and labor required and appropriate for the work and geographical nature of the areas in accordance with the workers selection standards. This includes ensuring the provision of drivers, maintenance, fuel and all special costs as per the below:
   - Two big loaders, bucket capacity $2m^3$
   - Four small loaders, bucket capacity $1m^3$
   - Three dump trucks, capacity $3m^3$
   - Seven tractors with trailers, capacity $3m^3$

| Municipality/ village | Daily Waste quantity/ton | Landfill distance /km | Required vehicles |
|---|---|---|---|
| Maadan + Al-Khmessiya + Al-Sweda | 35 | 6 | 1- One big loader<br>2- Two small loaders, bucket capacity 1m3.<br>3- One dump trucks, capacity 3m3,<br>4- 3 tractors with trailers |
| Al-Sabkh, Ghanem Al-Ali, Al-Assiya | 42 | 6 | 5- One big loader<br>6- one small loaders, bucket capacity 1m3.<br>7- One dump trucks, capacity 3m3<br>8- 3 tractors with trailers |
| Al-Bouhamad | 17.5 | 7 | 9- One small loaders, bucket capacity 1m3.<br>10- One dump trucks, capacity 3m3<br>11- One tractors with trailers |

***The bidder shall comply with the following:***

1. The bidder must have a bank account, a commercial register or any document that allows him to practice the profession and must submit documents proving this from the concerned parties.
2. The bidder shall commit to provide a list of the vehicles to be used
3. The bidder shall submit a document attesting ownership of the vehicles or leasing them.
4. The bidder shall commit to providing a written statement regarding the covering of vehicles to prevent the loads from falling apart and keeping up appearances while transferring waste.
5. The bidder shall commit to providing a written statement regarding the provision of approved parking lots for the vehicles
6. The contractor shall provide a daily table of 100 workers and 20 drivers and their assistants. The contractor shall submit a table containing the full names of the workers, their telephone numbers and the national number to be delivered to the project management, to include the workers of the vehicles and their assistants during the transfer operations.
7. Vehicles shall be committed to unload waste in the approved landfill exclusively and any violation shall entail the cancellation and not counting the transfer that does not reach the final landfill approved by the City Council.
8. The contractor shall provide replacements for vehicles in the event of any failure within one day maximum.
9. The period of providing the vehicles and workers included in the document is 10 days maximum starting from the date of signing the contract with the bidder.
10. The bidder shall submit an action plan and timescale for the execution of work.
11. The bidder shall provide the offer including the breakdown list attached.
12. All the work of loading and transfer shall be borne by the contractor and are under the supervision and follow-up of a supervisory body appointed by the cadre of the program and the participation of technicians from the relevant municipalities and the signing of the records shall be done according to what is hereinbefore mentioned.
13. A workshop manual shall be organized and handed over to the project cadre responsible for the follow-up work and periodically checked by the manager. The daily work and the quantity of waste from the targeted sites to the approved landfill, the operating vehicles, the number of working hours and all the work performed in the site shall be included and is to be signed by the concerned authorities.
14. The contractor shall provide the security and safety equipment for the workers and the work area including special signs and plates.
15. The contractor shall take all necessary measures and precautions in accordance with the opinion of the supervising authority of the project for the public and private protection and safety of the project workers and shall bear full responsibility in the event of any personal or public damage to the lives and/or property. The United Nations Development Program shall be not liable while the contractor shall have to compensate for all damages, if any, **providing a written permission to do so.**
16. The Technical Committee and Beneficiary "Partners", Al-Raqqa Governorate, Al-Raqqa City Council, Project Manager on behalf of the program shall be considered as supervisors of the follow-up of the transfers, collection, receipt, delivery works and all that is necessary.
17. Compliance with the conditions related to the implementation of the above-mentioned works in accordance with standards measures and specifications.

18. The supervising authority of the project "Technical Committee" shall be entitled to amend any item of work within the specified amounts and in accordance with the work requirements and the opinion of the local committee.
19. A rate of 0.5 of the contract value shall be deducted for each day of delay provided that the delay shall not exceed 15 days
20. The value of each item shall not be disbursed if any content is violated.
21. The value of the contract shall be paid into two instalments; the first instalment within 45 days and based on the executed required works, the second instalment upon the completion of the execution and delivery of the works in full.
22. All contracting procedures shall be in accordance with the regulations of the United Nations Development Program in Syria.
23. The bid shall be submitted on the basis of a field visit to the site. **Any bids whose owners did not participate in the field visit shall not be accepted.**

**TABLE 1: Breakdown of required works:**

| Item No. | Description/Specification of Goods | Currency | Quantity | Unit Price | Total Unit Price |
|---|---|---|---|---|---|
| 1 | Provision workers for solid waste collection per month | | 90 | | |
| 2 | Provision of supervisor for solid waste collection process per month | | 10 | | |
| 3 | Cost of solid waste removal by m3 including provision of drivers and their assistants (20 workers) | | 15,000 | | |
| 4 | big loaders, bucket capacity $2m^3$ | | 2 | | |
| 5 | small loaders, bucket capacity $1m^3$ | | 4 | | |
| 6 | dump trucks, capacity $3m^3$ | | 3 | | |
| 7 | tractors with trailers, capacity $3m^3$ | | 7 | | |
| **Total Amount** | | | | | |

**دفتر الشروط والمواصفات الفنية لأعمال جمع وترحيل النفايات الصلبة مع تقديم العمالة اللازمة في مدينة الرقة - 2018:**

**Annex 1**

**Lot 1: المواصفات الفنية لتوريد الآليات اللازمة والعمالة لجمع ونقل النفايات**

| مدة التنفيذ | المواصفات الفنية المطلوبة | وحدة القياس | الكمية | المواد المطلوبة |
|---|---|---|---|---|
| 4 أشهر من تاريخ توقيع العقد | تأمين آليات للقيام بعمليات جمع وترحيل النفايات الصلبة من المناطق المستهدفة الى المكبات المعتمدة كما يلي:<br>**الغاية والهدف:**<br>1- تنفيذ اعمال جمع وترحيل ونقل النفايات المتراكمة في الشوارع في بلديات (معدان – السبخة والقرى التالية: البوحمد – الخميسية - السويدة – غانم العلي – العاصية -) إلى مكب معدان ومكب السبخة.<br>2- تتضمن عملية الترحيل تأمين الآليات اللازمة (تركسات كبيرة و صغيرة)، قلابات وجرارات) لتجميع هذه النفايات وترحيلها.<br>3- تقدر المسافة من المنطقة المستهدفة إلى المكبات المعتمدة بين (7-6 كم)<br>4- تتم عملية الجمع والترحيل بشكل يومي (خمس أيام بالأسبوع) وتكون مرافقة للعمال أثناء العمل وتتم عمليات الترحيل الى المكب بمعدل مرتين او 3 مرات حسب الحاجة. وتكون **طريقة التعاقد حسب الكمية المرحلة وتقدر الكمية المراد ترحيلها ب 15000 طن خلال فترة المشروع.**<br>**العمالة اللازمة لجمع وترحيل النفايات الصلبة:**<br>1- عدد ساعات العمل اليومي للعمال لايقل عن 5 ساعات عمل.<br>2- على المتعهد القيام بجمع النفايات من الأحياء والساحات باستخدام العمال ,ويطلب منه تأمين العمالة اللازمة لأعمال الجمع والترحيل كما يلي:<br>- 100 عامل/عاملة ( 90 عامل جمع و10 مشرفين على العمال )<br>3- الراتب الشهري خلال مدة المشروع لعمال جمع النفايات الصلبة تقدر قيمته من (40,000 إلى 45,000 ل.س.) بما يتناسب مع معايير التوظيف في برنامج الأمم المتحدة الإنمائي.<br>4- فترة العمالة المطلوبة أربعة أشهر<br>5- يقوم المتعهد بدفع رواتب العمال بشكل شهري دون تأخير وفق جداول معتمدة وبحضور اللجنة المحلية وفريق المتابعة والتقييم.<br>**الآليات المطلوبة:**<br>1- على المتعهد تأمين 20 سائق ومعاونيهم للآليات المطلوبة | طن | *15,000* | جمع وترحيل نفايات مع تأمين العمالة اللازمة |

2- على المتعهد تقديم جميع الآليات والمعدات والعمالة المطلوبة واللازمة والمناسبة للعمل حسب طبيعة المنطقة الجغرافية وبما يتناسب مع معايير اختيار العاملين، ويشمل تأمين سائقي الاليات والصيانة والمحروقات وجميع النفقات الخاصة وفق ما يلي:

- تركس كبير سعة السطل 2 م$^3$ عدد (2).
- تركس صغير سعة السطل 1 م$^3$ عدد (4).
- قلاب سعة 3 م$^3$ عدد (3).
- جرار مع تريلا سعة 3 م$^3$ عدد (7)

| اسم البلدية\القرية | كمية النفايات اليومية\طن | بعد المكب\ كم | الآليات المطلوبة |
|---|---|---|---|
| معدان + الخميسية + السويدة | 35 | 6 | تركس كبير عدد 1<br>تركس صغير عدد 2<br>قلاب عدد 1<br>جرار مع تريلا عدد 3 |
| السبخة غانم العلي العاصية | 42 | 6 | تركس كبير عدد 1<br>تركس صغير عدد 1<br>قلاب عدد 1<br>جرار مع تريلا عدد 3 |
| البوحمد | 17.5 | 7 | تركس صغير عدد 1<br>قلاب عدد 1<br>جرار مع تريلا عدد1 |

**<u>على العارض الالتزام بما يلي:</u>**

2. يشترط على العارض المتقدم أن يكون لديه حساب مصرفي وسجل تجاري أو أي وثيقة تجيز له مزاولة المهنة، وعلى العارض تقديم وثائق تثبت ذلك من الجهات المعنية.
3. يلتزم العارض بتقديم قائمة بالآليات التي سيستعملها.
4. يجب على العارض تقديم وثيقة تثبت ملكيته للآليات او استئجارها.
5. يلتزم المتعهد بتقديم تصريح خطي انه سيقوم بوضع شوادر للآليات المكشوفة لمنع تساقط الحمولة والحفاظ على المظهر اللائق عند نقل الحمولة المطلوبة.
6. يلتزم المتعهد بتقديم تصريح خطي انه سيقوم بتأمين مبيت للآليات بمواقع نظامية تعد من قبل المتعهد.

7. يلتزم العارض بتوفير عمالة ضمن العقد بشكل يومي بعدد 100 عامل و 20 (سائقين ومعاونيهم) ويقدم المتعهد جدول يتضمن الأسماء الثلاثية للعمال وأرقام هواتفهم والرقم الوطني من خلال جدول دوام يومي يسلم لإدارة المشروع بحيث تتضمن العمالة سائقي الآليات ومعاونيهم بالإضافة إلى عمال تنظيف المناطق خلال عمليات الترحيل.
8. التزام الآليات بالتفريغ في المكب المعتمد حصراً وأية مخالفة تستوجب شطب وعدم احتساب النقلة التي لاتصل إلى المكب النهائي المعتمد من قبل مجلس المدينة.
9. على المتعهد تأمين آلية بديلة في حال حدوث أية أعطال خلال مدة أقصاها يوم واحد
10. مدة تأمين الآليات والعمال الواردة بالكشف 10 أيام كحد أقصى تبدأ من تاريخ توقيع العقد مع العارض.
11. على العارض ان يقدم خطة عمل وجدول زمني للتنفيذ.
12. على العارض تقديم العرض متضمناً الأسعار المطلوبة في الجدول التفصيلي المذكور أدناه.
13. كافة أعمال التحميل والترحيل يتحملها المتعهد و تتم تحت رقابة ومتابعة جهاز إشرافي معين من قبل كادر البرنامج وبمشاركة فنيين من البلديات المعنية ويتم التوقيع على المحاضر وفق ما ذكر أعلاه
14. يتم تنظيم دفتر دليل ورشة ويسلّم لكادر المشروع المسؤول عن متابعة العمل ويدقق دورياً من قبل المدير، حيث يذكر فيه الأعمال المنجزة يومياً وكمية النفايات المرحلة من المواقع المستهدفة إلى المكب المعتمد والآليات العاملة وعددها وعدد ساعات العمل وكل ما يطرأ على سير العمل في الموقع بالتفصيل وموقّع أصولاً من قبل الجهات المعنية.
15. يلتزم المتعهد بتوفير معدات الأمن والسلامة الخاصة بالعمال ومنطقة العمل من إشارات دلالة و لوحات خاصة.
16. على المتعهد اتخاذ كافة التدابير والاحتياطات اللازمة وفق رأي الجهة المشرفة على المشروع من أجل الحماية والسلامة العامة والخاصة لعاملي المشروع، حيث يتحمل المتعهد كامل المسؤولية في حال حدوث أي أضرار بشرية أو مادية خاصة أو عامة في الأرواح والممتلكات والآليات والمرافق العامة أثناء الترحيل , وبرنامج الأمم المتحدة الإنمائي بريء الذمة وليس له أي علاقة بذلك حيث تقع على عاتق المتعهد دفع كافة التعويضات والأضرار في حال حصولها لمستحقيها أصولاً **وتقديم تصريح خطي بذلك**
17. اللجنة الفنية والجهة المستفيدة " الشركاء " محافظة الرقة، مجلس مدينة الرقة، مدير المشروع من طرف البرنامج " تعد مشرفة على متابعة عمليات النقل والجمع والاستلام والتسليم وكل ما يلزم.
18. التقيد بالشروط المتعلقة بتنفيذ الأعمال المذكورة أعلاه وفق المعايير والمواصفات القياسية .
19. يحق للجهة المشرفة على المشروع " اللجنة الفنية " تعديل أي بند من بنود الأعمال ضمن المبالغ المحددة ووفق مقتضيات العمل ورأي اللجنة المحلية للمشروع .
20. يتم خصم 0.5% عن كل يوم تأخير من قيمة العقد على أن لا تتجاوز مدة التأخير أكثر من 15 يوم
21. لا يتم صرف قيمة البند في حال مخالفة أي محتوى فيه .
22. يتم صرف قيمة العقد على دفعتين, الدفعة الأولى بعد 45 يوم عمل حسب حجم الأعمال المنجزة ، والدفعة الثانية عند التسليم النهائي وتنفيذ كافة الأعمال المطلوبة في هذا المشروع.
23. جميع إجراءات التعاقد ستتم وفق أنظمة برنامج الأمم المتحدة الإنمائي في سورية .
24. يتم تقديم العرض بناء على زيارة ميدانية للموقع **ولن يتم قبول العروض التي لم يشارك مقدميها بالزيارة الميدانية.**

**TABLE 1: Breakdown of required works:**

| الرقم | مواصفات المواد المطلوبة | الكمية | العملة | السعر الإفرادي | السعر الإجمالي |
|---|---|---|---|---|---|
| 1 | تأمين عمالة لجمع النفايات الصلبة / بالشهر | 90 | | | |
| 2 | تأمين عمالة للاشراف على العمال / بالشهر | 10 | | | |
| 3 | كلفة نقل النفايات بالمتر المكعب متضمنة ( تأمين السائقين ومعاونيهم بعدد 20) | 15,000 | | | |
| 4 | تركس كبير سعة السطل 2 م$^3$ | 2 | | | |
| 5 | تركس صغير سعة السطل 1 م$^3$ | 4 | | | |
| 6 | شاحنة قلاب سعة 3 م$^3$ | 3 | | | |
| 7 | جرار مع تريلا سعة 3 م$^3$ | 7 | | | |
| | **المبلغ الإجمالي** | | | | |

**Annex 2**

## FORM FOR SUBMITTING SUPPLIER'S QUOTATION

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

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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. _____:

**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 |
|---|---|---|---|---|---|
| | كلفة نقل النفايات بالمتر المكعب<br>Solid waste removal cost by cubic meter (all inclusive) | 15,000 | | | |
| | | | | | |
| | **Total Prices of Goods** | | | | |
| | Add : Cost of Transportation | | | | |
| | Add : Cost of Insurance | | | | |
| | Add : Other Charges (pls. specify) | | | | |
| | **Total Final and All-Inclusive Price Quotation** | | | | |

**TABLE 2: Breakdown of required works:**

| السعر الإجمالي | السعر الإفرادي | العملة | الكمية | مواصفات المواد المطلوبة | الرقم |
|---|---|---|---|---|---|
| | | | 90 | تأمين عمالة لجمع النفايات الصلبة / بالشهر | 1 |
| | | | 10 | تأمين عمالة للاشراف على العمال / بالشهر | 2 |
| | | | 15,000 | كلفة نقل النفايات بالمتر المكعب متضمنة ( تأمين السائقين ومعاونيهم بعدد 20) | 3 |

| | | | | | |
|---|---|---|---|---|---|
| 4 | تركس كبير سعة السطل 2 م$^3$ | 2 | | | |
| 5 | تركس صغير سعة السطل 1 م$^3$ | 4 | | | |
| 6 | شاحنة قلاب سعة 3 م$^3$ | 3 | | | |
| 7 | جرار مع تريلا سعة 3 م$^3$ | 7 | | | |
| | المبلغ الإجمالي | | | | |

**TABLE 3 : Offer to Comply with Other Conditions and Related Requirements**

| Other Information pertaining to our Quotation are as follows for lot 3 and 4: | Your Responses | | |
|---|---|---|---|
| | **Yes, we will comply** | **No, we cannot comply** | **If you cannot comply, pls. indicate counter proposal** |
| Commitment to delivery date (4 months maximum from the date of signing the contract) | | | |
| Commitment to covering the vehicles to prevent loads from falling apart | | | |
| Commitment to the provision of 120 male/ female works on a daily basis | | | |
| Commitment to All Provisions of the UNDP General Terms and Conditions | | | |
| Validity of Quotation ( ----- Days) | | | |
| Other requirements *[pls. specify]* | | | |

| **Other Information pertaining to our Quotation are as follows for lot 3 and 4:** | **Your Responses** | | |
|---|---|---|---|
| | **Yes, we will comply** | **No, we cannot comply** | **If you cannot comply, pls. indicate counter proposal** |
| الالتزام بموعد التسليم المحدد (4 أشهر كحد أقصى من تاريخ توقيع العقد ): Delivery Lead Time 4 Months | | | |
| الالتزام بوضع شوادر لتغطية الآلية لمنع تساقط الحمولة | | | |
| الالتزام بتأمين عمالة بشكل يومي بعدد 120 عامل/عاملة | | | |

| | | | |
|---|---|---|---|
| الالتزام بجميع فقرات الشروط العامة لبرنامج الأمم المتحدة الإنمائي All Provisions of the UNDP General Terms and Conditions | | | |
| مدة صلاحية العرض ( ---- يوم) Validity of Quotation | | | |
| 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]*

# *Vendor Form* *(Annex 3)*

| SECTION 1 (For Internal Use only) | UN INFORMATION | |
|---|---|---|
| Requesting Person: | Date: | Atlas Vendor No: |
| First Name / Last Name/Extension | | UN Index No: |

VENDOR TYPE: ☐ Staff ☐ SSA ☐ Service Contract ☐ Meeting Participant ☐ NGO ☐ Supplier ☐ Other

VENDOR APPROVER SIGNATURE: _____ DATE: _____

Complete either Section 2 or Section 3 (not both)

| SECTION 2 | PERSON INFORMATION (FOR INDIVIDUALS ONLY) | | |
|---|---|---|---|
| *Last Name* | | *First Name* | *Middle Name* |
| Nationality | Date of Birth | Place of Birth | Sex: Male ☐ Female ☐ |
| Address | | | |
| City, | State/Province/County | Postal Code (ZIP) | Country |
| E-mail Address | Telephone Number | Fax Number | |

| SECTION 3 | SUPPLIER INFORMATION (FOR COMPANIES ONLY) | | |
|---|---|---|---|
| Company Name: | Parent Company Name (if applicable) | Web Site URL: (if applicable) | |
| Street Address | | | |
| City | State/Province/County | Postal Code | Country |
| **Contact Person (MAIN ADDRESS)** | **Telephone** | **Fax** | **E-mail Address** |
| Name:<br>Title: | | | |

| SECTION 4 | BENEFICIARY BANKING INFORMATION | |
|---|---|---|
| Bank Name | | |
| Bank ID: | For US banks only use whether: (9 digits)<br>ACH ☐☐ Fed wire | SWIFT code 8 or 11 characters (required for overboard payments) |
| Branch ID: (for Canadian Banks only) 9 digits routing no. | | Branch Name: |
| Street Address: | | |
| City State/Province | Postal Code | Country |

| SECTION 5 | BENEFICIARY BANK ACCOUNT DETAILS | |
|---|---|---|
| Account Name: (name as it appears on bank account) | | Bank Account Currency<br>☐ US$ ☐ Other (PLEASE INDICATE) _____ |
| Bank Account No. : (ENTER WITH NO PUNCTUATION,NO DOTS, DASHES OR SPACES) | | Account Type: ☐ Checking ☐ Savings |
| IBAN (European Banks) | | |
| Transit Code ( 5 digit ) Canadian Banks | Sort Code (6 digits ) UK Banks | BSB code (6 digit) Australia Banks |

**Bank Information for Intermediary/Correspondent Bank ( if applicable)**

| Name of Bank : | Address of Bank : | |
|---|---|---|
| Bank Account No<br>(of beneficiary bank with intermediary bank) | SWIFT Code: | **FEDWIRE NO. ( US BANKS ONLY)** |

**I, _____, in my capacity as _____, hereby authorize the agency to direct payments for goods and services to the above account.** **Signature:** _____