REQUEST FOR QUOTATION (RFQ)
Financial Services

NAME & ADDRESS OF FIRM	DATE: September 2, 2018
	REFERENCE: UNDP/SEU/FIN/2018

Dear Sir / Madam:

We kindly request you to submit your quotation for providing financial services for the Kingdom of Bahrain Sustainable Energy Unit 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 21, 2018 and via
☒*e-mail,* ☒*courier mail or* ☐*facsimile* to the address below:

E-mail: procurement.bh@undp.org
And
United Nations Development Programme UN House 69, Road 1901, Hoora 319, Kingdom of Bahrain
[Jehan Restam, Procurement Associate Tel: +973 17319405, Fax: +973 17311500, email: procurement.seu.bh@undp.org**; and** procurement.bh@undp.org

Quotations submitted by email must be limited to a maximum of 5MB, virus-free and no more than one 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.

Exact Address/es of Delivery Location/s (identify all, if multiple)	UN House 69, Road 1901, Hoora 319

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Latest Expected Delivery Date and Time *(if delivery time exceeds this, quote may be rejected by UNDP)*	The Contractor shall deliver the services in 2018 during the time-period specified by and agreed with SEU.
Preferred Currency of Quotation	USD
Deadline for the Submission of Quotation	September 21, 2018 (12:00 midnight Bahrain Time)
All documentations, including catalogs, instructions and operating manuals, shall be in this language	English
Documents to be submitted	Contractors must include the following information in their submission under the appropriate headings identified below: a. Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1 b. **Company**: Brief description of company capability, size. c. **Relevant track record:** prior experience in providing legal services for renewable energy and energy efficiency projects as per **Annex 4** d. Demonstrated knowledge of Bahraini laws and regulations and National Tender Board rules and regulations e. **CVs of at least two experts** who will be performing legal services
Period of Validity of Quotes starting the Submission Date	90 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.
Payment Terms	Up to 30days Upon satisfactory completion of services and\or production of goods and receiving the Original Invoice
Evaluation Criteria	• Compliance with the minimum technical requirements as specified in the Terms of Reference • Technical capability and experience in providing legal services for renewable energy and energy efficiency projects • Value for money • Full acceptance of the PO/Contract General Terms and Conditions

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UNDP will award to:	• Supplier(s) meeting the evaluation criteria
Type of Contract to be Signed	• Long Term Agreement
Conditions for Release of Payment	• After satisfactory delivery of services as per the TOR
Annexes to this RFQ	• Terms of Reference (Annex 1) • Form for Submission of Quotation (Annex 2) • 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)	*Email: procurement.bh@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 (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.

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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/procurement/protest.shtml
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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,



for *Amin El Sharkawi*
Resident Representative
September 2, 2018

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