



## REQUEST FOR QUOTATION (RFQ)

### Multi-functional vessel

Procurement Support Unit, UNDP, Copenhagen, Denmark	DATE: September 4, 2018
	REFERENCE: GP600626

Dear Sir / Madam:

We kindly request you to submit your quotation for a vessel, as detailed in Annex 1 – Terms of Reference 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 25, 2018 via e-mail to the address below:

**United Nations Development Programme**  
**Procurement Support Unit, Marmorvej 51, PO Box 2530, DK-2100 Copenhagen, Denmark**  
**Attn: Pedro Olalla Giaever**  
gpucree@undp.org

Your quotation must be expressed in the English, and valid for a minimum period of 120 days

Quotations submitted by email must be limited to a maximum of 5 MB. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

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] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> DAP
Customs clearance <sup>1</sup> , if needed, shall be done by:	<input checked="" type="checkbox"/> UNDP
Exact Address/es of Delivery Location/s (identify all, if multiple)	To be confirmed
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> 120 days from the issuance of the Purchase Order (PO)
Delivery Schedule	<input checked="" type="checkbox"/> Required
Packing Requirements	NA
Preferred Currency of Quotation <sup>2</sup>	<input checked="" type="checkbox"/> United States Dollars
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 24 months <input checked="" type="checkbox"/> Local representative and Technical Support in Malawi <input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair
Deadline for the Submission of Quotation	COB, Tuesday, September 25, 2018
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted <sup>3</sup>	<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"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on

<sup>1</sup> Must be linked to INCO Terms chosen.

<sup>2</sup> 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.

<sup>3</sup> First 2 items in this list are mandatory for the supply of imported goods

	<p>the country of origin, use/dual use nature of goods or services, including and disposition to end users;</p> <p><input type="checkbox"/> Confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected;</p> <p><input checked="" type="checkbox"/> Quality Certificates (ISO, CE etc.);</p> <p><input checked="" type="checkbox"/> Latest Business Registration Certificate;</p> <p><input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance;</p> <p><input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);</p> <p><input checked="" type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer);</p> <p><input checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied;</p> <p><input checked="" type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods".</p> <p><input checked="" type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier);</p> <p><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;</p>
Period of Validity of Quotes starting the Submission Date	<p><input checked="" type="checkbox"/> 120 days</p> <p>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.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms <sup>4</sup>	<input checked="" type="checkbox"/> 100% upon complete delivery of goods
Liquidated Damages	<p><input checked="" type="checkbox"/> Will be imposed under the following conditions:</p> <p>Percentage of contract price per day of delay: 0,5%</p> <p>Max. no. of days of delay: 30 days.</p> <p>After which UNDP may terminate the contract.</p>

<sup>4</sup> UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <sup>5</sup> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</i> <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time <sup>6</sup>
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 General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimal contracts (services only, less than \$50,000)  Applicable Terms and Conditions are available at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing all Testing (As per Terms pf Reference) <input checked="" type="checkbox"/> Completion of Training on Operation and Maintenance (As per Terms pf Reference) <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements <input type="checkbox"/> Others

<sup>5</sup> 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.

<sup>6</sup> This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).

Annexes to this RFQ <sup>7</sup>	<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: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a> <input type="checkbox"/> Others  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) <sup>8</sup>	Pedro Olalla Giaever gpucree@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.

<sup>7</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>8</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

**Thank you and we look forward to receiving your quotation.**

**Sincerely yours,**

PSU-BMS, Crisis Response/Energy and  
Environment team,  
Global Procurement Unit - UNDP

### Terms of Reference/Specifications

Function and use of boat	<p><u>Main function:</u> to maintain weather and wave buoys.</p> <p><u>Secondary functions:</u> Implementation of fishing regulations including safety on water</p>
Standard for components and technical specification	As per International Convention for the Safety of Life at Sea (SOLAS), 1974.
Type of Boat	<p>Hull: The boat should be non-inflatable (preferably fibre or aluminium)</p> <p>Length: 8.5 -9 Meters</p> <p>Beam/width: 2.5-3 Meters</p> <p>Draft: 0.5-1m</p> <p>Keel type: V shape</p> <p>Colour- (preferably orange)</p> <p>Functionality: The boat should allow easy access to, deployment and transportation of a weather/wave buoy on which are mounted scientific sensors and instruments.</p>
Area of use	Lake Malawi
Safety	Safety for the crew and for the environment is an important principle that needs to be upheld during design and construction
Cargo	The vessel should be able to ferry 10 persons plus 4 crew members at one given time.
Crew capacity	4
Home port, flag	Malawi

Machinery	Two 90 HP Petrol Engines Yamaha or Mercury. (Preference should be Yamaha engine for easy access of spare parts and maintenance) or equivalent with access of spare parts and maintenance in the Country Of destination
Machinery Controls	Basic set up Engine consoles Steering system Gauges
Fuel Tanks	2 built in tanks 100 litres each tank
Navigation	Detachable Compass Detachable GPS Detachable HF/VHF Radio Search light with a minimum range 50 metres Aldis lamp Navigation lights;
Life Saving Apparatus as per International Convention for the Safety of Life at Sea (SOLAS), 1974	15 SOLAS Approved Life jackets 5 SOLAS Approved Lifebuoys Grabelines Safety Life Lines Marine Stretcher First Aid Kit VHF Radio
Fire Fighting	One 9 litres Foam One 9 kg Dry Powder
General	4 Oars Boat hook Mooring ropes Sea anchor Submersibles bilge pump Canopy to cover the boat when not in use Adequate starter pack maintenance materials for the boat A section (and associated fastenings/straps) that can be used to secure and transport a weather/wave buoy A section that can keep confiscated nets and fish products

The Bidder shall prepare a conceptual design of a vessel and shall be guided by the above specifications, with a draft design to be referred to the Client for approval before submission of the final design. The design concept should include, but not be limited to, cross-sections over length and width, indicating the main dimensions side view and top view, organization of the deck, steering hut / wheel house and propulsion. These technical designs are required together with the bid to demonstrate that the proposed vessel complies with the Technical Specifications.



## OVERVIEW OF EXPECTED DELIVERABLES, PROCESS and TIMELINE

Once contracted, the supplier has to prepare detailed designs for the vessel and obtain the Purchaser's approval on the detailed designs before purchasing/manufacturing of the vessel commences.

Implementation of the Contract will be staged as follows:

- (i) Preparation and review of detailed designs (2-4 weeks);
- (ii) Review and comment on detailed designs (2 weeks);
- (iii) Redesign and incorporate comments into design, approval (1 week);
- (iv) Manufacturing, constructing or purchasing the vessel;
- (v)
- (vi) Testing and inspection of the vessel
- (vii) Delivery of the vessel and commissioning; and
- (viii) Training after the launch of the boat (the supplier shall train operators of the boat including the use of all installed radio and navigation equipment).

The supplier will have up to 4 weeks to prepare a detailed design (or set of design options) which will then be submitted for review, redesign and approval to the Purchaser. The purchaser shall either review and comment on the drawings or approve within 2 weeks from the date of submission of the detailed design. The Supplier shall incorporate the Purchaser's comments into the design, complete and resubmit to the Purchaser to review and approve (1 week). The Purchaser may request the Supplier for a meeting to present the drawings and to reply to any questions. Construction of the Vessel will start after approval of the detailed design.

## DELIVERY, TRAINING AND TECHNICAL ASSISTANCE

### DELIVERY

It is expected that the vessel is designed, constructed and delivered within a period of 4-5 months. Prior to shipping, the vessel is to be cleaned, appropriately protected and covered in accordance with the instructions specified in this section:

- Compartments, bilges, decks and machinery spaces throughout the vessel must be thoroughly cleaned of all dirt and residue prior to the acceptance of the vessel;
- The vessel must be handed over at delivery address with all fuel, hydraulic oil, lube oil, and systems full and in operating order;
- Prior to or at the time of acceptance of the vessel, the Supplier must supply the Purchaser with all documents, drawings, manuals, certification and papers pertaining to the vessel as required in this specification;
- The Supplier's bid must include all the costs for transport, and if required unloading at destination.

### TRAINING AND TECHNICAL ASSISTANCE

Training and Technical Assistance by a team of experts who have the technical qualifications and expertise listed below. The services are to be executed within one week after delivery of the Goods to the Final Destination (Project Site), and will include training on:

- (a) the vessel components, and their maintenance requirements
- (b) Training on the vessel's manoeuvrability:
- (c) Training on the vessels' safety equipment
- (d) Training on the cargo handling, and mooring:
- (e) Training on propulsion and hydraulic arrangements, and maintenance requirements:
- (f) Training on the navigation and engine equipment, and maintenance requirements:

The Supplier must demonstrate that it will have the personnel to undertake the above training requirements.

## Annex 2

### FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>9</sup>

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>10</sup>)*

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. **GP600626**:

**TABLE 1: Compliance Sheet**

	<b>Bidder's Statement on compliance/deviations</b>	
	Requirements/Specification:	Description of items offered and Bidders' statement on compliance/deviation <i>(Please confirm compliance with requirements and state specific data where appropriate)</i>
1	<b>General requirements:</b> The offered components/items shall meet applicable international/national quality standards (SOLAS) and requirements (evidenced by relevant product quality certificates, certification marks/labels, etc).	
2	Non-inflatable Boat	
3	Glass fibre or aluminium	
4	Length: 8.5 -9 Meters	
5	Beam/width: 2.5-3 Meters	
6	Draft: 0.5-1m	
7	Keel type: V shape	
8	Colour- (preferably orange)	
9	Easy access to, deployment and transportation of a weather/wave buoy	
10	Safety features for the crew and for the environment	
11	Able to ferry 10 persons plus 4 crew members at one given time.	
12	Two 90 HP Petrol Engines (Two 90 HP Petrol Engines Yamaha or Mercury. (Preference should be Yamaha engine for easy access of spare parts and maintenance) or equivalent with access of spare parts and maintenance in the Country Of destination	
14	Minimum 2 built in fuel tanks (100 L each)	
15	Detachable compass	

<sup>9</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>10</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

16	Detachable GPS	
17	Detachable HF/VHF radio	
18	Search light minimum range 50m	
19	Aldis lamp	
20	Navigation lights	
21	15 SOLAS approved life jackets	
22	5 SOLAS approved lifebuoys	
23	Grablines	
24	Life lines	
25	Marine stretcher	
26	First aid kit	
27	2 x fire extinguishers (1 x 9L foam, 1 x 9kg powder)	
28	4 Oars	
29	Boat hook	
30	Mooring ropes	
31	Sea anchor	
32	Submersible bilge pump	
33	Canopy to cover the boat when not in use	
34	Adequate starter pack maintenance materials for the boat	
35	A section (and associated fastenings/straps) that can be used to secure and transport a weather/wave buoy	
36	Section that can keep confiscated nets and fish products	
37	Delivery in line with suggested timetable (4-5 months)	
38	Bid includes costs for transport and unloading	
39	Personnel available to complete all training within one week of delivery.	
40	Proposed conceptual design of vessel guided by the above specifications. (The Bidder shall prepare a conceptual design of a vessel and shall be guided by the above specifications, with a draft design to be referred to the Client for approval before submission of the final design.)	

**TABLE 2: Offer to Comply with Other Conditions and Related Requirements**

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time			
Estimated weight/volume/dimension of the Consignment:			
Country/ies Of Origin <sup>11</sup> :			
Warranty and After-Sales Requirements			

<sup>11</sup> If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UNDP if awarded the PO/contract.

a) Training on Operations and Maintenance			
b) Minimum one (1) year warranty on both parts and labor			
c) Service Unit to be Provided when the Purchased Unit is Under Repair			
d) Brand new replacement if Purchased Unit is beyond repair			
e) Local representative in Malawi for after sales service			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>			

**TABLE 3: 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
1	Multi-functional vessel	1			
	<b>Total Prices of Goods<sup>12</sup></b>				
	Cost of Transportation				
	Cost of Insurance				
	Cost of training as per Terms of Reference				
	Cost of relevant spare parts and Maintenance per year				
	Other Costs (pls. specify)				
	<b>Total Final and All-Inclusive Price Quotation</b>				

**TABLE 4: 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

<sup>12</sup> Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

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]*