**REQUEST FOR QUOTATION (RFQ)**

|  |  |
| --- | --- |
| UNDP BIH  Zmaja od Bosne bb; Sarajevo | DATE: 05.10.2018 |
| REFERENCE: **BIH/RFQ/127/18** |

Dear Sir / Madam:

We kindly request you to submit your quotation for **Supply and delivery of the equipment/machines for football stadium maintenance** (Nabavka i dostava opreme/mašina za održavanje fudbalskog stadiona)**,** as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 1.

Quotations may be submitted on or before **Monday, 22 October 2018, 10:00 CET** via ***courier mail*** to the address below:

**United Nations Development Programme**

Zmaja od Bosne bb, Sarajevo 71000

General Service

[registry.ba@undp.org](mailto:registry.ba@undp.org)

Fax: (33) 552 330

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.

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) | MZ Kozinci, Gradiska, BiH |
| Latest Expected Delivery Date and Time *(if delivery time exceeds this, quote may be rejected by UNDP)* | 30 days upon acceptance of UNDP Purchase Orders |
| Delivery Schedule | Statement regarding delivery schedule indicating latest delivery date upon receipt of purchase order |
| Mode of Transport | LAND |
| Preferred Currency of Quotation | Local Currency: BAM |
| Value Added Tax on Price Quotation | Must be exclusive of VAT and other applicable indirect taxes; (VAT and custom stated separately) |
| Deadline for the Submission of Quotation | **22 October 2018, 10:00 CET** |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language | Local language and/or English |
| Documents to be submitted | 🗹 Duly Accomplished Form as provided in Annex 1;  🗹 Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation  🗹 Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder  🗹 Catalogue with indicated offered item and specification;  🗹 Documents confirming that the Bidder is an authorized distributor of the offered goods  🗹 Statement regarding warranty, service and after-sales support (minimum two years) |
| After-sales services required | Warranty on product two years |
| Period of Validity of Quotes starting the Submission Date | 90 days |
| Partial Quotes | 🗹 Partial Quotes permitted (you may offer one, few or all of the items |
| Payment Terms | After delivery |
| Evaluation Criteria | Technical responsiveness/Full compliance to requirements  Lowest priced technically responsive quotation |
| UNDP will award to: | One or more suppliers, depending on following factors:   * Technical responsiveness/Full compliance to requirements. * Lowest price offer for technically qualified/responsive quote |
| Type of Contract to be Signed | Purchase Order |
| Special conditions of Contract | Cancellation of PO/Contract if the delivery/completion is delayed by 10 days from agreed delivery date |
| Conditions for Release of Payment | Written Acceptance of Goods based on full compliance with RFQ requirements |
| Annexes to this RFQ | * Form for Submission of Quotation with Equipment specifications (Annex1) * General Terms and Conditions/Special Conditions (Annex 2)   Link: [[English version](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-2493)](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-2493)  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) | *UNDP BIH - GENERAL SERVICES* [*registry.ba@undp.org*](mailto:registry.ba@undp.org)  Fax: 033 552 330  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 2.

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/protestandsanction>

**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,

UNDP BIH

**Annex 1**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

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

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 **BIH/RFQ/127/18:**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Description and specification of goods:** | **Unit of measure** | **Quantity** | **Unit price** | **Total Price** |
| 1. | **TRAKTOR ZA KOSENJE TRAVE**   |  |  | | --- | --- | | Snaga | Radna snaga motora 14.5 kW - 19.4 KS pri 2400 o/min | | Maksimalna snaga motora 21.7 kW - 29 KS pri 3600 o/min | | Zapremina motora | Min 725 cm³ | | Broj obrtaja | Max. 3600 o/min | | Motor | V-Twin | | Broj cilindara | 2, V-Twin | | Preporučena površina za košenje | Min 2000 m² | | Transmisija (pogon) | Hydrostatic | | Broj brzina | Neograničeno | | Tempomat | Da | | Kontrola brzine | Dvosmjerna pedala | | Radna visina | Min 20-120 mm | | Širina košenja | Min 105 cm | | Radius okretanja | Min 40 cm | | Sakupljač: | Min 350 l | | Broj noževa | Min 2 | | Prednja osovina (materijal) | Lijevano željezo | | Ležajevi točkova | Kuglični | | Pomoćni točkovi kosišta | 4 velika točka | | Točkovi: | 15x6 / 20x8 | | Sjedište | Visoki naslon sa ručicom za brzo podešavanje sjedišta | | Mlaznica za pranje kosišta | Da | | Set za mulčiranje | Opciono (196-751-678) | | Upravljač | Comfort | | Dužina bez sakupljača | Min 193 cm | | Dimenzije | 250 cm x 111 cm x 112 cm | | Težina | Max 242 kg | | Rezervoar za gorivo: | Min 10 l | | Dodatna oprema | Kutija za alat | | 12 V priključak | | Košnja unazad (RevTEK) | |  | Kuglični ležajevi u točkovima košenje unazad, satometar | | **kom** | **1** |  |  |
| 2. | **MOTORNA KOSA-CISTAC**  Okrugla ručka za trimere i motorne kose omogućuje rad i u skučenom prostoru.  Motor koji osigurava manje ispušnih plinova, nije potreban servis ulja i smanjena je razina buke.  Multifunkcionalna ručka omogućuje sve kontrole za upravljanje motorom u jednoj ruci, za jednostavniji rad.  Sustav automatske dekompresije smanjuje opterećenje na užetu za pokretanje.   |  |  | | --- | --- | | Zapremina cm³ | Min 36.3 | | Izlazna snaga **kW**/KS | **1.4**/1.9 | | Težina kg | Max 5.9 | | Nivo zvučnog pritiska dB(A) 2) | 93 | | Nivo snage zvuka dB(A) 2) | Max 108 | | Vrednost vibracije levo/desno m/s² 3) | 4.5/3.7 | | Ukupna dužina cm 4) | Max 180 | | Standardan rezni alat | Metalni nož 250-3, Trimi glava AutoCut 25-2 | | Zapremina rezervoara l | Min 0.53 | | **kom** | **1** |  |  |
| 3. | **GLAVA ZA KOSNJU**  Glava za košnju s dvije najlonske niti preporučene debljine max 2,4 mm. Namještanje pritiskom poklopca glave (polu-automatska glava). Za košnju trave i čišćenje slabije vegetacije | **kom** | **1** |  |  |
| ***4.*** | **KOSILICA**   * Kućište sastavljeno od aluminijuma, polipropilena i čelika  |  |  | | --- | --- | | **Snaga** | Radna snaga 4.17 kW /3600min-1, 5.6 KS | | Maksimalna snaga 3.3 kW /2800min-1, 4.4 KS | | **Zapremina motora** | Max 195 cm³ | | **Broj obrtaja** | Max. 3600 o/min | | **Sistem košenja** | 3 u 1 | | **Motor** | Ready Start | | **Start motora** | Rucno | | **Tip pogona** | Samohodna | | **Preporucena povrsina kosenja** | Min 2000m2 | | **Učinak košenja** | Min 950 m²/h | | **Širina košenja** | Min 53 cm | | **Podešavanje visine košenja** | 6x centralno | | **Visina košenja (min-max)** | 28 – 92 mm | | **Promjer točkova prednjih/zadnjih** | 200 mm / 280 mm | | **Gorivo** | Bezolovni benzin | | **Zapremina rezervoara za gorivo** | Min 1.1 l | | **Zapremina rezervoara za ulje** | Min 0.6 l | | **Korpa (materijal)** | Platno sa plastičnim poklopcem | | **Zapremina korpe** | Min 80 l sa indikatorom napunjenosti | | **Broj brzina** | Min 6 | | **Najveća brzina** | 2.8 - 4.5 km/h | | **Kućište** | Čelik | | **Ručka** | Sklopiva sa podešavanjem visine/mekana | | **Mlaznica za pranje kosišta** | Da | | **Nivo buke (zvučni pritisak)** | 98 dB(A) | | **Težina** | Max 50 kg | | **Dodatne informacije** | Indikator napunjenosti korpe za sakupljanje pokošene trave | | Dupli kuglični ležajevi točkova, Mlaznica za pranje kosista | | **kom** | **1** |  |  |
| 5. | **PUMPA ZA VODU DIZEL VISOKOG PRITISKA**   |  |  | | --- | --- | | **Motor** | Vazdušno hlađen | | **Gorivo** | Dizel | | **Snaga motora** | 5.0 kW - 6.7 KS pri 3600 o/min | | **Zapremina motora** | Min 296 ccm | | **Broj obrtaja** | 3600 o/min | | **Kapacitet protoka** | max. 475 l/min | | **Dubina usisa** | max. 6 m | | **Visina izbacivanja** | max. 55 m | | **Promjer usisa** | 50 mm - 2″ | | **Promjer izlaza** | 1 x 2“ + 2 x 1.5“ | | **Zapremina rezervoara za gorivo** | Min 12.5 l | | **Kapacitet rezervoara za ulje** | Min 1.4 l | | **Propeleri** | Max 1 | | **Self-priming time (Vrijeme usisa)** | 30 s / 4 m | | **Dimenzije (D x Š x V)** | 540 x 455 x 655 mm | | **Težina** | Max 52.0 kg | | **Dodatne informacije** | ulje 10-40, 15-40 HD | | **kom** | **9** |  |  |
| **6.** | **STO SKLOPIVI**   * Dimenzije 90x200 cm, puno drvo, jelovina, metalne noge-ekstra noge (elipsasta cijev) | **kom** | **5** |  |  |
| 7. | **KLUPA SKLOPIVA**   * 200x25 fi25 klasicna, puno drvo, jelovina | **kom** | **10** |  |  |
|  | Total Prices without VAT: | | | |  |
|  | Add: Custom amount | | | |  |
|  | Add: VAT amount | | | |  |
|  | **Total Final and All-Inclusive Price Quotation** | | | |  |

*[Name and Signature of the Supplier’s Authorized Person]*

*Ime i prezime, i potpis ovlaštenog zastupnika ponuđača …………………………………………………………………………………….*

*[Date]*

Datum…………………………………………..

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Other Information pertaining to our Quotation are as follows:** | **Your Responses** | | |
| ***Yes, we will comply*** | ***No, we cannot comply*** | ***If you cannot comply, pls. indicate counter proposal*** |
| Delivery Lead Time |  |  |  |
| Estimated weight/volume/dimension of the Consignment: |  |  |  |
| Country/ies Of Origin: |  |  |  |
| Warranty and After-Sales Requirements |  |  |  |
| 1. Training on Operations and Maintenance |  |  |  |
| 1. Minimum one (1) year warranty on both parts and labor |  |  |  |
| 1. Service Unit to be Provided when the Purchased Unit is Under Repair |  |  |  |
| 1. Brand new replacement if Purchased Unit is beyond repair |  |  |  |
| 1. Others |  |  |  |
| Validity of Quotation |  |  |  |
| All Provisions of the UNDP General Terms and Conditions |  |  |  |
| 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]*

**Annex 2**

**General Terms and Conditions**

|  |
| --- |
|  |

General Terms and Conditions (for Goods and/or Services)

Link: [English version](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-2493)