



REQUEST FOR QUOTATION RFQ 089/18

| | |
|------------------------|---|
| NAME & ADDRESS OF FIRM | DATE: October 3, 2018 |
| | REFERENCE: Supply and installation of laboratory equipment for lighting laboratory |

Dear Sir / Madam:

We kindly request you to submit your quotation for the ***Supply and installation of laboratory equipment for lighting laboratory*** 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), **October 22, 2018** and via ☒ *e-mail*, or ☒ *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 abovementioned good/s:

| | |
|---|---|
| Delivery Terms [INCOTERMS 2010] | <input checked="" type="checkbox"/> DAP Yerevan |
| Customs clearance ¹ , if needed, shall be done by: | <input checked="" type="checkbox"/> by UNDP |
| Exact Address of Delivery Location: | 14 P.Adamyan, UN House, Yerevan, Armenia |

¹ Must be linked to INCO Terms chosen.

| | | | |
|---|--|---|---|
| Latest Expected Delivery | <input checked="" type="checkbox"/> 60 days from the issuance of the Purchase Order (PO)/Contract for Goods <input checked="" type="checkbox"/> 60 days for installation Total: 120 days | | |
| Delivery Schedule | <input checked="" type="checkbox"/> Required | | |
| Mode of Transport | <input checked="" type="checkbox"/> LAND (preferred) | <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: As per Annex 1 | | |
| Deadline for the Submission of Quotation | Monday, October 22, 2018, 16:00 local time | | |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language | <input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Armenian | | |
| 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"/> Company's profile; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <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"/> Information on local warranty and post-warranty service; | | |
| 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. | | |
| Partial Quotes | <input checked="" type="checkbox"/> Not permitted | | |
| Payment Terms | <input checked="" type="checkbox"/> 100% upon complete delivery and acceptance of goods <input checked="" type="checkbox"/> 100% upon completion of installation supervision services | | |
| 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 | | |

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

| | |
|---|---|
| Evaluation Criteria | <input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁵ <input checked="" type="checkbox"/> Manufacturer/suppliers must have at least 5 years of experience in manufacturing/supply of required goods or similar products, confirmed by appropriate references from clients. <input checked="" type="checkbox"/> Supplier should provide warranty as per Annex 1 requirements on supplied equipment. <input checked="" type="checkbox"/> Availability of local warranty (as per Annex 1) and post-warranty service <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions |
| UNDP will award to: | <input checked="" type="checkbox"/> One and only one supplier |
| Type of Contract to be Signed | <input checked="" type="checkbox"/> Contract for Goods and Installation Services |
| 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 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

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.

(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 Specifications

Procurement of measuring equipment for mobile lighting laboratory

I. Identifying Information

| | |
|-----------------------|---|
| Task Title: | Supply of laboratory equipment for lighting laboratory |
| Project Title: | “Regulatory Framework to Promote Energy Efficiency in Countries of the Eurasian Economic Union” UNDP-RTF/00102117 |
| Duration: | 120 days |
| Location: | Yerevan, Republic of Armenia |

II. Background

The overarching goal of the regional project is to reduce emissions of greenhouse gases (GHG) by promoting energy efficiency (EE) in the countries of the Eurasian Economic Union (EEU), namely Armenia, Kyrgyzstan, Kazakhstan and Belarus, via strengthening the national systems for appliances EE standards.

One of the project's components envisages establishment and/or upgrade of testing and certification laboratories, including mobile ones, to enable the lighting sector actors of assessing energy efficiency performance of their produced and/or imported equipment and to ensure updated reference base for further sector development.

III. Objective of the Task

The main objective of the task is to supply measuring equipment for mobile laboratory for street illumination measurement. The supplied equipment should correspond with technical requirements as described in Chapter IV below.

IV. Specific Requirements to Equipment

The measurement equipment of the mobile laboratory should allow, after installation on a car or a car trailer, measuring the illuminance intensity of the roadway in motion along the road to assess its compliance with the requirements of SP52.13330.2016 (СП52.13330.2016) and / or EN 13201: 2015 and GOST 33176-2014 or equivalent.

The measurement complex, by the supplier's recommendation, can be completed as a system for installment on a car or a car trailer.

The scope of supply for the measurement complex should include:

1. The quantity necessary for a full-scale measurement (recommended by the supplier) of illuminance metering devices (luxmeter), but no less than three devices;
2. Global positioning sensor GPS / GLONASS;
3. A personal computer with the appropriate installed software, capable to receive, process and save the collected data on the measured values of illuminance;
4. Auxiliary equipment (cables, hubs, connection boxes, connectors), required for measuring complex configuration and its full-fledged operation;
5. Description and technical requirements to the transportation unit for mounting the measuring equipment - car or trailer (option recommended by supplier);
6. Complete description and technical documentation of the complex in English or in Russian;
7. Services to correct possible errors in the software during the first year of work, as needed;
8. 3-year warranty for the offered equipment and software.

Requirements towards illuminance meters (luxmeters) are as follows:

- Light-receiving device of the luxmeters – silicon photodiode with a cosine nozzle and a corrective filter, providing spectral sensitivity of the device - CIE V (λ) - the spectral sensitivity curve of the human eye;
- The maximal frequency of measurement: not less than 50 measurements per second;
- The minimal range of illuminance measurement: from 0.1 to 1000 lux;
- The maximal resolution: 0.01 lux;
- Resolution range: 0 ÷ 80 lux: 0.1 lux or less;
- Uncertainty of spectral response (f_1) - within $\pm 6\%$ (Class B);
- Uncertainty of cosine correction (f_2) - within $\pm 3\%$ (Class B);
- Specification limits of total relative error of illuminance measurement: $\pm 8\%$;
- Automatic zero setting;
- Interface of connection to the computer and power: USB2.0;
- Ingress Protection class for luxmeter installed upon a vehicle exterior from dust and moist: IP 65 or higher;
- Operating temperature range: -25°C to $+30^\circ\text{C}$;
- Size of the sensor (of luxmeter) in a protected housing within: 80x120x40

The software enabling the measurement complex operation must have:

- Ability to automatically select a range of measurements;
- Ability to display measurement results in real time;
- Frequency of interrogation of light sensors: at least 20 measurements of illumination per second with the option of averaging range selection;
- Frequency of GPS / GLONASS measurements: 1 measurement per second;
- Operating system: Windows7 or higher.

The software of the measuring complex must enable:

- Selecting the measurement location by specifying the country, city, street, and displaying the measurement location on the map in the software interface by accessing the Google Maps Geocoding API service or other similar service with the possibility of scaling and subsequent saving;
- Definition of the starting and ending points of the measurement location with subsequent saving through a direct mark on the map or by direct input of longitude and latitude or by definition via GPS. With a direct mark on the map or via GPS, the longitude and latitude of the point should be displayed automatically in the corresponding window of the software interface;
- Enter the measurement mode by pressing the “start” button and ending the measurement by pressing the “stop” button. Avoidance of interference of the lights of a passing car or from detour of an obstacle by pressing the “pause” button;
- Direct determination and display in the corresponding interface window:
 - indications of each of the luxmeters separately in lux,
 - information on the average, maximum, minimum illumination in lux,
 - value of the ratio of the minimum illumination to the average and the minimum illumination to the maximum,
 - information on the speed of the movement of the measurement complex in kilometers per hour,
 - distance between two neighboring measuring points in meters, and
 - graphic distribution of illumination by the length of the measured area;
- Saving, processing and, if necessary, reproduction of measurement results;
- Ability to analyze a single section of the selected in the field of the graphic distribution of illumination;
- Ability to export measurement results in *.txt and *.xls formats, and to generate measurement reports in *.txt, *.doc or *.rtf formats.

In addition to the supply of the equipment and software, the supplier must provide:

- Detailed requirements for the transportation unit - car / trailer on measurement equipment have to be installed;

- Full guidelines and restrictions on the installation of equipment.

As part of the service, the supplier must ensure on site supervision of the installation of the measuring equipment on the car / trailer. The commissioning act on installed measuring equipment will serve as a guarantee base for provided equipment.

V.The Key Expected Results

The final result of the task shall be supply of laboratory equipment as per the technical requirements and expert support on installation and commissioning of the equipment on transportation unit on site.

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 089/18**:

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

| Item No. | Description/Specification of Goods | Quantity | Latest Delivery Date | Unit Price currency | Total Price per Item, currency |
|----------|--|----------|----------------------|------------------------|--------------------------------------|
| 1 | - Supply of laboratory equipment for lighting laboratory | 1 | 60 days | | |
| | Prices of Goods⁹ | | | | |
| | - Add : Cost of Transportation | | | | |
| | - Add : Cost of Insurance | | | | |
| | - Add : Other Charges (pls. specify) | | | | |
| | Total Prices of Goods | | | | |
| 2 | - Supervision of installation on transportation unit (to be provided by the customer) and commissioning of the equipment | 1 | 60 days | | |
| | Total Final and All-Inclusive Price Quotation | | | | |

Additional Requirements

| No | Description | Availability (Yes/No) |
|----|---|-----------------------|
| 1 | Technical responsiveness/Full compliance to requirements | |
| 2 | Manufacturer/suppliers must have at least 5 years of experience in manufacturing/supply of required goods or similar products. | |
| 3 | Warranty on required equipment as per Annex 1. | |
| 4 | Full acceptance of the PO/Contract General Terms and Conditions | |
| 5 | Detailed technical specifications | |
| 6 | Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List | |

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]

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

General Terms and Conditions

Attached separately.