



## REQUEST FOR QUOTATION FOR LOW-VALUE GOODS

DATE: **22/10/2018**

SUBJECT: **Request for Quotation for Supply of saplings of Zarafshan juniper for sowing on rainfed lands**

REF: **RFQ/053/18 (Re-announced) Supply of saplings of Zarafshan juniper for sowing on rainfed lands**

DEADLINE: **18:00 Tashkent time (GMT+5), October 31, 2018**

Dear Sirs,

We kindly request that you provide a quotation for the goods described below.

ITEM #	ITEM DESCRIPTION	UNIT OF MEASURE	Q-TY	PRICE IN [CURRENCY] (EXCLUSIVE OF VAT)	
	Provide details of required items			Unit Price	Total Price
1	Zarafshan juniper (Juniperus seravschanica) saplings 2-years-old	pcs.	13000		
	<b>Total Prices of Goods</b>				
	Transportation costs				
	Packing, Insurance and other costs				
	Training				
	Installation				
	<b>Total All-Inclusive Bid Price</b>				

### Notes

1. The bidders must quote genuine, branded products. UNDP may conduct post-delivery inspection at its sole discretions.
2. Price to include delivery to address provided below
3. Brochures and Technical details of the model offered **MUST** be submitted with the bid offer.

The UNDP General Terms and Conditions are an integral part of this RFQ and should be reviewed by all bidders.

<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

In submitting a quotation, bidders expressly accept to be bound by these General Terms and Conditions.

Any Purchase Order resulting from this process shall incorporate them in full.

Please submit your quotation by completing the right column of the form below:

UNDP Requirements	Bidder's Response
<p>Validity of Offer:</p> <p><input checked="" type="checkbox"/> 60 days</p> <p>In exceptional circumstances, UNDP may request the Offeror to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. In such case the extension shall be confirmed in writing, without any modification whatsoever of the Quotation.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Please explain in case of "No": _____</p>
<p>Warranty Period Offered (as applicable):</p> <p>Survival rate warranty of 12 months</p> <p>Requested sort of seedling is supplied</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Please explain in case of "No": _____</p>
<p>Description of Warranty Coverage (as applicable):</p> <p>Standard Warranty</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Please explain in case of "No": _____</p>
<p>Description of After Sales Service (as applicable):</p> <p><input type="checkbox"/> Warranty on Parts and Labor for minimum period of 12 months</p> <p><input type="checkbox"/> Technical Support</p> <p><input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair</p> <p><input checked="" type="checkbox"/> Others: exchange for new similar product on any item if found any deficiency after delivery by Vendor</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Please explain in case of "No": _____</p>
<p>Delivery Terms (linked to INCOTERMS 2010):</p> <p><input type="checkbox"/> FCA</p> <p><input type="checkbox"/> CPT</p> <p><input type="checkbox"/> CIP</p> <p><input checked="" type="checkbox"/> DAP places of installation as state below</p> <p><input type="checkbox"/> Other: DDP places of installation as state below /customs cleared in the territory of the Republic of Uzbekistan</p> <p>Customs clearance<sup>1</sup>, if needed, shall be done by UNDP</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Please explain in case of "No": _____</p>
<p>Payment Terms:</p> <p><u>Payment to local Vendors (legal address in Uzbekistan):</u></p> <p><input checked="" type="checkbox"/> in UZS: 15% advance payment after signing the contract by both parties and 85% final payment upon delivery and acceptance of goods by UNDP.</p> <p><u>For foreign Vendors, in US Dollars (registered outside of Uzbekistan):</u></p> <p><input checked="" type="checkbox"/> 100% payment after delivery and acceptance of goods by UNDP.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Please explain in case of "No": _____</p>
<p>Delivery terms:</p> <p>As soon as possible but not more than 30 calendar days from the day of receipt of advance payment by Vendor</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

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

<p>Transportation to the exact address below included</p> <p><b>Attention: If the delivery period, stated in the quotation exceeds the delivery period stated above, the respective offer may be declined.</b></p> <p>Exact Address/es of Delivery and Installation locations: Uzbekistan, Kashkadarya region, Kamashi district, Kamashi State Forestry</p>	<p><input type="checkbox"/> Please explain in case of “No”: _____</p>
<p>All documentations, including catalogs, instructions and operating manuals, shall be in:</p> <p><input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others: Russian</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Please explain in case of “No”: _____</p>
<p>Liquidated Damages:</p> <p><input type="checkbox"/> Will not be imposed <input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay: 0.5% of total contract price for each day of delay up to a maximum 10% of the contract amount, along with subsequent termination of the contract without right to reimburse incurred expenditures. Max. no. of days of delay: 20 calendar days. After which UNDP may terminate the contract.</p>	<p><input type="checkbox"/> Accept <input type="checkbox"/> Does not accept <input type="checkbox"/> Please explain in case of “Does not accept”:</p>
<p>Please confirm that your company is not included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;</p>	<p><input type="checkbox"/> Not listed <input type="checkbox"/> Listed <input type="checkbox"/> Please explain in case of “Listed”:</p>
<p>Please confirm that you accept the UN Supplier Code of Conduct, available at <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p>	<p><input type="checkbox"/> Accept <input type="checkbox"/> Does not accept <input type="checkbox"/> Please explain in case of “Does not accept”:</p>

We request your duly signed and sealed price quotation in a company letterhead and additional details as outlined, latest by **18:00 Tashkent time (GMT+5)** on or before **October 31, 2018**.

You may deliver physically in a sealed envelope to the United Nations Building, 4, Taras Shevchenko street, Tashkent 100029, Uzbekistan.

Alternatively, you may submit it electronically in **.pdf** format to [bids.uz@undp.org](mailto:bids.uz@undp.org)<sup>2</sup>. Quotation submitted by e-mail must be limited to a maximum size of 5 MB, virus-free and consist of no more than 3 email transmissions. Otherwise, such quotations will be rejected.

Your bid should contain the following reference either on the envelope or email subject:

**RFQ/053/18 (Re-announced) Supply of saplings of Zarafshan juniper for sowing on rainfed lands**

Please follow these instructions and be mindful of deadlines. Bids submitted through other means or to other addresses will not be accepted.

<sup>2</sup> Quotations submitted to other e-mail addresses will not be accepted and will be rejected.

UNDP will consider an award to the quotation which complies with all requirements in full and offers the lowest price. UNDP reserves the right to conduct post qualification exercise by requesting additional documents/clarifications/information if deemed necessary.

Any offer that does not meet requirements shall be rejected. UNDP is under no obligation to accept any bid.

Any request for additional information or queries must be sent/addressed to Procurement Unit three business days prior to the deadline in writing to [pu.uz@undp.org](mailto:pu.uz@undp.org).

Yours Sincerely,

Procurement Unit