



REQUEST FOR QUOTATION (RFQ) (Goods)

NAME & ADDRESS OF FIRM	DATE: October 24, 2018
	REFERENCE: UNDP-SYR-RFQ-106-18

Dear Sir / Madam:

We kindly request you to submit your quotation for **Collection and Removal of Debris in the Areas of Maadan, Debsi Afnan, Bohamad in Al Raqqa Governorate**, in old city of Aleppo 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 **November 7, 2018 at 2:00PM** and via ☒ e-mail, ☒ courier mail to the address below:

United Nations Development Programme

Mezzeh ,West Villas,Gazawi street No. 8

Attn :Walid Okla, Procurement Associate

Email: Syria.bids@undp.org

Quotations submitted by email must be limited to a maximum of 10 MB, virus-free and no more than 3 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/s:

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror
Exact Address/es of Delivery Location/s (identify all, if multiple)	Areas of Maadan, Debsi Afnan, Bohamad and it is surrounded villages in Al Raqqa Governorate
UNDP Preferred Freight Forwarder, if any	N/A
Distribution of shipping documents (<i>if using freight forwarder</i>)	N/A
Latest Expected Delivery Date and Time	<input checked="" type="checkbox"/> 90 days from the issuance of the contract.
Delivery Schedule	<input checked="" type="checkbox"/> Required
Packing Requirements	<input checked="" type="checkbox"/> N/A
Mode of Transport	<input checked="" type="checkbox"/> LAND
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars However, for local supplier's payments will be in Syrian Pounds at the prevailing UN exchange rate at the date of the invoice
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	N/A
Deadline for the Submission of Quotation	<i>Wednesday, November 07, 2018 and at 2:00 pm at Damascus time</i>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English Or <input checked="" type="checkbox"/> Arabic
Documents to be submitted	<input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> A statement confirming that the bidder will employ at least 96 workers (66 for collecting, 32 drivers of vehicules) in the project according to the terms of employment approved by UNDP and the labor standards according to the Syrian Labor Law in terms of age, experience ...etc.

	<input checked="" type="checkbox"/> List and value of projects performed with similar nature and complexity (at least one projects), plus client's contact details who may be contacted for further information on those contracts <input checked="" type="checkbox"/> Provide a list of the proposed vehicles and equipment to be used in the rehabilitation process and state whether they are leased or owned <input checked="" type="checkbox"/> The bidder must submit a document attesting his ownership of the vehicles or leasing them. <input checked="" type="checkbox"/> A timetable for the execution of the work with a detailed technical presentation according to the required works, <input checked="" type="checkbox"/> A Statement confirmation that the contractor shall provide the security and safety equipment for the workers and the work area including special signs and plates. <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"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;
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.
Site Visit	N/A
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of work.
Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay: 0.5% Max. no. of days of delay: 15 days After which UNDP may terminate the contract.
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions.
UNDP will award to:	<input checked="" type="checkbox"/> One Proposer Only
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for work.
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)

	Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 15 days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of works based on full compliance with RFQ requirements
Annexes to this RFQ	<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: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html <input checked="" type="checkbox"/> Others Vendor Form (annex 4) 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)	<i>Walid Okla</i> <i>Procurement Associate</i> walid.okla@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.
A pre-Bid conference will be held on:	Will be Conducted Site Visit is Mandatory Time: 12:00 noon Date: Wed. 31 October 2018 The visit will be started from Maadan City The UNDP focal point for the arrangement of the Site Visit is: Mr. Yasser Ali Issa Mobile: 0958880028 Email: yasser.ali.issa@undp.org

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 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

Thank you and we look forward to receiving your quotation.



Sincerely yours,
Mirvat Hammoud
Head of Procurement Team
October 24, 2018

Annex: 1

دفتـر الشـروط الفـنية بالـلغة العربـية لـجمع وترحـيل الأنـقاض فـي مـناطق (مـعدان والقرى التـابعة لـها وناحية دبـسي عـفنان والقرى التـابعة لـها) فـي مـحافظة الرقة

مدة التنفيذ	المواصفات الفنية المطلوبة	وحدة القياس	الكمية	المواد المطلوبة
يوم من 90 تاريخ توقيع العقد	<p>تأمين آليات للقيام بعمليات جمع ونقل الأنقاض من مناطق المشروع التالفة الى المكبات المعتمدة كما يلي:</p> <p>الغاية والهدف:</p> <ol style="list-style-type: none"> 1. تنفيذ اعمال جمع وترحيل ونقل الأنقاض المتركمة في الشوارع في منطقة (معدان ودبسي عفنان والقرى التابعة لها) إلى المكبات المعتمدة تتضمن عملية الترحيل تأمين الآليات اللازمة (تركسات كبيرة/صغيرة)، شاحنات) لتجميع هذه الأنقاض وترحيلها. 2. ترحيل الأنقاض باستخدام المعدات والتركسات والشاحنات وفق المبين في الجدول اللاحق على ان تكون آليات النقل جاهزة للعمل بشكل دائم وبشكل يومي حيث تتم عمليات النقل بشكل يومي وتكون مرافقة للعمال اثناء العمل وتتم عمليات الترحيل الى المكب حسب الحاجة. وتكون طريقة التعاقد حسب الكمية المرحلة باليوم بحيث يكون الهدف النهائي للترحيل هو 18,000 م3 طيلة مدة المشروع. 3. تقدر المسافة من المنطقة المستهدفة إلى المكب حوالي (7 كم) <p>العمالة اللازمة لجمع وترحيل الأنقاض :</p> <ol style="list-style-type: none"> 1. عدد ساعات العمل اليومي للعمال لا يقل عن 6 ساعات عمل. 2. على المتعهد القيام بجمع الأنقاض من الأحياء والساحات باستخدام العمال حيث يتم تأمين 66 عامل يتم دفع أجر شهري لهم مقابل العمل اليومي وتأمين وسائل الحماية اللازمة كما يلي: 3. 66 عامل/عاملة (60 عامل جمع و6 مشرفين على العمال) 4. الراتب الشهري خلال مدة المشروع لعمال جمع النفايات الصلبة تقدر قيمته من (45,000 إلى 50,000 ل.س.) بما يتناسب مع معايير التوظيف في برنامج الأمم المتحدة الإنمائي. 5. فترة العمالة المطلوبة ثلاثة أشهر 6. يقوم المتعهد بدفع رواتب العمال بشكل شهري دون تأخير وفق جداول معتمدة وبحضور اللجنة المحلية وفريق المتابعة والتقييم. <p>الآليات المطلوبة والشروط المتعلقة بها :</p> <ol style="list-style-type: none"> 1. على المتعهد تشغيل 32 عامل ويشمل ذلك سائقي الآليات ومعاونيهم وبما يتناسب مع معايير اختيار العاملين 2. على المتعهد تقديم جميع الآليات والمعدات المطلوبة واللازمة والمناسبة للعمل حسب طبيعة المنطقة الجغرافية ، والصيانة والمحروقات وجميع النفقات الخاصة. وفق ما يلي : • تركس كبير سعة السطل 2 م³ عدد 3. • تركس صغير سعة السطل 1 م³ عدد 3 • قلاب سعة 15 م³ عدد 6. • قلاب سعة 5 م³ عدد 4 3. يلتزم المتعهد بتقديم قائمة بالآليات التي سيستخدمها. 4. عرض كلفة الآليات يتضمن الصيانة والوقود 5. عدد ساعات العمل اليومي للآليات لا يقل عن 6 ساعات عمل ويتم الحساب على الكمية المرحلة يومياً. 6. يلتزم المتعهد بتقديم تصريح خطي انه سيقوم بوضع شواذر للآليات المكشوفة لمنع تساقط الحمولة والحفاظ على المظهر اللائق عند نقل الحمولة المطلوبة.. 	م3	18,000	جمع وترحيل أنقاض

7. يلتزم المتعهد بتقديم تصريح خطي انه سيقوم بتأمين مبيت للأليات بمواقع نظامية تعد من قبل المتعهد. على العارض ان يقدم خطة عمل وجدول زمني للتنفيذ.	8. على العارض تأكيد ان العرض قد تم إعداده وفق الزيارة الميدانية ولن يتم قبول العروض التي لم يشارك مقدميها بالزيارة الميدانية	اسم البلدية\القرية	كمية الانقاض \طن	بعد المكب\ كم	الأليات المطلوبة
7. يلتزم المتعهد بتقديم تصريح خطي انه سيقوم بتأمين مبيت للأليات بمواقع نظامية تعد من قبل المتعهد. على العارض ان يقدم خطة عمل وجدول زمني للتنفيذ.	8. على العارض تأكيد ان العرض قد تم إعداده وفق الزيارة الميدانية ولن يتم قبول العروض التي لم يشارك مقدميها بالزيارة الميدانية	اسم البلدية\القرية	كمية الانقاض \طن	بعد المكب\ كم	الأليات المطلوبة
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على العارض الالتزام بما يلي:

1. يشترط على العارض المتقدم أن يكون لديه حساب مصرفي وسجل تجاري أو أي وثيقة تجيز له مزاولة المهنة، وعلى العارض تقديم وثائق تثبت ذلك من الجهات المعنية.
2. يشترط على العارض المتقدم أن يبرز ما يثبت ملكيته للأليات أو عقد اجار للأليات المستخدمة بالعمل
3. على المتعهد التصريح بأنه مسؤول عن أي عطل أو ضرر ناتج عن استخدام الآليات أو تسببها الآليات اثناء فترة تنفيذ المشروع.
4. على المتعهد ان يقدم وسائل الحماية والأمان للعمال والمواقع
5. على المتعهد المحافظة على جاهزية الأليات بشكل مستمر واستبدال الآلية التي تتعطل عن العمل مباشرة خلال مدة أقصاها يوم واحد.
6. مدة توفير الآليات والعمال الواردة بالكشف 15 يوم تبدأ من تاريخ توقيع العقد مع العارض.
7. مدة تنفيذ الأعمال المطلوبة 90 يوم من تاريخ توقيع العقد.
8. يتم خصم خمسة بالآلف عن كل يوم تأخير من قيمة العقد على أن لا تتجاوز مدة التأخير أكثر من 15 يوم.
9. اللجنة الفنية والجهة المستفيدة " الشركاء " محافظة الرقة، مجلس مدينة الرقة، مدير المشروع من طرف البرنامج " تعد مشرفة على متابعة عمليات النقل والجمع والاستلام والتسليم وكل ما يلزم.
10. التقيد بالشروط المتعلقة بتنفيذ الأعمال المذكورة أعلاه وفق المعايير والمواصفات القياسية .
11. يحق للجهة المشرفة على المشروع " اللجنة الفنية " تعديل أي بند من بنود الأعمال ضمن المبالغ المحددة ووفق مقتضيات العمل ورأي اللجنة المحلية للمشروع .
12. لا يتم صرف قيمة البند في حال مخالفة أي محتوى فيه .
13. يتم صرف قيمة العقد دفعة واحدة بعد انتهاء تنفيذ وتسليم الأعمال كاملة .
14. جميع إجراءات التعاقد ستتم وفق أنظمة برنامج الأمم المتحدة الإنمائي في سورية .
15. يتم تنظيم دفتر دليل ورشة ويسلم لكادر المشروع المسؤول عن متابعة العمل ويدقق دورياً من قبل المدير، حيث يذكر فيه الأعمال المنجزة يومياً وكمية النقلات المرحلة من المواقع المستهدفة إلى المكب المعتمد والأليات العاملة وعددها وعدد ساعات العمل وعدد النقلات المنجزة وكل ما يطرأ على سير العمل في الموقع بالتفصيل وموقع أصولاً من قبل الشركاء.

16. على المتعهد اتخاذ كافة التدابير والاحتياطات اللازمة وفق رأي الجهة المشرفة على المشروع من أجل الحماية والسلامة العامة والخاصة لعاملي المشروع، حيث يتحمل المتعهد كامل المسؤولية في حال حدوث أي أضرار بشرية أو مادية خاصة أو عامة في الأرواح والممتلكات والآليات والمرافق العامة أثناء الترحيل، وبرنامج الأمم المتحدة الإنمائي بريء الذمة وليس له أي علاقة بذلك حيث تقع على عاتق المتعهد دفع كافة التعويضات والأضرار في حال حصولها لمستحقيها أصولاً.

17. التقيد بالشروط المتعلقة بتنفيذ الأعمال المذكورة أعلاه وفق المعايير والمواصفات القياسية.

Book of Technical Conditions (in English) for the Collection and Removal of Debris in the Areas of Maadan, and the Villages administratively affiliated to it, and the Sub-District of Debsi Afnan and the Villages administratively affiliated to it – Al Raqqa Governorate

Items required	Qty	Unit	Required Technical Specifications	Period of execution
Debris collection and Removal	18,000	m ³	<p>Ensuring the availability of vehicles to execute the collection and removal of debris from the following project areas to the approved landfills as follows: Aim & Purpose:</p> <ol style="list-style-type: none"> 1. Executing the works of collecting, removing and transferring the debris from the streets of Maadan and Debsi Afnan and the villages administratively affiliated to them into the approved landfills. The transfer process shall include providing the required vehicles (small/big loaders and dump trucks) to collect and remove debris. 2. Removing/transferring debris by using the equipment, loaders and trucks mentioned in the attached table, that the transferring vehicles are constantly ready for work and on a daily basis. Transfers shall take place every day, in parallel with the workers tasks and shall be transferred to the landfill ad hoc. The contracting basis shall be in accordance with the transferred quantities per day so that the final target shall reach 18000m³ throughout the project timescale. 3. The distance between the target areas to the landfill is estimated at 7km. <p>Labor Required for Debris Collection & Removal</p> <ol style="list-style-type: none"> 1. The daily working hours shall be at least 6 hours 2. The contractor shall collect debris from the neighborhoods and squares using workers, as 66 ones shall be hired for this purpose and shall receive a monthly wage for every working day in addition to equipping them with protection equipment as follows: 3. 66 male/female workers (60 collectors and 6 supervisors) 4. The monthly wage throughout the project for each SW worker shall be SYP 45,000-50,000 in conformity with UNDP employment criteria 5. Employment period required shall be 3 months 6. The contractor shall pay the workers' wages on a monthly basis and without any delay as per approved payrolls and in the presence of the local committee and the M&E team. <p>The Vehicles Required and Related Conditions:</p> <ol style="list-style-type: none"> 7. The contractor shall hire 32 workers including vehicles drivers and their assistants in conformity with the workers selection criteria 8. The contractor shall provide all the vehicles and equipment required and appropriate for work according to the geographical nature of the region in 	90 days from the date of signing the contract

		<p>addition to maintenance, fuel and all special costs, according to the following:</p> <p>9. 3 big loaders, bucket capacity 2m3</p> <p>10. 3 small loaders, bucket capacity 1m3</p> <p>11. 6 dump truck, capacity 15m3</p> <p>12. 4 dump truck, capacity 5m3</p> <p>13. The contractor shall be committed to submitting a list of the vehicles to be used</p> <p>14. The bid for the vehicles cost shall include maintenance and fuel</p> <p>15. The vehicles daily working hours shall be at least 6 hours, performance shall be based on the daily transferred quantities.</p> <p>16. The contractor shall be committed to submitting a written statement regarding covering the vehicles to prevent the fall of loads and keeping up good appearance when transferring loads of debris.</p> <p>17. The contractor shall commit to submit a written declaration that he shall ensure the parking of vehicles at legal sites prepared by him. He shall submit an action plan and a timescale for implementation.</p> <p>18. The bidder shall confirm that the bid has been prepared according to a field visit. Any bids whose owners did not take part in the field visit shall be rejected.</p> <table border="1"> <thead> <tr> <th>Required vehicles</th><th>Landfill distance/km</th><th>Debris quantity/ton</th><th>Village/sub-district</th></tr> </thead> <tbody> <tr> <td>1 big loader 1 small loader 2 big trucks 1 small truck</td><td>7</td><td>7000</td><td>Maadan and the villages administratively affiliated to it</td></tr> <tr> <td>1 big loader 1 small loader 3 big trucks 2 small trucks</td><td>7</td><td>7000</td><td>Debsi Afnan and the villages administratively affiliated to it</td></tr> <tr> <td>1 big loader 1 small loader 1 big truck 1 small truck</td><td>7</td><td>4000</td><td>Al-Bouhamad</td></tr> </tbody> </table>	Required vehicles	Landfill distance/km	Debris quantity/ton	Village/sub-district	1 big loader 1 small loader 2 big trucks 1 small truck	7	7000	Maadan and the villages administratively affiliated to it	1 big loader 1 small loader 3 big trucks 2 small trucks	7	7000	Debsi Afnan and the villages administratively affiliated to it	1 big loader 1 small loader 1 big truck 1 small truck	7	4000	Al-Bouhamad	
Required vehicles	Landfill distance/km	Debris quantity/ton	Village/sub-district																
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1 big loader 1 small loader 1 big truck 1 small truck	7	4000	Al-Bouhamad																

The bidder shall comply with the following:

1. The bidder must have a bank account, a commercial register or any document that allows him to practice the profession and must submit documents proving this from the concerned parties.
2. The bidder shall be required to present evidence of the ownership of the vehicles or a lease contract for the used vehicles
3. The contractor must declare that he is responsible for any malfunction or damage resulting from the use of the vehicles or caused by them during the period of implementation of the project.

4. The contractor shall provide the means of protection and safety for workers and sites
5. The contractor must maintain the readiness of the vehicles on a continuous basis and replace the broken ones immediately.
6. The period of providing the vehicles and workers included shall be 15 days from the date of signing the contract with the bidder.
7. The execution period of the required works is 90 days from the date of signing the contract.
8. Five per thousand of the contract value shall be deducted for each day of delay provided that the delay period shall not exceed 15 days.
9. The Technical Committee and Beneficiary "Partners" Al-Raqqa Governorate, Al-Raqqa City Council, the Programme Project Manager shall supervise the follow-up of the transfer, collection, receipt, delivery and all that is necessary.
10. Compliance with the conditions related to the implementation of the above-mentioned works in accordance with specifications and standards.
11. The supervising authority of the project "Technical Committee" shall be entitled to amend any item of work within the specified amounts and in accordance with the work requirements and the opinion of the local committee for the project.
12. The value of each item shall not be disbursed if any content is violated.
13. The value of the contract shall be paid in one lump sum on completion of the execution and delivery of the works in full.
14. All contracting procedures shall be in accordance with the regulations of the United Nations Development Program in Syria.
15. A workshop manual shall be organized and handed over to the project cadre responsible for follow-up work and periodically checked by the director. It shall include the achieved work on daily basis and quantity of transfers from the targeted sites to the approved landfill, the working vehicles, the number of working hours, and the number of completed transfers to the site in detail and shall be duly signed by the partners.
16. The contractor shall take all necessary measures and precautions in accordance with the opinion of the supervising authority of the project for the public and private protection and safety of the project workers. The contractor shall bear full responsibility in the event of any personal or public damage to the lives, and property, and the United Nations Development Program (UNDP) shall not be responsible for that. The contractor shall pay for all indemnities and damages, if any, to their worthy recipients.
17. Compliance with the conditions related to the implementation of the above-mentioned work in accordance with standards and specifications.

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹
(This Form must be submitted only using the Supplier's Official Letterhead/Stationery²)

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. _____:

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

The financial offer shall include the charges of the vehicles, fuel and driver in addition to the cost of lubricants, spare parts, periodic maintenance and any other expenses.

Item No.	Description/Specification of Goods	Quantity	Unit	Latest Delivery Date	Unit Price	Total Price per Item
1	جمع وترحيل الأنقاض مع العمالة والآليات اللازمة.	18,000	m ³			
2	تشغيل 60 عامل لجمع الأنقاض لمدة ثلاثة أشهر بمعدل 6 ساعات عمل يومية	60	عامل worker			
3	تشغيل 6 مشرفين على عمال جمع الأنقاض لمدة ثلاثة أشهر بمعدل 6 ساعات عمل يومية	6	مشرف Supervises			
4	تشغيل 16 سائق ليات لمدة ثلاثة أشهر بمعدل 6 ساعات عمل يومية	16	سائق Driver			
5	تشغيل 16 معاون سائق ليات لمدة ثلاثة أشهر بمعدل 6 ساعات عمل يومية	16	معاون سائق Driver Assistant			
6	تركس كبير سعة السطل 2 م 3 عدد 3 لمدة ثلاثة أشهر بمعدل 6 ساعات عمل يومية	3	تركس كبير big loader			
7	تركس صغير سعة السطل 1 م 3 عدد 3 لمدة ثلاثة أشهر بمعدل 6 ساعات عمل يومية	3	تركس صغير small loader			
8	قلاب سعة 15 م 3 عدد 6 لمدة ثلاثة أشهر بمعدل 6 ساعات عمل يومية	6	قلاب كبير big trucks			
9	قلاب سعة 5 م 3 عدد 4 لمدة ثلاثة أشهر بمعدل 6 ساعات عمل يومية	4	قلاب صغير small truck			
Total Prices of works						

¹This serves as a guide to the Supplier in preparing the quotation and price schedule.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

	Add: Cost of Transportation	
	Add: Cost of Insurance	
	Add: Other Charges (pls. specify)	
	Total Final and All-Inclusive Price Quotation	

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>
<p>الالتزام بموعد التسليم المحدد: 90 يوم من تاريخ توقيع العقد ومدة توفير الآليات والعمال خلال 15 يوم من تاريخ توقيع العقد</p> <p>Delivery Lead Time: Commitment to the delivery date: 90 days from date of signing the contract.</p> <p>Vehicles & labor should be provided within 15 days from the date of signing the contract</p>			
<p>في حال تعطل أي آلية يشترط على العارض تقديم آلية بديلة بنفس المواصفات خلال مدة يوم واحد فقط</p> <p>In the event of the failure of any vehicle, the bidder is required to bring an alternative vehicle with the same specifications within a period of one day maximum.</p>			
<p>التزام المتعهد بتشغيل 98 عامل/عاملة خلال فترة المشروع (66 عامل لجمع الأنقاض مع مشرفيهم، و 32 سائقي آليات مع معاونيهم)</p> <p>The contractor is committed to employ 98 workers (66 for collecting + 32 drivers) during the project duration).</p>			
<p>الالتزام بتقديم عقود تثبت ملكية الآليات أو استئجارها</p> <p>The contractor is committed to submitting contracts proving the ownership or lease of the vehicles</p>			
<p>يلتزم المتعهد بتقديم تصريح خطي انه سيقوم بوضع شواذر للآليات المكشوفة لمنع تساقط الحمولة</p> <p>Commitment to cover the loaded vehicles until unloading to prevent the fall of loads.</p>			
<p>الالتزام بتأمين مبيت للآليات بمواقع نظامية</p> <p>written declaration that he shall ensure the parking of vehicles at legal sites prepared by him</p>			
<p>الالتزام بجميع فقرات الشروط العامة لبرنامج الأمم المتحدة الإنمائي</p> <p>All Provisions of the UNDP General Terms and Conditions</p>			
<p>مدة صلاحية العرض 60 يوم</p> <p>Validity of Quotation 60 days</p>			

Annex: 4

Vendor Form

SECTION 1 (For Internal Use only)	UN INFORMATION
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Requesting Person:	Date:	Atlas Vendor No:	
First Name / Last Name/Extension		UN Index No:	
VENDOR TYPE: <input type="checkbox"/> Staff <input type="checkbox"/> SSA <input type="checkbox"/> Service Contract <input type="checkbox"/> Meeting Participant <input type="checkbox"/> NGO <input type="checkbox"/> Supplier <input type="checkbox"/> Other			
VENDOR APPROVER SIGNATURE: _____ DATE: _____			
Complete either Section 2 or Section 3 (not both)			
SECTION 2 PERSON INFORMATION (FOR INDIVIDUALS ONLY)			
<i>Last Name</i>		<i>First Name</i>	
		<i>Middle Name</i>	
Nationality	Date of Birth	Place of Birth	Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>
Address			
City,	State/Province/County	Postal Code (ZIP)	Country
E-mail Address	Telephone Number	Fax Number	
SECTION 3 SUPPLIER INFORMATION (FOR COMPANIES ONLY)			
Company Name:	Parent Company Name (if applicable)	Web Site URL: (if applicable)	
Street Address			
City	State/Province/County	Postal Code	Country
Contact Person (MAIN ADDRESS)	Telephone	Fax	E-mail Address
Name:			
Title:			
SECTION 4 BENEFICIARY BANKING INFORMATION			
Bank Name			
Bank ID:	<u>For US banks only use whether:</u> (9 digits) ACH <input type="checkbox"/> Fed wire <input type="checkbox"/>	SWIFT code 8 or 11 characters (required for overboard payments)	
Branch ID: (for Canadian Banks only) 9 digits routing no.		Branch Name:	
Street Address:			
City	State/Province	Postal Code	Country
SECTION 5 BENEFICIARY BANK ACCOUNT DETAILS			
Account Name: (name as it appears on bank account)		<input type="checkbox"/> US\$ <input type="checkbox"/> Bank Account Currency <input type="checkbox"/> Other (PLEASE INDICATE) _____	
Bank Account No. :	(ENTER WITH NO PUNCTUATION, NO DOTS, DASHES OR SPACES)	Account Type:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
IBAN (European Banks)			
Transit Code (5 digit) Canadian Banks	Sort Code (6 digits) UK Banks	BSB code (6 digit) Australia Banks	
Bank Information for Intermediary/Correspondent Bank (if applicable)			
Name of Bank :		Address of Bank :	
Bank Account No (of beneficiary bank with intermediary bank)		SWIFT Code:	FEDWIRE NO. (US BANKS ONLY)
I, _____, in my capacity as _____, hereby authorize the agency to direct payments for goods and services to the above account. Signature: _____			