



REQUEST FOR QUOTATION RFQ 106/18

NAME & ADDRESS OF FIRM	DATE: October 29, 2018
	REFERENCE: Supply and installation of laboratory equipment for lighting laboratory for UNDP Project

Dear Sir / Madam:

We kindly request you to submit your quotation for the **Supply and installation of laboratory equipment for lighting laboratory for UNDP Project** 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), **November 12, 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"/> 120 days from the issuance of the Purchase Order (PO)/Contract for Goods		
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, November 12, 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 <input checked="" type="checkbox"/> Russian		
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"/> Quality Certificates (ISO or equivalent); <input checked="" type="checkbox"/> Detailed technical specifications in Russian/or Armenian/or English; <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 warranty service;		
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 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		
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"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One or more suppliers (as per number of lots). The number of lots is two.
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 (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.

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.

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 for supply and installation of laboratory equipment for lighting laboratory

I. Identifying Information

Task Title:	Supply and installation of lighting measuring equipment for testing and certification laboratory
Project Title:	“Regulatory Framework to Promote Energy Efficiency in Countries of the Eurasian Economic Union” UNDP-RTF/00102117-00104290
Delivery Duration:	120 days
Location:	Yerevan, Republic of Armenia

II. Background

The overarching goal of the Russian Federation-UNDP Trust Fund for Development (UNDP-RTF) Regional Project is to reduce emissions of greenhouse gases (GHG) by promoting energy efficiency (EE) in the countries of the Eurasian Economic Union (EAEU), namely Armenia, Kyrgyzstan, Kazakhstan and Belarus, through realization of energy saving potential in lighting, household appliances and engineering equipment of buildings. To achieve the said goal, the following complex measures are implemented:

- development and introduction of modern energy efficiency standards for lighting, household appliances and engineering equipment of buildings,
- establishment of testing laboratories' system and implementation of measures to protect the market against low efficiency equipment,
- consumers awareness raising on options and benefits of energy efficient technologies, estimation of reduction of GHG emissions.

One of the project's components envisages establishment and/or upgrade of testing and certification laboratories, 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. This line of intervention is in support to establishment and further development of the system of energy consuming appliances testing laboratories in the project partner countries in light of development of common energy efficiency regulatory framework in the EAEU. The developed system of testing laboratories is an effective supporting tool for promoting of energy efficient appliances in the EAEU market as well as for setting of regulatory mechanisms to protect the market against low efficiency equipment.

III. Scope of Supply

Objective of the Task

The main objective of the task is to supply lighting measuring equipment for testing and certification laboratory to enable proper assessment of energy performance and other relevant specifications of the produced/imported lighting devices. The supplied equipment must comply with the technical requirements set forth in Chapter IV below.

Requirements of the equipment to be delivered:

- Equipment should be brand new, not used before, it should be delivered in its original packing accompanied by all the documents including equipment certificate, operation manual etc.
- Supervised installation of the equipment on site, startup-setup operations and training of the personnel should be conducted by Supplier. Associated expenses should be included in the financial proposal.

- Guarantee period for all the delivered equipment and devices should be **not less than 2 years** since the date of completion of startup-setup operations, including services to support the software.
- All text materials concerning technical maintenance and equipment service must be in Russian and/or English.
- The documentation on the equipment should contain technical characteristics with the indication of at least all the parameters presented in the given announcement.

The applicant must provide information on guarantee conditions if applicant is a manufacturer of the equipment or official dealer or must submit the documents specifying the procedures

IV. Specific Requirements to Equipment

Item/s to be supplied	Description/Specifications of Goods	Quantity (pcs)	Delivery Date
Lot 1			
1.	GONIOPHOTOMETRIC SYSTEM PROVISION, INCLUDING SERVICE ON INSTALLATION SUPERVISION AND TRAINING OF THE CUSTOMER'S PERSONNEL	1	120 calendar days from the written notification of the Buyer
1.1.	GONIOPHOTOMETR SYSTEM Automated goniophotometer intended for measurement of angular distribution of luminous intensity (photometric body) consisting of: <ul style="list-style-type: none"> - a scanning system: C-type (coordinate system C, γ); - automated horizontal rotation from 0 ° to 360 ° (angle C); - automated vertical rotation $\pm 90^\circ$ (angle γ); - a mechanical part (goniometer) with the angle setting accuracy of not more than 0.10; - permissible dimensions of a sample to be measured: a linear dimension Dmax of at least 1600 mm and a mass of at least 25 kg; - the luminous intensity measurement range - from 10 cd to 5,000 ccd (neutral optical filters can be used) with a margin of permissible relative error of measurement of not more than 5%; - the luminous flux measurement range: from 10 lm to 250,000 lm with a margin of permissible relative error of measurement of not more than 5%; - a personal computer (a system unit with parameters sufficient for using the goniophotometer software package, a gastrointestinal monitor with a display of at least 20 inches, a keyboard, and a mouse); - a software package (pre-installed on the supplied personal computer) which allows to: <ul style="list-style-type: none"> ▪ manage the operation of the goniophotometer; ▪ prepare a report on measurements made and display all measurement parameters and the results obtained, including the luminous flux and light intensity curve in a tabular and graphic form in a polar/ Cartesian coordinate system and in a three-dimensional form; ▪ generate IES and Elumdat (LDT) files; ▪ maintain records of measurements made in the form of a database. ▪ Availability of the integration function with a spectroradiometer and a wattmeter (devices according to paragraphs 1.2. and 1.3). 	1	
1.2.	SPECTRORADIOMETER <ul style="list-style-type: none"> - Spectral range: from 200 nm to 800 nm; - Spectral resolution: not more than 0.5 nm; - The spectral density range of irradiance to be measured: from 0.02 to 600 W/(m²*nm); - Error of spectral density measurement: not more than 5% in the visible spectrum range (380 - 780 nm) and not more than 15% in the ultraviolet spectrum range (200 - 380 nm); - Error of measurement of chromaticity coordinates x, y: ± 0.0015 	1	

Item/s to be supplied	Description/Specifications of Goods	Quantity (pcs)	Delivery Date
	<ul style="list-style-type: none">- Availability of USB or/and RS-232 interfaces.- Software intended for managing the measurement process and displaying the following values:<ul style="list-style-type: none">• radiation spectrum (for visible and ultraviolet ranges);• color rendering index;• correlated color temperature;• chromaticity coordinates;• Integration function with a goniophotometric system (paragraph 1.1).		
1.3.	DIGITAL POWER METER (WATTMETER) <ul style="list-style-type: none">- voltage, root-mean-square value (RMS), voltage measurement range: from 0 V to 600 V;- current, root-mean-square value (RMS), current measurement range: from 0 to 16 A;- active/reactive/full power (power measurement range: up to 1500 VA);- power factor;- frequency - up to 100 kHz.- Availability of overvoltage, current, power, overheat protection devices;- Basic measurement error - not more than 0.1%;- Availability of USB or/and RS-232 interfaces;- Measurement software.	1	
1.4.	AC POWER SOURCE <ul style="list-style-type: none">- Power of the source - not less than 1500 W;- Voltage adjustment range: 0 - 300 V;- Output voltage deviation: ± 0.1%;- Minimum output signal frequency range: from 45 to 60 Hz;- Availability of overvoltage, current, power, overheat protection devices;- Availability of USB or/and RS-232 interfaces.	1	
1.5.	DC POWER SUPPLY <ul style="list-style-type: none">- Power of the source: 500 W;- Output current/voltage stabilization function;- Voltage adjustment range: 0-100 V;- Current adjustment range: 0-5 A;- Output voltage deviation: ± 0.1%;- Overvoltage, overcurrent, power network under voltage, overheating and reverse polarity protection devices;- Preferably (optional): USB, RS-232 interfaces.	1	
1.6	Supervision of the equipment’s installation on site, startup-setup operations and training of the personnel.	1	
Lot 2			
2	SET OF STANDARD LAMPS	1	120 calendar days from the written notification of the Buyer
2.1	lamp of luminous flux;	3	
2.2.	lamp of color temperature and chromaticity coordinates.	2	
2.3	lamp of color temperature and chromaticity coordinates.	2	

Packing Requirements:

- The equipment to be supplied in manufacturer's undamaged packaging;
- The terms of storage, packaging and transportation should meet the requirements of manufacturer.

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 106/18**:

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

Lot 1

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price currency	Total Price per Item, currency
1	GONIOPHOTOMETRIC SYSTEM PROVISION, INCLUDING SERVICE ON INSTALLATION SUPERVISION AND TRAINING OF THE CUSTOMER'S PERSONNEL	1	120 days		
1.1	GONIOPHOTOMETR SYSTEM				
1.2	SPECTRORADIOMETER				
1.3	DIGITAL POWER METER (WATTMETER)				
1.4	AC POWER SOURCE				
1.5	DC POWER SUPPLY				
1.6	Supervision of the equipment's installation on site, startup-setup operations and training of the personnel.				
	Prices of Goods⁹				
	- Add : Cost of Transportation				
	- Add : Cost of Insurance				
	- Add : Other Charges (pls. specify)				
	Total Prices of Goods				
	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.

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

*[Name and Signature of the Supplier's Authorized
Person]
[Designation]
[Date]*

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹⁰

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹¹)

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 106/18**:

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

Lot 2

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price currency	Total Price per Item, currency
2	SET OF STANDARD LAMPS	1	120 days		
2.1	lamp of luminous flux;	3			
2.2.	lamp of color temperature and chromaticity coordinates.	2			
2.3	lamp of color temperature and chromaticity coordinates.	2			
	Prices of Goods¹²				
	- Add : Cost of Transportation				
	- Add : Cost of Insurance				
	- Add : Other Charges (pls. specify)				
	Total Prices of Goods				
	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]

¹⁰ This serves as a guide to the Supplier in preparing the quotation and price schedule.

¹¹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

¹² Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

General Terms and Conditions

Attached separately.