



REQUEST FOR QUOTATION (RFQ) (Services)

LOCAL ADVERTISEMENT	DATE: December 3, 2018
	REFERENCE: RFQ/02/2018 – Common Services Maintenance

Dear Sir / Madam:

We kindly request you to submit your quotation for the following Lots:

- LOT 1: GRUPO ELETROGENEO E ELECTROBOMBAS
- LOT 2: AR CONDICIONADO
- LOT 3: JARDINAGEM
- LOT 4: MANUTENÇÃO FOTOCOPIADORAS/IMPRESSORAS
- LOT 5: RECECIONISTA / TELEFONISTA

as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annexes 2.

Quotations may be submitted on or before **December 24, 2018 by 16:00**. All quotations shall be delivered in sealed envelopes at the address provided below. The envelopes must be clearly marked with the title and reference number of this RFQ. Please submit quotations to the following address:

Operations Unit
The Joint Office of UNDP, UNFPA and UNICEF
Reference: RFQ/02/2018 – Common Services Maintenance
Av. OUA, Achada Santo António, Praia
Tel. +238 2609600

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 Service:

Delivery Terms	AS PER ATTACHED TOR
Exact Address of Delivery	Av. OUA, Achada Santo António, Prédio da Nações Unidas, Praia
Currency of Quotation	CVE (ECV)
Tax on Price Quotation	Quotations can include IVA, however clearly indicated and separated

Deadline for the Submission of Quotation	COB, Monday, December 24, 2018 at 16:00H Cape Verde time
Documents to be submitted	<ul style="list-style-type: none"> • Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in each LOT; • Latest Business Registration Certificate ; • Latest Internal Revenue Certificate / Tax Clearance, and NIF; • Company Profile, list of similar services performed in the last 3 years; and period of warranty of the services; • Declaration of Status with INPS; • 3 recommendation letters.
Period of Validity of Quotes starting the Submission Date	60 days
Partial Quotes	Permitted by LOT
Payment Terms ¹	100% upon complete delivery of Services
Evaluation Criteria	Technical responsiveness/Full compliance to requirements and lowest price ²
Type of Contract to be Signed	Contract Face Sheet
Conditions for Release of Payment	Written Acceptance of Services based on full compliance with RFQ requirements
Annexes to this RFQ ³	<ul style="list-style-type: none"> • Terms of Reference for each LOT (Annex 1) • Form for Submission of Quotation (Annex 2) • General Terms and Conditions /Special Conditions (Annex 3). <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>
Contact Person for Inquiries (Written inquiries only) ⁴	<p>Operations Unit:</p> <p>Email: humanresources.cv@cv.jo.un.org</p> <p>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.</p>

²UNDP 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.

⁴This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Services 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 services.

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, UNDP reserves the right to vary (increase or decrease) the quantity of services, 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/procurement/protest.shtml>.

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,

Salette Bettencourt
Operations Manager
December 3, 2018