



REQUEST FOR QUOTATION (RFQ)

INTERESTED SUPPLIERS	DATE: December 31, 2018
	REFERENCE: UNDP/BRB/RFQ/57973

Dear Sir / Madam:

We kindly request you to submit your quotation for Tools and Materials for Salisbury Education Campus, 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 **5p.m. AST, January 17, 2019** and via *e-mail* to the secured address below, with the subject: **"RFQ for Tools and Materials for Salisbury Education Campus in Dominica"**:

United Nations Development Programme
Procurement Unit
procurement.bb@undp.org

Quotations submitted by email must be limited to a maximum of 35MB, virus-free and should be submitted through one email transmission. 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] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> DAP – Delivered at Place
---	--

Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror
Exact Address/es of Delivery Location/s (identify all, if multiple)	Salisbury Primary School, Salisbury Dominica
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> 21 days from the issuance of the Purchase Order (PO). Expected Contract Award period is January 2019.
Delivery Schedule	<input checked="" type="checkbox"/> Required
Preferred Currency of Quotation ²	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Quotation ³	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts for minimum period of 12 months
Deadline for the Submission of Quotation	5p.m. AST, <i>January 17, 2019</i>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
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"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users; <input checked="" type="checkbox"/> Confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected; <input checked="" type="checkbox"/> Latest Business Registration Certificate ; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods".

¹ Must be linked to INCO Terms chosen.

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

	<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 type="checkbox"/> Others <i>[pls. specify as many as required]</i>
Period of Validity of Quotes starting the Submission Date	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 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 ⁵	<input checked="" type="checkbox"/> By Deliverable – after Joint UNDP/Government of Dominica Inspection
Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions : 0.5% Percentage of contract price per week of delay, up to a maximum duration of one month, after which UNDP may terminate the purchase.
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁶ Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</i>
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement ⁷ and if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Other Type/s of Contract <i>[pls. specify]</i>

⁵ UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

⁶ 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.

⁷ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection Joint UNDP/Government of Dominica Inspection <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements <input type="checkbox"/> Others <i>[pls. specify]</i>
Annexes to this RFQ ⁸	<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 type="checkbox"/> Others <i>[pls. specify, if any]</i> 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) ⁹	Procurement Unit, UNDP Barbados and the OECS Procurement.bb@undp.org . Please use subject email "RFQ for Tools and Materials for Salisbury Education Campus in Dominica". 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.

⁸ Where the information is available in the web, a URL for the information may simply be provided.

⁹ This 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.

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,
Procurement Unit
UNDP Barbados and OECS

Technical Specifications

#	Item to be supplied Description/Specifications	Quantity	Delivery Date
1	Concrete – 3000 psi (20 mPa). 3/8" aggregate footings	100 cy	Beginning 21 days after issue of PO (see below additional details)
2	Reinforcing steel – ½" diameter, 40 ksi minimum.	23,000 lf	21 days after issue of PO
3	Reinforcing steel – 5/8" diameter, 40 ksi minimum.	9,500 lf	21 days after issue of PO
4	Concrete Block - nominal 8x8x16", 2 cells, fc'=1800 psi minimum	16,500 blocks	Beginning 21 days after issue of PO (see below additional details)
5	Decorative concrete block (optional selection)	1000	Beginning 21 days after issue of PO (see below additional details)
6	Mortar, Type S, 80 lb. bag.	550 bags	Beginning 21 days after issue of PO (see below additional details)
7	Spray Foam Sealer. 3M fire & pest resistant. 16 oz.	110 cans	21 days after issue of PO
8	Grout, non-shrink. 50 lb.	10 bags	21 days after issue of PO
9	J bolts, 5/8x12" with nut and washer	20	21 days after issue of PO
10	1 ½" rebar chair -50 pack	8	21 days after issue of PO
11	16.5 gage rebar tie wire 400 ft.	3	21 days after issue of PO

Additional Notes and Instructions:

All concrete delivered to the site to be a minimum 20 mPa (3000 pounds per square inch) compressive strength at 28 days and consist of air entrained Portland Cement with total air content of not less than 5% and not more than 7% cement content.. Slump not to be more than 4 "no less than ½" as determined by the slump cone test ASTM C-143.

Blocks – 8x8x16 2-cell concrete masonry units. fm = 1500 psi

Mortar – Portland Cement Type S - fc=1800psi

Reinforcing steel – ½" diameter, 40 ksi minimum.

Reinforcing steel – 5/8" diameter, 40 ksi minimum.

Delivery to the site is to begin 21 days or sooner following issuance of PO

Item 1 - Concrete, will be delivered on two separate days as scheduled with the Construction Manager.

Items 2 & 3 - Reinforcing Steel are to be delivered within 21 days following the issuance of the purchase order.

Items 4 & 5 – are delivered to the site beginning within 21 days following the issuance of the purchase order at the rate of 2500 blocks per week. Item 5 is optional and should only be delivered if requested by the Construction Manager.

Item 6 Mortar – is to be delivered to the site beginning within 21 days of the issuance of the purchase order at the rate of 100 bags per week.

Items 7 -11 are to be delivered within 21 days of the issuance of the purchase order.

Annex 2

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. _____:

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

#	Item to be supplied Description/Specifications	Quantity	Delivery Date	Other Information	Unit Price	Total Cost (USD)
1	Concrete – 3000 psi (20 mPa). 3/8" aggregate footings	100 cy	Beginning 21 days after issue of PO, as per Annex I	Price is per cubic yard delivered to the site.		
2	Reinforcing steel – ½" diameter, 40 ksi minimum.	23,000 lf	21 days after issue of PO	Delivered to Site		
3	Reinforcing steel – 5/8" diameter, 40 ksi minimum.	9,500 lf	21 days after issue of PO	Delivered to Site		
4	Concrete Block - nominal 8x8x16", 2 cells, fc'=1800 psi minimum	16,500 blocks	Beginning 21 days after issue of PO, as per Annex I	Delivered to Site		
5	Decorative concrete block (optional selection)	1000	Beginning 21 days after issue of PO, as per Annex I	Delivered to Site		
6	Mortar, Type S, 80 lb. bag.	550 bags	Beginning 21 days after issue of PO, as per Annex I	Delivered to Site		
7	Spray Foam Sealer. 3M fire & pest resistant. 16 oz.	110 cans	21 days after issue of PO			
8	Grout, non-shrink. 50 lb.	10 bags	21 days after issue of PO	Delivered to Site		

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

9	J bolts, 5/8x12" with nut and washer	20	21 days after issue of PO	Delivered to Site		
10	1 ½" rebar chair -50 pack	8	21 days after issue of PO			
11	16.5 gage rebar tie wire 400 ft.	3	21 days after issue of PO			
	Shipping to Destination					
	Other Charges (Please Specify)					
	GRAND TOTAL					USD

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>
Delivery Lead Time			
Ability to supply all items and specifications indicated in Annex I			
Country/ies Of Origin ¹² :			
Minimum one (1) year warranty on material			
Validity of Quotation for 90 days			
All Provisions of the UNDP General Terms and Conditions			

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]

¹² If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UNDP if awarded the PO/contract.