



REQUEST FOR QUOTATION (RFQ) (Goods)

	DATE: January 15, 2019
	REFERENCE: UNDP/Wetlands/024/2019

Dear Sir / Madam:

We kindly request you to submit your quotation for the supply and delivery of **one universal wheel tractor**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the forms attached hereto as Annex 1, 2, 3.

Quotations may be submitted on or before **February 15, 2018, 17:00 hours local (Minsk) time** and via

☒ mail to the address below:

United Nations Development Programme
220050, Republic of Belarus, Minsk, Kirov str., 17, 6th floor
Receptionist
(please indicate on the envelope RFQ reference and subject:
UNDP/Wetlands/024/2019 Tractor)

or ☒ e-mail to the address below:

tenders.by@undp.org

(please indicate in the e-mail subject line RFQ reference number and subject:
UNDP_Wetlands_024_2019 Tractor)

Quotations submitted by email must be limited to a maximum of 7MB, virus-free and no more than 5 email transmissions (please put number for each transmission in the subject line, RFQ reference number and subject). They must be free from any form of virus or corrupted contents, or the quotations shall be rejected. In response to your delivered e-mail you shall receive an auto-reply message. In case you did not receive an auto-reply please check the attachment size as well as the correct spelling of the e-mail address.

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 Goods:

Delivery Terms	<input checked="" type="checkbox"/> DAP [INCOTERMS 2010] Turov, Gomelskaya Oblast, Republic of Belarus, or <input checked="" type="checkbox"/> Delivery by the Contractor's transport and at the Contractor's cost to Turov, Gomelskaya Oblast, Republic of Belarus [for the delivery from the territory of the Republic of Belarus]	
Customs clearance, if needed, shall be done by	<input checked="" type="checkbox"/> UNDP	
Exact Addresses of Delivery Locations	OAO "Turovshchina" (Turov, Zhitkovichsky Raion, Gomelskaya Oblast, Republic of Belarus)	
Distribution of shipping documents	Shipping documents should be sent to the address: UNDP in Belarus (project 00096096), 220050, Belarus, Minsk, Kirova str., 17, 6th floor. Copies of the documents should be sent to the e-mail address: sergei.bobrovskih@undp.org	
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> 90 days from the date of contract signing	
Delivery Schedule	<input checked="" type="checkbox"/> Not Required	
Packing Requirements	Packing must ensure undamaged delivery of goods	
Mode of Transport	<input checked="" type="checkbox"/> AIR <input checked="" type="checkbox"/> LAND (preferred) <input checked="" type="checkbox"/> SEA	
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollar (USD) <input checked="" type="checkbox"/> Euro (EUR) <input checked="" type="checkbox"/> Belarusian Ruble (BYN) The contract will be signed and the payment will be made in the currency of submitted offer. In the course of evaluation of price quotations of all Offerors and only for the purposes of their comparison, all prices quoted in the offers in different currencies will be converted in US Dollars, in accordance with the official UN operational rate of exchange on the last day of submission of offers	

Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes. The price quotations of Offerors - non-residents of the Republic of Belarus shall not include VAT. In the price quotations of the Offerors - residents of the Republic of Belarus, VAT, if included, shall be clearly indicated in the price quotation. The price quotations of the Offerors will be compared without VAT
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of twenty-four (24) months or 2000 hours of engine operation from the date of Goods acceptance by UNDP, whichever comes first; <input checked="" type="checkbox"/> Availability of authorized technical support, warranty and after-sales service facility in Belarus for servicing, repairs, periodic maintenance and supply of spare parts and maintenance consumables; <input checked="" type="checkbox"/> Provision of technical support, servicing, supply of spare parts and maintenance consumables under separate contract with the End-user
Deadline for the Submission of Quotation	17:00 hours local (Minsk) time (UTC + 3), February 15, 2019
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> Russian <input checked="" type="checkbox"/> The documentation can be also provided in the English language with full translation of each document into the Russian language

Documents to be submitted	<input checked="" type="checkbox"/> Duly accomplished forms as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> 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 the use and transfer to end users, if applicable; <input checked="" type="checkbox"/> Certificate of Conformity with the Technical Regulations of Eurasian Economic Union (Customs Union), valid at least till the end of 2019; if such certification is not available on the last day of submission of offers, the Offeror must submit an official letter of commitment to provide such a certificate prior to signing the contract; <input checked="" type="checkbox"/> Valid ISO 9001 certificate or equivalent for the manufacturer confirming implementation of certified quality management system of development or/and manufacture and applying to manufacture of the offered goods (if available), or/and other documented evidence (including certificates and declarations) confirming quality of the offered Goods; <input checked="" type="checkbox"/> Business Registration Certificate; <input checked="" type="checkbox"/> Manufacturer's Authorization of the company as a Sales Agent / Distributor in the country (if Offeror is not the manufacturer); <input checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied, if any; <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 (Annex 2); <input checked="" type="checkbox"/> Detailed technical description of the offered Goods (technical brochures, data sheets / manuals, etc. with images of the Goods); <input checked="" type="checkbox"/> Duly accomplished forms as provided in Annex 3; <input checked="" type="checkbox"/> List of contracts (minimum 2) for the similar supply and servicing of wheel tractors (preferably in the Republic of Belarus) performed for the past 3 years and contact details of the clients who may be contacted for further information on those contracts as provided in Annex 3, or statements of satisfactory performance of contracts for the similar supply and servicing of wheel tractors (preferably in the Republic of Belarus) from minimum 2 clients for the past 3 years
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Offeror to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Offeror 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% within thirty (30) days upon complete delivery and acceptance of Goods by UNDP

Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay: 0.2; Max. no. of days of delay: 30; After which UNDP may terminate the contract
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to RFQ requirements and lowest price; <input checked="" type="checkbox"/> Full acceptance of the General Terms and Conditions for contracts (Goods and/or Services); <input checked="" type="checkbox"/> Provision of requested documents, availability of positive references or/and statements
UNDP will award contract to	<input checked="" type="checkbox"/> One and only one Contractor; the contract will be awarded to the quotation that complies with all of the specifications, requirements as well as all other evaluation criteria indicated in the RFQ and offers the lowest price
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services). Applicable Contract Face Sheet (Contract for Goods and/or Services) is available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html or http://www.by.undp.org/content/belarus/en/home/operations/procurement/
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 or http://www.by.undp.org/content/belarus/en/home/operations/procurement/
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of contract if the delivery is delayed by 30 calendar days; <input checked="" type="checkbox"/> Warranty not less than 24 months or 2000 hours of engine operation from the date of acceptance of the Goods by UNDP, whichever comes first; <input checked="" type="checkbox"/> End-user of the Goods: OAO "Turovschina" (Republic of Belarus)
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods by UNDP 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 for contracts (goods and/or services) at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html or http://www.by.undp.org/content/belarus/en/home/operations/procurement/ <input checked="" type="checkbox"/> Company Background Information Form, Track Record and Experiences Form (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) ¹	<i>Sergei Bobrovskih</i> <i>Procurement Specialist, UNDP/GEF Project “Conservation-oriented management of forests and wetlands to achieve multiple benefits”</i> sergei.bobrovskih@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 Offerors

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 Offeror 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,

¹ 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.

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 contract or 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 or purchase order, nor be responsible for any costs associated with a Offeror'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 contract or purchase order 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 and Requirements

Procurement of One (1) Universal Wheel Tractor

Universal wheel tractor is procured to perform wide range of agricultural and forestry works with mounted implements, semi-attached and towed machines and mechanisms (towed disc mower, round baler, mulcher, front mower, other equipment). The tractor must be manufactured and pre-delivery prepared to the highest industry standards and shall be finished in the standard manufacturer's color. The tractor shall have protection of fuel tank, window glass, lighting system and other units and systems against possible damages when working with mulchers and rotor mowers. The procurement is performed in the framework of the UNDP/GEF Project 00096096 "Conservation-oriented management of forests and wetlands to achieve multiple benefits". The locations of tractor' operation: OAO "Turovshchina" (Gomelskaya Oblast, Republic of Belarus).

Item to be Supplied and Quantity	Description / Specifications of Goods (required) and General Requirements	Statement of Compliance with Specifications (required) and General Requirements <i>Comply / Does not comply</i>	Description / Specifications of Goods and Related Services (offered) <i>Please indicate parameters of the offered goods as below</i>
Universal wheel tractor – 1 unit	Model, manufacturer, country of origin	-	<i>Please indicate for the offered Goods: Model: _____ Manufacturer: _____ Country of origin: _____</i>
	I. Technical Specifications:	-	-
	1. Type: Universal wheel tractor with two drive axles, PTO and rear linkage. Intended for use with mounted implements, semi-attached and towed machines and mechanisms;		<i>Please specify tractor type:</i>
	1.1. Weight of standard tractor, kg: Not more than 6000;		<i>Please specify weight:</i>
	2. Ground clearance, mm: Not less than 350;		<i>Please specify ground clearance:</i>
	3. Engine:	-	<i>Please indicate for the engine: Model: _____ Manufacturer: _____ Country of origin: _____</i>
	3.1. Type: Diesel with turbocharger;		<i>Please specify engine type:</i>
	3.2. Engine nominal power, hp: 145 - 155;		<i>Please specify engine nominal power:</i>

3.3. Engine torque: Not less than 500 Nm at 1500 rpm;		<i>Please specify engine torque:</i>
3.4. Emission standard: Not less than Stage II or equivalent standard;		<i>Please indicate emission standard:</i>
3.5. Fuel tank capacity, l: Not less than 230;		<i>Please specify fuel tank capacity:</i>
3.6. Protection of fuel tank: Installed protection against possible damages when working with mulchers, rotor mowers;		<i>Please confirm availability and specify type of protection:</i>
3.7. Starting preheater: Available;		<i>Please confirm availability:</i>
4. Transmission:	-	-
4.1. Gearbox: Mechanical, synchronized, change-speed gearbox;		<i>Please specify type of gearbox:</i>
4.2. Speed reducer: Available, speed 2 km/h or less;		<i>Please confirm availability and specify speed::</i>
4.3. Steering column: Adjustable, ergonomic;		<i>Please specify type of steering column:</i>
4.4. Drive: Four-wheel part-time drive;		<i>Please specify type of drive:</i>
4.5. Reverse (rear) control post: Available;		<i>Please confirm availability and specify its main features:</i>
5. Front axle: With forced blocking and electrohydraulic controls;		<i>Please confirm availability of forced blocking and electrohydraulic controls:</i>
6. Power takeoff (PTO):	-	-
6.1. Rear power takeoff (PTO): Rear drive PTO with right hand rotation (rear tractor view), 35mm shank, having 6 splines (1 3/8" Z=6);		<i>Please confirm availability and indicate direction of rotation and type of shank:</i>
6.2. Rear PTO speed, rpm: 540/1000;		<i>Please specify speed;</i>
6.3. PTO smooth-start under load system: Available;		<i>Please confirm availability:</i>
7. Wheel arrangement: 4 x 4;		<i>Please specify wheel arrangement:</i>
8. Wheels: Each tractor rear wheel can be made dual;		<i>Please confirm that each tractor rear wheel can be made dual:</i>
8.1. Tyre width, mm: - Front: Not less than 400; - Rear: Not less than 500;		<i>Please specify width/size of front and rear tyres:</i>

8.2. Wheel fenders: Front and rear wheel fenders;		<i>Please confirm availability of front and rear wheel fenders:</i>
9. Cabin and controls:	-	-
9.1. Type: For all weather conditions, closed type, providing all-round view and with opening side and rear windows; installed protection of windows against damages when working with mulchers, rotor mowers;		<i>Please state conformance with specified parameters:</i>
9.2. Windshield wiper: Available for front and rear windshields;		<i>Please confirm availability for front and rear windshields:</i>
9.3. Windshield washer: Available for front windshield;		<i>Please confirm availability for front windshield:</i>
9.4. Heater: Available;		<i>Please confirm availability:</i>
9.5. Windshield heater: Available;		<i>Please confirm availability:</i>
9.6. Air conditioner: Available;		<i>Please confirm availability:</i>
9.7. Number of seats: 1 (swivel seat);		<i>Please indicate number of swivel seats :</i>
9.8. Work lights: Headlights and rear lights;		<i>Please specify work lights:</i>
9.9. Rear-view mirrors: Adjustable external mirrors on the right and left sides;		<i>Please confirm availability of adjustable external mirrors on the right and left sides:</i>
9.10. Flashing beacon: Installed on top of cabin roof;		<i>Please confirm availability:</i>
10. Hydraulics:	-	-
10.1. Capacity of hydraulic pump, l/min: not less than 50;		<i>Please specify capacity:</i>
10.2. Hydraulic outlets with standard coupling: Not less than three pairs in the rear;		<i>Please specify number of pairs in the rear:</i>
11. Brake drive system for the trailer: Pneumatic drive;		<i>Please specify type of brake drive system for the trailer:</i>
12. Adjustable height hitch drawbar: Available;		<i>Please confirm availability and height adjustability:</i>
13. Linkage:	-	-
13.1. Rear: Three-point hitch with lifting capacity not less than 4.0 t and tow (drawbar) hitch, category 2;		<i>Please specify parameters of rear linkage:</i>
14. Painting: Standard manufacturer's		<i>Please indicate color:</i>

painting of any color;		
15. Tool kit: Standard tool kit supplied with tractor;		<i>Please confirm supply of tool kit:</i>
16. Operating and maintenance manual, document of the manufacturer confirming tractor production (registration certificate), service log (or equivalent document), document reflecting warranty obligations of the Contractor: In Russian language (supplied with the Goods).		<i>Please list documents to be supplied with tractor and indicate their language:</i>
II. General Requirements:	-	-
1. Year of manufacture: 2018 – 2019 (brand new, not being used or repaired, refurbished or rehabilitated);		<i>Please indicate year of manufacture and confirm that the tractor is brand new, not being used or repaired, refurbished or rehabilitated:</i>
2. Warranty: Not less than 24 months or 2000 hours of engine operation from the date of the Goods acceptance by UNDP, whichever comes first;		<i>Please indicate offered warranty:</i>
3. Warranty requirements: The Contractor / authorized local representative of the Contractor shall provide warranty servicing at the Contractor's cost and shall cover labor, materials and parts. The moment of handing over the Goods as regards warranty obligations shall be the date of signing the acceptance certificate by UNDP. The Contractor shall ensure warranty repairs, restoration of normal functioning of the Goods and replacement of faulty parts of the supplied Goods at the request of UNDP or the End-user within 7 calendar days upon receipt of such request (if and when required the Contractor / authorized local representative of the Contractor qualified staff shall be send to the place of Goods operation for the rectification of defects at the Contractor's cost). The Contractor guarantees that during the warranty period transportation of the Goods and parts and units of the Goods from the place of the Goods operation to the service center of the Contractor /		<i>Please confirm acceptance of all requirements and provide name and details of the service facility to provide warranty servicing of offered tractor:</i>

authorized local representative of the Contractor and back to the place of operation in order to perform warranty repairs and servicing, if required, shall be done at the Contractor's cost;		
<p>4. Service requirements:</p> <p>The Contractor / authorized local representative of the Contractor shall provide after-sales servicing of the Goods for a minimum period of 5 years from the date of Goods acceptance by UNDP (under a separate service agreement to be signed by the Contractor and the End-user of the Goods).</p> <p>The Contractor / authorized local representative of the Contractor shall ensure product support service (in normal business hours), which include provision of responses to all questions regarding operation of the Goods, recommendations for operation, classification of problems and formulation of recommendations online, by phone or other means of communication.</p> <p>The technical support centre for servicing of the Goods shall be located in the Republic of Belarus;</p>		<i>Please confirm acceptance of all requirements and provide details of the technical support centre in charge of after-sales servicing of offered mowers:</i>
<p>5. Spare parts requirements:</p> <p>The Contractor shall warranty supply of spare parts following purchase orders of UNDP or the End-user for a minimum period of 5 years.</p>		<i>Please confirm acceptance of requirements and provide details of the spare parts (and maintenance consumables) supplier:</i>

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

FORM FOR SUBMITTING CONTRACTOR'S QUOTATION*(This Form must be submitted only using the Contractor's Official Letterhead/Stationery)*

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. UNDP/Wetlands/024/2019:

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

Item No.	Description/Specification of Goods	Quantity, units	Unit Price (less VAT)	Total Price per Item (less VAT)
1	Universal wheel tractor (as per the Technical Specifications and Requirements of Annex 1) Model: _____	1		
2	Transportation / delivery cost¹			
-	Terms of delivery:			
-	Total Final and All-Inclusive Price Quotation², currency (in figures):			
-	Total Final and All-Inclusive Price Quotation², currency (in words):			

The price quotations of the Offerors, non-residents of the Republic of Belarus shall not include VAT. In the price quotations of the Offerors, residents of the Republic of Belarus, VAT, if included, shall be clearly indicated in the price quotation. The price quotations of the Offerors will be compared without VAT.

Note:

1. Transportation / delivery to the following destination: Turov, Gomelskaya Oblast, Republic of Belarus.
2. Total Final and All-Inclusive Price Quotation must include **supply and delivery of one (1) tractor on terms of delivery as per i. "Delivery Terms" of Table 2, warranty and all other charges as appropriate.**

We hereby declare and confirm that the Goods offered hereinabove are brand new, not used (operated), shall not be a sample or experimental batch, and shall not be assembled from the restored or rehabilitated parts, units or items.

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

[Designation]

[Date]

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: Not later than 90 days from the date of signing of the contract <i>(please indicate earliest lead time in the appropriate box)</i>			
Delivery Terms (Incoterms 2010): DAP Turov, Gomelskaya Oblast, Republic of Belarus, <u>or</u>			
Delivery Terms (Delivery to the Purchaser's warehouse): Delivery by the Contractor's transport and at the Contractor's cost to Turov, Gomelskaya Oblast, Republic of Belarus (for the delivery from the territory of the Republic of Belarus)			
Presales preparation: The Contractor shall make the presales preparation of the Goods in accordance with the types and volumes as specified by the manufacturer of the tractor and shall make an entry into the service log (or equivalent document) on the completion of such preparation. The Contractor warrants that the reading will be not more than 15 hours of engine operation			

<p>Acceptance of the Goods: Following delivery, the Goods will be inspected and tested to check whether they are operational, conform to the specifications and meet the performance requirements.</p> <p>The Contractor / authorized representative of the Contractor shall dispatch experienced staff to the Goods delivery sites at the Contractor's expense to perform the following tasks:</p> <ul style="list-style-type: none"> -To start-up and field-test the Goods for proper operation, efficiency and capacity; -To perform necessary field adjustments until the Goods operation is satisfactory to UNDP; -To train the End-user's staff on the tractor operation and maintenance, including safety requirements, according to the Contractor's standard program. <p>UNDP will sign the Goods acceptance certificate following demonstrated satisfactory and reliable operation of the tractor, its conformance to the specifications and that it meets performance requirements</p>			
<p>Payment terms: 100% within thirty (30) days upon complete delivery and acceptance of Goods by UNDP</p>			
<p>Validity of Quotation: Not less than 90 days starting from the submission deadline date</p>			
<p>Compliance with All Provisions of the UNDP General Terms and Conditions for contracts (goods and/or services) available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html or http://www.by.undp.org/content/belarus/en/home/operations/procurement/</p>			
Copy of Business Registration Certificate			
Manufacturer's Authorization of the company as a Sales Agent / Distributor in the country (if Offeror is not the manufacturer)			
Written Self-Declaration of not being			

included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List (as provided below the Table)			
Copy of Certificate of Conformity with the Technical Regulations of Eurasian Economic Union (Customs Union) valid at least till the end of 2019; if such certification is not available on the last day of submission of offers the Offeror must submit an official letter of commitment to provide such Certificate prior to signing the contract			
Copy of valid ISO 9001 certificate or equivalent for the manufacturer confirming implementation of certified quality management system of development or / and manufacture and applying to manufacture of the offered goods (if available), or / and other documented evidence (including certificates and declarations) confirming quality of the offered Goods			
Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied, if any			
Detailed technical description of the offered Goods (technical brochures, data sheets / manuals, etc with images of the Goods)			
List of contracts (minimum 2) for the similar supply and servicing of wheel tractors (preferably in the Republic of Belarus) performed for the past 3 years and contact details of the clients who may be contacted for further information on those contracts as provided in Annex 3, or statements of satisfactory performance of contracts for the similar supply and servicing of wheel tractors (preferably in the Republic of Belarus) from minimum 2 clients for the past 3 years			

We hereby declare 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]

1. *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 Contractor must submit them to UNDP if awarded the contract.*

Company Background Information

Each legal entity or individual entrepreneur submitting the quotation shall complete the form:

1	<i>Offeror's legal name:</i>	
2	<i>Address:</i>	
3	<i>Telephone number:</i>	
4	<i>E-mail address:</i>	
5	<i>Fax Number:</i>	
6	<i>Country of registration, place of registration:</i>	
7	<i>Registration date:</i>	
8	<i>Name of body issuing registration certificate:</i>	
9	<i>Name and position of the head of company/organization:</i>	
10	<i>Contact person under the offer:</i>	
11	<i>Bank details:</i>	

The legal entity/individual entrepreneur indicated in the Company Background Information Form above has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against this legal entity/individual entrepreneur that could impair its operations in the foreseeable future.

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

Track Record and Experiences:

Please provide information on the contracts (minimum 2) for the similar supply and servicing of wheel tractors (preferably in the Republic of Belarus) performed for the past 3 years and contact details of the clients who may be contacted for further information on those contracts:

Client	Contract dates	Goods supplied and related services performed	References Contact Details (Name, Phone, Email)

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