



## REQUEST FOR QUOTATION (RFQ) (Services)

	DATE: January 18, 2019
	REFERENCE: BBRFQ59209

Dear Sir / Madam:

We kindly request you to submit your quotation for Architectural and Engineering Services, 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 January 28, 2019 and via (choose appropriate box) ☒ *e-mail* to the address below:

**United Nations Development Programme**  
UN House, Marine Gardens, Christ Church, Barbados  
Procurement Unit  
***Procurement.bb@undp.org***

Quotations submitted by email must be limited to a maximum of 15MB, virus-free and no more than 2 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

Exact Address/es of Delivery Location/s (identify all, if multiple)	UN House, Marine Gardens, Christ Church, Barbados
Latest Expected Delivery Date and Time ( <i>if delivery time exceeds this, quote may be rejected by UNDP</i> )	<input checked="" type="checkbox"/> As per Delivery Schedule attached <i>Annex 1 - TOR</i>
Delivery Schedule	<input checked="" type="checkbox"/> Required
Preferred Currency of Quotation <sup>1</sup>	<input checked="" type="checkbox"/> Local Currency : BBDs
Value Added Tax on Price Quotation <sup>2</sup>	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes
Deadline for the Submission of Quotation	<i>Monday, January 28, 2019 and 10 am AST</i>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted <sup>3</sup>	<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"/> Latest Business Registration Certificate; <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
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms <sup>4</sup>	<input checked="" type="checkbox"/> Others Based on Annex 1 – TOR – Delivery Schedule
Evaluation Criteria [check as many as applicable]	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions

UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services)
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for de minimi contracts (services only, less than \$50,000)  Applicable Terms and Conditions are available at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ	<input checked="" type="checkbox"/> TOR (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>  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>Procurement Unit</i> <i>Procurement.bb@undp.org</i>  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.

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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

**Thank you and we look forward to receiving your quotation.**

**Sincerely yours,**  
*Procurement Unit*  
January 18, 2019

## TERMS OF REFERENCES (TOR)

### Provision of Architectural and Engineering Services for the UN House in Barbados

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#### Objective:

UNDP is seeking to contract a suitably qualified contractor for the provision of the range of architectural and engineering consultancy services to be provide to the UNDP on a single appointment, multi-disciplinary basis. The services will be used on an on-call basis in connection with renovation works to occur at/within the UN House located at the Marine Gardens, Hastings, Barbados. The requirement for the consultancy services will include the following:

- a. Architectural design;
- b. Engineering (such as: mechanical, electrical and plumbing (MEP));
- c. Optional specialist consultancy services to include but, may not be limited to: permit/code review expediting services, fire protection, information technology (IT), Telecommunications and/or Audio Visual (A/V).

For clarity, structural engineering consultancy services will not be required as part of this multi-disciplinary appointment.

#### Scope of Works:

The Contractor shall be responsible with the following tasks:

1. Review the existing architectural and engineering drawings of the UN House;
2. Produce updated sketches and layout plans, to correct or supplement the existing as-built drawings and data as necessary to reflect existing conditions; this shall also include actual measurements of the office space as well as commonly used areas (hallways, conference rooms, etc.);
3. Review and update square footage of office space, both usable office and common areas for the entire UN House;
4. Review overall space allocation on the 2<sup>nd</sup> floor of the UN House and propose a new floorplan for at least 2 clusters comprising of a number of individual offices on each floor, preferably with separate entrances/hallways;
5. Propose a new layout of offices on the 2<sup>nd</sup> floor and cubicle areas within the allocated space, by splitting and/or reconfiguring the existing offices and open areas in accordance with the existing CMP standards;
6. Review existing layout of the right wing of ground floor of the UN House and propose reconfiguration of the space aimed at creating more offices and cubicle areas in accordance with the existing CMP standards;
7. Identify alternative space for common conference room on the 2<sup>nd</sup> floor and if possible, create a small conference room on the ground floor;
8. Redesign the kitchenette/pantry on the 2<sup>nd</sup> floor;
9. Propose an on-site storage solution on the property of the UN House (outside the building);
10. The proposed design shall factor in all building engineering systems as required, which may include: all incoming utility services, electrical power, lighting, ventilating & air conditioning (HVAC), plumbing, IT/Telecommunications and fire protection; the proposed design shall be in compliance with the codes and regulations, ensuring that the electrical supply, drainage, ventilation and other needs of such systems are met by the

design and that they do not impact building operations throughout the construction and at project completion;

11. Review the inventory of the existing “modular” materials and prepare a bill of quantity and specifications required for reconfiguration of the space using industry-standard formats;
12. Produce cost estimates for the proposed design.

**Deliverables:**

<b>Deliverable</b>	<b>Due Date</b>	<b>Payment %</b>
Draft Report (Including layouts, floor plans) Meeting on Draft Report	8 <sup>th</sup> February 2019	50
Final Report	15 <sup>th</sup> February 2019	50

## Annex 2

### FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>5</sup>

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>6</sup>)*

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 as per TOR**

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
1	Draft Report (Including layouts, floor plans) Meeting on Draft Report	1		-	
2	Final Report	1		-	
	<b>Total Prices of Goods<sup>7</sup></b>				
	Add : Cost of Transportation				
	Add : Cost of Insurance				
	Add : Other Charges (pls. specify)				
	<b>Total Final and All-Inclusive Price Quotation</b>				

<sup>5</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>6</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

<sup>7</sup> Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

**TABLE 3 : Offer to Comply with Other Conditions and Related Requirements**

<b>Other Information pertaining to our Quotation are as follows :</b>	<b>Your Responses</b>		
	<b><i>Yes, we will comply</i></b>	<b><i>No, we cannot comply</i></b>	<b><i>If you cannot comply, pls. indicate counter proposal</i></b>
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>			

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]*