



## REQUEST FOR QUOTATION (RFQ)

Procurement and Supply of sport inventory for Sabratha Tennis School, Libya	DATE: February 27, 2019
	REFERENCE: RFQ/LBY/SLCRR/2019/032

Dear Sir / Madam:

We kindly request you to submit your quotation for procuring of sport inventory for Sabratha tennis School, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations should be submitted **not later than 14 March 2019 at 14:00 PM Tripoli, Libya time** via email at following emails address: [tenders.ly@undp.org](mailto:tenders.ly@undp.org) with reference number RFQ/LBY/SLCRR/2019/032, or hand delivered to the address below:

UNDP country Office in Libya  
Palm City Residence, villa 228  
Sidi Abduljaleel, Janzour Area, Tripoli, Libya.

Quotations submitted by email 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 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 above mentioned goods.

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	DAP	
Customs clearance, if needed, shall be done by:	UNDP Libya	
Exact Address of Delivery Location	Sabratha Tennis School, Sabratha, Libya	
Latest Expected Delivery Date and Time	<input checked="" type="checkbox"/> 40 Days from the receipt of the Purchase Order (PO)	
Delivery Schedule	<input checked="" type="checkbox"/> Required	
Packing Requirements	Supplier has to ensure that the delivered items are not tempered with and remain intact while receiving the delivery of goods.	
Mode of Transport	<input checked="" type="checkbox"/> AIR <input checked="" type="checkbox"/> OTHER	<input checked="" type="checkbox"/> By Road

Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars – <u>local supplier must have bank account outside of Libya, in order to receive the payment in US\$.</u>
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Warranty for supplied equipment for minimum period of 1 year
Deadline for the Submission of Quotation	<b>14 March 2019, 14:00 hours Tripoli, Libya time, ref. <a href="http://www.greenwichmeantime.com">www.greenwichmeantime.com</a></b>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2 (stamped and signed) <input checked="" type="checkbox"/> Written Self- declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List of other UN ineligibility List <input checked="" type="checkbox"/> Business Registration of the Firm/Company <input checked="" type="checkbox"/> Company Profile including brochure of offered products <input checked="" type="checkbox"/> Quality Certificate of the product (where applicable) <input checked="" type="checkbox"/> The Offeror must have experience in supply of similar or related product for the past 5 years and have performed at least 2 contracts with the value of contracts not less than USD 40,000.00 (per each contract)
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 the delivery and written acceptance of it
Liquidated Damages	Liquidated damages for delay caused by Vendor shall be 2% of the price of the Contract per each week of delay. The assessment will not exceed 10 percent of the contract value. UNDP Libya will be authorized to deduct this amount from the supplier's outstanding invoice. In the event the value is in excess of 10 percent of contract value the UNDP Libya shall terminate the Purchase Order without any other liability or claim of any kind to UNDP Libya.
Evaluation Criteria [check as many as applicable]	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <sup>1</sup> <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Warranty for the proposed goods <input checked="" type="checkbox"/> Company's experience - at least 2 contracts with the value of contracts not less than USD 40,000.00 (per each contract)
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

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<sup>1</sup> 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.

Conditions for Release of Payment	<input checked="" type="checkbox"/> 100% upon the delivery and written acceptance of goods based on full compliance with RFQ requirements within 30 days of delivery.
Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Goods/Works 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 Unit UNDP Libya <a href="mailto:procurement.ly@undp.org">procurement.ly@undp.org</a>  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 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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

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

**Sincerely yours,**

A handwritten signature in black ink, appearing to be 'MS', is written over a horizontal line.

Mohammed Salih,  
Programme Coordinator.  
UNDP Libya

**Technical specifications**  
**Procurement and Supply of sport inventory for Sabratha Tennis School, Libya**

The details specs of required goods are as below:

No	Item	QTY	Technical Specifications	Compliance YES/NO	Please fill-in the offered specifications
1	Score Board	4	Fully-molded and deep- drawn 4 mm ABS plastic plates are very robust, weather-resistant and non-fade. 6 stable easily rotatable, non-adherent turntables with 7 cm high, clearly legible numbers are hallmarks of this top product. The Court Royal Pointer can be displayed on both sides and due to its improved design with Home and Guest, it has a better clarity. Stable, label with sand plastic, base with aluminium rods for crossing the Court Royal Pointers Size: 46 x 60 cm with 7 cm high numbers. 3 different colors: Blue/ white/ Green		
2	Plastic Basket Ball	4	Sturdy plastic ball basket with rollers, and long handles that can be slid into both sides for use as a stand and for carrying the basket. Standing height 80 cm, Capacity approx. 80 balls., Weight: 1.9 kg.		
3	Training aids marking plates	2	Made of soft PVC, diameter 19 cm, height 5cm, 50 plates in 5 different colors, per color 10 pieces		

4	Training aids marking markers	2	Soft hemisphere with 20 cm Ø in 4 different colors, height 9 cm, 40 pieces stacked on a carrier pole.		
5	Training aids Hurdles set	2	6 hurdles, adjustable in height to 20 cm and 33 cm. Width 44 cm, Complete with bag.		
6	Training aids medicine balls: -1kg -2kg -3kg -4kg -5kg	20 (4 each)	Made of rubber with non-slip surface and needle valve. 21 cm, 1000 g		
7	Coordination ladder	4	Dimensions: 800 cm long, 50 cm wide. Distance between strips: 45 cm. Complete with bag		
8	Marking-cone-28-green	8	Plastic, 28 cm high for multiple use, color green		
9	Marking cone-28-red	8	Plastic, 28 cm high, color red		
10	Marking-cone-28-blue	8	Plastic, 28 cm high, color blue		
11	Jump rope 240 cm	20	Plastic jump rope with stable clutches. Length 240 cm. Color yellow		
12	Court marking tapes	4	PVC, 8 corners, 12 legs and 8 circles, yellow		
13	Street marking tapes	4	PVC, 4 corners and 12 lines, yellow		

14	Multi sports radar	1	Speed control from 5 to 199 km/h or 3 to 150 m/h • Measuring distance from 1-12 m. Three-figure LED-display with 55mm high digits • Voice-announcement of the displayed digits is adjustable. On the average batteries without voice are non-perishable ca. 50h, batteries with voice ca. 30h. Automatic switch-off- function for saving the batteries 5 AA batteries are needed (Not contained in consignment). • Suitable for all tripods Dimensions: 18 cm x 15 cm x 12 cm		
15	Tennis- balls-unlimited-stage-1	20	Pack of 12. High-quality woven flex felt. 25% slower and 10% lighter than normal tennis balls. ITF approved		
16	Tennis- balls-unlimited-stage-2	20	Pack of 12. High-quality woven flex felt. 40% slower and 20% lighter than normal tennis balls. ITF approved		
17	Tennis- balls-unlimited-stage-3	20	Pack of 12. High-quality woven flex felt. 6% larger and 20% lighter than normal tennis balls. ITF approved		
18	Tennis children balls foam-ball-stage 3	5	Pack of 12. Soft foam ball especially developed for starting off on the small field and midcourt. Distinctly larger than Stage 1 + 2 balls, slower bounce and fly behavior		
19	Tennis balls unlimited-code-black 4 balls	200	Pack of 4. A combination of natural rubber and woven English plains felt		
20	Bimbi small court tennis system	5	Size: 6.10 x 0.85 m, weight approx. 6.5 kg		

21	Tennis racket-stage- 1	50	length: 64 cm, weight: 220 g		
22	Tennis racket-stage- 2	50	length: 60 cm, weight: 200 g		
23	Tennis racket-stage 3	50	length: 54 cm, weight: 180 g		
24	Head Tennis racket (graphene 360 speed MR tour racket)	20	Grip size : 3 Weight : 300g Head size : 645 cm <sup>2</sup> Length : 685 mm Balance : 320 mm String pattern: 16/19 Profile: 23 mm		

25	Stringing machine PRO's Pro V800 stringing machine (or equivalent)	1	<ul style="list-style-type: none"> <li>-Electronic tension mechanism with digital LED display and precise tension accuracy.</li> <li>-Constant linear string gripper with true constant pull avoids any tension loss during the stringing process.</li> <li>-Tension range in both pounds and kilograms from 11 to 89 pounds (5 to 40 kilograms), using a converting switch.</li> <li>-Optional pre-stretch functionality at either 10%, 15%, 20% or 25%.</li> <li>-Different linear gripper pulling speeds, depending on the type of string.</li> <li>-Power input with fuse protection.</li> <li>-Integrated stand optional</li> <li>-Six point mounting system [the highest in the machine market], eliminates any possibility of racquet distortion.</li> <li>- 360 degree swivel turntable with two stainless steel clamp base bars.</li> <li>- Four independently micro-adjustable mounting arms, depending on the size of the racquet frame.</li> <li>- Four universal heavy duty K frame shoulder supports that provide ultimate support to any tennis, squash, badminton or racquetball racquet when stringing.</li> <li>- Two dual action, all metal, swivel automatic clamp bases, handling any type of racquet. Clamp Base automatically unlocks upon the release of the Fixed Clamp.</li> <li>- Ball bearing turntable device, resulting in a fast, easy and smooth turntable movements.</li> <li>- Micro-adjustable head and throat mounting posts, accommodating any length racquet.</li> <li>- Padded throat mounting posts, resulting in no cosmetic damage to the frame.</li> </ul>		
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**FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>2</sup>**  
***(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>3</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. **RFQ/LBY/SLCRR/2019/032**:

**Procurement and Supply of sport inventory for Sabratha Tennis School, Libya**

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

No	Item	Technical Specifications	QTY	Unit Price in USD	Total Price in USD
1	Score Board	Fully-molded and deep- drawn 4 mm ABS plastic plates are very robust, weather-resistant and non-fade. 6 stable easily rotatable, non-adherent turntables with 7 cm high, clearly legible numbers are hallmarks of this top product. The Court Royal Pointer can be displayed on both sides and due to its improved design with Home and Guest, it has a better clarity. Stable, label with sand plastic, base with aluminum rods for xing the Court Royal Pointers Size: 46 x 60 cm with 7 cm high numbers. 3 different colors: Blue/ white/ Green	4		
2	Plastic Basket Ball	Sturdy plastic ball basket with rollers, and long handles that can be slid into both sides for use as a stand and for carrying the basket. Standing height 80 cm, Capacity approx. 80 balls., Weight: 1.9 kg.	4		
3	Training aids marking plates	Made of soft PVC, diameter 19 cm, height 5cm, 50 plates in 5 different colors, per color 10 pieces	2		
4	Training aids marking markers	Soft hemisphere with 20 cm Ø in 4 different colours, height 9 cm, 40 pieces stacked on a carrier pole.	2		
5	Training aids Hurdles set	6 hurdles, adjustable in height to 20 cm and 33 cm. Width 44 cm, Complete with bag.	2		

<sup>2</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>3</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

6	Training aids medicine balls: -1kg -2kg -3kg -4kg -5kg	Made of rubber with non-slip surface and needle valve. 21 cm, 1000 g (4 each)	20		
7	Coordination ladder	Dimensions: 800 cm long, 50 cm wide. Distance between strips: 45 cm. Complete with bag	4		
8	Marking-cone- 28-green	Plastic, 28 cm high for multiple use, color green	8		
9	Marking cone- 28-red	Plastic, 28 cm high, color red	8		
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14	Multi sports radar	Speed control from 5 to 199 km/h or 3 to 150 m/h • Measuring distance from 1-12 m Three-figure LED-display with 55mm high digits Voice-announcement of the displayed digits is adjustable. On the average batteries without voice are non- perishable ca. 50h, batteries with voice ca. 30h. Automatic switch-off- function for saving the batteries 5 AA batteries are needed (Not contained in consignment). • Suitable for all tripods Dimensions: 18 cm x 15 cm x 12 cm	1		
15	Tennis- balls- unlimited- stage-1	pack of 12. High-quality woven flex felt. 25% slower and 10% lighter than normal tennis balls. ITF approved	20		
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17	Tennis- balls- unlimited- stage-3	pack of 12. High-quality woven flex felt. 6% larger and 20% lighter than normal tennis balls. ITF approved	20		
18	Tennis children balls foam-ball- stage 3	pack of 12. Soft foam ball especially developed for starting off on the small field and midcourt. Distinctly larger than Stage 1 + 2 balls, slower bounce and fly behaviour	5		
19	Tennis balls unlimited- code-black 4 balls	pack of 4. A combination of natural rubber and woven English plains felt	200		
20	Bimbi small court tennis system	Size: 6.10 x 0.85 m, weight approx. 6.5 kg	5		
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22	Tennis racket-stage- 2	length: 60 cm, weight: 200 g	50		
23	Tennis racket-stage 3	length: 54 cm, weight: 180 g	50		
24	Head Tennis racket (graphene 360 speed MR tour racket)	Grip size : 3 Weight : 300g Head size : 645 cm <sup>2</sup> Length : 685 mm Balance : 320 mm String pattern: 16/19 Profile: 23 mm	20		
25	Stringing machine PRO's Pro V800 stringing machine (or equivalent)	<ul style="list-style-type: none"> <li>-Electronic tension mechanism with digital LED display and precise tension accuracy.</li> <li>- Constant linear string gripper with true constant pull avoids any tension loss during the stringing process.</li> <li>-Tension range in both pounds and kilograms from 11 to 89 pounds (5 to 40 kilograms), using a converting switch.</li> <li>-Optional pre-stretch functionality at either 10%, 15%, 20% or 25%.</li> <li>-Different linear gripper pulling speeds, depending on the type of string.</li> <li>- Power input with fuse protection.</li> <li>- Integrated stand optional</li> <li>-Six point mounting system [the highest in the machine market], eliminates any possibility of racquet distortion.- 360 degree swivel turntable with two stainless steel clamp base bars.- Four independently micro-adjustable mounting arms, depending on the size of the racquet frame.- Four universal heavy duty K frame shoulder supports that provide ultimate support to any tennis, squash, badminton or racquetball racquet when stringing.- Two dual action, all metal, swivel automatic clamp bases, handling any type of racquet. Clamp Base automatically unlocks upon the release of the Fixed Clamp.- Ball bearing turntable device, resulting in a fast, easy and smooth turntable movements.- Micro-adjustable head and throat mounting posts, accommodating any length racquet.- Padded throat mounting posts, resulting in no cosmetic damage to the frame.- All metal machine base with four rubber legs, designed to go on any flat surface.- Convenient tool storage area with rubber base insert.- Strings any tennis, squash, badminton or racquetball racquet, whether an oversized, wide or long body type racquet.- Two tennis, squash, badminton and racquetball clamps are included with the machine.- Set of Allen Keys included for minor adjustments, if needed.</li> </ul>	1		

**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>
Valid Business registration			
Country/ies Of Origin of good proposed:			
Warranty and After-Sales Requirements (12 months) where applicable			
Technical specifications – Annex 1			
Technical data Sheet including brochures and photos			
Validity of Quotation (90 days)			
All Provisions of the UNDP General Terms and Conditions			
Delivery terms and period (meeting the terms and timeframe of RFQ (DAP Sabratha, within 40 days from the date of receipt of signed Purchase Order)			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address and Mobile Number: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_