



REQUEST FOR QUOTATION RFQ 023/19

NAME & ADDRESS OF FIRM	DATE: March 6, 2019
	REFERENCE: Supply, delivery and installation of a total of one energy efficient greenhouse with all supporting equipment's for horticulture development center/nursery in Ptghavan village, Ayrum community of Tavush region, RoA.

Dear Sir / Madam:

We kindly request you to submit your quotation for **“Supply, delivery and installation of a total of one energy efficient greenhouse with all supporting equipment's for horticulture development center/nursery in Ptghavan village, Ayrum community of Tavush region, RoA”**. The detailed Technical Specification is attached separately as 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 16:00 (GMT +4) on March 20, 2019 and via e-mail, or courier mail to the address below:

Tenders.armenia@undp.org
or

United Nations Development Programme
14 Petros Adamyan street, 0010, Yerevan

Quotations submitted by email must be limited to a maximum of 10MB, virus-free and no more than 3 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:

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP to Ptghavan village of Ayrum community of Tavush Region, Armenia.
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> UNDP
Exact Address/es of Delivery Location/s	Ptghavan village of Ayrum community of Tavush Region, RoA
Latest Expected Delivery Date and Time (<i>if delivery time exceeds this, quote may be rejected by UNDP</i>)	<input checked="" type="checkbox"/> 120 days from the issuance of the Purchase Order (PO)/ Contract for goods
Delivery Schedule	<input checked="" type="checkbox"/> Required
Mode of Transport	<input checked="" type="checkbox"/> LAND <input checked="" type="checkbox"/> SEA
Preferred Currency of Quotation ²	<input checked="" type="checkbox"/> United States Dollars or <input checked="" type="checkbox"/> Local Currency: Armenian drams
Value Added Tax on Price Quotation ³	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Warranty period as of Annex 1.
Deadline for the Submission of Quotation	16:00, <i>Wednesday, March 20, 2019 Local time</i>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English or <input checked="" type="checkbox"/> Armenian
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"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <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 checked="" type="checkbox"/> Company's profile; <input checked="" type="checkbox"/> List of similar past contracts

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"/> Quality Certificates (ISO, etc.) - compliance / quality certificates for the greenhouse structure and cover; <input checked="" type="checkbox"/> Technical specifications of the proposed goods <input checked="" type="checkbox"/> Warranty – as per Annex 1 <input checked="" type="checkbox"/> Availability of local warranty and after-sales services
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 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"/> 100% upon complete delivery and acceptance of goods
Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay: 0.25% Max. no. of days of delay: 6 weeks Next course of action: contract termination
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁶ . <input checked="" type="checkbox"/> Suppliers must have at least 3 years of experience supplying products with similar technical specifications. <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions. <input checked="" type="checkbox"/> Warranty period for the offered equipment – as per Annex 1
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 / Contract for Goods
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ ⁷	<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 (Annex 3). Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.

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.

⁶ Where the information is available in the web, a URL for the information may simply be provided

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<p>Contact Person for Inquiries (Written inquiries only)⁸</p>	<p>Procurement Unit Procurement.armenia@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 Proposers.</p>
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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.

⁸ 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.

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 Armenia**

SPECIFICATION OF GREENHOUSE

1. **Title**
Supply, delivery and installation of a total of one energy efficient greenhouse with all supporting equipment's for horticulture development center/nursery in Ptghavan village, Ayrum community of Tavush region, RoA.
2. **Project Title**
UNDP "Integrated Support to Rural Development: Building Resilient Communities Project".
3. **Project Description**
"Integrated Support to Rural Development: Building Resilient Communities" is implemented in borderline communities of Tavush Region of the Republic of Armenia with the financial support of the Russian Federation. The overall goal of the project is to ensure balanced development of Tavush region of RA through an integrated socio-economic approach. The project aims at raising the quality of life and income level of the local population in 45 bordering communities of Tavush region.
4. **Scope of Work**
Within the scope of "Integrated Support to Rural Development: Building Resilient Communities" Project is planned to purchase and install in total of one energy efficient greenhouse with all supporting equipment's for horticulture development center/nursery in Ptghavan village, Ayrum community of Tavush region, RoA.

№	Specifications of Greenhouse	
1.	Physical dimensions	Width from 9 to 10 m
2.		Length from 25 to 30 m
3.		Surface area from 225 ÷ 300 m ²
4.		Height to the ridge from 4.5 to 5.5 m
5.	Framework of greenhouse	Galvanized steel structure on concrete point foundations
6.	Cover of greenhouse	Upper surface: two-layer film coating with the system of inflation of the interlayer space; constant air pressure by electric turbine with cyclic timer; thickness of each layer not less than 180 microns
7.		Side walls surface: plastic film (thickness not less than 180 microns) or polycarbonate sheet (thickness not less than 6mm)
8.		Frontal walls surface: plastic film (thickness not less than 180 microns) or polycarbonate sheet (thickness not less than 6mm)
9.	Door	Turn or sliding double-wing doors from both frontal sides of the greenhouse; galvanized steel framework; height not less than 2.0 m; width not less than 2.0 m
10.		Cover: plastic film (thickness not less than 180 microns) or polycarbonate sheet (thickness not less than 6mm)
11.	Windows	Side and roof ventilation windows
12.		Cover: plastic film (thickness not less than 180 microns) or polycarbonate sheet (thickness not less than 6mm)
13.	Heating system	Possible options: a) Gas heater for low pressure with the output of exhaust gases to the outside and all necessary support elements b) Gas boiler for low pressure with water heating system, boiler-

No	Specifications of Greenhouse	
		house, pipelines, radiators and other necessary support elements
14.	Water drain system	Required
15.	Water supply	Required. The closest water pipeline is about 100 m away. Polyethylene pipes, diameter of main pipe line not less than 1.5 inch.
16.	Power supply	Required - 220 V. The closest main electrical line is about 100 m away.
17.		Dual sockets for 5 A, not less than 4 pcs
18.		On-off switch for 5 A, not less than 2 pcs
19.		Power break box, switches for 20 A, not less than 2set
20.		Separate switches: connection of circulating fans and a water pump with separate switches.
21.	Lighting	Required. LED light luminaries. Not less than 50 lux across the entire territory.
22.	Ventilation system	Forced ventilation system including all necessary support elements; not less than 2 air ventilators with capacity of each not less than 4000 m ³ / h.
23.		Side and roof ventilation openings with anti-insect nets including all necessary support elements
24.	Drip irrigation	Not required
25.	Humidification system	Not required
26.	Plant support system	Necessary quantity of metal hooks with nylon rope
27.		Metal rope
28.	Wind resistance	Not less than 80 km/h
29.	Snow resistance	Not less than 20 kg/m ²
30.	Certifications	The Contractor should provide all supporting documents and certificates for the greenhouse and equipment's
31.	Installation	Required - one-phase
32.		Required the leveling of the territory
33.		Foundation: on concrete point foundations
34.		Framework: with bolts, screws, nuts and hooks (no welding involved)
35.		Cover anchor: with galvanized steel J-profile with springs
36.	Warranty	Not less than four years on all parts (including cover, structure, equipment's and installation)

5. Institutional Arrangement

The Contractor shall purchase and install greenhouse with all supporting equipment's in Ptghavan village, Ayrum community of Tavush Region in the location identified by the customer.

6. Delivery Time

Within 120 days after issuing Purchase Order.

7. Duty Station

Ptghavan village of Ayrum community of Tavush Region, RoA.

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁹

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹⁰)

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. 023/19:

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

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price, currency	Total Price per Item, currency
1	Supply of greenhouse (as detailed in Annex 1)	1	120 days		
	Total Prices of Goods¹¹				
	Add: Cost of Transportation (Ptghavan village, Ayrum community of Tavush region, RoA)				
	Add: Cost of installation				
	Add: Cost of Insurance				
	Add: Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation				

TABLE 2: Offer to Comply with Other Conditions and Related Requirements

No	Description	Availability (Yes/No)
1	Technical responsiveness/Full compliance to requirements	
2	Manufacturer/suppliers must have at least 3 years of experience in manufacturing/supply of products with similar technical specifications.	
3	Warranty on required equipment as per Annex 1.	
4	Availability of local warranty and after-sales services	
5	Full acceptance of the PO/Contract General Terms and Conditions	
6	Detailed technical specifications	
7	Quality Certificates (ISO, etc.) - compliance / quality certificates for the greenhouse structure and cover;	

⁹ This serves as a guide to the Supplier in preparing the quotation and price schedule.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

¹¹ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

8	Latest Business Registration Certificate	
9	Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer)	
10	Written Self-Declaration 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]

Attached separately