



REQUEST FOR QUOTATION (RFQ)

TO: INTERESTED SUPPLIERS	DATE: March 7, 2019
	REFERENCE: BB-RFQ-65514 for Supply & Delivery of Interior and Finishing Material to Salisbury Education Campus in Dominica

Dear Sir / Madam:

We kindly request you to submit your quotation for Interior and Finishing Material 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 through **UNDP's eTendering online system** <https://etendering.partneragencies.org> on or before **5p.m. EST, March 25, 2019**.

Please refer to "UNDP eTendering User Guide for Bidders" available at <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

Please acknowledge receipt of this RFQ by sending an email to procurement.bb@undp.org indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFQ. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFQ.

The Technical Bid and Financial Bid files MUST BE COMPLETELY SEPARATE and sent separately and clearly marked as either "TECHNICAL BID" or "FINANCIAL BID," as appropriate. Each document shall include the Proposer's name and 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.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

Delivery Terms [INCOTERMS 2010] <i>(Pls. link this to price schedule)</i>	<input checked="" type="checkbox"/> DAP – Delivered at Place
Customs clearance, 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"/> Preferably within 30 days from the issuance of the Purchase Order (PO). Expected Contract Award period is 8 April 2019. Bidders may propose alternative delivery timeframes which will be evaluated in the technical evaluation process.
Delivery Schedule	<input checked="" type="checkbox"/> Required (Bidder to include delivery time on Annex 1 Price Form)
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Standard Warranty on Parts to be provided and indicated
Pre-Bid Conference	<input checked="" type="checkbox"/> Will be held on 18 March 2019, 10a.m AST in UNDP's office located at 16 Kennedy Avenue, Roseau, Dominica. This conference is also recommended for bidders who wish to have guidance on the correct preparation of bidding documents. Bidders' Attendance shall be confirmed to procurement.bb@undp.org no later than 12pm AST 15 March 2019. Audio conference details can be provided for those unable to attend in-person.
Deadline for the Submission of Quotation	5p.m. EST, March 25, 2019
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted by Bidder	<input checked="" type="checkbox"/> Duly Accomplished Forms as provided in Annex 1 and Annex 2; Annex 2 (Price Schedule) must be submitted as separate password protected attachment. <input checked="" type="checkbox"/> If applicable, 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"/> If applicable, 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"/> 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"/> If applicable, Complete documentation, information and declaration of any goods classified or may be classified as “Dangerous Goods”. <input type="checkbox"/> Others <i>[pls. specify as many as required]</i>
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 allowed
Payment Terms ¹	<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: 1% Percentage of contract price per week of delay, up to a maximum duration of one month, after which UNDP may terminate the purchase.
Allowable Manner of Submitting Bids	e-Tendering
Bid Submission Address	https://etendering.partneragencies.org
Electronic Submission (eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. ▪ The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. ▪ Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/

¹ 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.

Evaluation Criteria	<p>After preliminary evaluation (verification that all required documents have been submitted), the following evaluation stages will take place:</p> <p>Stage 1</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Full compliance to requirements (See Annex 1 for all technical specifications & Bid Compliance requirements. Bidders must confirm and complete Table 1 and Table 2) <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <p>Stage 2</p> <p><u>Technical Bid (100%)</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Quality: Ceilings System includes all components required and correct material types. Suspension System, material, surface finish, ASTM classification, humidity and sag resistance, mold/mildew protection acoustical properties, VOC emissions consistent with example product. Windows & Doors: material, hardware, hurricane resistance / wind rating, mechanical operation, trim. <p>45%</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Durability: Materials and warranty period. 25% <input checked="" type="checkbox"/> Delivery timeframe in days following insurance of purchase order (to be indicated in Table 1 of Annex 1 by bidder). 30% <p>Evaluation will be conducted by a UNDP appointed panel. Only companies who achieve a minimum score of 70 points (70% out of 100%) of the above technical criteria will be considered for the financial evaluation. Bidders are encouraged to submit detailed specifications to facilitate the evaluation panels' review.</p> <p><u>Financial Bid (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>Criteria for financial evaluation</p> <p>The following formula will be used to evaluate financial proposal: $p = y (\mu/z)$, where: p=points for the financial proposal being evaluated; y=maximum number of points for the financial proposal; μ=price of the lowest priced proposal; z = price of the proposal being evaluated.</p>
UNDP will award to:	<input checked="" type="checkbox"/> One Supplier

Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html <input type="checkbox"/> Other Type/s of Contract <i>[pls. specify]</i>
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
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 ²	<input checked="" type="checkbox"/> Technical Specifications & Bid compliance requirements Form (Annex 1) <input checked="" type="checkbox"/> Price Schedule Form (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) ³	Procurement Unit, UNDP Barbados and the OECS Procurement.bb@undp.org . Please use subject email “RFQ for Interior and Finishing Material 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 Bid that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. 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.

² Where the information is available in the web, a URL for the information may simply be provided.

³ 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 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

Annex 1

Technical Specifications and Bid Compliance

Table 1: Technical Specifications

			BIDDER TO COMPLETE		
#	Item to be supplied Description/Specifications	Quantity	Delivery Time Needed from contract signing till delivery to the place of destination (days)	Applicable Warranties and Details	Other Information (<i>Bidder to include any information/description according to what is offered and make reference to relevant attachments submitted</i>)
INTERIOR AND FINISHING MATERIAL*			<i>(Bidder to indicate)</i>	<i>(Bidder to indicate)</i>	<i>(Bidder to indicate)</i>
1	Interior Ceiling - Furnish complete system suspended Aluminum Grid & Tiles, comparable to Armstrong Metal works	14,000 sf			
2	Interior Ceiling Furnish complete suspended ceiling grid and tile (mineral fiber or gypsum) system comparable to Armstrong Fine Fissured Square Lay-in, medium texture, with Universal Hold Down Clips.	14,000 sf			
3	Ceiling – Exterior Corridor, Aluminum – 1656 sf.	1,800 sf			
4	Folding Partitions - ± 20x9' with track and hardware	6 ea.			
5	Exterior Doors (36" x 80"), Frames, Hinges, Lockset, Deadbolt - Wood	25 ea.			
6	Exterior Doors (36" x 80"), Frames, Hinges, Lockset, Deadbolt – Steel Clad	25 ea.			

7	Interior Doors (32" x 80"), Frames, Hinges, Lockset, Deadbolt – wood	28 ea.			
8	Powder coated aluminum louver windows with tempered glass or aluminum blades	720 sf			

***Additional Notes and Instructions:**

Prices for alternate ceiling systems have been requested. The final decision will be made in consultation with the owner.

Prices for exterior doors have been requested for wood and steel-clad doors. The total number of doors is estimated at 25 with two sets of double doors.

Rough opening for windows is estimated to be 4 feet in height and 6 feet in width. Rough opening sizes will be confirmed with purchase order. Total window openings are estimated at 720 square feet.

Bidders may submit a price schedule of prices for available prefabricated windows.
Maximum grid spacing is 2 feet (0.61 meters)

System shall include broad spectrum control of mold, mildew, and odor/stain causing bacteria over the warranty period

System shall not be damaged, including sagging, by environment of constant temperature up to 49 degrees Celsius and 100% relative humidity

Supplier is encouraged to verify field conditions, provide ceiling grid layout plans per the floor plans provided with the RFQ

Quantities are estimates only. Payment will be for quantities delivered and approved by the Project Manager and Quality Assurance Manager.

Items will be delivered to the bidder's facility in Dominica or to the construction site in Salisbury. Delivery to the construction site in Salisbury is preferred for the items noted.

Specification sheets attached are illustrative only other brands may be proposed but must be accompanied with full specification and installation details.

Detailed specification sheets must be provided for and installation / application of all items.

TABLE 2 : BID COMPLIANCE

Other Information pertaining to our Quotation are as follows:	BIDDER TO COMPLETE (Please check appropriate boxes below)		
	<i>Yes, we comply</i>	<i>No, we cannot comply</i>	<i>Comments</i>
Please confirm your company is legally registered and licensed for supplying of all material requested and you have submitted your Latest Business Registration Certificate;			
Validity of Quotation for 90 days			
All Provisions of the UNDP General Terms and Conditions			
Please confirm you have submitted 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]

Annex 2 (TO BE SUBMITTED AS SEPARATE ATTACHMENT FROM ANNEX I)

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁴

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁵)

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. _____:

Price Schedule

Item #	Description	UOM	Quantity	Unit Price	Total Price
Interior and Finishing Materials					
1	Interior Ceiling - Furnish complete system suspended Aluminum Grid & Tiles, comparable to Armstrong Metal works	sf	14,000		
2	Interior Ceiling Furnish complete suspended ceiling grid and tile system comparable to Armstrong Fine Fissured Square Lay-in, medium texture, with Universal Hold Down Clips.	sf	14,000		
3	Ceiling – Exterior Corridor, Aluminum – 1656 sf.	sf	1,800		
4	Folding Partitions - ± 20x9' with track and hardware	ea	6		
5	Exterior Doors (36" x 80"), Frames, Hinges, Lockset, Deadbolt - Wood	ea	25		
6	Exterior Doors (36" x 80"), Frames, Hinges, Lockset, Deadbolt – Steel Clad	ea	25		
7	Interior Doors (32" x 80"), Frames, Hinges, Lockset, Deadbolt – wood	ea	28		

⁴ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁵ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

8	Powder coated aluminum louver windows with tempered glass or aluminum blades	sf	720		
Shipping charge (DAP)					
Other Costs (Please specify), if applicable					
Warranty					
GRAND TOTAL					

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