



REQUEST FOR QUOTATION (RFQ) (Goods)

NAME & ADDRESS OF FIRM	DATE: March 20, 2019
	REFERENCE: UNDP-IRH-201903-RFQ-11- Provision of Office Furniture

Dear Sir / Madam:

We kindly request you to submit your quotation for UNDP-IRH-201903-RFQ-11-Provision of Office Furniture, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2A and Annex 2B.

Quotations may be submitted before March 27, 2019 17:00 (Istanbul time zone, GMT +3) via *e-mail*, to the address below:

United Nations Development Programme

procurement.irh@undp.org

Quotations submitted by email must be limited to a maximum of **35** MB, 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] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> DAP	
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror	
Exact Address/es of Delivery Location/s (identify all, if multiple)	UNDP Istanbul Regional Hub Regional Bureau for Europe and the CIS Key Plaza, Abide-i Hürriyet Cd. Istiklal Sk. No:11 7 th Floor 34381, Sisli, Istanbul, Turkey	
Type of Competition	National Competition ²	
UNDP Preferred Freight Forwarder, if any ³	N/A	
Distribution of shipping documents (if using freight forwarder)	N/A	
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	Furniture delivery, at latest, must be completed by <u>Sunday, 05 May 2019</u>	
Delivery Schedule	<input checked="" type="checkbox"/> Required	
Packing Requirements	N/A	
Mode of Transport	<input type="checkbox"/> AIR	<input checked="" type="checkbox"/> LAND
	<input type="checkbox"/> SEA	<input type="checkbox"/> OTHER [pls. specify]
Preferred Currency of Quotation ⁴	<input checked="" type="checkbox"/> Local Currency: TRY	
Value Added Tax on Price Quotation ⁵	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 12 months	

¹ Must be linked to INCO Terms chosen.

² Goods are local available, however, all prospective offerors who wish to apply may do so. There must a branch/store/showroom is located in Istanbul, Turkey.

³ Depends on INCO Terms. The suggestion to use a UNDP preferred courier is only for purposes of familiarity with procedures and documentary requirements applicable to the UNDP when clearing with customs.

⁴ 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.

⁵ 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.

	<input checked="" type="checkbox"/> Technical Support <input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input checked="" type="checkbox"/> Replacement of any time that is erroneous
Deadline for the Submission of Quotation	<i>Wednesday, March 27, 2019, 17:00, Istanbul Time zone (GMT +3)</i>
Method for Submitting Proposals	<p>Bidders are requested to submit their Bids in pdf format to the email address (procurement.irh@undp.org).</p> <p>Quotations submitted by email must be limited to a maximum of thirty five (35) MB, virus-free and no more than three (3) email transmissions. They must be free from any form of virus or corrupted contents, or the proposals shall be rejected.</p> <p><u>Description:</u></p> <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. ▪ Please ensure that the bid files are <u>sent</u> to UNDP <u>before the deadline</u> and protected with a password. ▪ Do not send password with the bid. ▪ Do not share/send the password before you are requested by UNDP. ▪ UNDP will request passwords from bidders during the bid opening on March 28, 2019 10:00 AM, Istanbul Time, (GMT +3). ▪ Bid passwords should be sent only to this e-mail address: procurement.irh@undp.org ▪ Max. file size per transmission: 35 MB with maximum 3 transmissions Mandatory subject of email: UNDP-IRH-201903-RFQ-11-Provision of Office Furniture - <i>Submission-Company Name</i> ▪ Submission recipient: procurement.irh@undp.org
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Other: Turkish
Documents to be submitted ⁶	<input checked="" type="checkbox"/> Duly completed Submission form as provided in Annex 2A, including <ul style="list-style-type: none"> - Annex 2A – Submission form - Annex 2B - Furniture Price Proposal (BoQ) - TABLE 1 - Offeror’s declaration,

⁶ First 2 items in this list are mandatory for the supply of imported goods

	<p>- <i>TABLE 2 - Offer to Comply with Other Conditions and Related Requirements</i></p> <p>All offered items must be compliant with the Technical Specifications (Annex 1);</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Photos and/or catalogue sheets of all offered items, including dimensions and color variations; <input checked="" type="checkbox"/> Quality Certificates (ISO, etc.); <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"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied (where applicable); <input checked="" type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); <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"/> Product Catalogue and Technical Specification Sheets <p>*All furniture is subject to review. A field visit will be arranged for the proposed goods of considered vendor.</p>
Period of Validity of Quotes starting the Submission Date	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> 120 days <p>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.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms ⁷	<input checked="" type="checkbox"/> 15% upon contract award and 75% upon complete delivery of goods
Liquidated Damages	Percentage of contract price per day of delay: 0,25% Max. number of days of delay 10, after which UNDP may terminate the contract.
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁸

⁷ 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.

⁸ 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"

	<input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</i> <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time ⁹ <input checked="" type="checkbox"/> Submission of all requested forms on order
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
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 10 days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Delivery of all goods requested as per the BoQ <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ ¹⁰	Annex 1 Furniture Technical Specification Annex 2A Form for Submitting Supplier's Quotation Annex 2B Furniture Price Proposal (BoQ) Annex 3 Drawing – IFAD Furniture Plan (in both .pdf and .dwg formats) Annex 4 General Terms and Conditions 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) ¹¹	<i>Procurement IRH</i> procurement.irh@undp.org <i>All clarification must be done latest 3 days before the submission deadline to the email address: procurement.irh@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.

as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

⁹ *This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).*

¹⁰ *Where the information is available in the web, a URL for the information may simply be provided.*

¹¹ *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.*

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 adjusted. 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 4.

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,
Operations IRH**