



REQUEST FOR QUOTATION (RFQ)

To All Bidders	DATE: March 20, 2019
	REFERENCE: UNDP/SOM/RFQ/2019/001 for Provision of Vehicle and Generator Maintenance for UNDP Hargeisa Area Office

Dear Sir / Madam,

We kindly request you to submit your quotation **Provision of Vehicle and Generator Maintenance for UNDP Hargeisa Area Office under a Long Term Agreement (LTA)** 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 **14:00H East Africa Time (GMT+3) on Monday, April 1, 2019** and via ☒ *e-mail or*, ☒ *hand delivered* in a sealed envelope clearly marked Reference: **'UNDP/SOM/RFQ/2019/001 Provision of Vehicle and Generator Maintenance for UNDP Hargeisa Area Office'** to the address below:

United Nations Common Compound (UNCC)
Block B, Alongside Hargeisa road or Pepsi road, 300M from West 2nd Bridge towards South up to 1st roundabout, Hargeisa, Somaliland.
Tel. +252 2 525505/7/8/9; +252634000917

For Email – Please email your quotation to bids.so@undp.org with the title: 'UNDP/SOM/RFQ/2019/001 Provision of Vehicle and Generator Maintenance for UNDP Hargeisa Area Office'

If you wish to hand deliver your bids, please notify Ahmed Issa at registry.hargeisa@undp.org at least 24 hours prior to delivery with the following details to facilitate security clearance at the gate:

- Name of the person
- Identification Number
- Expected date and time of arrival

Please note: **Quotations sent to or copied to personal email addresses of UNDP staff or any other UNDP email address other than the mandatory designated email address will be disqualified.**

Quotations submitted by email must be limited to a maximum of **30 MB**, virus-free and no more than two email transmissions in **PDF format**. 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 goods:

Delivery Terms (INCOTERMS 2010)	☒ EXW
Exact Address/es of Delivery Location/s (identify all, if multiple)	At Vendor's Premises
Latest Expected Delivery Date and Time (<i>if delivery time exceeds this, quote may be rejected by UNDP</i>)	☒ As per Delivery Schedule attached in Annex 2
Packing Requirements	N/A
Mode of Transport	☒ N/A
Preferred Currency of Quotation	☒ United States Dollars
Value Added Tax on Price Quotation	☒ Must be exclusive of VAT and other applicable indirect taxes
Deadline for the Submission of Quotation	Monday 1st April 2019 at 14:00H East Africa Time (GMT+3)
All documentations, including catalogs, instructions and operating manuals, shall be in this language	☒ English
Documents to be submitted	☒ Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; ☒ Latest Business Registration Certificate; ☒ Latest Internal Revenue Certificate / Tax Clearance; ☒ Proof of experience in providing similar services for at least two years; ☒ Proof of workshop/garage facility – submit photos and details of physical address; ☒ 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	☒ 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	☒ Are Permitted. Bidders may bid for one or more COMPLETE LOTS as listed in Annex 1.
Payment Terms	☒ 100% within 30 days of UNDPs acceptance of goods and receipt of invoice for goods supplied against each Purchase Order (PO)

Evaluation Criteria	<table><tr><th>Evaluation Criteria</th><th>Pass</th><th>Fail</th></tr><tr><td>Certificate of Registration of Business</td><td></td><td></td></tr><tr><td>Tax registration/payment certificate by internal revenue</td><td></td><td></td></tr><tr><td>Minimum two years of relevant experience</td><td></td><td></td></tr><tr><td>Minimum 2 contracts of similar value, nature and complexity implemented over the last two (2) years (for JV/Consortium/Association, all parties cumulatively should meet requirement)</td><td></td><td></td></tr><tr><td>Financial form as provided in Annex 2, signed. Price will be evaluated based on Lowest Priced technically responsive offer per LOT</td><td></td><td></td></tr><tr><td>Technical responsiveness/Full compliance to requirements and lowest price</td><td></td><td></td></tr><tr><td>Proof of workshop/garage facility</td><td></td><td></td></tr><tr><td>Compliance with delivery lead time</td><td></td><td></td></tr><tr><td>Full acceptance of the PO/Contract General Terms and Conditions;</td><td></td><td></td></tr></table>	Evaluation Criteria	Pass	Fail	Certificate of Registration of Business			Tax registration/payment certificate by internal revenue			Minimum two years of relevant experience			Minimum 2 contracts of similar value, nature and complexity implemented over the last two (2) years (for JV/Consortium/Association, all parties cumulatively should meet requirement)			Financial form as provided in Annex 2, signed. Price will be evaluated based on Lowest Priced technically responsive offer per LOT			Technical responsiveness/Full compliance to requirements and lowest price			Proof of workshop/garage facility			Compliance with delivery lead time			Full acceptance of the PO/Contract General Terms and Conditions;		
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UNDP will award to:	☒ One or more Suppliers, depending on the following factors: 1. Lowest cumulatively priced technically compliant bidder per (complete) LOT. 2. Preference is to award all (complete) LOTS to one offeror, therefore UNDP reserves the right to award the offeror that quoted for all two LOTS and whose price proposal for both LOTS was not the lowest but the difference between their total offer and the lowest financial offer for individual LOT 1 and LOT 2 combined does not exceed 10%.																														
Type of Contract to be Signed	☒ Contract Face Sheet (Goods and-or Services) UNDP based on a Long-Term Agreement for a minimum of two (2) year period and may be extended up to a maximum of one (1) additional one-year period subject to satisfactory performance evaluation, price competitiveness and availability of funds. OBJECTIVE AND SET UP OF THE LONG-TERM AGREEMENT (LTA) Objective: The overall objective of setting up this LTA is to facilitate and expedite the provision of the vehicle and generator maintenance services for UNDPs requirement under the LTA.																														

	Trigger for Supply of Required services: The Vendor shall receive a Purchase Order for specific requirements from UNDP Somalia and ensure timely delivery as specified in the RFQ Number of LTAs: UNDP will award the LTA to one or two suppliers selected from this procurement process in line with the evaluation methodology and criteria specified herein. The LTA shall be nonexclusive and will not have an upfront commitment by UNDP in terms of volume contracted during its duration as this will be determined by actual needs. When UNDP has specific requirements, this shall be initiated through a Purchase Order based on unit rates quoted by the awarded company in the RFQ process. <u>PLEASE NOTE THAT ALL REPLACEMENT PARTS FOR VEHICLES AND GENERATORS WILL BE PROVIDED BY UNDP AND SHOULD BE EXCLUDED FROM THE FINANCIAL PROPOSAL.</u>
Contract General Terms and Conditions	☒ 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
Special conditions of Contract	☒ Cancellation of PO/Contract if completion of work is delayed by 10 calendar days.
Conditions for Release of Payment	☒ Written Acceptance of services based on full compliance with RFQ requirements
Annexes to this RFQ	☒ Specifications of the Goods, Services Required (Annex 1) ☒ Form for Submission of Quotation (Annex 2) ☒ General Terms and Conditions / Special Conditions: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html 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 procurement.so@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.

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.

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

Thank you and we look forward to receiving your quotation.

Sincerely yours,


Digitally signed by
Iryna Malykh
DN: cn=Iryna Malykh,
o=UNDP-Somalia,
ou=Procurement,
email=Iryna.Malykh@undp.org, c=US
Date: 2017.03.19
14:31:43 +03'00'

Iryna Malykh
Procurement Specialist
Somalia Country Office

TECHNICAL SPECIFICATIONS

LOT 1: VEHICLE MAINTENANCE

Item	Generic Description (incl. Technical specifications, quality & safety standards, special features required)	Maintenance Schedule	No. of Vechiles
Scheduled services			
1.1	Basic Engine component maintenance 1.1.1. The engine oil to be drained from the crankcase and replaced with a quality energy conserving 15W40, API CI4 / CH4 / SL motor oil. 1.1.2. The oil filter and fuel filter are to be replaced in each service level with a new one that meets or exceeds the manufacturer recommendations. 1.1.3. Air cleaner filter is to be replaced every three-oil change. 1.1.4. Air conditioning filters to be repalced. 1.1.5. Car wash services – Body wash, interior wipe down and vacuum, Engine wash and underbody wash	Every 5000 KM Every 10,000 KM Every 30,000 KM Every 10,000 KM Every 5000 KM	10 vehicles
1.2	Additional Basic scheduled components maintenance 1.2.1. Inspect and correct or replace timing belt and drive belt as necessary 1.2.2. Inspect valve clearance using thickness gauge and adjust if necessary 1.2.3. Inspect engine coolant and replace if necessary with only Toyota super long-life coolant or similar high quality.	150,000 KM Every 40,000 KM Every 40,000 KM Every 40,000 KM	

Item	Generic Description (incl. Technical specifications, quality & safety standards, special features required)	Maintenance Schedule	No. of Vechiles
	1.2.4. Inspect diesel smoke and advise for necessary maintenance		
	1.2.5. Inspect Vacuum pump oil hose and adjust if necessary	Every 20,000 KM	
	1.2.6. Inspect fuel tank cap, fuel lines, connection and fuel vapor control valve.	Every 20,000 KM	
1.3	Inspection, correction, replacement, cleaning, adjustment, or lubrication are to be made as necessary avoid leakages, Fluids, deterioration, or abnormal wear for the following components:		
	1.3.1 Clutch pedal free play and Clutch fluid	10,000 KM	
	1.3.2. Brake pedal and parking Brake	10,000 KM	
	1.3.3 Brake pads and discs	10,000 KM	
	1.3.4. Brake fluid (replace every 40,000 KM)	10,000 KM	
	1.3.5. Brake linings and drums,	20,000 KM	
	1.3.6. Vacuum pump for brake booster (replace the blade)	200,000 KM	
	1.3.7. Brake pipes and hoses.	20,000 KM	
	1.3.8. Power steering fluid	10,000 KM	
	1.3.9. Steering wheel (linkage and steering gear box oil)	10,000 KM	
	1.3.10 Drive shaft boots including tightening of bolts	10,000 KM	
	1.3.11 Propeller shaft grease	10,000 KM	
	1.3.12 Ball joints and dust covers	10,000 KM	
	1.3.13 Differential gear oil	20,000 KM	
	1.3.14 Manual transmission	40,000 KM	
	1.3.15 Automatic transmission	40,000 KM	
	1.3.16 Wheel bearing grease (tampered roller type wheel bearing only) and ball joints grease	40,000 KM	
	1.3.17 Tyres and inflation pressures	10,000 KM	
	1.3.18 Tyres are to be rotated and "Wheels Off" inspection of all four-wheel brakes and components	10,000 KM	
	1.3.19 All lights, horns, wipers and washer	10,000 KM	
	1.3.20 Air conditioning / Cooler refrigerant	20,000 KM	

Item	Generic Description (incl. Technical specifications, quality & safety standards, special features required)	Maintenance Schedule	No. of Vechiles
1.4	Cooling and heater system: 1.4.1 Check that the radiator, condenser, and or intercooler are not blocked with leaves, dirt, or insects and clean them as necessary. 1.4.2 Check the hose connection for the installation condition, corrosion etc., and clean or replace as necessary.	As necessary	
Unscheduled Services			
2	2.1 Toe in toe out	As necessary	
	2.2 Positive and negative Camber Fan belt(s)	As necessary	
	2.3 Shock absorbers	As necessary	
	2.4 Front and rear coil springs	As necessary	
	2.5 Upper and lower link bushes and ball joints	As necessary	
	2.6. Front and rear stabilizers bushes and connecting rods	As necessary	
	2.7 Axle shaft boots	As necessary	
	2.8 Front and rear drive shaft journal kits	As necessary	
	2.9 Engine mountings	As necessary	
	2.10 Rear suspension control rod bushes	As necessary	
	2.11 Exhaust system	As necessary	
	2.12 Windshield wipers and washers	As necessary	
	2.13 Clutch system overhauling.	As necessary	
	2.14 Engine overhauling.	As necessary	
	2.15 Gearbox overhauling.	As necessary	
	2.16 Differential overhauling.	As necessary	
	2.17 Steering system/linkage overhauling	As necessary	
	2.18 Body Repair (paint shop	As necessary	
	2.19 Welding	As necessary	
	2.20 Labor charge for tires replacement	As necessary	
	2.21 chassis Lubrication	As necessary	

Filters and Oils for Vehicles

Item	Generic Description [incl. Technical specifications, quality & safety standards, special features required]	Qty	Number of vehicles
1	High quality grade engine Oil Specifications: Price to be based upon one gallon 4 Liters for 100 series 6-cylinder Diesel Engine. Two gallons (8 Liter) for 200 series 8-cylinder engine. If additional oil is required, it is to be added to the invoice as a line item at the unit price quoted on the Price Schedule G-DLD-1 API CF-4 Or API CF Recommended oil viscosity (SAE) 20W-50 Temperature range °C -7 up to 38	4 Ltr	10 vehicles
2	Filters for Toyota Land cruiser Prado: Product Specification: Element Assy Fuel Filter	6 Pc	6 Vehicles
	Product Specification: Element Kit Oil Filter	6 Pc	6 Vehicles
	Filters for Land Cruiser Hardtop: Product Specification: Element Assy Fuel Filter	1 Pc	1 Vehicle
	Product Specification: Element Kit Oil Filter	1 Pc	1 Vehicle
	Toyota Hilux Double Cabin 6 seater Product Specification: Element Assy Fuel Filter	1 Pc	1 Vehicle
	Product Specification: Element Kit Oil Filter	1 Pc	1 Vehicle
	Toyota Land cruiser GX Station/Wagon Product Specification: Element Assy Fuel Filter	1 Pc	1 Vehicle
	Product Specification: Element Kit Oil Filter	1 Pc	1 Vehicle
	Nissan Patrol Station Wagon4WD Product Specification: Element Assy Fuel Filter	1 Pc	1 Vehicle
	Product Specification: Element Kit Oil Filter	1 Pc	1 Vehicle

LOT 2: GENERATOR MAINTENANCE SERVICES AND EXPECTED OUTPUTS

Item	Scope of Generator Maintenance Services and expected outputs	Maintenance Schedule	Number of Generators
1	The Contractor shall provide scheduled generator maintenance services to accommodate UNDP business continuity.	Every three months services will be performed.	Number of Generators 3 gen-sets (2 Perkin 110 KVA and 1 Perkin 65 KVA)
2	2.1. Regularly ensure cleanliness of fuel system components. 2.2. Drain water from the fuel system. 2.3. Check fuel filter(s) both primary and secondary filters and replace them at regular interval every 200 hours of operation or annually whichever is earlier. 2.4. Filters should be placed properly and ensure no dirt or dust enters while fixing filters. 2.5. Repair any leaks from the low pressure of fuel system and from the cooling, lubrication or system. Replace any high-pressure fuel line that has leaked. 2.6. Check all fuel connections. 2.7. Clean lift pump strainer, check injector fuel pump and adjust engine speed if necessary 2.8. The air must be purged from the fuel system in case air enters in the system. 2.9. Drain water and sediment from the fuel tank at service intervals and refill the tank.		
3	Engine Air Cleaner Element – Cleaner Replace 3.1. Visually inspect air cleaners, air pre-cleaner, and the dust bowl for damage to the pleats, the seal, the gaskets, accumulation of dirt and debris. Discard any damage element and remove any dirt and debris inside or outside of the air cleaner elements as needed. 3.2. The air cleaner element should be replaced at least once a year and should be done regardless. 3.3. Inspect turbocharger and oil drain and fit it.		
4	Cooling System 4.1. Check and adjust fan belts (replace where necessary 4.2. Check coolant level and top up as needed with correct coolant mixture into tank and maintain coolant at COLD FULL mark		

Item	Scope of Generator Maintenance Services and expected outputs	Maintenance Schedule	Number of Generators
	4.3. Flash the cooling system with clean water in order to remove any debris 4.4. Clean the cooling system filler cap and inspect the gasket. If the gasket is damaged discard the old filler cap and install new one. 4.5. Check radiator core and tanks for leakage/blockage/clogging etc and clean it as necessary. 4.6 Inspect radiator for damaged fins, corrosion, dirt, grease, insect, leaves, oil, other debris and clean it as necessary. 4.7. Check protection switch 4.8 regular cleaning and inspection of the aftercooler core from debris, dust, and any other thing things.		
5	Engine Valve Lash Regular cleaning and inspection of the aftercooler core from debris, dust, and any other thing things.		
6	Battery Charging System 6.1 Check battery and charging system and all DC wiring connections. 6.2 Inspect the cracks on the belt and replace as necessary 6.3 Inspect battery regularly and replace as necessary 6.4 Ensure a full charge in order to help prevent the battery from freezing 6.5 Visual inspection for belt tensioner and or guide roller for damages and adjust or replace as necessary		
7	Main Alternator 7.1 Check all AC power connections and fix. 7.2. MCCB- Cable lug connection and operation Visual inspection of alternator windings for any ingress of foreign matter. 7.3 Check air gap		
8	Control System Check control system for generator and change over switch operation		
9	Exhaust System 9.1 Inspect the exhaust manifold for damage and if necessary, replace the exhaust manifold 9.2 Visual check of exhaust pipe work and fumes		

Item	Scope of Generator Maintenance Services and expected outputs Check the torque on all the bolts and tighten if needed	Maintenance Schedule	Number of Generators
10	Crankcase Breather (Canister) 10.1 Clean the outside of the canister 10.2 Lubricate the O ring seal on the new canister with clean engine lubricating oil and install new canister and tighten it properly (do not over tighten)		
11	Engine cleaning Periodically inspect and clean the entire engine components and remove accumulated debris of oil, grease, fuel, dust etc.		
12	Engine mounts Inspect Engine mounts for deterioration and for correct bolt torque. Any engine mounts that shows deterioration should be replaced.		
13	Engine Oil and Filter 13.1 Maintain the oil level between the "ADD" mark and the "FULL" mark on the engine oil dipstick and not fill above full mark 13.2. Replace oil and filter at regular interval of every 250-hour service with recommended standard quality		
14	Fan Clearance 14.1 The clearance between the cover and the fan requires checked and adjusted the gap as needed. 14.2 Ensure that the cover is centralized to the fan.		
15	Hoses and Clamps Inspect/Replace hoses that are cracked or soft and tighten loose clamps		
16	Turbo Charger 16.1. Regular visual inspection and clean or replacement of turbo charger is required to avoid any further damage to other components of the engine 16.2 Clean interior of the pipes to prevent dirt. check and adjust obvious heat discoloration, loose bolts, damage to the oil supply lines and oil drain line. 16.3 Check and adjust obvious heat discoloration, loose bolts, damage to the oil supply lines and oil drain line		

Item	Scope of Generator Maintenance Services and expected outputs	Maintenance Schedule	Number of Generators
	16.4 Ensure that the compressor wheel rotates freely and check oil leaks at backside of the compressor		
17	Inspect engine for leads and for loose connections 17.1 Make thorough inspections of the engine compartment before starting the engine 17.2 Look Items such as oil leaks at back side of the compressor		
18	Water pump inspection Visually inspect the water pump for leaks, dirt and debris and repair as needed.		
19	Starting Motor and Testing 19.1 Simulate mains failure to ensure correct time taken for the set to start continuing to operation a "No load" condition for not more than 10 minutes and record operating temperatures, pressures, frequency and voltage. If permitted, transfer to customer load and record current across all phases. Continue recording all parameters after every 15 minutes. Carry out visual inspection during test. 19.2 Check electrical connections and clean the electrical connections as necessary.		

Filters and Oil for Generators

20	High quality grade engine Oil one gallon 4 Liters for 4-cylinder Generator Diesel Engine. Recommended oil viscosity (SAE) 15W-40 Temperature range °C -7 up to 38	3 pcs	
21	Fuel filter 934-181 for 110 KVA engine	2 Pcs	
22	Oil filter for Perkin 110 KVA engine	2 Pcs	
23	Fuel filter for Perkin 65 KVA engine	1 Pc	
24	Oil filter for Perkin 65 KVA engine	1 Pc	

FORM FOR SUBMITTING SUPPLIER'S QUOTATION*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery)*

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. UNDP/SOM/RFQ/2019/001 for Provision of Vehicle and Generator Maintenance for UNDP Hargeisa Area Office:

TABLE 1: Offer to Provide Services Compliant with Technical Specifications and Requirements

PLEASE NOTE THAT ALL REPLACEMENT PARTS FOR VEHICLES AND GENERATORS WILL BE PROVIDED BY UNDP AND SHOULD EXCLUDED FROM THE FINANCIAL PROPOSAL.

Lot 1 VEHICLES MAINTENANCE

Item	Description/Specification of goods/service	Unit of Measure (UoM)	No. of services	Rate Price (USD)
1. Scheduled Services				
1.1	Basic engine component maintenance			
1.1.1	The engine oil to be drained from the crankcase and replaced with a quality energy conserving 15W40, API CI4 / CH4 / SL motor oil.	Per service	1	
1.1.2	The oil filter and fuel filter are to be replaced in each service level with a new one that meets or exceeds the manufacturer recommendations.	Per service	1	
1.1.3	Air cleaner filter is to be replaced every three-oil change.	Per service	1	
1.1.4	Air conditioning filters to be replaced.	Per service	1	
1.1.5	Car wash services – Body wash, interior wipe down and vacuum, Engine wash and underbody wash	Per service	1	
1.2	Additional Basic scheduled components maintenance			
1.2.1	Inspect and correct or replace timing belt and drive belt as necessary	Per service	1	
1.2.2	Inspect valve clearance using thickness gauge and adjust if necessary	Per service	1	
1.2.3	Inspect engine coolant and replace if necessary with only Toyota super long life coolant or similar high quality.	Per Service	1	

Item	Description/Specification of goods/service	Unit of Measure (UoM)	No. of services	Rate Price (USD)
1.2.4	Inspect diesel smoke and advise for necessary maintenance	Per Service	1	
1.2.5	Inspect Vacuum pump oil hose and adjust if necessary	Per Service	1	
1.2.6	Inspect fuel tank cap, fuel lines, connection and fuel vapor control valve.	Per Service	1	
1.3	Inspection, correction, replacement, cleaning, adjustment, or lubrication are to be made as necessary avoid leakages, Fluids, deterioration, or abnormal wear for the following components:			
1.3.1	Clutch pedal free play and Clutch fluid	Per service	1	
1.3.2	Brake pedal and parking Brake	Per service	1	
1.3.3	Brake pads and discs	Per service	1	
1.3.4	Brake fluid (replace every 40,000 KM)	Per service	1	
1.3.5	Brake linings and drums	Per service	1	
1.3.6	Vacuum pump for brake booster (replace the blade)	Per service	1	
1.3.7	Brake pipes and hoses.	Per service	1	
1.3.8	Power steering fluid	Per service	1	
1.3.9	Steering wheel (linkage and steering gear box oil)	Per service	1	
1.3.10	Drive shaft boots including tightening of bolts	Per service	1	
1.3.11	Propeller shaft grease	Per service	1	
1.3.12	Ball joints and dust covers	Per service	1	
3.1.13	Differential gear oil	Per service	1	
3.1.14	Manual transmission	Per service	1	
3.1.15	Automatic transmission	Per service	1	
3.1.16	Wheel bearing grease (tampered roller type wheel bearing only) and ball joints grease	Per service	1	
3.1.17	Tires and inflation pressures	Per service	1	
3.1.18	Tires are to be rotated and "Wheels Off" inspection of all four-wheel brakes and components	Per service	1	
3.1.19	All lights, horns, wipers and washer	Per service	1	
1.3.20	Air conditioning / Cooler refrigerant	Per service	1	

1.4	Cooling and Heater System			
1.4.1	Check that the radiator, condenser, and or intercooler are not blocked with leaves, dirt, or insects and clean them as necessary.	Per service	1	
1.4.2	Check the hose connection for the installation condition, corrosion etc., and clean or replace as necessary	Per service	1	
2	Unscheduled Services:			
2.1	Toe in toe out	Per service	1	
2.2	Positive and negative Camber Fan belt(s)	Per service	1	
2.3	Shock absorbers	Per service	1	
2.4	Front and rear coil springs	Per service	1	
2.5.	Upper and lower link bushes and ball joints	Per service	1	
2.6	Front and rear stabilizers bushes and connecting rods	Per service	1	
2.7	Axle shaft boots	Per service	1	
2.8	Front and rear drive shaft journal kits	Per service	1	
2.9	Engine mountings	Per service	1	
2.10	Rear suspension control rod bushes	Per service	1	
2.11	Exhaust system	Per service	1	
2.12	Windshield wipers and washers	Per service	1	
2.13	Clutch system overhauling.	Per service	1	
2.14	Engine overhauling.	Per service	1	
2.15	Gearbox overhauling.	Per service	1	
2.16	Differential overhauling.	Per service	1	
2.17	Steering system/linkage overhauling	Per service	1	
2.18	Body Repair (paint shop)	Per service	1	
2.19	Welding	Per service	1	
2.20	Labor charge and tires replacement	Per service	1	
2.21	Chassis Lubrication	Per service	1	
Sub-Total				

Filters and Oils for Vehicles

Item	Description/Specification of goods/service	Unit of Measure (service)	Quantity	Unit Price (USD)	Total Price (USD)
1	Replace High quality grade engine Oil Specifications: one gallon 4 Liters for 100 series 6-cylinder Diesel Engine. Two gallons (8 Liter) for 200 series 8-cylinder engine. If additional oil is required, it is to be added to the invoice as a line item at the unit price quoted on the Price Schedule G-DLD-1 API CF-4 Or API CF Recommended oil viscosity (SAE) 20W-50 Temperature range °C -7 up to 38	4 Ltr	10 vehicles		
2	Replace Filters for Toyota Land cruiser Prado: Product Specification: Element Assy Fuel Filter	1 piece per vehicle	6 vehicles		
	Product Specification: Replace Element Kit Oil Filter	1 piece per vehicle	6 vehicle		
3	Filters for Toyota Land Cruiser Hard top: Product Specification: Replace Element Assy Fuel Filter	1 piece per vehicle	1 vehicle		
	Product Specification: Replace Element Kit Oil Filter	1 piece per vehicle	1 vehicle		
4	Toyota Hilux Double Cabin 6-seater: Product Specification: Replace Element Assy Fuel Filter	1 piece per vehicle	1 vehicle		
	Product Specification: Replace Element Kit Oil Filter	1 piece per vehicle	1 vehicle		
5	Toyota Land cruiser GX Station/Wagon Product Specification: Replace Element Assy Fuel Filter	1 piece per vehicle	1 vehicle		
	Product Specification: Replace Element Kit Oil Filter	1 piece per vehicle	1 vehicle		
7	Nissan Patrol Station Wagon4WD Product Specification: Replace Element Assy Fuel Filter	1 piece per vehicle	1 vehicle		
	Product Specification: Replace Element Kit Oil Filter	1 piece per vehicle	1 vehicle		
Sub-Total					
Total for LOT 1					

LOT 2: GENERATOR MAINTENANCE SERVICES AND EXPECTED OUTPUTS

Item	Scope of Services	Unit of Measure (service)	Quantity	Unit Price (USD)	Total Price (USD)
1	Fuel System				
1.1	- Regularly ensure cleanliness of fuel system components. - Drain water from the fuel system. - Check fuel filter(s) both primary and secondary filters and replace them at regular interval every 200 hours of operation or annually whichever is earlier. - Filters should be placed properly and ensure no dirt or dust enters while fixing filters. - Repair any leaks from the low pressure of fuel system and from the cooling, lubrication or system. Replace any high-pressure fuel line that has leaked. - Check all fuel connections. - The air must be purged from the fuel system in case air enters in the system. - Drain water and sediment from the fuel tank at service intervals and refill the tank.	Per service	3 Genset		
1.2	Clean lift pump strainer, check injector fuel pump and adjust engine speed if necessary	Per service	3 Genset		

Item	Scope of Services	Unit of Measure (service)	Quantity	Unit Price (USD)	Total Price (USD)
2	Engine Air Cleaner element – Cleaner Replace				
2.1	- Visually inspect air cleaners, air pre-cleaner, and the dust bowl for damage to the pleats, the seal, the gaskets, accumulation of dirt and debris. Discard any damage element and remove any dirt and debris inside or outside of the air cleaner elements as needed. - Inspect turbocharger and oil drain and fit it.	Per service	3 Genset		
2.2	- Replace air cleaner as required	Per service	3 Genset		
3	Cooling System				
3.1	- Check and adjust fan belts. - Check coolant level - Flash the cooling system with clean water in order to remove any debris - Clean the cooling system filler cap and inspect the gasket. - Check radiator core and tanks for leakage/blockage/clogging etc and clean it as necessary. - Inspect radiator for damaged fins, corrosion, dirt, grease, insect, leaves, oil, other debris and clean it as necessary. - Check protection switch - regular cleaning and inspection of the aftercooler core from debris, dust, and any other thing things.	Per service	3 Genset		

Item	Scope of Services	Unit of Measure (service)	Quantity	Unit Price (USD)	Total Price (USD)
	Replace fan belts where necessary	Per service	3 Genset		
	Top up coolant as needed with correct coolant mixture into tank and maintain coolant at COLD FULL mark	Per service	3 Genset		
	If gasket is damaged discard the old filler cap and install new one.	Per service	3 Genset		
4	Engine Valve Lash Regular cleaning and inspection of the aftercooler core from debris, dust, and any other thing things.	Per service	3 Genset		
5	Battery charging system				
	Check battery and charging system and all DC wiring connections. Inspect the cracks on the belt Inspect battery Visual inspection for belt tensioner and or guide roller for damages and adjust as necessary	Per Service	3 Genset		
	Replace belt as necessary	Per service	3 Genset		
	Replace battery as necessary	Per Service	3 Genset		
	Replace belt tensioner as necessary	Per Service	3 Genset		
	Replace guide roller as necessary	Per Service	3 Genset		
6	Main Alternator Check all AC power connections and fix. MCCB- Cable lug connection and operation Visual inspection of alternator windings for any ingress of foreign matter. Check air gap	Per service	3 Genset		
7	Control System Check control system for generator and change over switch operation	Per service	3 Genset		
8	Exhaust System Inspect the exhaust manifold for damage Visual check of exhaust pipe work and fumes Check the torque on all the bolts and tighten if needed	Per service	3 Genset		
	Replace the exhaust manifold as necessary				

9	Crankcase Breather (Canister) - Clean the outside of the canister - Lubricate the O ring seal on the new canister with clean engine lubricating oil and install new canister and tighten it properly (do not over tighten)	Per service	3 Genset		
10	Engine cleaning Periodically inspect and clean the entire engine components and remove accumulated debris of oil, grease, fuel, dust etc.	Per service	3 Genset		
11	Engine mounts Inspect Engine mounts for deterioration and for correct bolt torque.	Per service	3 Genset		
	Replace engine mounts as necessary	Per service	3 Genset		
12	Engine Oil and Filter - Maintain the oil level between the "ADD" mark and the "FULL" mark on the engine oil dipstick and not fill above full mark - Replace oil and filter at regular interval of every 250-hour service with recommended standard quality	Per service	3 Genset		
13	Fan Clearance The clearance between the cover and the fan checked and adjust the gap as needed. Ensure that the cover is centralized to the fan.	Per service	3 Genset		
14	Hoses and Clamps Inspect hoses that are cracked or soft and tighten loose clamps	Per service	3 Genset		
	Replace hoses as necessary	Per service	3 Genset		
15	Turbo Charger				
	Regular visual inspection and clean turbo charger. Clean interior of the pipes. check and adjust obvious heat discoloration, loose bolts, damage to the oil supply lines and oil drain line. Check and adjust obvious heat discoloration, loose bolts, damage to the oil supply lines and oil drain line Ensure that the compressor wheel rotates freely and check oil leaks at backside of the compressor	Per service	3 Genset		
	Replacement of Turbo Charges as necessary	Per service	3 Genset		

16	Inspect engine for leads and for loose connections Make thorough inspections on Items such as oil leaks, coolants, leaks, loose bolts, worn belts, loose connections and trash buildup. Make repairs as needed.	Per service	3 Genset		
17	Water pump inspection: Visually inspect the water pump for leaks, dirt and debris and repair as needed.	Per service	3 Genset		
18	Starting Motor and Testing Simulate mains failure to ensure correct time taken for the set to start continuing to operation a "No load" condition for not more than 10 minutes and record operating temperatures, pressures, frequency and voltage. If permitted, transfer to customer load and record current across all phases. Continue recording all parameters after every 15 minutes. Carry out visual inspection during test. Check electrical connections and clean the electrical connections as necessary.	Per service	3 Genset		
Sub-Total					

Filters and Oil for Generators

Item	Scope of Services	Unit of Measure (service)	Quantity	Unit Price (USD)	Total Price (USD)
20	Replace High quality grade engine Oil one gallon 4 Liters for 4-cylinder Generator Diesel Engine. Recommended oil viscosity (SAE) 15W-40 Temperature range °C -7 up to 38	4 Ltr per service	6		
21	Replace Fuel filter 934-181 for 110 KVA engine	Pcs per service	2		
22	Replace Oil filter for Perkin 110 KVA engine	Pcs per service	2		
23	Replace Fuel filter for Perkin 65 KVA engine	Pc per service	1		
24	Replace Oil filter for Perkin 65 KVA engine	Pc per service	1		
Sub-Total					
Total for LOT 2					

DELIVERY SCHEDULE

LOTs	Services	Comply (Yes or No)	Comment incase deviation
Lot 1	1.1 Scheduled maintenance services for the vehicles to be performed within One working day up on receipt of order request.		
	1.2 Unscheduled services maintenance services for the vehicles to be performed within Ten working days upon receipt of order request and given that the replacement parts are to be availed by the office.		
Lot 2	2.1 Scheduled maintenance services for the Generators to be performed within One working day up on receipt of order request.		
	2.2 Unscheduled services maintenance services for the Generators to be performed within Ten working days upon receipt of order request and given that the replacement parts are to be availed by the office.		

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>
Delivery Lead Time			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			

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

Name of the Supplier's Authorized Person]

Signature

Designation/title

Date