



## REQUEST FOR QUOTATION (RFQ) (Goods)

	DATE: April 15, 2019
	REFERENCE: UNDP/Wetlands/191/2019

Dear Sir / Madam:

We kindly request you to submit your quotation for the supply and delivery of **2 (two) universal self-loading bale trailers (movers)**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the forms attached hereto as Annex 1, 2, 3.

Quotations may be submitted on or before **May 10, 2018, 17:00 hours local (Minsk) time** and via

☒ mail to the address below:

**United Nations Development Programme**  
220050, Republic of Belarus, Minsk, Kirov str., 17, 6th floor  
Receptionist  
(please indicate on the envelope RFQ reference and subject:  
**UNDP/Wetlands/191/2019 Bale trailers**)

or ☒ e-mail to the address below:

[tenders.by@undp.org](mailto:tenders.by@undp.org)

(please indicate in the e-mail subject line RFQ reference number and subject:  
**UNDP\_Wetlands\_191\_2019 Bale trailers**)

Quotations submitted by email must be limited to a maximum of 7MB, virus-free and no more than 5 email transmissions (please put number for each transmission in the subject line, RFQ reference number and subject). They must be free from any form of virus or corrupted contents, or the quotations shall be rejected. In response to your delivered e-mail you shall receive an auto-reply message. In case you did not receive an auto-reply please check the attachment size as well as the correct spelling of the e-mail 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. If you are submitting your quotation by email, kindly ensure that it is in .pdf format and free from virus.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned Goods:

Delivery Terms	<input checked="" type="checkbox"/> DAP Drogichin, Brestskaya Oblast, Republic of Belarus – one (1) universal self-loading bale trailer (mover); DAP village Vysokoe, Berezovsky Raion, Brestskaya Oblast, Republic of Belarus – one (1) universal self-loading bale trailer (mover) [INCOTERMS 2010], <b>or</b>  <input checked="" type="checkbox"/> Delivery by the Contractor's transport and at the Contractor's cost to Drogichin, Brestskaya Oblast, Republic of Belarus – one (1) universal self-loading bale trailer (mover); Delivery by the Contractor's transport and at the Contractor's cost to village Vysokoe, Berezovsky Raion, Brestskaya Oblast, Republic of Belarus – one (1) universal self-loading bale trailer (mover) [for the delivery from the territory of the Republic of Belarus]	
Customs clearance, if needed, shall be done by	<input checked="" type="checkbox"/> UNDP	
Exact Addresses of Delivery Locations	1. Republican Landscape Reserve "Zvanets" (Drogichin, Drogichinsky Raion, Brestskaya Oblast, Republic of Belarus) – one (1) universal self-loading bale trailer (mover); 2. Republican Biological Reserve "Sporovsky" (village Vysokoe, Berezovsky Raion, Brestskaya Oblast, Republic of Belarus) – one (1) universal self-loading bale trailer (mover);	
Distribution of shipping documents	Shipping documents should be sent to the address: UNDP in Belarus (project 00096096), 220050, Belarus, Minsk, Kirova str., 17, 6th floor. Copies of the documents should be sent to the e-mail address: <a href="mailto:sergei.bobrovskih@undp.org">sergei.bobrovskih@undp.org</a>	
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> 90 days from the date of contract signing	
Delivery Schedule	<input checked="" type="checkbox"/> Not Required	
Packing Requirements	Packing must ensure undamaged delivery of goods	
Mode of Transport	<input checked="" type="checkbox"/> AIR	<input checked="" type="checkbox"/> LAND (preferred)
	<input checked="" type="checkbox"/> SEA	

Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollar (USD) <input checked="" type="checkbox"/> Euro (EUR) <input checked="" type="checkbox"/> Belarusian Ruble (BYN) <u>The contract will be signed and the payment will be made in the currency of submitted offer.</u>  In the course of evaluation of price quotations of all Offerors and only for the purposes of their comparison, all prices quoted in the offers in different currencies will be converted in US Dollars, in accordance with the official UN operational rate of exchange on the last day of submission of offers
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes.  The price quotations of Offerors - non-residents of the Republic of Belarus shall not include VAT. In the price quotations of the Offerors - residents of the Republic of Belarus, VAT, if included, shall be clearly indicated in the price quotation. The price quotations of the Offerors will be compared without VAT
After-sales services required	<input checked="" type="checkbox"/> Warranty for the minimum period of 24 (twenty-four) months from the date of Goods acceptance by UNDP; <input checked="" type="checkbox"/> Availability of authorized technical support, warranty and after-sales service facility in Belarus, or regional representation to provide servicing, repairs, periodic maintenance and supply of spare parts and maintenance consumables on the territory of the Republic of Belarus; <input checked="" type="checkbox"/> Provision of technical support, servicing, supply of spare parts and maintenance consumables under separate contract with the End-user
Deadline for the Submission of Quotation	<b>17:00 hours local (Minsk) time (UTC + 3), May 10, 2019</b>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> Russian, and/or <input checked="" type="checkbox"/> English

Documents to be submitted	<p><input checked="" type="checkbox"/> Duly accomplished forms as provided in Annex 2, and in accordance with the list of requirements in Annex 1;</p> <p><input checked="" type="checkbox"/> Certificate of Conformity with the Technical Regulations of Eurasian Economic Union (Customs Union), valid at least till the end of 2019; if such certification is not available on the last day of submission of offers the Offeror must submit an official letter of commitment to provide such a Certificate prior to signing the contract;</p> <p><input checked="" type="checkbox"/> Valid ISO 9001 certificate or equivalent for the manufacturer confirming implementation of certified quality management system of development or/and manufacture and applying to manufacture of the offered goods (if available), or/and other documented evidence (including certificates and declarations) confirming quality of the offered Goods;</p> <p><input checked="" type="checkbox"/> Copy of Business Registration Certificate;</p> <p><input checked="" type="checkbox"/> Manufacturer's Authorization of the company as a Sales Agent / Distributor in the country (if Offeror is not the manufacturer);</p> <p><input checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied, if any;</p> <p><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 (Annex 2);</p> <p><input checked="" type="checkbox"/> Detailed technical description of the offered Goods (technical brochures, data sheets / manuals, Web pages, etc. with images of the Goods);</p> <p><input checked="" type="checkbox"/> Duly accomplished forms as provided in Annex 3;</p> <p><input checked="" type="checkbox"/> List of contracts (minimum 2) for the similar supply and servicing of self-loading bale trailers (preferably in the Republic of Belarus) performed in the past 3 years and contact details of the clients who may be contacted for further information on the contracts as provided in Annex 3, or statements of satisfactory performance of contracts for the similar supply and servicing of self-loading bale trailers (preferably in the Republic of Belarus) from minimum 2 clients for the past 3 years.</p> <p><b>Non-provision or partial provision of the listed above documents will serve as grounds for the rejection of offer</b></p>
Period of Validity of Quotes starting the Submission Date	<p><input checked="" type="checkbox"/> 60 days</p> <p>In exceptional circumstances, UNDP may request the Offeror to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Offeror shall then confirm the extension in writing, without any modification whatsoever on the Quotation</p>
Partial Quotes	<input checked="" type="checkbox"/> <b>Not permitted</b>
Payment Terms	<input checked="" type="checkbox"/> 100% within thirty (30) days upon complete delivery and acceptance of Goods by UNDP

Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay: 0.2; Max. no. of days of delay: 30; After which UNDP may terminate the contract
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to RFQ requirements and lowest price; <input checked="" type="checkbox"/> Full acceptance of the General Terms and Conditions for contracts (Goods and/or Services); <input checked="" type="checkbox"/> Provision of the requested documents, availability of positive references or/and statements
UNDP will award contract to	<input checked="" type="checkbox"/> One and only one Contractor; the contract will be awarded to the quotation that complies with all of the specifications, requirements as well as all other evaluation criteria indicated in the RFQ and offers the lowest price
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services). Applicable Contract Face Sheet (Contract for Goods and/or Services) is available at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a> or <a href="http://www.by.undp.org/content/belarus/ru/home/procurement.html">http://www.by.undp.org/content/belarus/ru/home/procurement.html</a>
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 <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of contract if the delivery is delayed by 30 calendar days; <input checked="" type="checkbox"/> Warranty not less than twenty-four (24) months from the date of acceptance of the Goods by UNDP; <input checked="" type="checkbox"/> End-users of the Goods: 1. Republican Landscape Reserve “Zvanets” – one (1) universal self-loading bale trailer (mover); 2. Republican Biological Reserve “Sporovsky” – one (1) universal self-loading bale trailer (mover)
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of the Goods by UNDP based on full compliance with RFQ requirements

Annexes to this RFQ	<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 for contracts (goods and/or services) at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a> <input checked="" type="checkbox"/> Company Background Information Form, Track Record and Experience Form (Annex 3)  <b>Non-acceptance of the General Terms and Conditions (GTC) shall constitute grounds for disqualification from this procurement process</b>
Contact Person for Inquiries (Written inquiries only) <sup>1</sup>	<i>Sergei Bobrovskih</i> <i>Procurement Specialist, UNDP/GEF Project "Conservation-oriented management of forests and wetlands to achieve multiple benefits"</i> <a href="mailto:sergei.bobrovskih@undp.org">sergei.bobrovskih@undp.org</a> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Offerors

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 Offeror 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.

<sup>1</sup> 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.

Any contract or 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 or purchase order, nor be responsible for any costs associated with a Offeror'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 contract or purchase order in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>.

**UNDP encourages every prospective Vendor to** avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

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

Sincerely yours,  
Procurement Unit

**Technical Specifications and Requirements**

**Procurement of Two (2) Universal Self-loading Bale Trailers (Movers)**

Universal self-loading bale trailers (movers) are procured to collect bales of dry compressed biomass in wetlands and their transportation to the storage areas. The trailers must be manufactured and pre-delivery prepared to the highest industry standards and shall be finished in the standard manufacturer's color. The procurement is performed in the framework of UNDP/GEF Project 00096096 "Conservation-oriented management of forests and wetlands to achieve multiple benefits". The locations of the trailers operation: Republican Landscape Reserve "Zvanets" (Drogichinsky Raion, Brestskaya Oblast, Republic of Belarus) – 1 unit, Republican Biological Reserve "Sporovsky" (Berezovsky Raion, Brestskaya Oblast, Belarus) – 1 unit.

Item to be Supplied and Quantity	Description / Specifications of Goods (required) and General Requirements	Statement of Compliance with Specifications (required) and General Requirements <i><u>Comply / Does not comply</u></i>	Description / Specifications of Goods and Related Services (offered) <i><u>Please indicate parameters of the offered goods as below</u></i>
<b>Universal Self-loading Bale Trailer (Mover) – 2 units</b>	<b>Model, manufacturer, country of origin</b>	-	<i><b>Please indicate for the offered Goods:</b> Model: _____ Manufacturer: _____ Country of origin: _____</i>
	<b>1. Technical Specifications:</b>	-	-
	<b>2. Type:</b> Universal self-loading tractor trailer (mover) for collection and transportation of bales of dry compressed biomass;		<i>Please specify trailer type:</i>
	<b>2. Trailer standard weight, kg:</b> Not more than 4,500;		<i>Please indicate weight:</i>
	<b>3. Load capacity, kg:</b> Not less than 6,000;		<i>Please indicate load capacity:</i>
	<b>4. Quantity of collected bales, pcs.:</b> Not less than eight (8) of width 1.2m and not less than six (6) of width 1.5m;		<i>Please indicate quantity of collected bales:</i>
	<b>5. Weight of loaded bale, kg:</b> Not less than 600;		<i>Please indicate weight:</i>
	<b>6. Diameter of loaded bale, mm:</b> Up to 1,500;		<i>Please indicate diameter:</i>
	<b>7. Chassis:</b> Tandem type;		<i>Please specify type of chassis:</i>



8. <b>Number of wheels, pc.:</b> Not less than 4;		<i>Please indicate number of wheels:</i>
9. <b>Type of tyres:</b> Wide-section;		<i>Please specify type and size:</i>
10. <b>Required tractor power, KW/h.p.:</b> Not more than 60/82;		<i>Please specify required tractor power:</i>
11. <b>Required working pressure in the tractor's hydraulic system, MPa:</b> Not more than 20;		<i>Please specify required working pressure:</i>
12. <b>Trailer operation control system from the tractor's cabin:</b> Available;		<i>Please specify operation control from the cabin:</i>
13. <b>Brakes:</b>	-	-
13.1. <b>Pneumatic brakes:</b> Available;		<i>Please confirm availability:</i>
13.2. <b>Parking brake:</b> Available;		<i>Please confirm availability:</i>
14. <b>Spare parts, tools and accessories kit:</b> Available (standard manufacturer's kit);		<i>Please confirm availability:</i>
20. <b>Operating and maintenance manual, technical documentation, Contractor's warranty and service log book:</b> In Russian or/and English language (supplied with the Goods).		<i>Please list documents to be provided with the trailers and indicate their language:</i>
<b>II. General Requirements:</b>	-	-
1. <b>Year of manufacture:</b> 2019 (brand new, not being used or repaired, refurbished or rehabilitated);		<i>Please indicate year of manufacture and confirm that the trailers are brand new, not being used or repaired, refurbished or rehabilitated:</i>
2. <b>Warranty:</b> Not less than 24 months from the date of the Goods acceptance by UNDP;		<i>Please indicate offered warranty:</i>
3. <b>Warranty requirements:</b> The Contractor / authorized representative of the Contractor shall provide warranty servicing at the Contractor's cost and shall cover labor, materials and parts. The warranty shall be deemed effective from the date of signing the Goods acceptance certificate. The Contractor's warranty obligations shall apply in the case of failure, malfunctioning, damage of the Goods in the warranty period due to any latent defect of material or non-observance of technological process of assembly and adjustment of the Goods. The Contractor / authorized representative of the Contractor shall ensure warranty repairs, restoration of normal functioning of the Goods and replacement of faulty		<i>Please confirm acceptance of all requirements and provide name and details of the service facility to provide warranty servicing of the offered trailers:</i>

<p>parts of the supplied Goods at the request of UNDP or the End-user within 5 calendar days upon receipt of such request (if and when required the Contractor / authorized representative of the Contractor qualified staff shall be send to the place of Goods operation for the rectification of defects at the Contractor's cost).</p> <p>The Contractor guarantees that during the warranty period transportation of the Goods and parts and units of the Goods from the place of the Goods operation to the service center of the Contractor and back to the place of operation in order to perform warranty repairs and servicing, if required, shall be done at the Contractor's cost;</p>		
<p><b>4. Service requirements:</b></p> <p>The Contractor shall provide after-sales servicing of the Goods for a minimum period of 3 years from the date of Goods acceptance by UNDP (under a separate service agreement to be signed by the Contractor and the End-user of the Goods). The Contractor shall ensure product support service (in normal business hours), which include provision of responses to all questions regarding operation of the Goods, recommendations for operation, classification of problems and formulation of recommendations online, by phone or other means of communication.</p> <p>The technical support centre for servicing of the Goods shall be located in the Republic of Belarus or there shall be a regional representation performing servicing on the territory of the Republic of Belarus;</p>		<p><i>Please confirm acceptance of all requirements and provide details of the technical support centre in charge of after-sales servicing of the offered trailers:</i></p>
<p><b>5. Spare parts requirements:</b></p> <p>The Contractor shall warranty supply of spare parts following purchase orders of UNDP or the End-user for a minimum period of 3 years.</p>		<p><i>Please confirm acceptance of requirements and provide details of the spare parts (and maintenance consumables) supplier:</i></p>

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

**FORM FOR SUBMITTING CONTRACTOR'S QUOTATION**  
(This Form must be submitted only using the Contractor'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/Wetlands/191/2019:

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

**Currency:** \_\_\_\_\_

Item No.	Description/Specification of Goods	Quantity, units	Unit Price (less VAT)	Total Price per Item (less VAT)
1	<b>Universal self-loading bale trailer (mover)</b> (as per Technical Specifications and Requirements of Annex 1) <b>Model:</b> _____	2		
3	<b>Transportation / delivery cost<sup>1</sup></b>			
-	<b>Terms of delivery:</b>			
-	<b>Total Final and All-Inclusive Price Quotation<sup>2</sup>, currency (in figures):</b>			
-	<b>Total Final and All-Inclusive Price Quotation<sup>2</sup>, currency (in words):</b>			

*The price quotations of the Offerors, non-residents of the Republic of Belarus shall not include VAT. In the price quotations of the Offerors, residents of the Republic of Belarus, VAT, if included, shall be clearly indicated in the price quotation. The price quotations of the Offerors will be compared without VAT.*

**Note:**

1. Transportation / delivery to the following destination: Drogichin, Brestskaya Oblast, Republic of Belarus – one (1) universal self-loading bale trailer (mover), village Vysokoe, Berezovsky Raion, Brestskaya Oblast, Republic of Belarus – one (1) universal self-loading bale trailer (mover).
2. Total Final and All-Inclusive Price Quotation must include **supply and delivery of two (2) universal self-loading bale trailers (movers) on terms of delivery as per i. "Delivery Terms" of Table 2, warranty and all other charges as appropriate.**

We hereby declare and confirm that the Goods offered hereinabove are brand new, not used (operated), shall not be a sample or experimental batch, and shall not be assembled from the restored or rehabilitated parts, units or items.

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

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

Other Information pertaining to our Quotation are as follows:	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
<b>Delivery Lead Time:</b> Not later than 90 days from the date of signing of the contract <i>(please indicate the earliest possible lead time in the appropriate box)</i>			
<b>Delivery Terms (Incoterms 2010):</b> -DAP Drogichin, Brestskaya Oblast, Republic of Belarus – one (1) universal self-loading bale trailer (mover); -DAP village Vysokoe, Berezovsky Raion, Brestskaya Oblast, Republic of Belarus – one (1) universal self-loading bale trailer (mover), <u>or</u>			
<b>Delivery Terms (Delivery to the Purchaser's warehouse):</b> Delivery by the Contractor's transport and at the Contractor's cost to -Drogichin, Brestskaya Oblast, Republic of Belarus – one (1) universal self-loading bale trailer (mover); -village Vysokoe, Berezovsky Raion, Brestskaya Oblast, Republic of Belarus – one (1) universal self-loading bale trailer (mover) (for the supply from the territory of the Republic of Belarus)			
<b>Acceptance of the Goods:</b> Following delivery, the Goods will be inspected and tested to check whether they are operational, conform to the specifications and meet the performance requirements. The Contractor / authorized representative of the Contractor, if requested by UNDP, shall dispatch experienced staff to the Goods delivery sites at the Contractor's expense to perform the following task: -To start-up and field-test the Goods for proper operation, efficiency and capacity; -To perform necessary field adjustments until the Goods operation is satisfactory to			

<p>UNDP;</p> <p>-To train the End-users' staff on the trailer operation and maintenance, including safety requirements, according to the Contractor's standard program.</p> <p>UNDP will sign the Goods acceptance certificate following demonstrated satisfactory and reliable operation of the trailers, their conformance with the specifications and that they meet performance requirements</p>			
<p><b>Payment terms:</b> 100% within thirty (30) days upon complete delivery and acceptance of the Goods by UNDP</p>			
<p><b>Validity of Quotation:</b> Not less than 60 days starting from the submission deadline date</p>			
<p>Acceptance of all provisions of the UNDP General Terms and Conditions for contracts (goods and/or services) available at:</p> <p><a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>			
<p>Copy of Business Registration Certificate</p>			
<p>Manufacturer's Authorization of the company as a Sales Agent / Distributor in the country (if Offeror is not the manufacturer)</p>			
<p>Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List (as provided below the Table)</p>			
<p>Copy of Certificate of Conformity with the Technical Regulations of Eurasian Economic Union (Customs Union), valid at least till the end of 2019; if such certification is not available on the last day of submission of offers the Offeror must submit an official letter of commitment to provide such Certificate prior to signing the contract</p>			

Copy of valid ISO 9001 certificate or equivalent for the manufacturer confirming implementation of certified quality management system of development or / and manufacture and applying to manufacture of the offered goods (if available), or / and other documented evidence (including certificates and declarations) confirming quality of the offered Goods			
Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied, if any			
Detailed technical description of the offered Goods (technical brochures, data sheets / manuals, Web pages, etc. with images of the Goods)			
List of contracts (minimum 2) for the similar supply and servicing of self-loading bale trailers (preferably in the Republic of Belarus) performed for the past 3 years and contact details of the clients who may be contacted for further information on the contracts as provided in Annex 3, <b>or</b> statements of satisfactory performance of contracts for the similar supply and servicing of self-loading bale trailers (preferably in the Republic of Belarus) from minimum 2 clients for the past 3 years			

We hereby declare 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]*

1. *If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the Contractor must submit them to UNDP if awarded the contract.*

**Company Background Information**

Each legal entity or individual entrepreneur submitting the quotation shall complete the form:

<b>1</b>	<b><i>Offeror's legal name:</i></b>	
<b>2</b>	<b><i>Address:</i></b>	
<b>3</b>	<b><i>Telephone number:</i></b>	
<b>4</b>	<b><i>E-mail address:</i></b>	
<b>5</b>	<b><i>Fax Number:</i></b>	
<b>6</b>	<b><i>Country of registration, place of registration:</i></b>	
<b>7</b>	<b><i>Registration date:</i></b>	
<b>8</b>	<b><i>Name of body issuing registration certificate:</i></b>	
<b>9</b>	<b><i>Name and position of the head of company/organization:</i></b>	
<b>10</b>	<b><i>Contact person under the offer:</i></b>	
<b>11</b>	<b><i>Bank details:</i></b>	

The legal entity/individual entrepreneur indicated in the Company Background Information Form above has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against this legal entity/individual entrepreneur that could impair its operations in the foreseeable future.

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

*[Designation]*

*[Date]*

**Track Record and Experiences:**

*Please provide information on the contracts (minimum 2) for the similar supply and servicing of self-loading bale trailers (preferably in the Republic of Belarus) performed for the past 3 years and contact details of the clients who may be contacted for further information on those contracts:*

<b>Client</b>	<b>Contract dates</b>	<b>Goods supplied and related services performed</b>	<b>References Contact Details (Name, Phone, Email)</b>

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

*[Designation]*

*[Date]*