



REQUEST FOR QUOTATION (RFQ)

Production and Printing of Banners for High National Elections Commission (HNEC), under the UNDP/PEPOL Project	DATE: May 8, 2019
	REFERENCE: RFQ/LBY/PEPOL/2019/050

Dear Sir / Madam:

We kindly request you to submit your quotation for **Production and Printing of Banners for High National Elections Commission (HNEC), under the UNDP/PEPOL Project**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations should be submitted **not later than 19 May 2019 14:00 PM Tunis, Tunisia time** via email at following emails address: tenders.ly@undp.org with reference number RFQ/LBY/PEPOL/2019/050, or hand delivered to the address below:

UNDP country Office in Libya
Immeuble Le Prestige Business Center (Second Floor),
Tour E et D, 2ème étage,
Rue du Lac Windermere, Les Berges du Lac, 1053 Tunis, Tunisia.

Quotations submitted by email 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 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 above mentioned goods.

Delivery Terms [INCOTERMS 2010]	DAP
Exact Address of Delivery Location	High National Elections Commission (HNEC) Head Quarters in Tripoli, Libya
Latest Expected Delivery Date and Time	<input checked="" type="checkbox"/> The supplier upon signing of Purchase Order (PO) shall produce the Banners and make the delivery to New HNEC HQ, Tripoli, Libya within 20 days after receiving instructions from UNDP Libya office.
Delivery Schedule	<input checked="" type="checkbox"/> Required The supplier to provide information on the delivery arrangements.
Packing Requirements	Supplier has to ensure that the delivered items are not tempered with and remain intact while receiving the delivery of goods.
Mode of Transport	<input checked="" type="checkbox"/> By Road
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars – <u>local supplier must have bank account outside of Libya, in order to receive the payment in US\$.</u>

Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Deadline for the Submission of Quotation	19 May 2019, 14:00 hours Tunis, Tunisia time, ref. www.greenwichmeantime.com
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2 (stamped and signed); <input checked="" type="checkbox"/> Written Self-declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List of other UN ineligibility List; <input checked="" type="checkbox"/> Business Registration of the Firm/Company in Libya (registered and licensed for printing services in Libya); <input checked="" type="checkbox"/> Company profile (including the information on quantity and type of equipment in possession of the company); <input checked="" type="checkbox"/> The Offeror must have minimum two (02) years of experience in printing of informational leaflets, brochures, stands and banners, list and value of similar contract performed in past, plus client's contact details who may be contacted for further information on those contracts:
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 offeror shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% upon the delivery and written acceptance of it
Liquidated Damages	Liquidated damages for delay caused by Vendor shall be 1% of the price of the Contract per each week of delay. The assessment will not exceed 10 percent of the contract value. UNDP Libya will be authorized to deduct this amount from the supplier's outstanding invoice. In the event the value is in excess of 10 percent of contract value the UNDP Libya shall terminate the Purchase Order without any other liability or claim of any kind to UNDP Libya.
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ¹ <input checked="" type="checkbox"/> Minimum two (02) years of experience in printing of informational leaflets, brochures, stands and banners; <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Supplier(s) shall provide the samples of the requested banners that are representative of the actual product and in line with the specifications of this RFQ. <input checked="" type="checkbox"/> Delivery: Within 20 days after the issuance of Purchase Order (PO)

¹ UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

Provision of Samples	<p>The offeror is required to produce the sample identical to the artwork provided herein. The supplier must print the content of artwork on the body of Polyvinyl Chloride (PVC) or synthetic plastic polymer material, in accordance with the specification provided in this RFQ.</p> <p>UNDP shall not accept samples if the content of artwork is printed on the stickers and glued on the PVCs.</p> <p>UNDP shall not accept samples if the content of artworks divert from the illustration shown on the document: the samples shall only provide a variation of the actual HNEC logo and the design shall be true to the font style, proportionate size and orientation of the images, texts and numbers.</p> <p>The samples must be delivered to UNDP Libya Country Office in Libya at the address below:</p> <p>UNDP country Office in Libya Palm City Residence, villa 228 Sidi Abduljaleel, Janzour Area, Tripoli, Libya</p> <p>Focal Person: Hussam Baggar E-mail: procurement.ly@undp.org</p>
UNDP will award to:	<input checked="" type="checkbox"/> One supplier only
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Conditions for Release of Payment	<input checked="" type="checkbox"/> 100% upon the delivery and written acceptance of goods based on full compliance with RFQ requirements within 30 days of delivery.
Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications & Compliance sheet of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions/Special Conditions (Annex 3). <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>
Contact Person for Inquiries (Written inquiries only)	<p>Procurement Unit UNDP Libya</p> <p>procurement.ly@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

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

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.

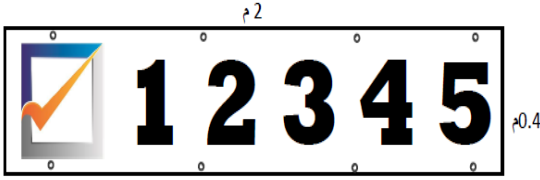
Sincerely yours,




Mohammed Salih
Programme Coordinator
UNDP Libya

Technical Specifications and Compliance Sheet

Production and Printing of Banners for High National Elections Commission (HNEC), under the UNDP/PEPOL Project

Logo or Artwork	Text	On Body	Remarks	Statement of compliance Yes/No
HNEC logo.	Center Code <i>(5-digit number will be provided by HNEC)</i>	Yes	<p>Banner for General Centers:</p> <ul style="list-style-type: none"> - Dimension will be 0.4m x 2.0m x 5.0mm. (thickness) - Please see high resolution pdf illustration of logo (including color) and numbering. - Center code will be in 5-digit European Hindu-Arabic numerals using font style: Rockwell Extra Bold. - Color: Center code is black font on white background. - Please see pdf illustration of banner for the orientation and placement of the logo and center code (font size of markings shown in the illustration are according to scale). Appearance of logo and center code should be proportionate to the size of the panel board as shown in the pdf illustration of the banner. - 6 grommets (3 on top + 3 at the bottom)  <p>UNDP shall not accept samples if the content of artwork is printed on the stickers and glued on the PVCs.</p>	

		<ul style="list-style-type: none"> - General aspect: Sign board which will be used for various purposes in support of electoral processes. Each banner will have a different artwork. - Material: Polyvinyl Chloride (PVC) or synthetic plastic polymer material. White color (Matte finish). - Printing process: One-side printing. Offset 4-colour process, CMYK or as required to reproduce artwork accurately. With different number for each banner, digital variable data printing is preferred. Please state method to be used. - Center-code numbering: There are 1,912 different centers and each center will have a banner with its associated number printed on it (list of center codes will be supplied by the end user). - Visual content: graphic, images: numbering. Printing will include HNEC logo and center code in 5-digit European Hindu-Arabic numerals (Please see material appearance in pdf for font style, sizes, color and orientation). - With 6 eyelets (grommets) on holes, minimum 3 on top and 3 at the bottom. - All grommets must be rubber-reinforced so not to rip or chip the PVC panel board during mounting. - Banner should last with minimum effective use of 5 years without fading. 	
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<p style="text-align: center;">Images on kinds of physical incapacities</p>	<p style="text-align: center;">THIS CENTER IS ACCESSIBLE To Persons with Disabilities</p>	<p style="text-align: center;">Yes</p>	<p>Banner for Persons with Special Needs:</p> <ul style="list-style-type: none"> - Dimension will be 0.4m x 2.0m x 5.0mm. - Material appearance: please see high resolution pdf illustration of banner for persons with special needs. - Color: Images and texts are in blue font on white background. Please use Pantone Code nearest the shade shown on the pdf illustration. - Please see pdf illustration of banner for the orientation and placement of the images and texts Font size of markings shown in the illustration are according to scale (appearance of images and texts should be proportionate to the size of the panel board as shown in the pdf illustration of the banner. - 6 grommets (3 on top + 3 at the bottom) <div data-bbox="587 1104 1142 1335" style="border: 1px solid black; padding: 5px; text-align: center;">  </div> <p>UNDP shall not accept samples if the content of artwork is printed on the stickers and glued on the PVCs.</p>	
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			<ul style="list-style-type: none"> - General aspect: Sign board which will be used for various purposes in support of electoral processes. Each banner will have the same artwork. - Material: Polyvinyl Chloride (PVC) or synthetic plastic polymer material. White color (matte finish). - Printing process: One-side printing. Offset 4-colour process, CMYK or as required to reproduce artwork accurately. Please state printing method to be used. - Visual content: graphic, images and texts. Printing will include images depicting various kinds of physical incapacities and Arabic texts (Please see material appearance in pdf for font style, sizes, color and orientation). - All grommets must be rubber-reinforced so not to rip or chip the PVC panel board during mounting. - Banner should last multiple years, with minimum effective use of 5 years without fading. 	
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Note: Photos above just to provide the understanding of the requirement.

Name: _____

Functional Title: _____

Address and Mobile Number: _____

Authorized Signature: _____

Date: _____

FORM FOR SUBMITTING SUPPLIER'S QUOTATION²
(This Form must be submitted only using the Supplier's Official Letterhead/Stationery³)

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. **RFQ/LBY/PEPOL/2019/050 - Printing of Banners for High National Elections Commission (HNEC)**

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

Item No.	Description/Specification of Goods	Quantity	Unit Price in USD	Total Price in USD
1	Printing of Banners for General Centers	1,912		
2	Printing of Banners for Persons with Special Needs	300		
3	Delivery cost	LS		
Total Prices of Goods				
Total Final and All-Inclusive Price Quotation				

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>
Valid Business registration			
Provision of Samples: UNDP shall not accept samples if the content of artwork is printed on the stickers and glued on the PVCs. UNDP shall not accept samples if the content of artworks divert from the illustration shown on the document: the samples shall only provide a variation of the actual HNEC logo and the design shall be true to the font style, proportionate size and orientation of the images, texts and numbers.			
Printing of Banners and its delivery within 20 days after receiving instructions from UNDP Libya office.			
Technical specifications – Annex 1			
Validity of Quotation (90 days)			
Self-declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List of other UN ineligibility List			
All Provisions of the UNDP General Terms and Conditions			

Name: _____

Address and Mobile Number: _____

Authorized Signature: _____ Date: _____

² This serves as a guide to the Supplier in preparing the quotation and price schedule.

³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes