



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM	DATE: May 14, 2019
	REFERENCE: UNDP-SYR-RFQ-039-19

Dear Sir / Madam:

We kindly request you to submit your quotation for the **supply of special educational equipment to support the national institution of persons with visual impairments in Syria/Damascus** 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 **May 30, 2019** at or before **2:00PM** and via (choose appropriate box) ☒ *e-mail*, ☒ *courier mail* to the address below:

United Nations Development Programme

Mezzeh ,West Villas,Gazawi street No. 8

Attn :Walid Okla, Procurement Associate

[Email: Syria.bids@undp.org](mailto:Syria.bids@undp.org)

Quotations submitted by email must be limited to a maximum of 10 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]	<input checked="" type="checkbox"/> DAP
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror
Exact Address/es of Delivery Location/s (identify all, if multiple)	National institution of persons with visual impairments Damascus – Syria
UNDP Preferred Freight Forwarder, if any	N/A
Distribution of shipping documents (<i>if using freight forwarder</i>)	N/A
Latest Expected Delivery Date and Time	90 days from the issuance of the contract.
Delivery Schedule	<input checked="" type="checkbox"/> Required
Packing Requirements	<input checked="" type="checkbox"/> N/A
Mode of Transport	<input checked="" type="checkbox"/> LAND or Sea
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars However, for local supplier's payments will be in Syrian Pounds at the prevailing UN exchange rate at the date of the invoice
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Bid security	<input checked="" type="checkbox"/> Not Required
After-sales services required	<input checked="" type="checkbox"/> Warranty for minimum period of <u>12 months</u> for item 1 & 5. <input checked="" type="checkbox"/> Technical Support with maintenance/ repair if needed for item 1 & 5.
Performance security	<input checked="" type="checkbox"/> Required in 10% of the contract value to cover the warranty period 12 months.
Deadline for the Submission of Quotation	<i>Thursday, May 30, 2019 at 2:00 pm at Damascus time</i>
All documentations, including catalogs, instructions and	<input checked="" type="checkbox"/> English Or <input checked="" type="checkbox"/> Arabic

operating manuals, shall be in this language	
Documents to be submitted	<p><input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;</p> <p><input checked="" type="checkbox"/> Valid Certificate of Incorporation/ Business Registration, or a license to practice in trading, import & export, or similar works.</p> <p><input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, shows <u>experience for at least one year</u> in similar field of work.</p> <p><input checked="" type="checkbox"/> printed brochures and product <u>catalogues and CE certificate</u> relevant to the goods being procured especially item 1 & 5.</p> <p><input checked="" type="checkbox"/> List of similar contracts executed by the bidder (at least one contracts), with name of clients, value of contracts, and date of the contracting.</p> <p><input checked="" type="checkbox"/> Warranty statement for all implemented works for <u>one year (for item 1 & 5)</u> with availability to any technical support with maintenance/repair if needed.</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;</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 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>
Mandatory Site Visit	Will not be conducted
Partial Quotes	<input checked="" type="checkbox"/> not allowed
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of the goods.
Liquidated Damages	<p><input checked="" type="checkbox"/> Will be imposed under the following conditions:</p> <p>Percentage of contract price per day of delay: 0.5%</p> <p>Max. no. of days of delay: 20 days</p> <p>After which UNDP may terminate the contract.</p>

Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One Proposer Only
Type of Contract to be Signed	<input checked="" type="checkbox"/> Face sheet contract/purchase order.
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 20 days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods 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 / Special Conditions: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html <input checked="" type="checkbox"/> Others Vendor Form (annex 4) 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)	<i>Walid Okla</i> Procurement Associate Walid.okla@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.

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 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,
Hanan Al Ali
Head of Procurement Team
May 14, 2019

Annex. 1

The Technical specifications for special educational equipment to support the national institution of persons with visual impairments

المواصفات والشروط الفنية للمعدات التعليمية الخاصة لدعم المعهد الوطني للأشخاص ذوي الإعاقات البصرية

Number of items: 6

#	Item	Quantity	specifications
1	Heavy duty Braille Embosser طابعة لغة برايل لأعمال الثقيلة (طابعة مناهج)	1 Embosser طابعة واحدة	Index Braille FanFold-D V5 or equivalent مماثلة لطابعة برايل نموذج Index Braille FanFold-D V5
			Embossing speed: 330 cps سرعة الطباعة 330 حرف بالثانية
			Double-sided Embossing امكانية الطباعة على جانبي الورق
			Three embossing heads ثلاثة رؤوس طباعة
			Connectivity: USB memory stick, Wi-Fi network, Wired network, Bluetooth التواصلية: USB memory stick, Wi-Fi network, Wired network, Bluetooth
			Drivers & software: Printer driver for Windows is essential نظام التشغيل: متوافق مع نظام التشغيل Windows
			firmware upgradable قابلية تحديث البرنامج المشغل
			One Year Warranty كفالة لمدة سنة واحدة
2	Tractor-fed braille paper Box (1000 sheets) أوراق طباعة لغة برايل قابلة للسحب	30 Box رزمة 30	1000 sheets of paper per box الرزمة مكونة من 1000 ورقة
			Weight: 150 gsm (gram per square meter) الوزن 150 غرام للمتر المربع
			Dimension : suitable for the heavy duty braille embosser requested (equivalent to Index Braille Fanfold-D V5). Preferred is: Length 12-inch, width 11 inch الأبعاد: مناسبة للاستخدام مع الطابعة المطلوبة أعلاه وهي مكافئة للعمل على Index Braille FanFold-D الأبعاد المفضلة هي 12 انش للطول ، و 11 انش للعرض
3	Math education board for persons with visual impairments ألواح تعليم الحساب للأشخاص ذوي الإعاقة البصرية	50 boards 50 لوح	Partitioned board/slate with 20 cells across and 15 cells down Helps blind and visually impaired students perform arithmetic calculations ألواح مقسمة ل 20 خلية عرضا و 15 خلية عاموديا والمعتمدة لتعليم الحساب والأعداد للأشخاص ذوي الإعاقة البصرية

			<p>Each board provided with 100 cubes كل لوح مجهز بـ 100 مكعب خاص</p> <p>Each cube is embossed with Braille signs using upper four dots (1,2,4 and 5) and embossed line كل مكعب مصنع بالطريقة الخاصة لتعليم الأعداد والحساب للأشخاص ذوي الإعاقة من خلال علامات برايل الأربعة العلوية (1,2,4,5) بالإضافة إلى الأسطر الخاصة</p>
4	GOALBALL كرة الهدف	5 balls 5 كرات	<p>Made of strong, heavyweight rubber with eight holes, and contains bells so it can be located by the blind مصنوعة من المطاط القوي عالي الوزن ومجهزة بثماني ثقوب وتحتوي على أجراس لامكانية تحديد الموقع من قبل الأشخاص ذوي الإعاقة البصرية</p> <p>Suitable for hand ball games only and not for soccer, cricket, or any game using a hard bat مناسبة لرياضة كرة الهدف بالأيدي فقط وليس لكرة القدم أو رياضات أخرى باستخدام العصي أو المضارب</p> <p>Diameter: 23 - 26 cm Weight: 1000 - 1500 g القطر: 23 - 26 سم الوزن: 1000 - 1500 جرام</p>
5	Braillers آلات الكتابة الخاصة بلغة برايل	10 unit 10 معدات	<p>Perkins standard manual brailleur of equivalent مماثلة لآلات perking اليدوية التقليدية</p> <p>Right and left margin adjustments to accommodate several paper size. Uses sizes of sheet of paper Of at least 11" x 11.5" قابلية تعديل الهوامش يميناً ويساراً لاستقبال قياسات مختلفة من الورق تستطيع الطباعة على أوراق حتى حجم 11.5 x 11 انش أو أكثر</p> <p>Sturdy unit made of metal هيكل متين مصنوع من المعدن</p> <p>One Year Manufacturer Warranty كفالة مصنع لمدة سنة واحدة</p>
6	Braille Slate- Full Page and Stylus for Braille Slates ألواح كتابة الخاصة بلغة برايل - صفحة كاملة	150 slates + Stylus قلم + 150 لوح	<p>Dimensions: 8,75 x 12" size allows for full page Brailleing الأبعاد مناسبة للطباعة على ورقة برايل كاملة الأبعاد المفضلة: 8.75 x 12 انش</p> <p>27 lines with 30 cells each, allows you to Braille a full standard sheet of paper without having to move the slate 27 سطر و 30 خلية لكل سطر. إمكانية الكتابة بلغة برايل على ورقة معيارية بشكل كامل بدون الحاجة إلى إزاحة اللوح</p> <p>Jumbo Stylus for Braille Writing Slates or equivalent مماثل لقلم Jumbo الخاص بالألواح الكتابة الخاصة بلغة برايل</p> <p>2.25 inches long with 0.69-inch metal tip طول القلم 2.25 انش، مع قطر 0.69 انش للرأس</p> <p>Made of durable plastic مصنوع من البلاستيك المقاوم</p>

Annex. 2

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-SYR-RFQ-039-19**

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

The financial offer shall include the charges of the vehicles, fuel and driver in addition to the cost of lubricants, spare parts, periodic maintenance and any other expenses.

spare parts, periodic maintenance and any other expenses.						
No.	Description/Specification of Goods and works	Quantity	Unit	Latest Delivery Date	Unit Price	Total Price per Item
1	Heavy duty Braille Embosser (طابعة لغة برايل لأعمال الثقيلة (طابعة مناهج)	1	Embosser طابعة واحدة	90 يوم		
2	Tractor-fed braille paper Box (1000 sheets) أوراق طباعة لغة بريل قابلة للسحب	30	Box رزمة			
3	Math education board for persons with visual impairments ألواح تعليم الحساب للأشخاص ذوي الإعاقة البصرية	50	boards لوح			
4	GOALBALL كرة الهدف	5	balls كرات			
5	Braillers آلات الكتابة الخاصة بلغة برايل	10	unit معدات			
6	Braille Slate- Full Page and Stylus for Braille Slates - صفحة كاملة ألواح كتابة الخاصة بلغة برايل	150	slates + Stylus لوح + قلم			
		Total Prices of Goods				
		Add: Cost of Transportation				
		Add: Cost of Insurance				
		Add: Other Charges (pls. specify)				
		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>
الالتزام بمدة التنفيذ 90 يوم من تاريخ توقيع العقد Delivery Lead Time within 90 days			
بلد المنشأ للمواد المقدمة Country/ies Of Origin			
الالتزام بفترة الضمان المطلوبة 12 شهر للبندين الاول والخامس Warranty and After-Sales Requirements: For 12 months with availability to any technical Support with maintenance/repair if needed. For item 5 & 1			
الالتزام بمدة صلاحية العرض 60 يوماً Validity of Quotation for 60 days			
الالتزام بجميع فقرات الشروط العامة لبرنامج الأمم المتحدة الإنمائي All Provisions of the UNDP General Terms and Conditions			
الالتزام بدفتر الشروط الفنية والمواصفات العامة والكميات المطلوبة All Provisions of the technical specifications and BoQ			

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

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

[Designation]

[Date]

Annex. 3

Vendor Form

SECTION 1 (For Internal Use only)		UN INFORMATION	
Requesting Person:		Date:	Atlas Vendor No:
First Name / Last Name/Extension		UN Index No:	
VENDOR TYPE: <input type="checkbox"/> Staff <input type="checkbox"/> SSA <input type="checkbox"/> Service Contract <input type="checkbox"/> Meeting Participant <input type="checkbox"/> NGO <input type="checkbox"/> Supplier <input type="checkbox"/> Other			
VENDOR APPROVER SIGNATURE: _____		DATE: _____	
Complete either Section 2 or Section 3 (not both)			
SECTION 2 PERSON INFORMATION (FOR INDIVIDUALS ONLY)			
Last Name		First Name	Middle Name
Nationality	Date of Birth	Place of Birth	Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>
Address			
City,	State/Province/County	Postal Code (ZIP)	Country
E-mail Address	Telephone Number	Fax Number	
SECTION 3 SUPPLIER INFORMATION (FOR COMPANIES ONLY)			
Company Name:	Parent Company Name (if applicable)	Web Site URL: (if applicable)	
Street Address			
City	State/Province/County	Postal Code	Country
Contact Person (MAIN ADDRESS)	Telephone	Fax	E-mail Address
Name:			
Title:			
SECTION 4 BENEFICIARY BANKING INFORMATION			
Bank Name			
Bank ID:	For US banks only use whether: (9 digits) ACH <input type="checkbox"/> Fed wire <input type="checkbox"/>	SWIFT code 8 or 11 characters (required for overboard payments)	
Branch ID: (for Canadian Banks only) 9 digits routing no.		Branch Name:	
Street Address:			
City	State/Province	Postal Code	Country
SECTION 5 BENEFICIARY BANK ACCOUNT DETAILS			
Account Name: (name as it appears on bank account)		Bank Account Currency <input type="checkbox"/> US\$ <input type="checkbox"/> Other (PLEASE INDICATE) _____	
Bank Account No. : (ENTER WITH NO PUNCTUATION, NO DOTS, DASHES OR SPACES)		Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
IBAN (European Banks)			
Transit Code (5 digit) Canadian Banks		Sort Code (6 digits) UK Banks	BSB code (6 digit) Australia Banks
Bank Information for Intermediary/Correspondent Bank (if applicable)			

Name of Bank :		Address of Bank :	
Bank Account No (of beneficiary bank with intermediary bank)		SWIFT Code:	FEDWIRE NO. (US BANKS ONLY)

I, _____, in my capacity as _____, hereby authorize the agency to direct
payments for goods and services to the above account. Signature: _____