

**REQUEST FOR QUOTATION (RFQ)**

**FOR WORKS**

|  |  |
| --- | --- |
| UNDP BiH Zmaja od Bosne bb  71 000 Sarajevo | DATE: May 17, 2019 |
| REFERENCE: **BIH/RFQ-063-19** |

Dear Sir / Madam:

We kindly request you to submit your quotation for **“Supply, delivery and installation of security doors at the military Ammunition Storage Site (ASS) Kula Mrkonjić Grad, Bosnia and Herzegovina.“,** 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 **14:00, June 6, 2019** and via *courier mail* to the address below:

**United Nations Development Programme**

Zmaja od Bosne bb  
71 000 Sarajevo

Registry

Fax: 033 552 330; e-mail: registry.ba@undp.org

*[indicate size]*

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.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned work or good/s:

|  |  |
| --- | --- |
| Delivery Terms [INCOTERMS 2010] | DAP |
| Latest Expected Delivery Date and Time | **Works to be completed within 120 calendar days** |
| Exact Address/es of Delivery Location/s (identify all if muliple) | **ASS Kula Mrkonjić Grad, Bosnia and Herzegovina** |
|  |  |
| Delivery Schedule | **Required**  **Ponuđači moraju dostaviti dinamički plan sa rokom izvođenja od 120 kalendarskih dana. Dinamika izvođenja radova je predmet konačnog usaglašavanja sa UNDP-om, Ministarstvom odbrane BiH (MO BiH) i nadzornim organom.** |
| Preferred Currency of Quotation | Local Currency: BAM |
| Value Added Tax on Price Quotation | Must be exclusive of VAT and other applicable indirect taxes- VAT to be indicated separately |
| Deadline for the Submission of Quotation | **14:00 Wednesday, June 06, 2019**  **14:00 srijeda, 06. juni 2019.** |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language | In one of the official languages in Bosnia and Herzegovina |
| Documents to be submitted | All items under this clause are required to be submitted by the bidders including:   1. Valid registration certificate to perform required works. 2. List and value of projects performed for the last 5 years with minimum 3 projects related to supply, delivery and installation of security doors of equal or better technical specification and complexity, including client’s contact details who may be contacted for further information on the value and terms of the projects. 3. Bid Bank guarantee in amount of 3% from proposed price. Form: bank guarantee 4. Income Balance Sheet for previous three years 5. Original Tax Administration Excerpt confirming contributions paid for the minimum requested number of full-time employees for at least three-month period, not older than one month, for companies registered in BiH. List of employees on company’s letterhead, showing educational degree, qualifications and years of experience for each employee. 6. CV for 1 Graduated Mechanical Engineer with minimum five (5) years of experience. 7. List of equipment owned/ leased by the Bidding Company. In case that equipment is leased, lease agreement must be submitted. Minimum required type and number of equipment:   🗹 1 Truck,  🗹 1 Wheel loader.  *Neformalni prijevod*   1. **Važeći izvod registracije firme iz sudskog registra.** 2. **Listu i vrijednost projekata izvedenih tokom zadnjih pet godina sa najmanje 3 projekta koja se odnose na nabavku, dostavu i ugradnju sigurnosnih vrata sa istim ili boljim tehničkim opisom i obimom složenosti, uključujući podatke o poslodavcima koji se mogu kontaktirati za dodatne informacije o vrijednosti ugovora i uspješnoj realizaciji ugovora.** 3. **Bankovnu garanciju u iznosu od 3% vrijednosti ponuđene cijene. Obrazac: bankovna garancija** 4. **Bilans stanja i bilans uspjeha za prethodne tri godine** 5. **Originalni izvod poreske uprave ili nadležnog organa da su doprinosi plaćeni za minimalno traženi broj stalno uposlenih, za minimalno zadnja tri mjeseca, izvod ne smije biti stariji od jednog mjeseca za kompanije iz BiH. Lista zaposlenih na memorandumu firme, koja uključuje struku, vještine (kvalifikacije) i godine iskustva.** 6. **CV za jednog diplomiranog mašinskog inžinjera sa minimalno pet (5) godina iskustva.** 7. **Listu opreme u vlasništvu/najmu ponuđača. U slučaju najma opreme neophodno je dostaviti ugovor o najmu. Minimalan tip i broj opreme:**   **🗹 1 kamion,**  **🗹 1 viljuškar.**  **OTHER REQUIREMENTS**  Together with the Bid, the Bidder shall submit:  🗹 Work plan/ Gantt chart indicating completion of works in:  **120 calendar days**  🗹 **USB with completed Bill of Quantities in Excel and pdf. format.**  🗹 Catalogues of offered materials and equipment;  🗹 Attests for security doors as specified in Main Design;  🗹 Name, address and contact of officially appointed company in Bosnia and Herzegovina (yourselves or other) responsible for providing after sales support. The Offeror will be required to submit detailed maintenance plan at the end of project implementation, and prior to technical hand over and acceptance of works/services performed.  ***All required documents must be originals or certified copies, and their submission is mandatory.***  *Neformalni prijevod*  Zajedno sa ponudom, ponuđač treba dostavitii:  🗹 Plan rada sa datumom završetka ne dužim od:  **120 kalendarskih dana**.  🗹 **USB sa predmjerom sa cijenama u Excel i pdf. formatu.**  🗹 Kataloge ponuđenih materijala i opreme.  🗹 Ateste za vrata navedene u glavnom projektu.  🗹 Ime, adresu i kontakt podatke zvanično imenovane firme u Bosni i Hercegovini (ponuđač ili druga firma) odgovorne za pružanje podrške nakon prodaje. Ponuđač će biti obavezan da na kraju projekta dostavi detaljan plan održavanja i to prije tehničkog pregleda i prijema izvedenih radova/usluga.  ***Svi traženi dokumenti moraju biti originali ili ovjerene kopije, a predaja istih je obavezna.*** |
| Period of Validity of Quotes starting the Submission Date | 60 days |
| Partial Quotes | 🗹 Partial Quotes are not permitted. |
| Payment Terms | 🗹 Based upon Invoice submitted by the Contractor and Interim Payment Certificates issued by the Supervising Engineer, UNDP shall make progress payments. The period covered by each Invoice shall be 20 (twenty) days during the Time for completion. Invoices shall indicate the percentage of completion of each portion of Works as of the end of the period covered by the Invoice. Each Invoice shall be based on the Work Plan submitted by the Contractor in accordance with the tender documents.  🗹 Invoices reflecting final payment certificates shall be paid within 30 (thirty) days of the date of their receipt and acceptance by UNDP. |
| Liquidated Damages | Liquidated Damages  Will be imposed under the following conditions:   * Percentage of contract price per day of delay: 1.0%. Max. no. of days of delay: 10 calendar days. Next course of action: Termination of contract. |
| Evaluation Criteria | Price and Technical responsiveness/ Full compliance with the requirements  Full acceptance of the Contract General Terms and Conditions.  The Bidder should meet the following criteria:  🗹 Company's registered to perform required woks.  🗹 At least 3 projects of similar complexity and value related to supply, delivery and installation of security doors of equal or better technical specification and complexity in last 5 years (all relevant standards applied).  🗹 Average annual turnover for last three years should be no less than 300,000 (three hundred thousand) BAM.  🗹 1 graduated mechanical engineer with minimum five (5) years of experience  🗹 Minimum number and profile of registered employees (permanent):  20 full-time employees including:   * 2 technicians * 5 door assemblers * 5 welders/ locksmiths * 1 truck driver.   The Bidder must have minimum two teams for the installation of the doors, capable to perform the work independently from each other, at the same time but on different locations.  🗹 Full compliance of offered material and equipment with technical specification and requirements. |
| UNDP will award to: | 🗹One Bidder, depending on the following factors:   * Technical responsiveness/ Full compliance to requirements. * Lowest price offer of technically qualified/ responsive Bid. |
| Type of Contract to be Signed | Contract for Works |
| Special conditions of Contract | Performance Security   * Amount: 10% of the contract value for period of 24 months from the anticipated date of technical reception of works.   Form: bank guarantee.  Liquidated Damages   * Will be imposed under the following conditions: Percentage of contract price per day of delay: 1.0%.   Max. no. of days of delay: 10 calendar days.  Next course of action: Termination of contract. |
| Conditions for Release of Payment | UNDP shall make payments to the Contractor after acceptance by UNDP of the invoices for performed works, submitted by the Contractor. |
| Annexes to this RFQ | * Bill of Quantities and Main Design (Annex 1); * Form for Submission of Quotation (Annex 2); * General Terms and Conditions/ Special Conditions (Annex 3); * Performance Security/ Bank Guarantee (Annex 4); * Bid Security/ Bank Guarantee (Annex 5).   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) | UNDP BiH Registry  Fax: 033 552 330; email: registry.ba@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. |

Works/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 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/ Purchase Order based only on the prices of the goods if 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 Contract/Purchase Order that will be issued because 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. **If** 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/procurement/protest.shtml>.

**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,**

**UNDP BiH**

May 16, 2019

**Annex 1**

**BILL OF QUANTATIES AND MAIN DESIGN AS SEPARATE FILES**

**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the works listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. **RFQ-063-19:**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item No. | Description of Works | TOTAL (BAM):  Without **VAT** | VAT Amount | TOTAL (BAM):  With **VAT** |
| **1** | **Supply, delivery and installation of security doors at the military ammunition storage site Kula Mrkonjić Grad, Bosnia and Herzegovina.** |  |  |  |
|  | Total (in BAM) |  |  |  |

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 |
| Delivery Lead Time:   * 120 calendar days for completion of works |  |  |  |
| Warranty and After-Sales Requirements:   * 24 months warranty for all works/services |  |  |  |
| Validity of Quotation:   * 60 days |  |  |  |
| 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 and Signature of the Supplier’s Authorized Person]

[Date]

**Annex 3**

-General Terms and Conditions/Special Conditions - Link: [English version](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-2493)

**Annex 4**

PERFORMANCE SECURITY

*(This must be finalized using the official letterhead of the Issuing Bank. Except for indicated fields, no changes may be made on this template)*

To: UNDP

[Insert contact information as provided in Data Sheet]

WHEREAS [*name and address of Contractor*] (hereinafter called “the Contractor”) has undertaken, in pursuance of Contract No. Click here to enter text.dated Click here to enter a date. , to execute Services …………….. (hereinafter called “the Contract”):

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract:

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of [*amount of guarantee*] [*in words and numbers*], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid*] without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid until a date 30 day from the date of issue by UNDP of a certificate of satisfactory performance and full completion of services by the Contractor.

### SIGNATURE AND SEAL OF THE GUARANTOR BANK

Date .......................................................................................................................

Name of Bank .........................................................................................................

Address .................................................................................................................

**Annex 5**

**BID SECURITY**

Bid Security must be issued using the official letterhead of the Issuing Bank.

Except for indicated fields, no changes may be made on this template.

To: UNDP

*[Insert contact information as provided in Data Sheet]*

WHEREAS [Name and address of Bidder] (hereinafter called “the Bidder”) has submitted a Bid to UNDP dated Click here to enter a date. to execute goods and/or services [Insert Title of Goods and/or Services] (hereinafter called “the Bid”):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security if the Bidder:

1. Fails to sign the Contract after UNDP has awarded it;
2. Withdraws its Bid after the date of the opening of the Bids;
3. Fails to comply with UNDP’s variation of requirement, as per ITB instructions; or
4. Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of [*amount of guarantee*] [*in words and numbers*], such sum being payable in the types and proportions of currencies in which the Price Bid is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid*] without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

**SIGNATURE AND SEAL OF THE GUARANTOR BANK**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Bank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[Stamp with official stamp of the Bank]*