



REQUEST FOR QUOTATION (RFQ/027/19)

NAME & ADDRESS OF FIRM	DATE: May 21, 2019
	REFERENCE: RFQ/027/19 – Supply of minivan with at least 8-seat passenger including driver's seat

Dear Sir / Madam:

We kindly request you to submit your quotation for supply of minivan with at least 8-seat passenger including driver's seat, 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 18:00 GMT +5 June 5, 2019 and via ☒ e-mail bids.uz@undp.org¹ or courier mail to the address below:

**United Nations Development Programme
Republic of Uzbekistan, Tashkent, 100029, Taras Shevchenko Street 4
Procurement Unit UNDP Uzbekistan
Tel: +99878 1203450**

Quotations submitted by email must be limited to a maximum of 15 MB, virus-free and no more than three email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected. The following must be on the subject of email with your quotation being sent to bids.uz@undp.org:

RFQ/027/19 – Supply of minivan with at least 8-seat passenger including driver's seat²

If you submit your quotation to the above specified address, you shall ensure marking the envelope as follows:

“TO: UNDP in Uzbekistan
ATTENTION: PROCUREMENT UNIT
SEALED QUOTATION: RFQ/027/19
VENDOR: (NAME AND ADDRESS OF YOUR COMPANY)
SUBMISSION DEADLINE: **18.00 (Tashkent time (GMT+5), June 5, 2019)**
“Quotations shall not be opened at entrance desk”

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

¹ Quotations submitted to other emails will not be accepted and will be declined

² Quotations that do not contain the specified subject or reference to the tender number in the subject line of e-mail message will not be opened and will be rejected

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"/> CIP Tashkent International Airport named after Islam Karimov by air or “Ark Bulak” customs post by land	
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> General Prosecutor's Office of Republic of Uzbekistan for imported goods	
Exact Address/es of Delivery Location/s (identify all, if multiple)	66, Yahyo Gulyamov street, Tashkent, Uzbekistan, 142000	
UNDP Preferred Freight Forwarder, if any	N/A	
Distribution of shipping documents (<i>if using freight forwarder</i>)	The cargo shall come to the name of General Prosecutor's Office of Republic of Uzbekistan followed with invoice (2 originals) and packing list (2 originals), with other quality confirmation documents if required.	
Latest Expected Delivery Date and Time (<i>if delivery time exceeds this, quote may be rejected by UNDP</i>)	<input checked="" type="checkbox"/> Not later than 50 calendar days from the issuance of the Purchase Order (PO) Attention: If the offered delivery term exceeds the delivery time specified above, the respective proposed offer may be rejected.	
Delivery Schedule	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required	
Packing Requirements	As per standards (the company must provide a high-quality and safe transportation of minivan)	
Mode of Transport	<input checked="" type="checkbox"/> AIR <input type="checkbox"/> SEA	<input checked="" type="checkbox"/> LAND <input type="checkbox"/> OTHER
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars for Foreign Suppliers registered abroad or <input checked="" type="checkbox"/> Uzbek Soums (UZS) for Local Suppliers registered in the Republic of Uzbekistan	
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	<input checked="" type="checkbox"/> The warranty period for the supplied minivan shall be at least for 2 years or 100000 kms whichever comes first The exhibited defects attributable to the manufacturer, discovered during the warranty period for goods, must be replaced and eliminated for free of charge.	
Deadline for the Submission of Quotation	18.00 Tashkent time (GMT +5), Wednesday, June 05, 2019	

All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English or <input checked="" type="checkbox"/> Russian Documents submitted in a language other than English and/or Russian must have an English or Russian translation.
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Declaration of owners' interest in other companies using form provided in Part 2 of Annex 2; <input checked="" type="checkbox"/> Company's profile with detailed information (name of the company, address, contact details etc.) using form provided in Part 3 of Annex 2; <input checked="" type="checkbox"/> At least 2 contracts for supply of similar minivans successfully performed in the last 3 years using form provided in Part 4 of Annex 2; <input checked="" type="checkbox"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users ³ ; <input checked="" type="checkbox"/> Quality Certificates (ISO, main technical characteristics of the supplied minivan and available certificates and etc.); <input checked="" type="checkbox"/> Warranty obligations for the minivan from manufacturer <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent or Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Latest Business Registration Certificate (copy, certified by signature and stamp of authorized person of the Bidder); <input checked="" type="checkbox"/> Copy of the page from company's Charter where the information on company founders is provided (copy, certified by signature and stamp of authorized person of the Bidder); <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. <input checked="" type="checkbox"/> Service possibilities under conditions of post-warranty annual or other periodic maintenance in Uzbekistan ⁴ Failure to provide any of the above specified documents will serve as a ground for disqualifying the Offeror from the tender by declaring it as technically non-compliant.
List of documents to be requested by UNDP	<input checked="" type="checkbox"/> (a) Copy of Financial Reports, certified by a third party (tax agency or other authorized body), for the last 2 (two) years,

³ Mandatory for the supply of imported goods

⁴ The minivan offered by a Bidder must have the service warranty on the territory of the Republic of Uzbekistan and have accreditation for providing support and maintenance services for minivan from the manufacturer (the service center must have an Authorization of the Manufacturer for the right to carry out repair and service works)

additionally from the three lowest priced bid Offerors ⁵	<p>OR</p> <p>(b) a bank statement from Offeror's bank, issued not more than 30 days prior the bid submission or quotation date, confirming that company has available or has access to liquid assets (asset that can be readily converted into cash), to meet the supply cash flow for the contract of not less than Offeror's bid value.</p>
Period of Validity of Quotes starting the Submission Date	<p><input checked="" type="checkbox"/> 90 days from the date of bid opening</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>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<p><input checked="" type="checkbox"/> United States Dollars, for Foreign Suppliers will be paid in US Dollars by bank transfer 100% of the total invoice amount upon delivery and acceptance of goods</p> <p><input checked="" type="checkbox"/> Local Currency: Uzbek Soums (UZS), for Local Suppliers will be paid in Uzbek Soums by bank transfer 100% of the total invoice amount upon delivery and acceptance of goods</p>
Liquidated Damages	0,5% of total contract amount for every day of delay, up to a maximum 10% of the contract amount. The contract may be terminated thereafter.
Evaluation Criteria	<p><input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price⁶</p> <p><input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions</p> <p><input checked="" type="checkbox"/> Strong financial position: (a) Liquidity ratio for the last two years not less than 1, if financial reports were presented, OR (b) Confirmation from bank on financial strength of the Offeror as per requirement outlined above</p> <p><input checked="" type="checkbox"/> At least 2 contracts for supply of similar minivan successfully performed in the last 3 years;</p> <p><input checked="" type="checkbox"/> Demonstrated availability of a permanent office reachable via landline telephone and permanent staff of at least 5 persons and service center.</p>
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier

⁵ Failure to provide any of the above specified documents will serve as a ground for disqualifying the Offeror from the tender by declaring it as technically non-compliant

⁶ UNDP reserves the right not to award the contract to the lowest priced Quotation, if the second lowest price among the responsive Quotation is found to be more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can cover the price difference. The term "more superior" as used in this provision shall refer to Quotations that have exceeded the pre-determined requirements established in the specifications.

Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP
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 Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 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 ⁷	<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 (Annex 3). 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.
Post-qualification Actions	<input checked="" type="checkbox"/> Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted <input checked="" type="checkbox"/> Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder <input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed
Contact Person for Inquiries (Written inquiries only) ⁸	UNDP CO Uzbekistan, Procurement Unit 4, Taras Shevchenko Street, 100029, Tashkent city Fax: (+998 78) 1203450 E-mail: pu.uz@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.

⁷ Where the information is available in the web, a URL for the information may simply be provided.

⁸ 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.

Other:	<p>Offers submitted by two (2) or more Offerers shall all be rejected if they are found to have <u>any</u> of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFQ; d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Offer of, another Offerer regarding this RFQ process; e) they are subcontractors to each other's Offer, or a subcontractor to one Offer also submits another Proposal under its name as lead Offerer; <p>or</p> <p>an expert proposed to be in the team of one Offerer participates in more than one Offer received for this RFQ process. This condition does not apply to subcontractors being included in more than one Offer.</p>
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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,

[Enter name of authorized staff]

[Designation]

[Click here to enter a date]

Technical specifications' list for the for the procurement of minivan for the General Prosecutor's Office of the Republic of Uzbekistan

#	Q-ty	Description / Specifications General Specifications		Delivery Deadline
1.	1 pc.	Transmission / Suspension:	Gasoline engine with a capacity of not less than 2 liters. Automatic transmission	Not later than 50 calendar days upon signing the contract by two sides
		Safety:	ABS brake system, driver and passenger side airbag, electronic stability control system, vehicle gear lockout device, front and rear disc brakes, emergency stop signal, machine steep climber control system, driver-side power windows	
		Exterior:	4 side doors and a rear tailgate; Body color: dark black, molded tire, exterior mirror with heating system, all-round window tinting, rear wiper and washer, windshield wiper	
		Convenience/Interior:	Light interior color, leather seats in interior color, 1-row ventilation system, driver's armrest, passenger sliding seat, rear parking assistance system, folding type door lock device, central locking, speed detection system, auto door lock, fully automatic air conditioning	
		Multimedia:	Rear view camera, steering (remote control)	
		Passenger seating:	Not less than 8 including driver's seat	
		Year of manufacture (YOM) and condition:	Not earlier than 2019, brand new	
		Warranty:	At least 2 years or 100000 kms whichever comes first	

A supplier should meet the following criteria:

- main technical characteristics of the supplied minivan and available certificates;
- warranty obligations for the supplied minivan;
- conditions of post-warranty annual or other periodic maintenance; *
- the warranty period for the supplied minivan shall be at least for 2 years or 100000 kms.

* The minivan offered by a Bidder must have the service warranty on the territory of the Republic of Uzbekistan and have accreditation for providing support and maintenance services for minivans from the manufacturer (the service center must have an Authorization of the Manufacturer for the right to carry out repair and service works).

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁹

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹⁰)

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/027/19 Supply of minivan with at least 8-seat passenger including driver's seat:

TABLE 1: Offer to Minivan Compliant with Technical Specifications and Requirements

Item No.	Description	Quantity	Specification of Goods ¹¹	Unit Price	Total Price per Item
1.	Minivan with at least 8-seat passenger including driver's seat	1 pc			
	Total Prices of Minivan¹²				
	Add: Cost of Transportation:				
	Add : Cost of Insurance				
	Add : Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation				

⁹ This serves as a guide to the Supplier in preparing the quotation and price schedule.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

¹¹ The Offeror must indicate model and technical specification of offered product that must meet minimum characteristics described in Annex 1

¹² Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

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 50 calendar days			
Country/ies Of Origin:			
Validity of Quotation 90 calendar days upon Bid opening date			
The warranty period for the supplied minivan shall be at least for 2 years or 100000 kms whichever comes first			
Quality Certificates (ISO, main technical characteristics of the supplied minivan and available certificates, etc.)			
Payment terms: <input checked="" type="checkbox"/> United States Dollars, for Foreign Suppliers will be paid in US Dollars by bank transfer 100% of the total invoice amount upon delivery and acceptance of goods <input checked="" type="checkbox"/> Local Currency: Uzbek Soums (UZS), for Local Suppliers will be paid in Uzbek Soums by bank transfer 100% of the total invoice amount upon delivery and acceptance of goods			
All Provisions of the UNDP General Terms and Conditions			
Other requirements [pls. specify]			

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 authorized person]

[Position]

[Date]

[Stamp of the company]

Part 2: DECLARATION OF INTEREST

Dear Sir/Madam,

We/I, _____ (Name and Title), as Director/Founder of _____ Company, declare that:

- (a) Have no financial and other interests in, association or relationship with, are not employed and do not have relatives (i.e. spouse, parents, children or siblings) employed by the United Nations Development Programme (UNDP) or the Government of Uzbekistan that announced the tender; and do not have access to information about, or influence on the selection process for this tender;
- (b) Have no common controlling partner, director, shareholder, legal representative for the purposes of this tender with any other entity submitting its Quotation under this tender; are not subcontracting or are subcontractors to other entities for the purposes of this tender; and that the experts proposed in the team do not participate in more than one Quotation for this tender;
- (c) Are not involved in activities that could have an impact on the objectivity and independence of the Contractor's team in carrying out its duties under the contract or can affect the image of the United Nations and the Government of Uzbekistan.

We certify that the information stated is true, correct and complete to the best of our knowledge and belief. We are obliged to comply with all requests for additional information, documentation, clarification and/or verification concerning the Declaration of Interest statement.

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

We declare that we are not in the UN Security Council 1267/1989 List, UN Procurement Division List or other UN Ineligibility List.

Name and signature of authorized person]

[Position]

[Date]

[Stamp of the company]

Part 3: COMPANY PROFILE

Part 3: COMPANY PROFILE 1. Offeror's Legal Name [insert Offeror's legal name]		
2. In case of Joint Venture (JV), legal name of each party: [insert legal name of each party in JV]		
3. Actual or intended Country/ies of Registration/Operation: [insert actual or intended Country of Registration]		
4. Year of Registration in its Location: [insert Offeror's year of registration]		
5. Countries of Operation	6. No. of permanent staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: [insert Offeror's legal address in country of registration]		
9. Value and Description of Top two (2) Biggest Contracts for the past three (3) years		
10. Latest Credit Rating (Score and Source, if any)		
11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
12. Offeror's Authorized Representative Information Name: [insert Authorized Representative's name] Address: [insert Authorized Representative's Address] Telephone/Fax numbers: [insert Authorized Representative's telephone/fax numbers] Email Address: [insert Authorized Representative's email address]		
13. Are you in the UNPD List 1267.1989 or UN Ineligibility List? <input type="checkbox"/> YES or <input type="checkbox"/> NO		

Name and signature of authorized person]

[Position]

[Date]

[Stamp of the company]

PART 4: PERFORMANCE OF SIMILAR CONTRACTS. *

Name of delivered goods	Terms of the contract (year, month)	Cost of work	Customer (Company name, full name of the contact person, telephone)

*Requires at least two similar contracts during last 3 years on supply of minivan.

[Name and signature of authorized person]

[Position]

[Date]

[Stamp of the company]