



REQUEST FOR QUOTATION (RFQ)

For Refurbishment of Office Space for Project Management Unit of “*Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal*” Project in office complex of Department of Forest and Soil Conservation, Babarmahal, Kathmandu

NAME & ADDRESS OF FIRM	DATE: July 3, 2019
	REFERENCE: UNDP/RFQ/13/2019

Dear Sir / Madam:

We kindly request you to submit your quotation for Refurbishment of Office Space for Project Management Unit of “Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal” a joint Initiative of Government of Nepal, UNDP and GEF in office complex of Department of Forest and Soil Conservation, Babarmahal, Kathmandu, 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 **5:00PM, July 15, 2019** in sealed envelope by *courier mail or hand delivery* to the address below:

**United Nations Development Programme
Ref: UNDP/RFQ/13/2019
The Registry, Reception, UN House
Pulchowk, Lalitpur, Nepal**

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 above mentioned services:

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> Other: N/A
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Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offendor
Exact Address/es of Delivery Location/s (identify all, if multiple)	UN House, Pulchowk, Lalitpur Nepal
UNDP Preferred Freight Forwarder, if any ¹	Not applicable
Distribution of shipping documents (<i>if using freight forwarder</i>)	Not applicable
Latest Expected Delivery Date and Time (<i>if delivery time exceeds this, quote may be rejected by UNDP</i>)	<input checked="" type="checkbox"/> 45 days upon signing of the contract
Delivery/Work Schedule	<input checked="" type="checkbox"/> Required
Packing Requirements	
Mode of Transport	
Preferred Currency of Quotation ²	<input checked="" type="checkbox"/> Local Currency: Nepalese Rupees (NPR.) inclusive of VAT
Value Added Tax on Price Quotation ³	<input checked="" type="checkbox"/> Must be inclusive of VAT and all other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Defect liability period for 1 year to cover workmanship and all installed fixtures.
Deadline for the Submission of Quotation	5:00PM, <u>July 15, 2019</u>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted ⁴	<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"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest VAT/PAN Registration Certificate; <input checked="" type="checkbox"/> Latest Tax Clearance Certificate;

¹ Depends on INCO Terms. The suggestion to use a UNDP preferred courier is only for purposes of familiarity with procedures and documentary requirements applicable to the UNDP when clearing with customs.

² Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

³ This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

⁴ First 2 items in this list are mandatory for the supply of imported goods

	<input checked="" type="checkbox"/> Self-certification showing working experiences of at least 5 years, <input checked="" type="checkbox"/> Minimum 2 client certificates to evidence successful completion of similar construction/refurbishment work <input checked="" type="checkbox"/> Company should have track records to evidence at least 3 years of experience in completion of similar refurbishment work more than amount of 50 lakhs <input checked="" type="checkbox"/> Brochures including technical specifications of the proposed electrical, furnishing and sanitary items etc. should be provided <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;
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 Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms ⁵	<input checked="" type="checkbox"/> Payment will be made upon completion of the project and acceptance by UNDP
Liquidated Damages	<input type="checkbox"/> Will not be imposed <input checked="" type="checkbox"/> Will be imposed under the following conditions : Percentage of contract price per day of delay : 0.5% of the contract value Max. no. of days of delay : 30 days After which UNDP may terminate the contract.

⁵ UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

Evaluation Criteria <i>[check as many as applicable]</i>	<p><input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price⁶</p> <p><input checked="" type="checkbox"/> Sample Verification Bidders will be requested to provide samples of electrical, furnishing and other applicable items.</p> <p><i>Note:</i></p> <ol style="list-style-type: none"> 1. Brand of materials to be supplied should be disclosed on the bid where applicable. 2. UNDP may notify bidders to submit samples and these needs to be submitted within deadline as specified in the notification by UNDP. 3. Bidder's name should be mentioned on every sample submitted. <p><input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</i></p> <p>Preferences:</p> <ul style="list-style-type: none"> • Those having working experience with UN agencies
UNDP will award to:	<input checked="" type="checkbox"/> One and only one service provider
Type of Contract to be Signed	<input checked="" type="checkbox"/> UNDP's Contract for Civil Works/ Refurbishment
Special conditions of Contract	
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of completion of the services, based on full compliance with RFQ requirements

⁶ 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.

⁷ This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).

⁸ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

Annexes to this RFQ ⁹	<p> <input checked="" type="checkbox"/> Bill of Quantity (BOQ) (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). <input checked="" type="checkbox"/> Specifications and Layout Drawings (Annex 4) </p> <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>
Contact address for Inquiries (Written inquiries only) ¹⁰	<p> <i>Procurement Unit</i> <i>UNDP Nepal</i> <i>Email: query.procurement.np@undp.org</i> </p> <p>Written inquiries must be submitted mentioning RFQ Ref: UNDP/RFQ/13/2019 (SA), on or before 10:00AM, July 10, 2019. UNDP shall respond to the inquiries through a bulletin posted in UNDP Website: http://www.np.undp.org/content/nepal/en/home/operations/procurement.html. Inquiries received after the above date and time shall not be entertained.</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,

⁹ Where the information is available in the web, a URL for the information may simply be provided.

¹⁰ 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.

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,

Deepak Shrestha
Procurement Analyst, UNDP Nepal
July 3, 2019

BILL OF QUANTITIES

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹¹***(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹²)***

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer bid for Refurbishment of Office Space for Project Management Unit of "Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal" Project in office complex of Department of Forest and Soil Conservation, Babarmahal in conformity with the requirements of UNDP as per RFQ Reference No. UNDP/RFQ/13/2019

TABLE 1 : Offer for Refurbishment of Project Management Unit of "Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal" Project

SUMMARY OF COSTS		
Sl.	Description	Total Amount
A	Site Clearance approximately 800 Sq. Fit wooden partition	
B	Civil Works	
C	False Ceiling	
D	Painting Works/Wall putty	
E	Column Cladding/Partition /Door /Windows	
F	Furniture Work	
G	Furnishing Works	
H	Electrical Works	
I	HVAC Works	
	Sub-Total	
	VAT	
	TOTAL	
	Amount in words:	

The Contractor must establish Group Insurance of its workers and a copy of the Group Insurance shall be provided to UNDP upon signing of the Contract

¹¹ This serves as a guide to the Supplier in preparing the quotation and price schedule.

¹² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

TABLE 2 : Estimated Operating Costs (if applicable)

List of Consumable Item/s (Include fast moving parts, if any)	Estimated Average Consumption	Unit of Measure	Unit Price	Total Price per Item
NOT APPLICABLE				

TABLE 3 : 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			
Estimated weight/volume/dimension of the Consignment:	NA	NA	
Country/ies Of Origin ¹³ :	NA	NA	
Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance	NA	NA	
b) Defects Liability Period of 1 year			
c) Service Unit to be Provided when the Purchased Unit is Under Repair	NA	NA	
d) Brand new replacement if Purchased item is not working at the time of delivery/installation	NA	NA	
e) Others			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>	NA	NA	

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]

¹³ 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 supplier must submit them to UNDP if awarded the PO/contract.

Annex 3

General Terms and Conditions for Services

<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Annex 4

Layout Drawings

Specifications