

REQUEST FOR QUOTATION RFQ 053/19

NAME & ADDRESS OF FIRM	DATE: June 18, 2019
	REFERENCE: Supply and installation of ceiling lighting fixtures and training furniture for CEC “training and resource center” establishment

Dear Sir / Madam:

We kindly request you to submit your quotation for **“Supply and installation of ceiling lighting fixtures and training furniture for CEC “training and resource center” establishment”** 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 16:00 (local time), July 19, 2019 and via ☒ e-mail, ☒ courier mail to the address below:

Tenders.armenia@undp.org
or
United Nations Development Programme
14 Petros Adamyan Street, 0010, Yerevan

Quotations submitted by email must be limited to a maximum of 10MB, virus-free and no more than 3 transmissions (it is advised to merge set of documents). 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 above mentioned good/s:

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP Yerevan (Armenia)
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> by UNDP
Exact Address of Delivery Location:	UNDP Armenia, #14 P.Adamyan, Yerevan, Armenia
Latest Expected Delivery	<input checked="" type="checkbox"/> 60 days from the issuance of the Purchase Order (PO) / Contract for Goods
Delivery Schedule	<input checked="" type="checkbox"/> Required

¹ Must be linked to INCO Terms chosen.

Mode of Transport	<input checked="" type="checkbox"/> LAND	<input type="checkbox"/> SEA	<input checked="" type="checkbox"/> AIR
Preferred Currency of Quotation ²	<input checked="" type="checkbox"/> United States Dollars or <input checked="" type="checkbox"/> Local Currency: Armenian drams		
Value Added Tax on Price Quotation ³	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes		
After-sales services required	<input checked="" type="checkbox"/> Warranty period – 1 year for both lots		
Deadline for the Submission of Quotation	<i>Friday, July 19, 2019, 16:00 local time</i>		
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"/> Quality Certificates (ISO, etc.) - compliance / quality certificates; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <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"/> Brief organizational overview and proof of experience in supply or manufacturing of firefighting gear or similar goods within last three year. <input checked="" type="checkbox"/> Detailed parameters of the offered goods.		
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 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	<input checked="" type="checkbox"/> 100% upon complete delivery of firefighting gear.		
Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay: 0.25% Max. no. of days of delay: 6 weeks Next course of action: contract termination		

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

Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁵ <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> At least 3 years of proven experience in manufacturing or supply of the required goods; <input checked="" type="checkbox"/> Acceptable warranty period for Lot 1 and Lot 2.
UNDP will award to:	<input checked="" type="checkbox"/> Up to two Suppliers based on number of lots (2).
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order / Contract for Goods
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements.
Annexes to this RFQ ⁶	<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). 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)	Procurement.armenia@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 herein attached as Annex 3.

⁵ 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.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

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,

Procurement Unit

Technical Specifications
Ceiling Lighting Fixtures and Furniture
ELECTORAL COMMISSION TRAINING CENTER

#	Description Lot 1	Unit of measure	Quantity	Description
1 Electrical				
1.1	Ceiling Light fixtures	m	5*(5*3,5)	Arlight, SL-LINE-3667-2000, LED Light 24 W, neutral color, anodized aluminium profile, power supply 60 Wt (24V), width-67 mm, length-2000 mm, thickness-36 mm, profiles-019856, 019909, 019908, hanger-019391, 019392, screen-019301.
1.2	Remove existing lights and installation of new ceiling linear lighting fixtures			

Warranty: 1 year

#	Description Lot 2	Unit of measure	Quantity	Description
2.1	Shelving library with drawers for dimensions refer to drawing	unit	1	MDF (pressed paper) 1,8cm; laminate (DSP-small pieces of wood) 1,8cm; wood veneer (1mm natural wood); glue, metal, drawer glides.;
2.2	Table 1 Trapezoidal (creamy painted MDF) for dimensions refer to drawing	unit	8	MDF (pressed paper) thickness 3,6cm; metal; paint; wheels specifications with stoppers-according to the example
2.3	Table 2 Trapezoidal (wood veneer) for dimensions refer to drawing	unit	6	Wood veneer-(1mm natural wood); MDF (pressed paper) 3,6cm; metal; paint; wheels specifications with stoppers-according to the example
2.4	Table 3 Trapezoidal (grey painted MDF) for dimensions refer to drawing	unit	6	MDF (pressed paper) thickness 3,6cm; metal; paint; wheels specifications with stoppers-according to the example

2.5	Table 4 arch shaped (creamy painted MDF) for dimensions refer to drawing	unit	2	MDF (pressed paper) thickness 3,6cm; metal; paint; wheels specifications with stoppers-according to the example
2.6	Table 5 arch shaped (wood veneer) for dimensions refer to drawing	unit	2	Wood veneer-(1mm natural wood); MDF (pressed paper) 3,6cm;metal; paint; wheels specifications with stoppers-according to the example
2.7	Table 6 arch shaped (grey painted MDF) for dimensions refer to drawing	unit	2	MDF (pressed paper) thickness 3,6cm; metal; paint; wheels specifications with stoppers-according to the example
2.8	Chair	unit	30	stackable chairs, with soft seats, metal legs and plastic backrest
2.9	Office chair	unit	10	chair with adjustable seat, ventilated mesh backrest, aluminum base with wheels
2.10	Shades	unit	5	cylindrical, with aluminum cornices, rolled up and down, managed by a string placed on the side

Warranty: 1 year

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁷

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁸)

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 053/19**:

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

Item No.	Description/Specification of Goods as per Annex 1	Quantity	Latest Delivery Date	Unit Price /currency/	Total Price per Item / currency /
1	Ceiling Light fixtures	5*(5*3,5)	60 days		
2	Remove existing lights and installation of new ceiling linear lighting fixtures				
Total Prices of Goods⁹					
Add : Cost of Transportation to Yerevan, Armenia					
Add : Cost of Insurance					
Add : Other Charges (pls. specify)					
VAT					0%
Total Final and All-Inclusive Price Quotation					

Additional Requirements

Other information related to this RFQ	Your answers		
	Yes, we accept	No, we cannot accept	If you cannot accept, please suggest your conditions
Delivery and installation duration: 60 days.			
At least 3 years of proven experience in supply of required goods			
List of similar supply conducted within last three years;			
Full acceptability of UNDP General provisions and conditions			
Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);			
Acceptable warranty period			
Quality Certificates (ISO, etc.) - compliance / quality certificates for the goods of Lot 1			
Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN			

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]

⁷ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

⁹ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹⁰

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹¹)

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 053/19**:

TABLE 1 : Offer to Supply Goods Compliant with Technical Specifications and Requirements **LOT 2**

Item No.	Description/Specification of Goods as per <u>Annex 1</u>	Quantity	Latest Delivery Date	Unit Price /currency/	Total Price per Item / currency /
1	Shelving library with drawers for dimensions refer to drawing	1	60 days		
2	Table 1 Trapezoidal (creamy painted MDF) for dimensions refer to drawing	8	60 days		
3	Table 2 Trapezoidal (wood veneer) for dimensions refer to drawing	6	60 days		
4	Table 3 Trapezoidal (grey painted MDF) for dimensions refer to drawing	6	60 days		
5	Table 4 arch shaped (creamy painted MDF) for dimensions refer to drawing	2	60 days		
6	Table 5 arch shaped (wood veneer) for dimensions refer to drawing	2	60 days		
7	Table 6 arch shaped (grey painted MDF) for dimensions refer to drawing	2	60 days		
8	Chair	30	60 days		
9	Office chair	10	60 days		
10	Shades	5	60 days		
Total Prices of Goods¹²					
Add : Cost of Transportation to Yerevan, Armenia					
Add : Cost of Insurance					
Add : Other Charges (pls. specify)					
VAT					0%

¹⁰ This serves as a guide to the Supplier in preparing the quotation and price schedule.

¹¹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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

	Total Final and All-Inclusive Price Quotation	
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Additional Requirements

Other information related to this RFQ	Your answers		
	<i>Yes, we accept</i>	<i>No, we cannot accept</i>	<i>If you cannot accept, please suggest your conditions</i>
Delivery and installation duration: 60 days.			
At least 3 years of proven experience in supply of similar goods (furniture)			
List of similar supply conducted within last three years;			
Full acceptability of UNDP General provisions and conditions			
Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);			
Acceptable warranty period and availability of local after-sales services.			
Quality Certificates (ISO, etc.) - compliance / quality certificates if any			
Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement			

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]

General Terms and Conditions

(attached separately)