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REQUEST FOR QUOTATION (RFQ)

|  |  |
| --- | --- |
| UNDP BIHZmaja od Bosne bb; Sarajevo | DATE: 6 September 2019 |
| REFERENCE: **BIH/RFQ/161/19** |

Dear Sir / Madam:

We kindly request you to submit your quotation for**Supply and Delivery of Small vehicle for summer and winter maintenance of sidewalks and roads as stated in the Annex I.**

When preparing your quotation, please be guided by the form attached hereto as Annex II.

Quotations may be submitted on or before **20 September 2019, 12:00 h,** via ***courier mail*** to the address below:

**United Nations Development Programme**

Zmaja od Bosne bb, Sarajevo 71000

General Service

**Ref:** **BIH/RFQ/161/19**

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 good/s:

|  |  |
| --- | --- |
| Delivery Terms [INCOTERMS 2010]  | DAP |
| Exact Address/es of Delivery Location/s (identify all, if multiple) | **LOT 1 – Sarajevo, BiH;** |
| UNDP Preferred Freight Forwarder, if any | N/A |
| Distribution of shipping documents *(if using freight forwarder)* | N/A |
| Latest Expected Delivery Date and Time *(if delivery time exceeds this, quote may be rejected by UNDP)* |  6 March 2020 |
| Preferred Currency of Quotation | Local Currency: BAM |
| Value Added Tax on Price Quotation | Must be exclusive of VAT and other applicable indirect taxes;(VAT and custom stated separately) |
| Deadline for the Submission of Quotation  | **20 September 2019, 12:00 h** |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language  | Local language and/or English |
| Documents to be submitted | 🗹 Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1**; *(Popunjena forma za cjenovnu ponudu data u Aneksu 2)***🗹 Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation (copy); ***(Ovjerena kopija registracije ponuđača)***🗹 Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder***;(Potvrda o plaćenim direktnim I indirektnim porezima I doprinosima za uposlene radnike)***🗹 Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country;🗹 Certification or authorization to act as Agent in behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer***;(Potvrda o zastupanju proizvođača čiji su proizvodi ponuđeni)***🗹 List of three references in the last three (3) years for the similar scope of services and/or delivery of goods; ***(Tri reference u zadnje tri godine za isporuku iste ili slične opreme)***🗹 Product catalogue with specifications of the offered machinery and equipment; ***(Katalozi sa tehničkim specifikacijama ponuđene robe)***🗹 Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List. (Pisana izjava da se ponudžač ne nalazi na jednoj od nabrojanih lista – UN Security 1267/1989, UNDP Procurement Division ili drugim UN listama ponudžača koji ne ispunjavaju uslove). |
| Period of Validity of Quotes starting the Submission Date | 90 days |
| Partial Quotes | Not permited |
| Payment Terms | Upon delivery and acceptance by UNDP. |
| Evaluation Criteria  | * Technical responsiveness/Full compliance to requirements (technical specification);
* Lowest priced technically responsive quotation per Item.
 |
| UNDP will award to: | One or more suppliers  |
| Type of Contract to be Signed | Purchase Order |
| Special conditions of Contract | 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 daysNext course of action: Termination of contract |
| Conditions for Release of Payment | UNDP shall effect payments to the Contractor after acceptance by UNDP of the invoices for delivered goods/services, submitted by the Contractor. |
| Annexes to this RFQ | * Specifications of the Goods Required (Annex 1)
* Form for Submission of Quotation (Annex 2)
* 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) | *UNDP BIH - GENERAL SERVICES* *registry.ba@undp.org*Tel: 033 293 400 Fax: 033 552 330Any 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 2.

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/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

**Annex I**

**Technical specification**

|  |  |  |  |
| --- | --- | --- | --- |
| **LOT** | **Opis i karakteristike proizvoda/** | **Jedinična mjera / Unit of measure** | **Količina / Quantity** |
| **Item/s to be Supplied** |
| **LOT 1**  | **Item 1** | **Small vehicle for summer and winter maintenance of sidewalks and roads:** | **Piece (pc)** | **1** |
| 4 cylinder turbo diesel engine; |
| Turbo diesel 4 cylinder engine; |
| Engine power at 3,000 rpm min. 114 hp; |
| Torque at 1,100 rpm 420 Nm; |
| Hydrostatic drive; |
| 4x4 drive; |
| All swivel wheels; |
| Operating speed from 0-22 km/h; |
| Transport speed 60 km/h; |
| Disc brakes on all wheels; |
| Tires 245/75 R16; |
| Total permissible vehicle load 6,000 kg; |
| Allowed front axle load 3,000 kg; |
| Allowed rear axle load 3000 kg; |
| Wheelbase 2,305 mm; |
| Vehicle length without assembly 3.795 mm; |
| Cabin with driver’s seat and front passenger’s seat; |
| Driver and front passenger seats include seat belts; |
| Driver’s air suspension seat; |
| Cabin width without mirror 1250 mm; |
| Air conditioning; |
| Two front windshield wipers; |
| Electronic front windshield heating; |
| Rotating light on the cabin roof; |
| Additional work lights;  |
| Radio; |
| Front mounting platform with lifting system for assembly mounting; |
| Hydraulics for working with winter and summer assembly; |
| Corrosion protection;  |
| 13-pole socket at the back; |
| 2-pole socket in vehicle cabin;  |
| Three-sided kipper size: length 1840 mm, width 1340 mm, height 300 mm; |
| Paint orange RAL 2011 or other of customer’s choice; |
| **Other:** |
| Full documentation for the machine and assembly parts will be provided on delivery; |
| Training of customer’s staff on delivery; |
| Warranty: Minimum of 12 months; |
| **Item 2** | **Road sweeping assembly:** | **Piece (pc)** | **1** |
| Mounting on the base vehicle via quick couplings; |
| Stainless steel box; |
| Box volume 1.5 m3 |
| Water tank integrated into a 300l box; |
| Opening for the rear cabin door from the cabin; |
| Water tank condition indicator; |
| Dirty water drain valve; |
| Two 800 mm diameter front brushes adjustable in all directions; |
| Suction mouth in stainless steel with a diameter of 515 mm; |
| Cleaning width with two front brushes 1,800 mm; |
| Rear door suction hose 150 mm in diameter, 3.000 mm in length; |
| Support stand for assembly storage; |
| Paint orange RAL 2011 or other of customer’s choice; |
| **Other** |
| Full documentation for the machine and assembly parts will be provided on delivery; |
| Training of customer’s staff on delivery; |
| Warranty: Minimum of 12 months; |
| **Item 3** | **Snow plow:** | **Piece (pc)** | **1** |
| 4-position V-plow; |
| For mounting on the front panel of a vehicle; |
| Width 1,800 mm; |
| Working width at 300 1,600 mm; |
| Plow weight 250 kg; |
| Two wings independently adjustable mounted on central kiln; |
| Hydraulic swivel from the vehicle cabin via Yostick; |
| Anti-shock safety valve; |
| Axial slope up to 100 |
| Adjustable sliding rates; |
| Steel blade; |
| LED emergency lights; |
| Orange RAL 2011 colour; |
| **Other** |
| Full documentation for the machine and assembly parts will be provided on delivery; |
| Training of customer’s staff on delivery; |
| Warranty: Minimum of 12 months; |
| **Item 4** | **Salt spreader:** | **Piece (pc)** | **1** |
| Volume 1.0 m3; |
| Spreading width 1 - 8 m; |
| Propulsion hydraulics with valve block and hydraulic motors; |
| Gearbox and hydraulic motors, snail transmission; |
| Dosage system with snail with variable diameter geometry 120 – 150 mm; |
| 520 mm stainless steel sprinkler plate; |
| Control of all spreader functions via the control unit in the vehicle cabin: Regulation of spreading width, spreading quantity, selection of spreading material, switch-on and adjustment of humidification; |
| Road spreading; |
| Automatic stop of spreading when stopping the vehicle; |
| Wet spraying system; |
| Pump with manifold installation and filter; |
| Charge-discharge connection coupler; |
| Dosing nozzle with non-return valve; |
| Fluid level indicator in tanks; |
| Electric switch-off for filling for full tanks; |
| Covering tarpaulin with opening/closing mechanism; |
| Rotating LED mechanism; |
| Orange RAL 2011 colour; |
| **Other** |
| Full documentation for the machine and assembly parts will be provided on delivery; |
| Training of customer’s staff on delivery; |
| Warranty: Minimum of 12 months; |
| **LOT 1**  | **Stavka 1**  | **Prevod:** | **Komada (kom)** | **1** |
| **Malo vozilo za ljetno i zimsko odrzavanje pločnika i saobraćajnica:** |
| Motor turbo dizel 4 cilindra |
| Norma motora EURO 6 |
| Snaga motora pri 3.000 o/min 114KS |
| Okretni moment pri 1.100 0/min 420 Nm |
| Hidrostatski pogon  |
| Pogon 4x4 |
| Svi kotači zakretni |
| Radna brzina od 0-22 km/h |
| Transportna brzina 60 km/h |
| Disk kočnice na svim kotačima  |
| Gume dimenzija 245/75 R16  |
| Ukupno dopušteno opterećenje vozila 6.000 kg |
| Dozvoljeno opterećenje prednje osovine 3.000 kg |
| Dozvoljeno opterećenje stražnje osovine 3000 kg |
| Međuosovinski razmak 2.305 mm |
| Dužina vozila bez priključnih uređaja 3.795 mm |
| Kabina s sjedalom za vozača I suvozača |
| Sjedala za vozača I suvozača opremljena sigurnosnim pojasevima |
| Zračno ovješeno sjedalo vozača |
| Širina kabine bez retrovizora 1250 mm |
| Klima uređaj  |
| Dva brisača prednjeg stakla |
| Elektroničko grijanje prednjeg stakla |
| Rotaciona lampa na krovu kabine |
| Dodatna radna svjetla  |
| Radio uređaj |
| Prednja montažna ploča sa podiznim sistemom za montažu priključaka |
| Hidraulika za rad s priključnim uređajima za zimsku I ljetnu službu |
| Antikorozivna zaštita  |
| 13-polna utičnica pozadi |
| 2-polna utičnica u kabini vozila  |
| Trostrani kipper keson dimenzija: dužina 1840 mm, širina 1.340 mm, visina 300 mm |
| Farba vozila orange Ral 2011 ili neka druga prema izboru kupca |
| Garancija: Minimalno 12 mjeseci |
| **Stavka 2** | **Prevod:** | **Komada (kom)** | **1** |
| **Nadogradnja za pometanje cesta:** |
| Montaža na osnovno vozilo putem brzih spojki |
| Sanduk izrađen od nehrđajučeg čelika -  |
| Zapremina sanduka 1,5 m3 |
| Rezervoar vode integriran u sanduk zapremine 300 l |
| Otvaranje zadnjih vrata sanduka iz kabine |
| Pokazivač stanja rezervoara za vodu |
| Ispusni ventil za prljavu vodu |
| Dvije prednje četke promjera 800 mm podesive u svim pravcima |
| Usisna usta od nehrđajučeg čelika promjera od 515 mm |
| Širina čišćenja s dvije prednje četke 1.800 mm |
| Usisno crijevo na zadnjim vratima promjera 150 mm, dužina 3.000 mm |
| Set nogara za odlaganje nadogradnje |
| Boja orange RAL 2011 ili neka druga prema izboru kupca |
| Garancija: Minimalno 12 mjeseci |
| **Stavka 3** | **Prevod:** | **Komada (kom)** | **1** |
| **Plug za čišćenje snijega:** |
| V -plug s mogučnošću rada u 4 položaja |
| Montaža na prednju ploču vozila |
| Širina 1.800 mm |
| Radna širina kod 300 1.600 mm |
| Težina pluga 250 kg |
| Dva krila neovisno podesiva montirana na centralni kiln |
| Hidrauličko zakretanje iz kabine vozla putem Yosticka |
| Protivudarni sigurnosni ventil |
| Aksialni nagib do 100 |
| Podesive klizne stope |
| Čelični nož |
| LED gabaritna svjetla |
| Boja orange RAL 2011 |
| Garancija: Minimalno 12 mjeseci |
| **Stavka 4** | **Prevod:** | **Komada (kom)** | **1** |
| **Posipač za sol:** |
| Zapremina 1,0 m3 |
| Širina posipanja od 1 – 8 m |
| Pogonska hidraulika s ventilskim blokom I hidromotorima |
| Pogon puža s reduktorom I hidromotorima |
| Sistem doziranja sa pužem s promjenjivom geometrijom promjera od 120 – 150 mm |
| Posipni tanjur od inoxa promjera 520 mm |
| Upravljanje svim funkcijama posipača preko upravljačke jedinice u kabini vozila: reguliranje širine posipanja, količine posipanja, odabir posipnog materijala, uključivanje I podešavanje navlaženja |
| Putno ovisno posipanje |
| Automatsko zaustavljanje posipanja kod zaustavljanja vozila |
| Sustav za mokro posipanje |
| Pumpa s razvodnom instalacijom I filterom |
| Priključna spojnica za punjenje-pražnjenje |
| Dozirna dizna s nepovratnim ventilom |
| Pokazivač nivoa tečnosti u rezervoarima |
| Električno isključenje punjenja kod punih rezervoara |
| Pokrivna cerada s mehanizmom za otvaranje/zatvaranje |
| Rotirajuće LED svjetlo |
| Boja orange RAL 2011 |
| **Ostalo** |
| Kompletna dokumentacija za stroj I priključke biti će predana kod isporuke |
| Školovanje djelatnika kupca kod isporuke |
| Garancija: Minimalno 12 mjeseci |

UNDP BiH reserves the rights to change the total quantity for +/-20%.

 *[Enter name of authorized staff]*

*[Designation]*

[*Click here to enter a date]*

 **Annex II**

**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. **RFQ-161/19**:

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Description/Specification of Goods** | **Quantity** | **Latest Delivery Date** | **Unit Price****VAT exclusive** | **VAT** | **Total Price per Item****With VAT** |
| 1. | **Small vehicle for summer and winter maintenance of sidewalks and roads** | **1** |  |  |  |  |
| 2. | **Road sweeping assembly** | **1** |  |  |  |  |
| 3. | **Snow plow** | **1** |  |  |  |  |
| 4. | **Salt spreader** | **1** |  |  |  |  |
|  | **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** |
| ***Yes, we will comply*** | ***No, we cannot comply*** | ***If you cannot comply, pls. indicate counter proposal*** |
| Delivery Lead Time |  |  |  |
| Estimated weight/volume/dimension of the consignment:  |   |  |  |
| Country/ies Of Origin:  |  |  |  |
| Warranty and After-Sales Requirements |  |  |  |
| 1. Training on Operations and Maintenance
 |  |  |  |
| 1. Minimum one (1) year warranty on both parts and labor
 |  |  |  |
| 1. Service Unit to be Provided when the Purchased Unit is Under Repair
 |  |  |  |
| 1. Brand new replacement if Purchased Unit is beyond repair
 |  |  |  |
| 1. Others
 |  |  |  |
| Validity of Quotation |  |  |  |
| 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 the Supplier’s Authorized Person]*

*[Designation]*

*[Date]*

**Annex III**

**General Terms and Conditions**

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