



**REQUEST FOR QUOTATION (RFQ)**  
**For Exterior Painting of UN Main Building in UN House, Pulchowk**

NAME & ADDRESS OF FIRM	DATE: September 9, 2019
	REFERENCE: UNDP/RFQ/30/2019

Dear Sir / Madam:

We kindly request you to submit your quotation for **Exterior Painting of UN Main Building in UN House, Pulchowk**, 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, September 20, 2019** in sealed envelope by *courier mail or hand delivery* to the address below:

United Nations Development Programme  
Ref: UNDP/RFQ/30/2019  
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
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror
Exact Address/es of Delivery Location/s (identify all, if multiple)	UN House, Pulchowk, Lalitpur Nepal

UNDP Preferred Freight Forwarder, if any	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"/> 30 days upon signing of the contract
Delivery/Work Schedule	<input checked="" type="checkbox"/> Required
Packing Requirements	
Mode of Transport	
Preferred Currency of Quotation <sup>1</sup>	<input checked="" type="checkbox"/> Local Currency: Nepalese Rupees (NPR.) inclusive of VAT
Value Added Tax on Price Quotation	<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>September 16, 2019</u>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
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"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest VAT/PAN Registration Certificate; <input checked="" type="checkbox"/> Latest Tax Clearance Certificate; <input checked="" type="checkbox"/> Minimum 2 client certificates to evidence successful completion of similar painting works with contract amount of at least USD 10,000 per contract; <input checked="" type="checkbox"/> Company should have track records to evidence at least 3 years of experience in painting works; <input checked="" type="checkbox"/> Brochures including technical specifications of the proposed painting works 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.

<sup>1</sup> 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.

Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> <b>90 days</b>  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"/> <b>Not permitted</b>
Payment Terms <sup>2</sup>	<input checked="" type="checkbox"/> <b>Payment will be made upon completion of the project and acceptance by UNDP</b>
Liquidated Damages	<input checked="" type="checkbox"/> <b>Will be imposed under the following conditions:</b>  <b>Percentage of contract price per day of delay:</b> 0.5% of the contract value <b>Max. no. of days of delay:</b> 15 days <b>After which UNDP may terminate the contract.</b>
Evaluation Criteria [check as many as applicable]	<input checked="" type="checkbox"/> <b>Technical responsiveness/Full compliance to requirements and lowest price<sup>3</sup></b> <input checked="" type="checkbox"/> <b>Full acceptance of the PO/Contract General Terms and Conditions [this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</b>
UNDP will award to:	<input checked="" type="checkbox"/> <b>One and only one service provider</b>
Type of Contract to be Signed	<input checked="" type="checkbox"/> <b>UNDP's Institutional Contract</b>
Special conditions of Contract	

<sup>2</sup> 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.

<sup>3</sup> 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.

<sup>4</sup> This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).

<sup>5</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

Conditions for Release of Payment	<input checked="" type="checkbox"/> <b>Written Acceptance of completion of the services, based on full compliance with RFQ requirements</b>
Annexes to this RFQ <sup>6</sup>	<input checked="" type="checkbox"/> <b>Technical Specifications (Annex 1)</b> <input checked="" type="checkbox"/> <b>Form for Submission of Quotation/Bill of Quantities (Annex 2)</b> <input checked="" type="checkbox"/> <b>General Terms and Conditions / Special Conditions (Annex 3).</b>  Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact address for Inquiries (Written inquiries only) <sup>7</sup>	<i>Procurement Unit</i> <i>UNDP Nepal</i> <i>Email: <a href="mailto:query.procurement.np@undp.org">query.procurement.np@undp.org</a></i>  Written inquiries must be submitted mentioning RFQ Ref: UNDP/RFQ/30/2019 (SA), on or before 10:00AM, <b>September 18, 2019</b> . UNDP shall respond to the inquiries by posting in UNDP Website: <a href="http://np.undp.org/content/nepal/en/home/procurement.html">http://np.undp.org/content/nepal/en/home/procurement.html</a> . Inquiries received after the above date and time shall not be entertained.  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.

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

<sup>7</sup> 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.

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.

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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

**Thank you and we look forward to receiving your quotation.**

**Sincerely yours,**



*Niraj Shrestha*

*Assistant Resident Representative (Operations), UNDP Nepal*

September 9, 2019

## Technical Specifications

Main Building (3 story Building)			
S.No	Description of Works	Quantity	Unit
1	Weather proof exterior emulsion Paint (Supply and applying first grade paint; ecofriendly; with at least 7 years warranty of approved colour and brand); Proper sanding on existing surface; double coat; all complete	50,000	Sq. ft
2	Roof tile painting (Primer coat; double coat paint of approved color and brand; all complete)	12,000	Sq. ft
3	Supply and applying first grade Enamel Paint (ecofriendly) with two coats of approved colour and brand on prepared surface of existing wooden door / windows to give an even shade and smooth surface finish all complete	10,000	Sq. ft

### Staircase and Main Gate

S.No	Description of Works	Quantity	Unit
1	Supply and applying first grade Enamel Paint (ecofriendly) with two coats of first grade Enamel Paint of approved colour and brand on prepared surface of existing wooden door / windows to give an even shade and smooth surface finish all complete double coat; all complete	10,000	Sq. ft

**FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>8</sup>***(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>9</sup>)*

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer bid for **Exterior Painting of UN Main Building in UN House** in conformity with the requirements of UNDP as per RFQ Reference No. UNDP/RFQ/30/2019

**TABLE 1 :**

<b>Main Building</b>					
<b>S.N</b>	<b>Description of Works</b>	<b>Quantity</b>	<b>Unit</b>	<b>Rate</b>	<b>Total (NPR)</b>
1	Weather proof exterior emulsion Paint (Supply and applying first grade paint; ecofriendly; with at least 7 years warranty of approved colour and brand); Proper sanding on existing surface; double coat; all complete	50,000	Sq. ft		
2	Roof tile painting (Primer coat; double coat paint of approved color and brand; all complete)	12,000	Sq. ft		
3	Supply and applying first grade Enamel Paint (ecofriendly) with two coats of approved colour and brand on prepared surface of existing wooden door / windows to give an even shade and smooth surface finish all complete	10,000	Sq. ft		
<b>Staircase and Main Gate</b>					
4	Supply and applying first grade Enamel Paint (ecofriendly) with two coats of first grade Enamel Paint of approved colour and brand on prepared surface of existing wooden door / windows to give an even shade and smooth surface finish all complete double coat; all complete	10,000	Sq. ft		
	<b>Sub-Total</b>				
5	Retention Amount (10% of total)				

<sup>8</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>9</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

	Total				
6	13% VAT				
	GRAND TOTAL				

*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*

**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		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time			
Warranty and After-Sales Requirements			
a) Warranty Period of 5 years			
Validity of Quotation			
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]  
[Designation]  
[Date]*

**General Terms and Conditions for Services**

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