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REQUEST FOR QUOTATION (RFQ)

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| UNDP BIH  Zmaja od Bosne bb; Sarajevo | DATE: 30 August 2019 |
| REFERENCE: **BIH/RFQ/147/19-R** |

Dear Sir / Madam:

We kindly request you to submit your quotation for**Supply and Delivery of Protective suits 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 **23 September 2019, 17:00 h,** via ***courier mail or e-mail*** to the address below:

**United Nations Development Programme**

Zmaja od Bosne bb, Sarajevo 71000

General Service

[**Ref:**](mailto:registry.ba@undp.org) **BIH/RFQ/147/19**

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] | DDP |
| Exact Address/es of Delivery Location/s (identify all, if multiple) | **Item 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)* | 16 October 2019 |
| 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 | **23 September 2019, 17:00 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 ponuđač ne nalazi na jednoj od nabrojanih lista – UN Security 1267/1989, UNDP Procurement Division ili drugim UN listama ponuđača koji ne ispunjavaju uslove)***  🗹 Declaration of CE marking Conformity for offered equipment (**Deklaracija o CE oznakama Usaglašenost za ponuđenu opremu**). |
| Period of Validity of Quotes starting the Submission Date | 90 days |
| Partial Quotes | Not permitted |
| 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 days  Next 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*](mailto:registry.ba@undp.org)  Fax: 033 552 330  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 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**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Opis i karakteristike proizvoda/** | **Jedinična mjera / Unit of measure** | **Količina / Quantity** |
| **Item/s to be Supplied** |
| **Description/Specifications of Goods** |
|  | **Protective suits;** |  |  |
|  | (1)Breakage protection when working on lawn mowing and (2)cutting protection when working on felling; |  |  |
|  | Protective suits for parkland maintenance should be made of high quality and comfortable materials, easy to maintain and proven in practice. Suits should be actively breathable, resistant to dirt and damage and not to be uncomfortable on the skin; |  |  |
|  | 1. Work shirt – blouse. Composition: 30% polyester – 70% cotton; |  |  |
| **1.** | 1. Autumn/winter jacket – Waterproof, breathable material, thermoregulatory properties. Zipper with warming flap. Removable hood, padded.  5-8 pockets; | **Piece (pc)** | **50** |
|  | 1. T-shirt. Composition: 100% cotton; |  |  |
|  | 1. Work pants – with certificate option. Suspenders with protection from cutting. Composition: 30% polyester – 70% cotton; |  |  |
|  | 1. Breathable cap with a shield, thermoregulatory properties; |  |  |
|  | 1. Protective gloves against penetration with a high degree of protection; |  |  |
|  | Suit: dark green; |  |  |
|  | Marking on suspenders front and jacket back: KJKP PARK doo Sarajevo logo; |  |  |
|  | Warranty: 12 months.  Declaration of CE marking Conformity for offered equipment.  PREVOD:  (1)Zaštita od proboja pri radu na poslovima kosnje travnjaka i (2) Zaštita od presjecanja pri radu na poslovima sječe  Zaštitna odijela za poslove u održavanju parkovskih površina trebaju biti napravljena su od visokokvalitetnih i udobnih materijala, jednostavnih za održavanje i potvrđenih u praksi. Ona trebaju biti aktivno prozračna, otporna na prljavštinu i oštećenja i da nisu neugodna na koži.  1.    Radnička košulja – bluza. Sastav materijala: 30% poliester - 70% pamuk  2.    Jakna jesen/zima – Vodonepropusna od materijala koji ''diše'' - ima termoregulacijska svojstva. Zatvaranje na patentni zatvarač s preklopom protiv hladnoće. Kapuljača na skidanje, podstavljena.  5-8 džepova.  3.    Majica kratkih rukava. Sastav materijala: 100% pamuk.  4.    Radne pantalone – sa opcijom certifikata. Sa tregerima ( tregerhozne) sa zaštitom od presjecanja. Sastav materijala: 30% poliester - 70% pamuk  5.       Kapa sa šiltom od materijala koji ''diše'', da ima termoregulacijska svojstva.  6. Zaštitne rukavice od proboja sa visokim stepenom zaštite  Odijelo : tamno zelene boje  Oznaka na tregerhoznama naprijed i na jakni na leđima: logo KJKP PARK doo Sarajevo  Garancija 12 mjeseci  Deklaracija o CE oznakama Usaglašenost za ponuđenu opremu. |  |  |

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-147/19**:

**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. | **Protective suits** | **50** |  |  |  | |  | |
|  | **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. Minimum one (1) year warranty on goods; |  |  |  |
| 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)