



**Revision No.3 Dated 24 December 2019**  
**REQUEST FOR QUOTATION (RFQ)**

REFERENCE: UNDP CYP RFQ 133 / 2019	DATE: November 29, 2019
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Dear Sir / Madam:

We kindly request you to submit your quotation for **Hybrid SUV for the UNDP Office in Cyprus**, 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 **January 7, 2020 12:00 Cyprus Time** and via *e-mail*, to the email address below:

**United Nations Development Programme**

***solicitations.cy@undp.org***

Quotations submitted by email must be limited to a maximum of 5 MB, virus-free and no more than one email transmissions. 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.

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP
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)	UNDP, Nicosia Cyprus
UNDP Preferred Freight Forwarder, if any	n/a
Distribution of shipping documents ( <i>if using freight forwarder</i> )	n/a
Latest Expected Delivery Date and Time	<input checked="" type="checkbox"/> Within 8 weeks upon issuance of Purchase Order
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Packing Requirements	n/a
Mode of Transport	<input checked="" type="checkbox"/> LAND
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Euro
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of <b>3 years</b> <input checked="" type="checkbox"/> Required (Company must have authorized service station in Nicosia)
Deadline for the Submission of Quotation	<b>January 7, 2020 12:00 Cyprus Time</b>
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"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer).
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	n/a
Payment Terms	<input checked="" type="checkbox"/> 100% upon registration and delivery of vehicles
Liquidated Damages	n/a

Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <sup>1</sup> <input checked="" type="checkbox"/> Full acceptance of the General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Special conditions of Contract	n/a
Conditions for Release of Payment	<input checked="" type="checkbox"/> Complete Delivery
Annexes to this RFQ <sup>2</sup>	<input checked="" type="checkbox"/> Specifications (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions for Goods (Annex 3)  <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Contact Person for Inquiries (Written inquiries only) <sup>3</sup>	<a href="mailto:solicitations.cy@undp.org">solicitations.cy@undp.org</a> 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

<sup>1</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>2</sup> Where the information is available on the web, a URL for the information may simply be provided.

<sup>3</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.

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,**

United Nations Development Programme  
Cyprus

## Annex 1

### TECHNICAL SPECIFICATIONS FOR HYBRID SUV VEHICLE

1. Car Type
  - a. SUV - HYBRID
  - b. Appropriate for transportation of 5 passengers including the driver.
  - c. Five (5) doors: To have 4 doors for the driver and passengers, and one at the back to be able to load the goods.
2. Engine
  - a. 1.5/1.6/2.0 Diesel/Petrol Engine with Electric motor-powered Engine dually used
  - b. Output minimum 110bhp
3. Fuel Consumption/emissions
  - a. 4 L/100km or less (combined) (+/- 1)
  - b. CO2 emissions 90g/km or less (+/- 10)
4. Drivetrain
  - a. 2WD with 4WD drive option / AWD
  - b. Automatic or CVT transmission only
5. Appearance
  - a. Color: Preferably white and grey, black, silver might also be considered
6. Safety
  - a. ESP or VSC stability control system.
  - b. Pre-crash safety system will be considered an advantage
  - c. EURO NCAP 5\* safety rating
  - d. Air bags for the passengers and driver, side airbags and curtain shield airbags front & rear
  - e. Central locking system with remote control
  - f. Anti-theft system (immobilizer)
7. Functionality
  - a. Electric windows front and rear
  - b. Electric side door mirrors
  - c. Factory installed front and rear parking aid system
8. Air condition/ heater
  - a. Factory installed climate control air condition and heating system suitable for the environmental conditions of Cyprus.
9. Wheels and tyres
  - a. Aluminum or Steel wheels, minimum size 17"
  - b. Tyres must be radial, tubeless and suitable for on and off-road driving.
  - c. Spare tyre with rim, full size or space saver acceptable
10. Accessories
  - a. First aid kit
  - b. 1 kg Dry powder fire extinguisher, appropriately tied/placed in boot of car.
  - c. Two (2) sets of warning triangles.
  - d. Set of tools required for changing tyres (including jack and wrench).
  - e. Factory fitted or genuine manufacturer's floor mats for driver and passengers.
  - f. Mud flaps (front & rear).
11. Delivery and Warranty

- a. The vehicle must be registered in the owner's name. The owners name must be requested from the UNDP, before registering the vehicle.
- b. On delivery, the registration documents of the vehicle will have to be handed over.
- c. On delivery, an electronic document in catalogue form with information like chassis number, engine and registration number.
- d. Two Sets of engine key, carrying a label where the registration number is noted.
- e. Minimum 3 years manufacturer's warranty.

## Annex 2

**FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>4</sup>*****(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>5</sup>)***

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. UNDP-CYP-RFQ-XXX/2019:

**TABLE 1: Other Technical Specifications and Requirements**

Description/Specification(s)	
Brand	
Model	
Color	
Stock Availability	
Engine Size (1.5/1.6/2.0)	
Engine type (Petrol/Diesel)	
Electrical Motor Type	
Fuel Consumption/emissions	
Drivetrain (2WD/4WD/AWD)	
Gear Transmission Type	
Air Conditioning (YES/NO)	
Default Tyre Size	
Safety Features	
Additional Comfort Features (parking aid/sensor, Bluetooth, Electric Windows etc)	

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

Item No.	Description/Specification of Goods	Quantity	Unit Price	Total Price in EUR
1	SUV-Hybrid Vehicles	1		
	Value Added Tax			
	Other applicable indirect taxes			

<sup>4</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>5</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**TABLE 2: 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 (2 Months after Purchase Order submission)			
Country/ies Of Origin <sup>6</sup> :			
Minimum three (3) years warranty on both parts and labor			
Validity of Quotation (60 days)			
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]*

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<sup>6</sup> 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.