



REQUEST FOR QUOTATION FOR LOW-VALUE GOODS

DATE: 15/07/2020

SUBJECT: Request for Quotation for Supply of Honey Spoon Packaging Equipment


REF: RFQ/053/20 - Supply of Honey Spoon Packaging Equipment


SUBMISSION DEADLINE: July 30, 2020, prior to 18:00 Tashkent time (GMT +5)

PAGES: 5

Dear Sir/Madam,

We kindly request you to provide a quotation for the goods described below:

№	ITEM DESCRIPTION	SAMPLE PHOTO	UO M	Q- TY	INDICATE CURRENCY OF YOUR OFFER (UZS/USD/EUR) (EXCLUSIVE OF VAT)	
					Unit Price	Total Price
1	Equipment for filling and sealing honey in the form of spoons. Model DS - 350 Q or equivalent Description: Automatic filling and sealing of honey in molds in the form of spoons with a volume of 7 - 15 grams. Specifications: Filling speed: 1400 - 1800 spoons per hour; Volume of a loading funnel: 30-40 l; Filling form: plastic spoon Volume of spoons: 7-15g. Required voltage: 220V/50Hz. Warranty: Not less than 12 months. The quality of the equipment must be confirmed by appropriate certificates.		PCS	1		

2	Horizontal packing machine. (model DS-250 or equivalent) Description: Packaging molds filled with honey in the form of spoons in plastic packaging, compatible with the molds of spoons of 7-15 grams (see sample photo) Specifications: Packing speed: not less than 30-40 pcs / min. Type of packaging: pillow-bag Required voltage: 220V/50Hz Warranty: Not less than 12 months. The quality of the equipment must be confirmed by appropriate certificates.		PCS	1		
	Important notes: 1. If the same equipment includes a 2 in 1 function and can pack honey in spoons, and pack spoons in a plastic package in same machine, then it is allowed to submit proposals for this equipment which combine above 2 operations in one equipment as long as technical parameters meet. 2. Installation, commissioning and start-up of equipment can be carried out by a specialist on site or in case if it's not possible or there are limitations for the travel of a specialist, it can be carried out in the form of online /remote guidance /video instructions.					
	Total price of goods					
	Transportation costs (final delivery address: Namangan city, Namangan region, Republic of Uzbekistan)					
	Other expenses (specify if there is any)					
	Installation, commissioning and start-up of equipment costs, if applicable					
	VAT (if applicable for local suppliers)					
	Total All inclusive Bid Price					

Notes:

1. Partial quotations are not allowed. Contract will be awarded for full Offer.
2. The Bidders must quote genuine, new (previously never used) products. UNDP may conduct post-delivery inspection at its sole discretions.
3. Site survey for post qualification purpose might be arranged on request.
4. Brochures and Technical details of the model offered MUST be submitted with the bid offer.

The UNDP General Terms and Conditions are an integral part of this RFQ and should be reviewed by all bidders: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>
In submitting a quotation, bidders expressly accept to be bound by these General Terms and Conditions.

Any Purchase Order resulting from this process shall incorporate them in full.

Please submit your quotation by completing the right column of the form below:

UNDP Requirements	Bidder's Response
<p>Validity of Offer:</p> <p><input checked="" type="checkbox"/> 60 days</p> <p>In exceptional circumstances, UNDP may request the Offeror to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. In such case the extension shall be confirmed in writing, without any modification whatsoever of the Quotation.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> <i>Please explain in case you chose "No":</i> _____</p>
<p>Warranty Period Offered:</p> <p><input checked="" type="checkbox"/> Minimum of 12 consecutive months.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> <i>Please explain in case you chose "No":</i> _____</p>
<p>Description of Warranty Coverage:</p> <p><input checked="" type="checkbox"/> Standard manufacturer's Warranty.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> <i>Please explain in case you chose "No":</i> _____</p>
<p>Description of After Sales Service (as applicable):</p> <p><input checked="" type="checkbox"/> Warranty on the Goods and spare parts for a minimum period of 12 consecutive months;</p> <p><input checked="" type="checkbox"/> Technical Support;</p> <p><input checked="" type="checkbox"/> Elimination of inconsistencies and malfunctions during the warranty period, including delivery and replacement; replacement with completely new Goods if the delivered one does not comply with the Specification or cannot be repaired.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> <i>Please explain in case you chose "No":</i> _____</p>
<p>Delivery Terms (linked to INCOTERMS 2020):</p> <p><input checked="" type="checkbox"/> DAP- Namangan city, Namangan region, Republic of Uzbekistan</p> <p>Customs clearance¹, if necessary, is carried out by UNDP. The equipment must be delivered to a customs post in Tashkent, Uzbekistan, to the name of UNDP for customs clearance. After completion of customs clearance, vendor is obliged to organize transportation to the exact delivery address.</p> <p>Exact Address/es of Delivery and Installation location: <i>Namangan city, Namangan region, Republic of Uzbekistan</i></p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> <i>Please explain in case you chose "No":</i> _____</p>

¹ Must be linked to INCO Terms chosen

<p>Payment Terms:</p> <p>To Local Bidders registered in Uzbekistan: <input checked="" type="checkbox"/> Shall be made in Uzbek Soums by means of bank transfer: 100% post-payment upon delivery of goods to the exact delivery address, and acceptance by UNDP;</p> <p>To Foreign Bidders registered outside Uzbekistan: <input checked="" type="checkbox"/> Shall be made in US Dollars or Euro by means of bank transfer: 100% post-payment upon delivery of technique to the exact delivery address and acceptance by UNDP.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Please explain in case you chose "No": _____</i>
<p>Application of Value Added Tax (VAT):</p> <p><input checked="" type="checkbox"/> Applicable to local Bidders registered in Uzbekistan: the offer <u>must include</u> VAT* as a separate line (if the company is registered as a VAT payer); <input checked="" type="checkbox"/> Applicable to foreign Bidders registered outside Uzbekistan: the offer <u>must not include</u> VAT.</p> <p>*Only for the purpose of evaluation, price comparison will be carried out exclusive of VAT!</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Please explain in case you chose "No": _____</i>
<p>Delivery period:</p> <p>The deadline for delivery is within 60 calendar days from the date of signing the contract by both sides.</p> <p>Attention: If the delivery period, stated in the quotation exceeds the delivery period stated above, the respective offer may be declined!</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Please explain in case you chose "No": _____</i>
<p>All documents, including catalogs, instructions and manuals, should be in the following language(s):</p> <p><input checked="" type="checkbox"/> Russian; and/or <input checked="" type="checkbox"/> English</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Please explain in case you chose "No": _____</i>
<p>Liquidated Damages:</p> <p><input checked="" type="checkbox"/> Will be imposed in case of delay in delivery. Percentage of contract price per day of delay: 0.1%. Maximum number of days of delay: 15 calendar days. After that UNDP may terminate the contract.</p>	<input type="checkbox"/> Accept <input type="checkbox"/> Not accept <input type="checkbox"/> <i>Please explain in case you chose "Not accept": _____</i>
<p>Please confirm that your company is not included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List.</p>	<input type="checkbox"/> Not listed <input type="checkbox"/> Listed <input type="checkbox"/> <i>Please explain in case you chose</i>

	“Listed”: _____
Please confirm that you accept the UN Supplier Code of Conduct, available at https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct	<input type="checkbox"/> Accept <input type="checkbox"/> Not accept <input type="checkbox"/> <i>Please explain in case you chose</i> “Not accept”: _____

Please, provide your offer, duly prepared on letterhead, certified by signature and seal, indicating the required information (see above), **no later than July 30, 2020, prior to 18:00 Tashkent time (GMT +5).**

YOU HAVE TWO OPTIONS FOR SUBMITTING YOUR OFFER:

Option 1: HIGHLY RECOMMENDED!

You can send your offer in electronic form by e-mail (.pdf) to bids.uz@undp.org²

An offer submitted by e-mail should not exceed 15MB and contain viruses, should consist of no more than three mail messages.

Option 2:

You can arrange delivery of your offer by courier in a sealed envelope to the United Nations building located at: 4, Taras Shevchenko street, Tashkent 100029, Uzbekistan.

Regardless of the option you choose for submitting your offer, it must contain the following reference to the Bid, either on the envelope or in the subject of the email:

RFQ/053/20 – Supply of Honey Spoon Packaging Equipment ³

Please, follow these instructions and be mindful of the deadline. Bids submitted through other means or to other e-mails will not be accepted.

UNDP will consider an award to the quotation which complies with all requirements in full and offers the lowest price. UNDP reserves the right to conduct post qualification exercise by requesting additional documents/clarifications/information if deemed necessary.

Any offer that does not meet requirements shall be rejected. UNDP is under no obligation to accept any bid.

Any request for additional information or queries must be sent/addressed to Procurement Unit three business days prior to the deadline in writing to pu.uz@undp.org

Yours Sincerely,

Procurement Unit

² Quotations submitted to other e-mail addresses will not be accepted and will be rejected.

³ Quotations that do not contain the specified subject or reference to the tender number in the subject line of e-mail message or on the envelope will not be opened and will be rejected.