

# **REQUEST FOR QUOTATION (RFQ)**

## SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature:

Name: Mariam Mkhitaryan Title: Procurement Associate

Date: 08/03/2021

## SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the <u>UNDP Programme and Operations Policies</u> and Procedures (POPP) on Contracts and Procurement					
	Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.					
	UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.					
Deadline for	19 March 2021, 16:00 pm Yerevan time					
the Submission of Quotation	If any doubt exists as to the time zone in which the quotation should be submitted, refer to <u>http://www.timeanddate.com/worldclock/.</u>					
of Quotation	For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.					
Method of	Quotations must be submitted as follows:					
Submission	E-tendering					
	Dedicated Email Address					
	Courier / Hand delivery					
	Other Click or tap here to enter text.					
	Bid submission address: tenders.armenia@undp.org					
	<ul> <li>File Format: PDF</li> </ul>					
	<ul> <li>File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> </ul>					
	<ul> <li>All files must be free of viruses and not corrupted.</li> </ul>					
	<ul> <li>Max. File Size per transmission: 10 MB</li> </ul>					
	<ul> <li>Mandatory subject of email: RFQ 019-21 Procurement of sewing machine</li> </ul>					
	<ul> <li>Multiple emails must be clearly identified by indicating in the subject line "email no. X of Y", and the final "email no. Y of Y.</li> </ul>					
	<ul> <li>It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> </ul>					
	The bidder should receive an email acknowledging email receipt.					
	[For eTendering method, click the link <u>https://etendering.partneragencies.org</u> and insert Event ID information]					
	Insert BU Code and Event ID number					
	Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/					
Cost of preparation of quotation	UNDP shall not 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.					
Supplier Code of Conduct, Fraud,	All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <u>https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</u>					
Corruption,	Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and					

	requires all bidders/vendors to observe the highest standard of ethics during the procurement
	process and contract implementation. UNDP's Anti-Fraud Policy can be found at
	http://www.undp.org/content/undp/en/home/operations/accountability/audit/office of audit an
	dinvestigation.html#anti
Gifts and	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including
Hospitality	recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or
	invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall
	reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent
	practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either
	indefinitely or for a stated period, to be awarded a contract if at any time it determines that the
	vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP
	contract.
Conflict of	UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to
Interest	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. Bidders
	shall strictly avoid conflicts with other assignments or their own interests, and act without
	consideration for future work. Bidders found to have a conflict of interest shall be disqualified.
	Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners,
	officers, directors, controlling shareholders, of the bidding entity or key personnel who are family
	members of UNDP staff involved in the procurement functions and/or the Government of the
	country or any Implementing Partner receiving goods and/or services under this RFQ.
	The elicibility of Didders that are whelly or partly ewoed by the Covernment shall be subject to
	The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to
	UNDP's further evaluation and review of various factors such as being registered, operated and
	managed as an independent business entity, the extent of Government ownership/share, receipt of
	subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that
General	may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid. Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the
Conditions of	General Conditions of Contract
Contract	Select the applicable GTC:
contract	Select the applicable Gro.
	General Terms and Conditions for de minimis contracts (services only, less than \$50,000)
	General Terms and Conditions for Works
	Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy
Special	$\Box$ Cancellation of PO/Contract if the delivery/completion is delayed by 30 days
Conditions of	
Contract	
Eligibility	A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as
	ineligible by any UN Organization or the World Bank Group or any other international Organization.
	Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of
	temporary suspension imposed by these organizations. Failure to do so may result in termination of
	any contract or PO subsequently issued to the vendor by UNDP.
	It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors,
	service providers, suppliers and/or their employees meet the eligibility requirements as established
	by UNDP.
	Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the
	country, or through an authorized representative
Currency of	Quotations shall be quoted in AMD or USD
Quotation	
Joint	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium
Venture, Consortium	or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or
	i act as a lead entity duly vested with authority to legally hind the members of the IV. Consortium or

or	Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the				
Association	legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on				
	behalf of all the member entities comprising the joint venture, Consortium or Association.				
	Refer to Clauses 19 – 24 under <u>Solicitation policy</u> for details on the applicable provisions on Joint				
	Ventures, Consortium or Association.				
Only one Bid	The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture				
	Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture				
	Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.				
	Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the				
	following:				
	a) they have at least one controlling partner, director or shareholder in common; or b) any one o				
	them receive or have received any direct or indirect subsidy from the other/s; or				
	b) they have the same legal representative for purposes of this RFQ; or				
	c) they have a relationship with each other, directly or through common third parties, that puts then				
	in a position to have access to information about, or influence on the Bid of, another Bidder regarding				
	this RFQ process;				
	d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid				
	under its name as lead Bidder; or				
	e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid				
	received for this RFQ process. This condition relating to the personnel, does not apply to				
	subcontractors being included in more than one Bid.				
Duties and	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the				
taxes	United Nations, including UNDP as a subsidiary organ of the General Assembly of the United				
	Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from				
	customs restrictions, duties, and charges of a similar nature in respect of articles imported or				
	exported for its official use. All quotations shall be submitted net of any direct taxes and any other				
	taxes and duties, unless otherwise specified below:				
	All prices must:				
	□ be inclusive of VAT and other applicable indirect taxes				
	$\boxtimes$ be exclusive of VAT and other applicable indirect taxes				
Language of	Armenian				
quotation	English				
Documents	Bidders shall include the following documents in their quotation:				
to be					
submitted	Annex 2: Quotation Submission Form duly completed and signed				
submitted	Annex 3: Technical and Financial Offer duly completed and signed and in				
	accordance with the Schedule of Requirements in Annex 1				
	🖾 Company Profile.				
	⊠ Registration certificate;				
	☑ Technical specifications				
Quotation	Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.				
validity					
period					
Price	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other marke				
variation	factors shall be accepted at any time during the validity of the quotation after the quotation has been				
	received.				
Partial	⊠ Not permitted				
Quotes	Permitted Insert conditions for partial quotes and ensure that the requirements are properly				
	listed in lots to allow partial quotes				
Alternative	⊠ Not permitted				
	Permitted				
Quotes					
Quotes	If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ				
Quotes					

	an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"						
Payment	■ 100% within 30 days after receipt of goods, works and/or services and submission of payment						
Terms	documentation.						
Terms	Other Click or tap here to enter text.						
Conditions	Passing Inspection [specify method, if possible] Complete Installation						
for Release							
of	Passing all Testing [specify standard, if possible]     Generation of Training on Operation and Maintenance (specify no. of trainage, and location of						
Payment	Completion of Training on Operation and Maintenance [specify no. of trainees, and location of						
i uyincin	training, if possible						
	Written Acceptance of Goods, Services and Works, based on full compliance with RFQ						
	requirements						
<u> </u>	Others [pls. specify]						
Contact	E-mail address: procurement.armenia@undp.org						
Person for	Attention: Quotations shall not be submitted to this address but to the address for quotation						
corresponde	submission above. Otherwise, offer shall be disqualified. Any delay in UNDP's response shall be not used as a reason for extending the deadline for						
nce, notifications	submission, unless UNDP determines that such an extension is necessary and communicates a new						
and	deadline to the Proposers.						
clarifications							
Clarifications	Requests for clarification from bidders will not be accepted any later than 2 days before the						
	submission deadline.						
Evaluation	⊠The Contract will be awarded to the lowest price substantially compliant offer						
method	□ Other Click or tap here to enter text.						
Evaluation	SFull compliance with all requirements as specified in Annex 1						
criteria	⊠Full acceptance of the General Conditions of Contract						
	☐ Comprehensiveness of after-sales services						
	☑ Manufacturer/suppliers must have at least 3 years of experience in manufacturing/supply of						
	required goods or similar products						
	Supplier should provide warranty as per Annex 1 requirements						
	and the second						
Right not to	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order						
accept any							
quotation							
Right to vary	At the time of award of Contract or Purchase Order, Click or tap here to enter text. reserves the						
requirement	right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum						
at time of	twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms						
award	and conditions.						
Type of	Purchase Order						
Contract to	☑ <u>Contract Face Sheet</u> (Goods and-or Services) (this template is also utilised for Long-Term						
be awarded	Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO,						
	etc.)						
	<u>Contract for Works</u>						
	Other Type/s of Contract [pls. specify]						
Expected	30 March 2021						
date for							
contract							
award.							
Publication	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO						
of Contract	and the corporate UNDP Web site.						
Award							
Policies and	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures						
procedures							

UNGM	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the						
registration	appropriate level on the United Nations Global Marketplace (UNGM) website at <u>www.ungm.org</u> .						
	The Bidder may still submit a quotation even if not registered with the UNGM, however, if the						
	Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract						
	signature.						

## **ANNEX 1: SCHEDULE OF REQUIREMENTS**

## Technical Specifications for Goods:

Item No	Minimum technical requirements	Unit	Quantity
	RFQ 019-21 Procurement of sewing machine	1	1

#	Specifications	Amount
1	1-needle, Lockstitch Machine with Automatic Thread Trimmer, compact-size servomotor, control box, control panel, Auto lifter:	12
2	2-needle Lockstitch Machine, servomotor (Jack)	1
3	Direct-drive, High-speed Overlock / Safety Stitch Machine, 4-thread, servomotor	2
4	Coverstitch machine , Universal type, servomotor	1
5	High-speed, 1-needle, Lockstitch, Standard Zigzag Stitching Machine, servomotor .	1
6	Computer-controlled, High-speed, Bartacking Machine, servomotor	1
7	Computer-controlled, High-speed, Buttonholing Machine, servomotor	1
8	Computer-controlled, High-speed, Lockstitch, Button Machine, servomotor	1
9	U SHARE VACUUM (&BLOW)IRONING TABLE Table Size:390x1200mm, 750W	1

#### **Delivery Requirements**

Delivery Requirements					
Delivery date and time	Bidder shall deliver the goods 30 days after Contract signature.				
Delivery Terms (INCOTERMS 2020)	DAP				
Customs clearance (must be linked to					
INCOTERM	Supplier/bidder     Freight Forwarder				
Exact Address(es) of Delivery Location(s)	Armenia, Shirak Marz, Gyumri Manushyan, 4th District, 30 Building				
Distribution of shipping documents (if using freight forwarder)	Click or tap here to enter text.				
Packing Requirements	N/A				
Training on Operations and Maintenance	Installation and training on usage of equipment				
Warranty Period	At least 1 year				
After-sales service and local service support requirements	After sales service required				
Preferred Mode of Transport	Choose an item.				

## **ANNEX 2: QUOTATION SUBMISSION FORM**

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.		
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.	

#### **Company Profile**

Item Description	Detail			
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.			
Legal Address, City, Country	Click or tap here to enter text.			
Website	Click or tap here to enter text.			
Year of Registration	Click or tap here to enter text.			
Legal structure	Choose an item.			
Are you a UNGM registered vendor?	□ Yes □ No If yes, insert UNGM Vendor Number			
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	⊠ Yes □ No			
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	⊠ Yes □ No			
Does your Company have a written Statement of its Environmental Policy? ( <i>If yes,</i> <i>provide a Copy</i> )	⊠ Yes □ No			
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues ( <i>If yes, provide a Copy</i> )	⊠ Yes □ No			

Is your company a member of the UN Global Compact		🛛 Yes 🗆 No			
Bank Information		Bank Name: Cl	lick or tap here t	o enter text.	
		Bank Address: Click or tap here to enter text.			
		IBAN: Click or tap here to enter text.			
		SWIFT/BIC: Click or tap here to enter text.			
		Account Currency: Click or tap here to enter text.			
		Bank Account Number: Click or tap here to enter text.			
		Previous rele	vant experience	e: 3 contracts	
Name of previous	Client	& Reference	Contract	Period of activity	Types of activities
		act Details ding e-mail	Value		undertaken

#### **Bidder's Declaration**

Yes	No	
		<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
		I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
		<b>Ethics</b> : In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
		I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : <u>https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</u> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
		<b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
		<b>Prohibitions, Sanctions:</b> I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
		<b>Bankruptcy</b> : I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

Yes	No		
		Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance	
		for the Offer Validity.	
		I/We understand and recognize that you are not bound to accept any Quotation you receive, and we	
		certify that the goods offered in our Quotation are new and unused.	
		By signing this declaration, the signatory below represents, warrants and agrees that he/she has been	
		authorised by the Organization/s to make this declaration on its/their behalf.	

## Signature: \_\_\_\_\_

Name:	Click or tap here to enter text.
Title:	Click or tap here to enter text.
Date:	Click or tap to enter a date.

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## **ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS**

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.		
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.	

ltem No	Description	UOM	Qty	Unit price	Total price
1.	1-needle, Lockstitch Machine with Automatic Thread Trimmer, compact-sizeservomotor, control box, control panel, Auto lifter:		12		
2.	2-needle Lockstitch Machine, servomotor (Jack)		1		
3.	Direct-drive, High-speed Overlock / Safety Stitch Machine, 4-thread, servomotor		2		
4.	Coverstitch machine , Universal type, servomotor		1		
5.	High-speed, 1-needle, Lockstitch,Standard Zigzag Stitching Machine, servomotor		1		
6	Computer-controlled, High-speed, Bartacking Machine, servomotor		1		
7	Computer-controlled, High-speed, Buttonholing Machine, servomotor		1		
8	Computer-controlled, High-speed, Lockstitch, Button Machine, servomotor		1		
	U SHARE VACUUM (&BLOW)IRONING TABLE		1		
9	Table Size:390x1200mm, 750W				
	1			Total Price	
			Tra	nsportation Price	
				Insurance Price	
				Installation Price	
			<b>a</b> : 1	Training Price	
		Total Fi		Charges (specify)	

#### **Compliance with Requirements**

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications			Click or tap here to enter text.
Delivery Term (INCOTERMS)			Click or tap here to enter text.
Delivery Lead Time			Click or tap here to enter text.
Warranty and After-Sales Requirements			Click or tap here to enter text.
Validity of Quotation			Click or tap here to enter text.
Payment terms			Click or tap here to enter text.
Other requirements [pls. specify]			Click or tap here to enter text.

#### **Other Information:**

Estimated weight/volume/dimension of the Consignment:	Click or tap here to enter text.		
Country/ies of Origin:	Click or tap here to enter text.		
(if export licence required this must be submitted			
if awarded the contract)			

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.				
Exact name and address of companyAuthorized Signature:				
Company NameClick or tap here to enter text.	Date:Click or tap here to enter text.			
Address: Click or tap here to enter text.	Name:Click or tap here to enter text.			
Click or tap here to enter text.	Functional Title of Authorised			
Phone No.: Click or tap here to enter text.	Signatory:Click or tap here to enter text.			
Email Address: Click or tap here to enter text.	Email Address: Click or tap here to enter text.			