

# **REQUEST FOR QUOTATION (RFQ)**

RFQ Reference: Joint EU-UN Programme for Rural	
Development - Phase III (ENPARD IV Abkhazia Component);	Date: 29 September 2023
00126584	

### SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the **Purchase of Outdoor kids' playgrounds in Gagra District (for (2) grantees: (1) Lapstarkha vil. and (2) Mkyalripsh vil.),** within the framework of the ENPARD IV (Abkhazia component), 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: Simon Agrba Name: Simon Agrba Title: Technical Coordinator, UNDP Date: 29 September 2023

#### SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction Deadline for	<ul> <li>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</u> <u>Operations Policies and Procedures (POPP) on Contracts and Procurement</u></li> <li>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.</li> <li>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.</li> <li>October 16, 2023, 12:00 p.m.</li> </ul>
the Submission	If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.
of	
Quotation	
Method of Submission	Quotations must be submitted as follows: Courier / Hand delivery
505111551011	Bid submission address:
	Aiaaira Str., 21, Sukhum, Abkhazia.
	The sealed envelopes must be clearly marked with the title of the Tender (Purchase of Outdoor kids' playgrounds in Gagra District) and respective project name (Joint EU-UN Programme for Rural Development - Phase III (ENPARD IV Abkhazia Component)).
	Contact Person : Violetta Mkrtchyan. UNDP, Project Assistant (Procurement)
	It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline in sealed envelopes. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.
Cost of	UNDP shall not be responsible for any costs associated with a Supplier's preparation and
preparation	submission of a quotation, regardless of the outcome or the manner of conducting the
of quotation Supplier	selection process. All prospective suppliers must read the United Nations Supplier Code of Conduct and
Code of Conduct, Fraud, Corruption,	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-</u> conduct
Contraption,	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 <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_a_udit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_a_udit_andinvestigation.html#anti</a>
Gifts and Hospitality	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including 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 Interest	UNDP requires every prospective Supplier 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. 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 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 may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.			
General	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to			
Conditions	the General Conditions of Contract			
of Contract	✓ General Terms and Conditions / Special Conditions for Contract.			
	Applicable Terms and Conditions and other provisions are available at <u>UNDP/How-we-buy</u>			
Special Conditions of Contract	<ul> <li>Cancellation of PO/Contract if the delivery/completion is delayed by 30 days. The payment will be made to the contractor upon successful delivery of goods and submition of the final invoice</li> </ul>			
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 any contract or PO subsequently issued to the vendor by UNDP.			
	It is the Bidder's responsibility to ensure that its ultimate beneficial owners, 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 <b>United State Dollars (USD)</b>			
Quotation Joint Venture, Consortium or Association	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), 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 Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the 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 of 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 them 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 taxes	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the 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:
	<ul> <li>be exclusive of VAT and other applicable indirect taxes</li> </ul>
Language of quotation	English language
Documents	Bidders shall include the following documents in their quotation:
to be	✓ Annex 2: Quotation Submission Form duly completed and signed
submitted	<ul> <li>Annex 3: Technical and Financial Offer duly completed and signed and in</li> </ul>
	accordance with the Schedule of Requirements in Annex 1 ✓ Company Profile
	<ul> <li>List and value of 3 projects of similar nature performed for the last 2 years (2021 and 2022) plus client's contact details who may be contacted for further information on those contracts.</li> </ul>
	<ul> <li>Statement of satisfactory Performance from the top 3 clients in terms of Contract value in similar field.</li> </ul>
	<ul> <li>Tax clearance (Tax Department reference on no debt towards the budget).</li> <li>Banking details</li> </ul>
	<ul> <li>Warranty Letters for each item should be minimum 1-year</li> <li>Provide exact specifications of the offered items with photos</li> </ul>
Quotation validity period	Quotations shall remain valid <b>for 60 days</b> from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.

Partial	✓ Not Permitted
Quotes	Notremitted
Alternative	✓ Not permitted
Quotes	
Payment	$\checkmark$ 100% within 30 days after receipt of goods and submission of payment
Terms	documentation.
Conditions	• Written Acceptance of Goods based on full compliance with RFQ requirements.
for Release of	
Payment	
Fayment	
Contact	E-mail address: simon.agrba@undp.org
Person for	Attention: Quotations shall not be submitted to this address but to the address for quotation
correspond	submission above. Otherwise, offer shall be disqualified.
ence,	Any delay in UNDP's response shall be not used as a reason for extending the deadline for
notifications	submission, unless UNDP determines that such an extension is necessary and communicates
and	a new deadline to the Proposers.
clarifications	
Clarification	Requests for clarification from bidders will not be accepted any later than 3 days before the
S	submission deadline. Responses to request for clarification will be communicated via email by 18:00 13 October 2023
Evaluation	The Contract will be awarded to the lowest price substantially compliant offer
method	The contract will be awarded to the lowest price substantially compliant orier
Evaluation	✓ Full compliance with all requirements as specified in Annex 1
criteria	✓ Full acceptance of the General Conditions of Contract
	$\checkmark$ Warranty Letters for each item should be minimum 1-year.
	$\checkmark$ Compliance to delivery lead time (the goods should be delivered within 60 days
	after signing the contract)
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, UNDP reserves the right to vary (increase
requirement at time of	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.
award	(25%) of the total offer, without any change in the unit price of other terms and conditions.
Type of	Contract Face Sheet (Goods and-or Services)
Contract to	
be awarded	
Expected	23 October 2023
date for	
contract	
award.	
Publication	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of
of Contract	the CO and the corporate UNDP Web site.
Award	This PEO is conducted in accordance with UNDP Programme and Operations Deliving and
Policies and	This RFQ is conducted in accordance with <u>UNDP Programme and Operations Policies and</u> Procedures
procedures UNGM	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered
registration	at the appropriate level on the United Nations Global Marketplace (UNGM) website at
	www.ungm.org.
	<u></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.

ltem No	Minimum technical requirements	Unit	Qu ant ity	Delivery Location
1	Children's playground complex	pcs	2	Gagra District Lapstarkha vil.
	Length not less than: 10174 (mm)			and Mkyalripsh vil.
	Width not less than: 9260 (mm)			
	Height not less than: 3011 + soil 400 (mm)			
	Racks Profile pipe not less than: 60 x 60 (mm)			
	Panels Moisture-resistant plywood not less than: 15 (mm)			
	Structural elements - round pipe not less than: 25 (mm), profile pipe than: 40 x 20 (mm)			
	Equipment: 4 towers, 2 slides, 2 semi- circular bridges, 2 swings, manhole, climbing ladder, fireman's pole, monkey bars, wall bars, snake pole.			
	Fastening Metal posts not less than: 400 (mm)			
	Warranty: at least 1 year			
2	Wooden Balancing swing	pcs	1	Gagra District Lapstarkha vil.
	Length not less than: 2050 (mm)			
	Width not less than: 470 (mm)			
	Height not less than: 700 + soil 400 (mm)			
	Material: metal, wood			
	Detailed description			
	should consist of a base, a body attached to the base through a rocking support, 2 seats, 2 handrails and 2 damping devices.			
	Warranty: at least 1 year			
3	Simple manhole Semicircle	pcs	1	Gagra District Lapstarkha vil.
	Length not less than: 1800 (mm)			

	Width not less than: 660 (mm)		]	
	Height not less than: 1000 + soil 400 (mm)			
	Warranty: at least 1 year			
	Wallanty. at least I year			
	Can dhau Chan dand		1	
4	Sandbox Standard	pcs	1	Gagra District Lapstarkha vil.
	Length not less than: 1500 (mm)			
	Width not less than: 1500 (mm)			
	Height not less than: 300 + soil 400 (mm)			
	Metal corner, wooden board made of coniferous wood, metal elements			
	The supporting frame must be made of a metal angle not less than: 35x35x2 mm.			
	All wooden parts must be carefully sanded and painted with professional two- component paints in the factory.			
	Warranty: at least 1 year			
5	Children's carousel "Romashka"	pcs	1	Gagra District Lapstarkha vil.
	Length not less than: 1500 (mm)			
	Width not less than: 1500 (mm)			
	Height not less than: 830 + soil 600 (mm)			
	Seats: 6 pcs. Made from waterproof birch plywood			
	Thickness not less than: 15 mm.			
	Seat size not less than: width – 220 mm, length – 320 mm.			
	Warranty: at least 1 year			
6	Children's sports complex "Athlete"	pcs	1	Gagra District Lapstarkha vil.
	Length not less than: 3300 (mm)			
	Width not less than: 1500 (mm)			
	Height not less than: 2000 + soil 400 (mm)			
	Equipment: Parallel bars, 2 horizontal bars, ladder.			

	Warranty: at least 1 year			
7	Single-seat children's swing on chains Length not less than: 1850 (mm) Width not less than: 1500 (mm) Height not less than: 2000 + soil 400 (mm) Warranty: at least 1 year	pcs	1	Gagra District Lapstarkha vil.
8	Bench without backrestLength not less than: 1500 (mm)Width not less than: 390 (mm)Height not less than: 610 (mm)Material: Treated pine, Metal profile pipe, Round metal pipeWarranty: at least 1 year	pcs	2	Gagra District Lapstarkha vil.
9	Rubber Flooring for PlaygroundSize not less than: 500x500x10 mmThickness not less than: 10 mmMaterial 90% crumb rubberDensity not less than: 850 kg/m³ - standardFrost resistance 20 cycles - 20°CWarranty: at least 1 year	m <sup>2</sup>	80	Gagra District Mkyalripsh vil.

## **Delivery Requirements**

Delivery Require	ments
Delivery date and time	Bidder shall deliver the goods within 60 days after Contract signature.
Delivery Terms (INCOTERMS 2020)	DAP
Customs clearance	🛛 Not applicable
(must be linked to INCOTERM	
Exact Address(es) of	<ul><li>Gagra District:</li><li>Kosyana 41 street, Lapstarkha vil.</li></ul>

Delivery Location(s)	Mkyalripsh vil.
Distribution of shipping documents (if using freight forwarder)	N/A
Packing Requirements	N/A
Training on Operations and Maintenance	N/A
Warranty Period	Warranty for each item should be minimum 1-year
After-sales service and local service support requirements	N/A
Preferred Mode of Transport	Land

#### 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:	Joint EU-UN Programme for Rural Development - Phase III (ENPARD IV Abkhazia Component); 00126584	Date: Click or tap to enter a date.	

#### **Company Profile**

Item Description	Detail
Legal name of bidder or Lead entity for JVs	
Legal Address, City, Country	
Website	
Year of Registration	
Legal structure	Choose an item.
Are you a UNGM registered vendor?	□ Yes □ No
	l <b>f yes,</b> insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) <i>(If yes, provide a Copy of the valid Certificate):</i>	□ 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, 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	□ Yes □ No

empowerment, renewable energies or membership of trade institutions promoting such issues ( <i>If yes, provide a</i> <i>Copy</i> )						
Is your company a member of the UN Global Compact		□ Yes □ No				
Bank Information		Bank Name:	Click or tap he	re to enter text.		
				ere to enter text.		
			or tap here to e			
			Click or tap here			
				tap here to enter to		
		Bank Account Number: Click or tap here to enter text.				
(2021 and 2022) plus client's contact details who may be contacted for further information on t contracts.						
Name of previous contracts	(light)				— c	
CONTRACTS		& Reference	Contract	Period of	Types of activities	
	Conta	& Reference act Details ling e-mail	Contract Value	Period of activity	Types of activities 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.
		<b>Offer Validity Period:</b> 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:

Title:

Date:

### 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:		
RFQ reference:	Joint EU-UN Programme for Rural Development - Phase III (ENPARD IV Abkhazia Component); 00126584	

Currenc	Currency of the Quotation:				
INCOTERMS:					
ltem No	Description (Provide exact specifications of the offered items)	UOM	Qty	Unit price	Total price
1.	Children's playground complex	pcs	2		
2.	Wooden Balancing swing	pcs	1		
3.	Simple manhole Semicircle	pcs	1		
4.	Sandbox Standard	pcs	1		
5.	Children's carousel "Romashka"	pcs	1		
6.	Children's sports complex "Athlete"	pcs	1		
7.	Single-seat children's swing on chains	pcs	1		
8.	Bench without backrest	pcs	2		

9.	Rubber Flooring for Playground	m²	80		
Total Pr	Total Price for goods				
Transpo	Transportation Price				
Total Fi	Total Final and All-inclusive Price				

# Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications			
Delivery Term (INCOTERMS) - DAP			
Delivery Lead Time			
Warranty: minimum 1-year			
Validity of Quotation (60 days)			

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 company Authorized Signature:			
Company Name			
Address:	Date:		
	Name:		
Phone No.:	Functional Title of Authorised		
Email Address:	Signatory:		
	Email Address:		