

REQUEST FOR QUOTATION (RFQ)

To:	DATE: 1 st June 2015
INTERESTED COMPANIES	REFERENCE: RFQSAU10-15-07
	PROCUREMENT OF CARPET TILES

Dear Sir/ Madam,

The Procurement Support Office (PSO) of UNDP Saudi Arabia Country Office is requesting quotations of **Carpet Tiles** as per specifications set in Annex 1 of this RFQ.

You are invited to submit a proposal according to the Instructions and conditions indicated in the Terms of Reference (TOR) and Data Sheet of the RFQ.

Quotation may be submitted on or before **Monday, 15th June 2015, 3:00 pm** via email, courier mail or fax to the address below:

United Nations Development Programme
Diplomatic Quarters, Roundabout No. 9, United Nations Building
Mr. Nafea Hosah
Fax: 01-488-5309, Email: nafea.hosah@undp.org
Reference: **RFQSAU10-15-05**

The requirements are provided in Terms of Reference, Annex 1

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

CONDITIONS	
Delivery Terms and Destination	Delivery Terms: Free Carrier (FCA) Delivery Destination: United Nations Development Programme. Riyadh, Saudi Arabia <i>Diplomatic Quarters, Roundabout No. 9, United Nations Building</i>
Preferred Currency of Quotation	<input type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Saudi Arabian Riyals
Payment Terms	UNDP shall, on fulfillment of the Delivery Terms, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in the Purchase Order. Note: any bank charges and bank commissions shall be borne by the vendor.
Taxes	All prices/ rates quoted must be exclusive of all taxes, since the United Nations, including all its subsidiary organs, is exempt from taxes.
Deadline for the Submission of Quotation	Monday, 15th June 2015, 3:00 pm

All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input type="checkbox"/> Arabic <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others
Documents to be Submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2 <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List.
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Vendor to extend their validity of the Quotation beyond what has been initially indicated in this RFQ. The proposal shall then confirm the extension in writing, without modification whatsoever on the Quotation.
Evaluation of Quotation and Award Criteria	<input checked="" type="checkbox"/> Technical responsiveness/ Full compliance to requirements <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions <input checked="" type="checkbox"/> Validity of offer (60 days) The Evaluation Committee will examine the quotation to determine whether they are complete and whether the offer complies with the requirements. Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the offeror does not accept the correction of errors, its quotation will be rejected. If there is a discrepancy between words and figures, the amount on words will prevail. Any offers which do not meet the requirements will be rejected. The contract will be awarded to the offeror that offers the lowest priced technically qualified quotation.
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier <input type="checkbox"/> One or more suppliers
Contact Person for Inquiries (Written inquiries only)	Nafea Hosah Procurement Associate Email: nafea.hosah@undp.org Any delay in UNDP's responses shall not be used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates the new deadline to the Proposers.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

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 Proposal. 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 Contract or 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 Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

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 Service Provider to prevent and avoid 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, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf

We advise all bidders to send mail submissions well before the deadline. Please be aware that bids mailed to UNDP will be rejected if they are received after the deadline for bid submission. It is the exclusive responsibility of the offeror to ensure that the document(s) are received at the specified mailing address before the closing date.

Bidder should ensure that submitted offers are in ONE outer and TWO inner envelopes (one for the technical proposal and the other includes the financial proposal), otherwise offers will be rejected.

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Wessam Faridi
Operations Manager

Annex I

Carpet Tiles Technical Specifications

Specification Requirements

Face Fiber	Branded Type 6.6 nylon – Or Similer
Backing System	Primary: non woven synthetic Secondary: PVC free enhanced cushion branded and licensed by Dow
Lifetime Antimicrobial	AlphaSan Built-In Protection
Weight	14oz/yd ² (3,017.8 g/sq.m.)
Gauge	1/10 (39.4/10cm)
Tile Size	50 x 50cm
Thickness	0.27in (6.9mm)

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Annex II

Form for Submitting Supplier's Quotation

(This form must be submitted only using the Supplier's Official Letterhead¹)

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 specifications and requirements of the UNDP as per RFQ Reference No.: **RFQSAU10-15-05**

Table 1: Price table

Items/s	Description	Quantity	Unit Per sq.ft	Total Price
Carpet Tiles	Milliken – or similar 50cmx50cm carpet tiles	2,500(+/-) sq.meter.		

a) Supply and installation of carpet tiles.

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 please indicate counter proposal
Delivery within 3 weeks after issuance of Purchase Order			
Technical responsiveness/ full compliance of requirements			
Validity of Quotation; 60 days			
All Provisions of the UNDP General Terms and Conditions			

¹ Official letterhead must indicate contact details – addresses, email, phone and fax numbers – for verification purposes.