



REQUEST FOR QUOTATION (RFQ)
RFQ-HUB-13-2015

Rehabilitation of Piping Works Serving Potable Water Network and Maintenance/Repair of
Boiler Room Ancillaries Serving Heating System at UNDP Hub Building in Amman-Jordan

DATE: 04 October, 2015.

REFERENCE: RFQ-HUB-13-2015

We kindly request you to submit your quotation for **Rehabilitation of Piping Works Serving Potable Water Network and Maintenance/Repair of Boiler Room Ancillaries Serving Heating System at UNDP Hub Building in Amman-Jordan**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 1.

Quotations may be submitted on or before **18 October 2015**.

Offers proposal shall be submitted electronically in PDF format to: hanan.abubaker@undp.org. The email shall be virus free. As the maximum size of email is 10MB, the offer may be divided into more than one email, if needed. 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 it is 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 works:

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	DDP – Amman
Customs clearance, if needed, shall be done by:	Supplier responsibility
Exact Address/es of Delivery Location/s	X New Premises for UNDP Regional Hub in Abdoun, close to the Embassy of the Netherlands
UNDP Preferred Freight Forwarder, if any	N/A
Distribution of shipping documents	N/A

Latest Expected Delivery Date and Time	Expected duration of work : 30 days of commence date :
Work Plan	Required
Packing Requirements	NA
Mode of Transport	
Preferred Currency of Quotation	JOD Payments will be issued in local currency (JOD) according to the UN rate of exchange on the day the UNDP instruct its Bankers to effect the payment(s).
Value Added Tax on Price Quotation	Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	Defects Liability Period for one year after Substantial completion (5% of contract total amount)
Pre bidding conference meeting and site visit	Site visit is on 12 October 2015 at 10:00 AM Amman Local Time
Deadline for the Submission of Quotation	on or before 18 Oct 2015
All documentations, including catalogs, instructions and operating manuals, shall be in this language	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"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users; <input checked="" type="checkbox"/> Confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected; <input checked="" type="checkbox"/> Latest Business Registration Certificate ; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods". <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; <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top (3) Clients in terms of Contract Value the past (5 years) <input checked="" type="checkbox"/> Company profile not more than 15 pages
Period of Validity of Quotes starting the Submission Date	X 90 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	NA															
Payment Terms	<p>Invoices shall be paid within thirty (30) days of the date of their receipt and acceptance by UNDP. UNDP shall effect payments after acceptance and upon achievement of the corresponding milestones and for the following amounts:</p> <table><tr><th>SN</th><th>Item / Description / Milestone</th><th>Payment Portion</th></tr><tr><td>1</td><td>Works (% of the value of Work completed):</td><td></td></tr><tr><td>1.1</td><td>Completion of Works for each site as per BOQ under Annex III".</td><td>90%</td></tr><tr><td>1.2</td><td>Upon Certificate of Substantial Completion</td><td>5%</td></tr><tr><td>1.3</td><td>Upon Certificate of Final Completion (Completion of Defects Liability Period (one year after Substantial completion)</td><td>5%</td></tr></table>	SN	Item / Description / Milestone	Payment Portion	1	Works (% of the value of Work completed):		1.1	Completion of Works for each site as per BOQ under Annex III".	90%	1.2	Upon Certificate of Substantial Completion	5%	1.3	Upon Certificate of Final Completion (Completion of Defects Liability Period (one year after Substantial completion)	5%
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Liquidated Damages	Any delay in delivery of the items 0.5% penalty from total price for each day of delay. Up to a maximum of 10% or 30 days of delay whichever comes first.															
Evaluation Criteria	<div><div><input checked="" type="checkbox"/> Technical responsiveness/Full compliance to BOQ and lowest price¹</div><div><input checked="" type="checkbox"/> Comprehensiveness of after-sales services (Defects Liability Period)</div><div><input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</i></div><div><input checked="" type="checkbox"/> One year warranty on the goods and works</div><div><input checked="" type="checkbox"/> At least 5 years of experience for the company</div></div>															
UNDP will award to:	One supplier															
Award of Contract	The contract shall be awarded to the eligible & qualified bidder who has submitted the lowest-priced, technically acceptable and responsive offer.															
Type of Contract to be Signed	Civil Work Contract															

¹ 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.

Special conditions of Contract	Cancellation of Contract if the delivery/completion is delayed by 30 days
Conditions for Release of Payment	X complete Installation X passing all testing and operation of work X Acceptance of services/works X Submission of Maintenance Warranty 5% of total contract amount to be valid for a period of one (1) year from satisfactory acceptance of works.(Defects Liability Period)
Annexes to this RFQ	X BOQ/SOW and form of submission of quotation in (Annex 1) X Model of Civil Works Contract (Annex 2) X General Terms and Conditions for Works (Annex 3) Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries and Last day of clarification request	Email address: hanan.abubaker@undp.org Last day of clarification request: 13 Oct 2015. 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 /works 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 the unit price or other terms and conditions.

Any Purchase Order/Civil Works contract 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

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 the unit price or other terms and conditions.

Any Purchase Order/Civil Works contract 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/procurement/protest.shtml>.

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

Thank you and we look forward to receiving your quotation.

Sincerely yours,



Huda Khattab
Head of operations
UNDP Amman Regional Hub