

REQUEST FOR QUOTATION RFQ 036/16

	DATE: August 26, 2016
NAME & ADDRESS OF FIRM	REFERENCE: Supply and delivery of mobile farm houses to the RoA Gegharkunik Marz

Dear Bidder:

We kindly request you to submit your quotation for "Supply and delivery of mobile farm houses to the RoA Gegharkunik Marz" detailed in Annex 1 of this RFQ.

Quotations may be submitted on or before **18:00** (local time), **September 11, 2016** and via $\boxtimes e$ -mail, or \boxtimes courier mail to the address below:

tenders-armenia@undp.org or

United Nations Development Programme 14 Petros Adamyan street, 0010, Yerevan

Quotations submitted by email must be limited to a maximum of 5MB, virus-free and no more than 3 transmissions. 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 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:

Delivery Terms	-
[INCOTERMS 2010]	
Customs clearance ¹ , if	-
needed, shall be done by:	

¹ Must be linked to INCO Terms chosen.

Exact Address of Delivery Location:	Karchaghbyur, Tsovak, Lchavan, and Tsapatagh communities (Gegharkunik region), Armenia		
Latest Expected Delivery	\boxtimes 45 days from the issuance of the Purchase Order (PO)		
Delivery Schedule	⊠Required		
Mode of Transport	⊠LAND		
Preferred	⊠United States Dollars or		
Currency of Quotation ²	⊠Local Currency : Armenian drams		
Value Added Tax on Price Quotation ³	Must be exclusive of VAT and other applicable indirect taxes		
After-sales services required	⊠Warranty minimum period of 3 years with appropriate certificate.		
Deadline for the Submission of Quotation	Sunday, September 11, 2016, 18:00 local time		
All documentations, including	🖂 English		
catalogs, instructions and	or		
operating manuals, shall be	🛛 Armenian		
in this language			
	☑ Duly Accomplished Form as provided in Annex 2, and in		
Documents to be submitted	accordance with the list of requirements in Annex 1;		
	⊠ Company's profile;		
	Latest Business Registration Certificate;		
	Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);		
	⊠ Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;		
	⊠List of similar past contracts on supply within last three year, if available. Copy of documents evidencing the supply.		
	Provide detailed technical specifications of offered mobile farm houses, including supporting documents as per Annex 1,		
	Para D;		
	 Provide description of performance of warranty commitments (min 3 years) and details of after sale service. 		
Period of Validity of Quotes starting the Submission Date	60 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	⊠ Not permitted		
Payment Terms	⊠ 100% upon complete delivery and acceptance acts for the deliverables (supply and delivery of mobile farmhouses to the communities, organization of training).		

² Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

³ This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

Evaluation Criteria	☑ Technical responsiveness/Full compliance to requirements and		
	lowest price ⁴		
	Suppliers must have at least 3 years of experience in		
	manufacturing/supply of Mobile Farmhouses or similar goods.		
	Supplier should provide minimum of 3 years warranty on Mobile		
	Farmhouses		
	Supplier should provide after sales service for the Mobile		
	Farmhouses.		
	oxtimes Full acceptance of the PO/Contract General Terms and Conditions		
UNDP will award to:	☑ One and only one supplier		
Type of Contract to be Signed	⊠ Purchase Order		
Conditions for Release of	⊠ Written Acceptance of Goods based on full compliance with RFQ		
Payment	requirements.		
	Specifications of the Goods Required (Annex 1)		
Annexes to this RFQ ⁵	Form for Submission of Quotation (Annex 2)		
	General Terms and Conditions / Special Conditions (Annex 3).		
	Non-acceptance of the terms of the General Terms and Conditions		
	(GTC) shall be grounds for disqualification from this procurement		
	process.		
	Procurement Unit		
Contact Person for Inquiries	procurement.armenia@undp.org		
(Written inquiries only)	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 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

⁴ 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.

⁵ Where the information is available in the web, a URL for the information may simply be provided.

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 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/content/undp/en/home/operations/procurement/protestandsanctions/

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, *Procurement Unit* August 26, 2016

Annex 1

TECHNICAL SPECIFICATION

A. Title

Supply and delivery of mobile farm houses to the RoA Gegharkunik Marz

B. Project Title

UNDP-EU Clima East Pilot Project "Sustainable management of pastures and forest in Armenia to demonstrate climate change mitigation and adaptation benefits and dividends for local communities"

C. Project Description

Clima East Pilot Project's objective is to demonstrate a sustainable natural resource management model in degraded mountainous pastures and forests of Armenia which increases ecosystems' capacity to sequester carbon under pending climate warning risks, while at the same time retain biodiversity and economic values.

Two specific objectives are designed: i) to improve institutional and individual capacity for sustaining biodiversity in mountain rangeland and forest ecosystems and increasing rural communities livelihood level in face of climate change; ii) support in development and implementation of activities for increasing the resilience of ecosystems and local communities to future climate change through introduction of sustainable pasture and forest management practices in the selected region. The main target area of the project is the Vardenis sub-region of Gegharkunik marz.

D. Technical Specification

In the scope of Clima East Pilot Project assistance to rural communities in Gegharkunik Marz for rehabilitation of degraded pastures, particularly through facilitating access to remote pastures, the incumbent will supply mobile, wheeled farm houses to ensure the living conditions for farmers of the 4 target communities of the RoA Gegharkunik Marz (Karchaghbyur, Tsovak. Lchavan and Tsapatagh), while located in the remote pastures during summer grazing period.

General and Technical Provisions:

The bidder should supply the belowmentioned two types of mobile farm houses at once and of the respective quantity.

#	# Types of mobile farm houses	
1	Mobile farm houses suitable for 4 people	3
2	Mobile farm houses suitable for 2 people	3

Types and quantities of mobile farm houses:

Required technical specifications of mobile farm houses

- 1. The farm houses should be mobile, fixed on wheeled chassis, combined with wheeled chassis.
- 2. The farm houses should be adapted for transportation on mountain field roads.
- 3. The farm houses should be equipped with stabilizing support system for parking.
- 4. The farm houses should be transportable and be equipped with respective tow line mechanisms.
- 5. The farm houses should have separate bedroom, kitchen and shower room (without lavatory).
- 6. The farm houses should be equipped with respective fixed furniture and equipment (beds, chairs, dining table, wardrobe, kitchen corner with wash-hand sink and twoburner gas stove).
- 7. The farm houses should be equipped with required systems to ensure the living standards (electric supply, lightening, hot and cold water supply).
- 8. The farm houses' thermal mode indicators should be -35°C+45°C.
- 9. The exploitation timescales/period of farm houses should be not less than 10 years.
- 10. The farm houses should be equipped with not less than 200L volume fixed water container(s).

Technical specifications to be submitted with the bid

As part of the bid, the supplier should submit detailed technical specifications of offered farm houses and technical specifications and indicators of their parts, including information on:

- Sizes of farm houses and other engineering indicators;
- Clearance of farmhouses;
- Internal scheme (layout of rooms);
- Electric system units and parameters;
- Lightening system units and parameters;
- Water supply units and parameters;
- Materials used for external/outer design;
- Materials used for internal/inner design;
- Materials used for the insulation of walls and ceiling;
- Structure and technical specifications of the running gear;
- Structure of the parking resting system;
- Furniture elements;
- Installed equipment and their parameters.

Supporting documents of farm houses

• Alongside with the farm houses the incumbent shall submit all the respective supporting documents required by the RoA legislation (passport, warranty card, exploitation guidelines)

E. Expected Outputs

	Type of mobile farm house		Tatal	Due date	
Community	Suitable for 4 persons	Suitable for 2 persons	Total	Due uale	
Karchaghbyur	1		1		
Tsovak	1	1	2	20 October	
Lchavan	-	1	1	2016	
Tsapatagh	1	1	2		

F. Institutional Arrangements

- The incumbent will work under direct supervision of and will be directly reporting to the Project Coordinator and Project Technical Task Leader. The contractor shall work in close cooperation with UNDP Clima East Pilot Project experts.
- The contractor is expected to interact and collaborate with administrations of the abovementioned community administrations during the entire period of contract.
- If carrying out of the services is not properly ensured as indicated by the Project and/or consultant/expert, elimination of all the deficiencies shall be implemented by the sub-contractor on its own expense within the project time-frame.

G. Duration of the Work

Supply of mobile farm house by 20 October 2016

H. Duty Station

Mobile farm houses to be delivered to Karchaghbyur, Tsovak, Lchavan, and Tsapatagh communities of the RoA Gegharkunik Marz

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁶ (This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁷)

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 specification and requirements of UNDP as per RFQ Reference No. **RFQ 036/16**:

TABLE 1 : Offer to Supply Goods Compliant with Technical Specifications and Requirements

ltem No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
	Mobile farm houses suitable for 4 people (for Karchaghbyur, Tsovak, Tsapatagh)	3	45 days		
	Mobile farm houses suitable for 2 people (for Lchavan, Tsovak, Tsapatagh)	3	45 days		
	Total:				
	Total Prices of Goods				
	Add : Cost of Transportation for 4 locations				
	Add : Cost of Insurance				
	Add : Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation				

Annex 2

⁶ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁷ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

No	Description	Availability (Yes/No)
1	Technical responsiveness/Full compliance to requirements and	
	lowest price	
2	Manufacturer/suppliers must have at least 3 years of	
	experience in manufacturing/supply of mobile farmhouses or	
	similar goods.	
3	Manufacturer's Authorization of the Company as a Sales Agent	
	(if Supplier is not the manufacturer);	
4	Information on similar supplies in past.	
5	Full acceptance of the PO/Contract General Terms and	
	Conditions	
6	Detailed supporting documents required by the RoA	
	legislation (passport, warranty card, exploitation	
	guidelines) on operation of the mobile farmhouses.	
7	Description of performance of 3 years warranty commitments	
	and details of after sale service	
8		
1	Delivery in 45 days	

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier's Authorized Person] [Designation] [Date]

Annex 3 General Terms and Conditions

1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind UNDP unless agreed to in writing by a duly authorized official of UNDP.

2. PAYMENT

- 2.1 UNDP shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.
- 2.2 Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.
- 2.3 Unless authorized by UNDP, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
- 2.4 The prices shown in this Purchase Order may not be increased except by express written agreement of UNDP.

3. TAX EXEMPTION

- 3.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNDP's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP to determine a mutually acceptable procedure.
 - 3.2 Accordingly, the Supplier authorizes UNDP to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

4. RISK OF LOSS

Risk of loss, damage to or destruction of the goods shall be governed in accordance with Incoterms 2010, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.

5. EXPORT LICENCES

Notwithstanding any INCOTERM 2010 used in this Purchase Order, the Supplier shall obtain any export licences required for the goods.

6. FITNESS OF GOODS/PACKAGING

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by UNDP, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

7. INSPECTION

- 7.1 UNDP shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.
- 7.2 Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

8. INTELLECTUAL PROPERTY INFRINGEMENT

The Supplier warrants that the use or supply by UNDP of the goods sold under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold UNDP and the United Nations harmless from any actions or claims brought against UNDP or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

9. **RIGHTS OF UNDP**

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNDP may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- 9.1 Procure all or part of the goods from other sources, in which event UNDP may hold the Supplier responsible for any excess cost occasioned thereby.
- 9.2 Refuse to accept delivery of all or part of the goods.
- 9.3 Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of UNDP.

10. LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with UNDP to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to <u>Force Majeure</u>), if reasonably so requested by UNDP.

11. ASSIGNMENT AND INSOLVENCY

- 11.1. The Supplier shall not, except after obtaining the written consent of UNDP, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.
- 11.2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNDP may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

12. USE OF UNDP OR UNITED NATIONS NAME OR EMBLEM

The Supplier shall not use the name, emblem or official seal of UNDP or the United Nations for any purpose.

13. PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to UNDP without specific permission of UNDP in each instance.

14. CHILD LABOUR

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

15. MINES

The Supplier represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

16. SETTLEMENT OF DISPUTES

- **16.1 Amicable Settlement.** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.
- **16.2 Arbitration.** Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. PRIVILEGES AND IMMUNITIES

Nothing in or related to these General Terms and Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18. SEXUAL EXPLOITATION:

- 18.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.
- 18.2 UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

19.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

20. AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possess the authority to agree on behalf of UNDP to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Agreement signed by the Contractor and jointly by the UNDP Authorized Official.