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Revision no:2 dated 27 November 2018

REQUEST FOR QUOTATION (RFQ)

REF: UNDP CYP-RFQ 117/2018	DATE: November 14, 2018
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Dear Sir / Madam:

We kindly request you to submit your quotation for **Backhoe loader(s)** , as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **November 30, 2018 16:00 Cyprus Time** and via e-mail to the address below:

United Nations Development Programme

UNDP Solicitations
solicitations.cy@undp.org

Quotations submitted by email must be limited to a maximum of 10 MB, virus-free and no more than 3 email 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:

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror
Delivery Location	Nicosia
UNDP Preferred Freight Forwarder, if any	N/A
Distribution of shipping documents (if using freight forwarder)	N/A
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> 31 December 2018
Delivery Schedule	<input checked="" type="checkbox"/> Required
Packing Requirements	N/A
Mode of Transport	<input checked="" type="checkbox"/> LAND
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Euro
Value Added Tax on Price Quotation ¹	<input checked="" type="checkbox"/> Must be inclusive VAT and broken down into any other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 3 years
Deadline for the Submission of Quotation	<i>COB, Friday, November 30, 2018 and 16:00 Cyprus Time</i>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted ²	<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"/> Copy of Company Registration Document
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> Permitted

¹ 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.

² First 2 items in this list are mandatory for the supply of imported goods

Payment Terms	<input checked="" type="checkbox"/> 100% upon registration and delivery of vehicle(s)
Liquidated Damages	N/A
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ³ <input checked="" type="checkbox"/> Full acceptance of the General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One or more than one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Registration of the vehicle <input checked="" type="checkbox"/> Delivery
Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions for Goods (Annex 3) Non-acceptance of the terms of the UNDP General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact (Written inquiries only)	<i>Solicitations</i> <i>Email: solicitations.cy@undp.org</i> 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.

³ 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.

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 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,

SIGNED
United Nations Development Programme
Cyprus
November 14, 2018

Annex 1

Specifications - Backhoe Loader

- Type: Backhoe Loader
- Engine: Engine power (ISO 14396) – minimum 80 Kw
- Dump height – minimum 2.5 m
- Dig depth – minimum 4 m
- Maximum dig depth with deep profile bucket (extended boom + 0.9 m bucket with teeth) – minimum 5 m
- Reach ground level to slew centre: minimum 5 m
- Extending boom
 - 0.6 m width bucket with removable teeth
 - 0.9 m width bucket with removable teeth
- Hydraulic breaker
- Air-condition (optional)
 - Air condition/ heater
 - Factory installed climate control air condition and heating system suitable for the environmental conditions of Cyprus.
- Quantity: 1 or 2 (optional)

Accessories

- a. First aid kit
- b. 1 kg Dry powder fire extinguisher, appropriately tied/placed in the drivers' area.
- c. Two (2) sets of warning triangles.

Delivery and Warranty

- a. Delivery and invoicing by latest December 31, 2018
- b. The vehicle must be registered in the owner's name. The owners name must be requested from the UNDP, before registering the vehicle.
- c. On delivery, the registration documents of the vehicle will have to be handed over.
- d. On delivery, an electronic document in catalogue form with information like chassis number, engine and registration number.
- e. The keys, at least 2 carrying a label where the registration number is noted.
- f. Minimum 3 years manufacturer's warranty.
- g. Authorized local technical service provider

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁴
(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁵)

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. UNDP-CYP-RFQ-117/2018:

TABLE 1: Other Technical Specifications and Requirements

Description/Specification(s)	
Brand	
Model	
Stock Availability	
Engine Size	
Engine type	

TABLE 2: Offer to Supply Goods Compliant with Technical Specifications and Requirements

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price in EUR
1	Backhoe Loader	1	31 December 2018		
	Value Added Tax				
	Other applicable indirect taxes				
Total Final and All-Inclusive Price Quotation in EUR					
2 (optional)	Backhoe Loader	1	31 December 2018		
	Value Added Tax				
	Other applicable indirect taxes				
Total Final and All-Inclusive Price Quotation in EUR					

TABLE 3: Offer to Comply with Other Conditions and Related Requirements

⁴ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁵ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time (by 31 December 2018)			
Country/ies Of Origin ⁶ :			
Minimum three (3) years warranty on both parts and labor			
Validity of Quotation (60 days)			
All Provisions of the UNDP General Terms and Conditions			

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]

⁶ *If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UNDP if awarded the PO/contract.*