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REQUEST FOR QUOTATION (RFQ) SEU Office Space

NAME & ADDRESS OF FIRM UNDP Bahrain UN House 69, Road 1901, Hooraa 319	DATE: September 23, 2019
	REFERENCE: UNDP/SEU/Lease/01/19

Dear Sir / Madam:

We kindly request you to submit your quotation for Office Space, 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 October 8, 2019 and via

☒ e-mail, ☒ courier mail or ☐ facsimile to the address below:

E-mail: procurement.bh@undp.org

And

United Nations Development Programme[UN House 69, Road 1901, Hooraa 319, kingdom of Bahrain]

[Procurement Associate Tel: +973 17319400, Fax: +973 17311500, email: procurement.bh@undp.org]

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

Exact Address/es of Delivery Location/s (identify all, if multiple)	UN House 69, Road 1901, Hooraa 319
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	Up to 30 days from contract signing.
Preferred	BHD

Currency of Quotation									
Deadline for the Submission of Quotation	October 08 th , 2019 (04:00 pm Bahrain Time)								
All documentations, including catalogs, instructions and operating manuals, shall be in this language	English								
Documents to be submitted	<p>Organizations must include the following information in their submission under the appropriate letter-headings identified below:</p> <p>a. Organization: brief description on organization experience in providing real estate and office space solutions and organizational capability (no. of property management staff, customer relation staff etc.), number of owned properties fitting the purpose of this RFQ, and clientele residing in the proposed building(s).</p> <p>a. Area traffic: brief analysis on area rush hours.</p> <p>b. Description and location of offered building, floor plans of offered office space, common facilities if any, current security arrangements in place, lines of business of the other building occupants, civil defense certification if available, acceptance of the land lord to sign the standard UNDP Lease Agreement.</p> <p>c. Parking: brief description on the parking area and number of offered spaces included in the offered rate, and where the additional parking spaces would be available for the offered offices.</p> <p>d. Pricing: The contract will be awarded on UNDP lease Agreements. Rates should be offered for evaluation of submissions as:</p> <table><tr><td></td><td>Exclusive of EWA and Municipalities charges</td><td>Inclusive of EWA and Municipalities charges (The UNDP works with the landlord and pays for all their bills through one lump sum to the landlord: rent, service fees, utility bills etc.)</td></tr><tr><td>Annual rate, payment on a monthly basis in arrears</td><td></td><td></td></tr></table>				Exclusive of EWA and Municipalities charges	Inclusive of EWA and Municipalities charges (The UNDP works with the landlord and pays for all their bills through one lump sum to the landlord: rent, service fees, utility bills etc.)	Annual rate, payment on a monthly basis in arrears		
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Annual rate, payment on a monthly basis in arrears									
Period of Validity of Quotes starting the Submission Date	<p>60 days</p> <p>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.</p>								
Payment Terms	Based on selected rates (listed hereinabove) at the completion of the billing period. The bills will be settled on a:								

	a. After recovering of Original Invoices with stamp and Unit approval.	
Evaluation Criteria	Criteria	Weight
	Location: a. How close to Manama Centre b. Traffic Patterns Parking space	30
	Space: a. Floor Location b. Space (Sqm) c. Office Structure d. Prayer Space (Both Gender) Toilets	30
	Turn Key (ready to move in with Minimal decoration needed as per specifications)	40
UNDP will award to:	<ul style="list-style-type: none"> Supplier meeting the evaluation criteria. 	
Type of Contract to be Signed	<ul style="list-style-type: none"> UNDP Lease Agreement 1 year extendable. 	
Conditions for Release of Payment	Based on selected rates (listed hereinabove) at the completion of the billing period. The bills will be settled on a: <ul style="list-style-type: none"> Monthly basis in arrears. 	
Annexes to this RFQ	<ul style="list-style-type: none"> Description of service Required (Annex 1) Form for Submission of Quotation (Annex 2) General Terms and Conditions / Special Conditions (Annex 3). UNDP Sample lease agreement (Annex 4) <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) and \ or the UNDP lease agreement shall be grounds for disqualification from this procurement process.</p>	
Contact Person for Inquiries (Written inquiries only)	<p><i>Email: procurement.bh@undp.org</i></p> <p>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.</p>	

Goods and\or services 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 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.

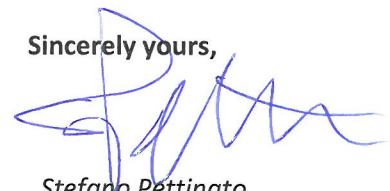
Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information 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,



Stefano Pettinato
UNDP Resident Representative
September 23, 2019