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## REQUEST FOR QUOTATION (RFQ) 098/19 (Services)

NAME & ADDRESS OF FIRM	DATE: October 3, 2019
	REFERENCE: Micro-assessment of implementing partners of UNDP, UNICEF, UNFPA and other UN agencies country offices Armenia

Dear Sir / Madam:

We kindly request you to submit your quotation for Micro-assessment of implementing partners of UNDP, UNICEF, UNFPA and other UN agencies country offices Armenia, as detailed in Annex 1 of this RFQ.

Quotations may be submitted on or before October 10, 2019 via ☒e-mail or ☒courier mail to the address below:

**United Nations Development Programme**  
**14 Petros Adamyan street, 0010, Yerevan**  
**Attention: Procurement Unit**  
**tenders.armenia@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 services:

Exact Address of Delivery	N/A
Latest Expected Delivery Date	N/A
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Local Currency : Armenian Drams (AMD)
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes

Deadline for the Submission of Quotation	Thursday, October 10, 2019 18:00
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted (mandatory)	<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"/> Company's profile, description of similar services provided in past, <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Certification that the company has fulfilled all their past and current obligations concerning the payment of taxes (Tax payment certificate) <input checked="" type="checkbox"/> Reference list of all other projects/contracts executed in the last three years similar to this assignment in complexity and size, <input checked="" type="checkbox"/> Availability of the appropriate licenses for conducting of required services if applicable. <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 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"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery and acceptance of services
Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay: 0.25% Max. no. of days of delay: 6 weeks Next course of action: contract termination
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements <input checked="" type="checkbox"/> Minimum 3 years of experience in similar contracts <input checked="" type="checkbox"/> Full compliance of the Proposal to the Requirements; <input checked="" type="checkbox"/> Delivery of services per TOR requirements. <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions  <b><u>Each lot in schedule of requirements will be evaluated separately.</u></b>
UNDP will award to:	<input checked="" type="checkbox"/> One or more than one contractor
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Services <input checked="" type="checkbox"/> Long-Term Agreement <sup>1</sup>
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Services based on full compliance with RFQ requirements

<sup>1</sup> Minimum of one year period and may be extended up to a maximum of three years subject to satisfactory performance evaluation.

Annexes to this RFQ	<input checked="" type="checkbox"/> Annex 1 - TORs (Attachments A, B, C) <input checked="" type="checkbox"/> Quotation Submission Form (Annex 2) <input checked="" type="checkbox"/> 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.
Contact Person for Inquiries (Written inquiries only) <sup>2</sup>	UNDP Armenia Procurement Unit <a href="mailto:Procurement.armenia@undp.org">Procurement.armenia@undp.org</a> 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.

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 services 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, 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/>

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<sup>2</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

**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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

**Thank you and we look forward to receiving your quotation.**

Sincerely yours,

UNDP Armenia Procurement Unit

**TERMS OF REFERENCE**

See attached files:

- a. TOR Micro Assessment Performed by Third Party Service Provider (Attachment A)
- b. TOR Spot Checks Performed by Third Party Service Providers (Attachment B)
- c. TOR for Internal control audit of implementing partners (Attachment C)

## FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>3</sup>

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>4</sup>)*

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 098/19**:

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

**LOT 1**

Item No.	Description/Specification of Goods as per Annex 1	Quantity	Latest Delivery Date	Unit Price /currency/	Total Price per Item / currency /
1	TOR Micro Assessment Performed by Third Party Service Provider:	1	__ days		
	<b>Total Prices of Services<sup>5</sup></b>				
	<b>VAT</b>				0%
	<b>Total Final and All-Inclusive Price Quotation</b>				

Additional Requirements

Other information related to this RFQ	Your answers		
	Yes, we accept	No, we cannot accept	If you cannot accept, please suggest your conditions
Company's profile, description of similar services provided in past;			
Latest Business Registration Certificate;			
Certification that the company has fulfilled all their past and current obligations concerning the			
Reference list of all other projects/contracts executed in the last three years similar to this			
Availability of the appropriate licenses for conducting of required services if applicable			
Minimum 3 years of experience in similar contracts			
Full acceptability of UNDP General provisions and conditions			
Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN			

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]

<sup>3</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>4</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

<sup>5</sup> Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

## FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>6</sup>

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>7</sup>)*

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 098/19**:

**TABLE 1 : Offer to Supply Goods Compliant with Technical Specifications and Requirements** **LOT 2**

Item No.	Description/Specification of Goods as per <u>Annex 1</u>	Quantity	Latest Delivery Date	Unit Price /currency/	Total Price per Item / currency /
1	TOR Spot Checks Performed by Third Party Service Providers	1	__ days		
	<b>Total Prices of Services<sup>8</sup></b>				
	<b>VAT</b>				0%
	<b>Total Final and All-Inclusive Price Quotation</b>				

### Additional Requirements

Other information related to this RFQ	Your answers		
	Yes, we accept	No, we cannot accept	If you cannot accept, please suggest your conditions
Company's profile, description of similar services provided in past;			
Latest Business Registration Certificate;			
Certification that the company has fulfilled all their past and current obligations concerning the			
Reference list of all other projects/contracts executed in the last three years similar to this			
Availability of the appropriate licenses for conducting of required services if applicable			
Minimum 3 years of experience in similar contracts			
Full acceptability of UNDP General provisions and conditions			
Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN			

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]*

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

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

<sup>8</sup> Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

## FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>9</sup>

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>10</sup>)*

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 015/19**:

**TABLE 1 : Offer to Supply Goods Compliant with Technical Specifications and Requirements** LOT 3

Item No.	Description/Specification of Goods as per <u>Annex 1</u>	Quantity	Latest Delivery Date	Unit Price / <b>currency</b> /	Total Price per Item / <b>currency</b> /
1	TOR for Internal control audit of implementing partners	1	__ days		
	<b>Total Prices of Services<sup>11</sup></b>				
	<b>VAT</b>				0%
	<b>Total Final and All-Inclusive Price Quotation</b>				

### Additional Requirements

Other information related to this RFQ	Your answers		
	Yes, we accept	No, we cannot accept	If you cannot accept, please suggest your conditions
Company's profile, description of similar services provided in past;			
Latest Business Registration Certificate;			
Certification that the company has fulfilled all their past and current obligations concerning the			
Reference list of all other projects/contracts executed in the last three years similar to this			
Availability of the appropriate licenses for conducting of required services if applicable			
Minimum 3 years of experience in similar contracts			
Full acceptability of UNDP General provisions and conditions			
Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN			

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]*

<sup>9</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>10</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

<sup>11</sup> Pricing of goods should be consistent with the INCO Terms indicated in the RFQ



**UNDP**

**GENERAL CONDITIONS OF CONTRACT FOR SERVICES  
(attached separately)**