



REQUEST FOR QUOTATION (RFQ) (Civil Works)

NAME & ADDRESS OF FIRM	DATE: January 13, 2020
	REFERENCE: RFQ002TLS2019- Refurbishment of UN recreation area and café shop

Dear Sir / Madam:

We kindly request you to submit your quotation for “**Refurbishment of UN recreation area and café shop**”, as detailed in **Annex 1 (Schedule of Requirements and Technical Specifications (BoQ))**, **Annex 3 (Drawings)** and **Annex 4 (Time Schedule)** of this RFQ. When preparing your quotation please be guided by the forms attached hereto as **Annex 1, Annex 2, Annex 3 and Annex 4**.

Quotations may be submitted on or before **January 28, 2020 17:00 (Timor-Leste time)** via e-mail or courier mail to the address below:

United Nations Development Programme
UN House, Caicoli Street, P.O Box 558 Dili, Timor-Leste
Attn: Mr. Alvaro Noronha de Sousa, Procurement Associate
Submission by e-mail: bids.tp@undp.org

Quotations submitted by courier mail should indicate Reference Number and Description of RFQ “Refurbishment of UN recreation area and café shop”.

Quotations submitted by email must be limited to a maximum of 4MB, virus-free and no more than 1 email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected. Email Subject should indicate Reference Number and Description of RFQ “Refurbishment of UN recreation area and café shop”.

It shall remain your responsibility to ensure that your quotation will reach the addresses 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.

A pre-bid conference and site visit will take place on Monday, 20 January 2020, 15:00hrs (local Timor-Leste) in the following address - UN House, Caicoli Street, P.O Box 558 Dili, Timor-Leste. The UNDP focal points for the arrangement of pre-bid conference and site visit are: Alvaro Noronha de Sousa; Telephone: +670 3311224 Ext. 1230; E-mail: alvaro.noronha@undp.org and Maria do Ceu Soares; Telephone: +670 3311220. Ext. 1115; Email: mariadoceu.soares@undp.org.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned services:

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP
Customs clearance, if needed, shall be done by:	N/A
Exact Address/es of Delivery Location/s (identify all, if multiple)	United Nations Development Programme UN House, Caicoli Street, P.O Box 558 Dili, Timor-Leste
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"/> 10 weeks from the issuance of Contract for Works, as detailed in Time Schedule attached to this RFQ as Annex 4
Delivery Schedule	<input checked="" type="checkbox"/> Required Time Schedule with stipulated completion deadline no longer than 20 weeks (starting from the date of signature of contract by both parties)
Packing Requirements	N/A
Mode of Transport	<input checked="" type="checkbox"/> LAND
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Warranty on works and installed furniture for the minimum period of one (1) year Warranty details: <i>Warranty period starts from the date of substantial completion of works. Any defects identified during the warranty period (1 year) will be assessed by expertise services and respectively identified responsible party shall be responsible for the compensation of loss.</i>
Deadline for the Submission of Quotation	<u>17:00 (Timor-Leste time), Tuesday, January 28, 2020</u>
Date, Time and Venue of Opening of Bids/Quotations	Date: Friday, 31 January 2020 Time: 17:00 (Timor-Leste time) Venue: UN House, Caicoli Street, P.O Box 558 Dili, Timor-Leste
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted	<input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, demonstrating company experience in the field of services, list of similar works undertaken, as well as including printed brochures and product catalogues (if any) relevant to the goods/services being procured; <input checked="" type="checkbox"/> Duly Accomplished and signed Form as provided in Annex 2 Form for Submitting Suppliers Quotation, and in accordance with the list of requirements set in Annex 1, Annex 3 and Annex 4; <input checked="" type="checkbox"/> Dully accomplished BoQ, filled in accordance to requirements set in Annex 1, Annex 3 and Annex 4;

	<input checked="" type="checkbox"/> Time Schedule with stipulated completion deadline no longer than 10 weeks (starting from the date of signature of the contract by both parties) <input checked="" type="checkbox"/> Quality Assurance Certificates (e.g., ISO, etc.) and/or other similar certificates, if any; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder; <input checked="" type="checkbox"/> Statement of Satisfactory Performance (recommendation letter) from the Top 3 (three) Clients in terms of Contract Value the past 3 (three) years. <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"/> 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	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> Payment will be paid in 2 installments as detailed below: <ul style="list-style-type: none"> • First payment – 20% within one week upon completion of works as detailed in time schedule attached as Annex 4 and issuance of certified handover by UNDP. • Final payment – 80% paid upon completion of all services on the site and issuance of certified handover by UNDP
Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: <ul style="list-style-type: none"> • Percentage of contract price per day of delay: 0.1% of the total contract amount; • Percentage of contract price per week of delay: 0.5% of the total contract amount; • Max. No. of days of delay from the date of Contract Completion: 20 Days; Next course of action: Termination of the contract

Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price; <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions; <input checked="" type="checkbox"/> Comprehensiveness of after-sales services (Warranty Conditions); <input checked="" type="checkbox"/> Compliance on the following qualification requirements: Bid Evaluation Criteria: <input checked="" type="checkbox"/> Minimum no. of years of experience in similar contracts: 3 years; <input checked="" type="checkbox"/> Minimum no. of similar works undertaken over the past 3 year: three (3); <input checked="" type="checkbox"/> Minimum no. of Statement of Satisfactory Performance (recommendation letter) - 3 (three); <input checked="" type="checkbox"/> Appropriateness of the implementation of time schedule service completion date should not exceed 10 weeks ;
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Works
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts for civil works; Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of Contract if the delivery/completion is delayed by 20 days from the date contract signature.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection by visual <input checked="" type="checkbox"/> Complete work and respective Installations <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ	<input checked="" type="checkbox"/> Schedule of Requirements and Technical Specifications/BoQ (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> Drawings (Annex 3) <input checked="" type="checkbox"/> Time Schedule (Annex 4) <input checked="" type="checkbox"/> General Terms and Conditions for Civil Works: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.

<p>Contact Person for Inquiries (Written inquiries only)</p>	<p>Procurement Unit <i>Alvaro Noronha de Sousa</i> <i>Procurement Associate</i> alvaro.noronha@undp.org</p> <p>Common Premises Unit <i>Maria do Ceu Soares</i> <i>Common Premises Manager</i> mariadoceu.soares@undp.org</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>
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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 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 indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> .

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,



*Diana Lina Bernardo
Operations Manager*

January 13, 2020

Schedule of Requirements and Technical Specifications / Bill of Quantity (BoQ)

a. Background Information and Description of Works to be conducted.

With the desire of the UN Agencies to provide and maintain acceptable standards within the environment of the UN Common Premises in Dili, Timor-Leste, the need of refurbishment of recreation area and café shop was identified. It aims to expand the convenient meeting room and renovate café to meet acceptable standards of cleanliness and hygiene. Rehabilitation work includes preparation, demolition, painting, electrical and mechanical work, as well as installation of furniture. Detailed description of works is provided in BoQ and Summary of Works. In order to achieve satisfactory provision of Required Services in UN House compound as specified in the BOQ, the contractor shall provide with necessary supervision and competent and trained workforce to perform the required refurbishment tasks as specified in below Annex1, Annex2, Annex3 and Annex4.

b. Materials

All materials used in this construction must conform to the estimated documentation. All materials for completion of work must be supplied by the contractor. The quality of all products, materials, and construction used when carrying out construction / installation work on objects must be agreed with the Common Premises Unit.

c. Acceptance of Works

Upon works completion the contractor is obliged to present for acceptance the works executed, proving their quality by a set of construction documentation. Common Premises team shall certify the works performed based on the documents submitted and actual works carried out.

d. Warranty Obligations

Warranty period of the Contractor for the Completed Construction Works shall be one (1) year. The warranty period starts on the date of expiration of the contract and from the signature of the final completion and acceptance certificate. Any defects identified during the warranty period will be assessed by expertise services and respectively identified responsible party shall be responsible for the compensation of loss.

e. Delivery Terms

All materials and equipment to be used at the construction sites shall be delivered at place UN Common Premises in Dili, Timor-Leste,

Maria DO Ceu Fernandes Soares
Common Premises Manager
November 20, 2019

Bill of Quantity (BoQ)

No	Description	Unit	Quantity
I	Preparation Works		
1	Mobilization and Demobilization	ls	1.00
2	Project Sign Board (1000x1200mm)	ls	1.00
3	Reporting and Documentation	ls	1.00
II	Demolition Work		
1	Removed existing ventilation at Yoga room and cafe	unit	6.00
2	Removed existing door at Yoga room	unit	1.00
3	Removed existing window at Yoga room	unit	1.00
4	Demolish existing concrete wall at Yoga room - 2000mm from top beam included disposal	m2	60.00
5	Demolish existing partition wall between Yoga room and cafe	m2	23.70
III	Stone Masonry and Concrete Work		
1	Concrete pouring at table tennis room	m3	1.68
2	Repair and make good all concrete cracked at recreation area	ls	1.00
IV	Tile Work		
1	Install new ceramic tile 600x600mm at meeting room and Caffé	m2	215.30
2	Install new squinting tile 100x600mm at meeting room and Caffé	m1	102.00
V	Ceiling Work		
1	Repair existing ceiling frame at meeting room and cafe	ls	1.00
2	Install new kalciboard ceiling, 6mm thickness at meeting room and cafe	m2	222.00
3	Install new ceiling squirting at meeting room and cafe	m1	145.00
VI	Wall, Door and Window Work		
1	Supply and install new glasses 5mm thickness wall partition include frame (aluminum frame) and all accessories at meeting room and café	m2	81.90
2	Supply and install new folding door (2300mm x 6000mm) frame by aluminum and leaf by glasses with all accessories, between meeting room and café	Unit	1.00
3	Supply and install new sliding glasses door with aluminum frame include all accessories	unit	2.00
VII	Furniture and Others Work		
1	Supply and install new Bar Table at Café room - material by wooden, see drawing	unit	1.00
2	Install new zinc at kitchen include all accessories	unit	1.00
VIII	Electrical and Mechanical Work		
1	Repair and fix electrical accessories (Switches, outlet, ceiling fan etc..)	ls	1.00
2	Install new TL LED lighting 2x18watt covered with acrylic at meeting room and cafe area	unit	15.00
3	Install new TL LED lighting 2x18watt with acrylic cover at stage area	unit	6.00

No	Description	Unit	Quantity
4	Ceiling Paint	m2	118.54
IX	Painting		
18	Interior and exterior painting for meeting room and Caffé	m2	-
17	Ceiling paint for meeting room and Caffé	m2	92.00
5	Interior and exterior painting	m2	85.12
4	Ceiling Paint	m2	65.00

Summary of Works to be Conducted

NO	DESCRIPTION
I	Preparation Works
II	Demolition Work
III	Stone Masonry and Concrete Work
IV	Tile Work
V	Ceiling Work
VI	Wall, Door and Window Work
VII	Furniture and Others Work
VIII	Electrical and Mechanical Work
IX	Painting

FORM FOR SUBMITTING SUPPLIER'S QUOTATION

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹)

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.** _____:

TABLE 1: Bill of Quantity (BoQ)

No	Description	Unit	Quantity	Unit Price (US\$)	Amount (US\$)
1	2	3	4	5	6=4X5
I	Preparation Works				
1	Mobilization and Demobilization	ls	1.00		
2	Project Sign Board (1000x1200mm)	ls	1.00		
3	Reporting and Documentation	ls	1.00		
Sub Total - I					
II	Demolition Work				
1	Removed existing ventilation at Yoga room and cafe	unit	6.00		
2	Removed existing door at Yoga room	unit	1.00		
3	Removed existing window at Yoga room	unit	1.00		
4	Demolish existing concrete wall at Yoga room - 2000mm from top beam included disposal	m2	60.00		
5	Demolish existing partition wall between Yoga room and cafe	m2	23.70		
Sub Total - II					
III	Stone Masonry and Concrete Work				
1	Concrete pouring at table tennis room	m3	1.68		
2	Repair and make good all concrete cracked at recreation area	ls	1.00		
Sub Total - III					
IV	Tile Work				
1	Install new ceramic tile 600x600mm at meeting room and Caffe	m2	215.30		
2	Install new squinting tile 100x600mm at meeting room and Caffe	m1	102.00		
Sub Total - IV					
V	Ceiling Work				

¹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

No	Description	Unit	Quantity	Unit Price (US\$)	Amount (US\$)
1	2	3	4	5	6=4X5
1	Repair existing ceiling frame at meeting room and cafe	ls	1.00		
2	Install new kalciboard ceiling, 6mm thickness at meeting room and cafe	m2	222.00		
3	Install new ceiling squirting at meeting room and cafe	m1	145.00		
Sub Total - V					
VI	Wall, Door and Window Work				
1	Supply and install new glasses 5mm thickness wall partition include frame (aluminum frame) and all accessories at meeting room and café	m2	81.90		
2	Supply and install new folding door (2300mm x 6000mm) frame by aluminum and leaf by glasses with all accessories, between meeting room and café	Unit	1.00		
3	Supply and install new sliding glasses door with aluminum frame include all accessories	unit	2.00		
Sub Total - VI					
VII	Furniture and Others Work				
1	Supply and install new Bar Table at Café room - material by wooden, see drawing	unit	1.00		
2	Install new zinc at kitchen include all accessories	unit	1.00		
Sub Total - VII					
VIII	Electrical and Mechanical Work				
1	Repair and fix electrical accessories (Switches, outlet, ceiling fan etc..)	ls	1.00		
2	Install new TL LED lighting 2x18watt covered with acrylic at meeting room and cafe area	unit	15.00		
3	Install new TL LED lighting 2x18watt with acrylic cover at stage area	unit	6.00		
4	Ceiling Paint	m2	118.54		
5	Supply and install 2PK inverter air- conditioner for meeting room and café shop	6 units	6 units		
Sub Total VIII					
IX	Painting				
18	Interior and exterior painting for meeting room and Caffé	m2	-		
17	Ceiling paint for meeting room and Caffé	m2	92.00		
5	Interior and exterior painting	m2	85.12		
4	Ceiling Paint	m2	65.00		
Sub Total IX					
GRAND TOTAL					

Summary of Works to be Conducted

NO	DESCRIPTION	Total Amount (US\$)
I	Preparation Works	
II	Demolition Work	
III	Stone Masonry and Concrete Work	
IV	Tile Work	
V	Ceiling Work	
VI	Wall, Door and Window Work	
VII	Furniture and Others Work	
VIII	Electrical and Mechanical Work	
IX	Painting	
	GRAND TOTAL	

TABLE 2: Time Schedule

No	Description	WEEK									
		1	2	3	4	5	6	7	8	9	10
I	Preparation Works										
II	Demolition Work										
III	Stone Masonry and Concrete Work										
IV	Tile Work										
V	Ceiling Work										
VI	Wall, Door and Window Work										
VII	Furniture and Others Work										
VIII	Electrical and Mechanical Work										
IX	Painting										

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

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			
Warranty and After-Sales Requirements			
<i>a) Warranty details: Warranty period starts from the date of substantial completion of works. Any defects identified during the warranty period (1 year) will be assessed by expertise services and respectively identified responsible party shall be responsible for the compensation of loss.</i>			
Validity of Quotation			
Payment Term Conditions			
Liquidated Damages			
All Provisions of the UNDP General Terms and Conditions			
Other requirements [pls. specify]			

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]

