



REQUEST FOR QUOTATION (RFQ) (Civil Works)

NAME & ADDRESS OF FIRM	DATE: February 10, 2020
	REFERENCE: RFQ005TLS2019

Dear Sir / Madam:

We kindly request you to submit your quotation for **Office Renovation (KNUA Juventude at Pateo Plaza**, as detailed in **Annex 1 (Schedule of Requirements and Technical Specifications (BoQ))**, 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 **February 18, 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: Ms. Munkhtuya Altangerel, Resident Representative
Submission by e-mail: bids.tp@undp.org

Quotations submitted by courier mail should indicate Reference Number: **RFQ005TLS2019** and Description of RFQ "**Office Renovation**".

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: **RFQ005TLS2020** and Description of RFQ "**Office Renovation**".

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.

Site Visit will take place on **14 and 17 February 2020 at 15:00hrs** (Timor Leste Time). The contact person for site visit are: **Ms. Grazela Maria Albino**, e-mail: grazela.albino@undp.org, telephone: +670 78366713 and **Mr. Joao Maria Tapel**, e-mail: joao.tapel@undp.org, telephone +670 77980053

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)	Pateo Plaza, Room Number: 36, 38 & 39)- 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"/> 30 Days from the issuance of the PO
Delivery Schedule	<input checked="" type="checkbox"/> Required Time Schedule with stipulated completion within 30 working days.
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 – 3 Months Warranty details: <i>Warranty period starts from the date of the receipt the items in the location. Any defects identified during the warranty period (3 months) 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, February 18, 2020</u>
Date, Time and Venue of Opening of Bids/Quotations	<u>Date: Wednesday, 19 February 2020</u> 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 being procured. <input checked="" type="checkbox"/> Duly Accomplished and signed Form as provided in Annex 2 Form for Submitting Suppliers Quotation. <input checked="" type="checkbox"/> Time Schedule with stipulated completion deadline no longer than 30 days (starting from the date of signature of the PO 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: 100% will be paid upon Completion of the works and acceptance by responsible UNDP's staff
Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: <ul style="list-style-type: none"> • Percentage of PO price per day of delay: 0.1% of the total contract amount. • Percentage of PO price per week of delay: 0.5% of the total contract amount. • Max. No. of days of delay from the date of completion of works: 20 Days. Next course of action: Termination of the contract
Evaluation Criteria	The proposal will be evaluated based on the PASS-FAIL criteria against the following: <input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price. <input checked="" type="checkbox"/> A minimum of three years' experience in construction works or similar <input checked="" type="checkbox"/> Show company organizational structure and function including CVs of the engineers who will commence the work <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 with the requirement requirements in Annex 3 of this RFQ . <input checked="" type="checkbox"/> Own or provide proof of renting equipment and machineries for civil works <input checked="" type="checkbox"/> Minimum no. of years of experience in similar contracts: 3 years. <input checked="" type="checkbox"/> Delivery time schedule should not exceed 30 days .
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> PO
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 PO if the delivery/completion is delayed by 20 days from the date PO signature.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection by visual <input checked="" type="checkbox"/> Compliance with delivery schedule <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ	<input checked="" type="checkbox"/> Specification / BoQ (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> Form for Offer Compliance List (Annex 3) <input checked="" type="checkbox"/> Drawing (Annex 4) <input checked="" type="checkbox"/> General Terms and Conditions for Civil Works: Applicable Terms and Conditions are available at 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.
Contact Person for Inquiries (Written inquiries only)	Procurement Unit Alvaro Noronha de Sousa Procurement Associate alvaro.noronha@undp.org 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 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.

A handwritten signature in blue ink, appearing to read 'Diana Lina Bernardo', is positioned above the typed name and title.

Sincerely yours,
Diana Lina Bernardo
Operations Manager
February 10, 2020

No.	Deliverable	Unit	Qty	Unit Price (US\$)	Total (US\$)
a	b	c	d	e	f(dx e)
1	Supply and Installation Work				
1.1	Supplied and installed selected gloss granite tiles 60x60cm to youth hub, conference room, meeting room and staff room	sqm	186		
1.2	Supplied and installed non-slip grey colored tiles 60x60 to kitchen area and corridor area going to toilet area.	sqm	13		
1.3	Removed existing toilet bowl, supply and install high quality toilet bowl to both toilets, including removal of existing urinary.	each	2		
	Sub Total 1				
2	Finishing Work				
2.1	Rendered existing internal wall with high quality double coating paint finish to wall area as shown in the drawings	sqm	420.12		
2.2	Rendered existing Ceiling with high quality double coating paint finish to all internal area*	sqm	212		
	Sub Total 2				
3	Electrical Work				
3.1	Replace. Supply and Install air exhaustor to toilet area and kitchen area.	Unit	3		
	Sub Total 3				
	Grand Total				

**Pls. attach delivery schedule, if relevant, and cluster by lot, if partial bids will be allowed. Specify delivery locations if goods multiple destinations.*

FORM FOR SUBMITTING SUPPLIER'S QUOTATION

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

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 : Offer to Supply Goods Compliant with Technical Specifications and Requirements

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
			30 Calendar days		
	Total Prices of Goods				
	Add : Cost of Transportation				
	Add : Cost of Insurance				
	Add : Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation				

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

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 (30 days) 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			
Special conditions of Contract (PO)			
Delivery Schedule			
Other requirements <i>[pls. specify]</i>			

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]

Drawings:



RENOVATION OF INTERNAL SPACE KNUA JOVENTUDE FILA LIMAN (KJFL)/ACCELERATOR LAB

INSIDE PATEO PLAZA DILI, TIMOR-LESTE

FEBRUARY 2020



