



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM	DATE: 24 February 2020
	REFERENCE: EU-UN Joint Programme on Improving Vocational Education and Training (VET) in Abkhazia

Dear Sir / Madam:

We kindly request you to submit your quotation for **the rehabilitation works of the roof at Sukhumi State College (REH/ROOF/SSC/SKH/001/20/EU)**, as detailed in Technical Specification (Annex 1) and Bill of Quantity (Annex 2) of this RFQ. When preparing your quotation, please submit filled in Form for Submission of Quotation/ Bill of Quantities (Annex2).

Quotations may be submitted in sealed envelopes ("original") on or before: **p.m. 17:00, 10th of March'20, via courier mail or hand delivered to the address below:**

United Nations Development Programme
21 Aiaaira ave., Sukhum/i
Ms.Inna Abgadzava
+7 940 927 31 30; inna.abgadzava@undp.org

Site visit will take place on 2nd of March'20 at 11:00 am.

Pre-bid conference will take place on 4th of March'20 at 11:00 am in UNDP Sukhumi Office at the address given above.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline in sealed envelopes. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

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

Delivery Terms	Sukhumi State College, Sukhumi town
Customs clearance, if needed, shall be done by:	N/A
Exact Address/es of Delivery Location/s (identify all, if multiple)	Sukhumi town, Basaria St.24

UNDP Preferred Freight Forwarder, if any	N/A
Distribution of shipping documents (if using freight forwarder)	N/A
Latest Expected Delivery Date and Time (<i>if delivery time exceeds this, quote may be rejected by UNDP</i>)	Rehabilitation works under given RFQ must be completed not later than 90 days upon signature of the Contract for Civil Works
Delivery Schedule	N/A
Packing Requirements	N/A
Mode of Transport	N/A
Preferred Currency of Quotation	United States Dollars
Value Added Tax on Price Quotation	Must be exclusive of VAT and other applicable indirect taxes
Warranty/Guarantee condition	For quality assurance purposes, 5% of total contract value will be retained by UNDP. The payment will be made to the contractor within 30 days of completion of the civil works contract
Deadline for the Submission of Quotation	<u>p.m. 17:00, 10th of March'20</u>
All documentations shall be presented in this language	English
Documents to be submitted	<ol style="list-style-type: none"> 1. Duly Accomplished Form as provided in Annex 2, and in accordance with the Technical specification given in Annex1; 2. The bidder shall furnish the following warranties and certificates: <ul style="list-style-type: none"> ✓ Certificate of quality for the Corrugated Galvanized iron; ✓ Certificate of quality for the timber beams; Materials to be used should be in compliance with the quality standards indicated in Technical Specification (Annex 1) 3. License on construction works; 4. Progress Schedule (Annex 5); 5. Latest Business Registration Certificate/Certificate of Establishment; 6. Tax Clearance (Tax Department reference on no debt towards the budget); 7. Company Qualification Record (at least 3 years of experience in construction/ rehabilitation works and repair works of the roofs) (Annex 4); 8. Bank details (Bank title, code, account number)
Period of Validity of Quotes starting the Submission Date	120 days In exceptional circumstances, UNDP may request the Bidder 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	Not permitted
Payment Terms	Payment will be linked to every stage of works. UNDP shall effect payment only after successful completion of each stage of work and submission of Acceptance Act signed by the Engineer.
Liquidated Damages	The liquidated damages for delay shall be 1% of the price of Contract for Works per week of delay, up to a maximum of 10% of the Final Price of the Contract for Work.
Evaluation Criteria [check as many as applicable]	<ul style="list-style-type: none"> • Technical responsiveness/Full compliance to requirements and lowest price. • Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	One and only one Contractor
Type of Contract to be Signed	Contract for Work
Special conditions of Contract	Cancellation of Contract if the delivery/completion is delayed
Annexes to this RFQ	<ol style="list-style-type: none"> 1. Technical Specifications Required (Annex 1) 2. Form for Submission of Quotation/Bill of Quantity (Annex 2) 3. 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. 4. Company qualification record (at least 3 years of experience in construction /rehabilitation works and repair works of the roofs) (Annex 4) 5. Progress Schedule (Annex 5) 6. Drawing (Annex 6)
Contact Person for Inquiries (Written inquiries only)	<p><i>Inna Abgadzhave</i> 21, Aiaaira ave., Sukhum/i inna.abgadzhave@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>

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.

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, 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,

Rafis Abazov
Project Manager



24th of February'20

Technical Specifications

Scope of Works:

UNDP wishes to draw quotes documents from qualified contractors with experience on construction /rehabilitation works and repair works of the roofs.

The works required are the following:

- ✓ **Rehabilitation works of the roof at Sukhum State College. (REH/ROOF/SSC/SKH/001/20/EU)**

General Standards and Codes:

- ✓ Throughout the construction works measures shall be taken ensuring safety and health of the personnel. Clothing (helmets, gloves, boots, safety glasses etc.) and protection measures for the personnel shall be strictly followed and be in accordance with ISO or other standardization organization in the CIS (i.e. GOST) and the satisfaction of the engineer;
- ✓ Health and Safety at Work as per the international guidelines and standards;
- ✓ All debris shall be properly collected and piled in a proper area in the construction site until the final transportation to the landfills;
- ✓ The quality of the materials shall be in conformity with the CIS standards GOST, in conjunction with ISO or EN standards and to the satisfaction of the engineer;
- ✓ Equipment or any other product/item requested to be supplied shall be accompanied with the relevant warranty;
- ✓ Technical solutions given hereunder were designed in accordance with the European standards and the technical literature (University press, engineering institutions/chambers etc.) in conjunction with the local market conditions. The contractor shall strictly follow the technical solutions in question.

The Bidder shall furnish the following warranties and certificates:

- ✓ **Certificate of quality for the Corrugated Galvanized iron**
- ✓ **Certificate of quality for the timber beams**

Demolition:

Existing materials to be removed shall be properly collected and segregated in a designated area in the construction site. Materials that are deemed reusable shall be in the property of the school administration. The remaining materials shall be properly disposed of to a designated landfill.

Roof:

The timber beams will be out of conifers with no more than 10% humidity. Roof timber will be treated with special nonflammable liquid with a number of coats as per the manufacturer's specifications for fire protection. Color as per the instruction of UNDP.

Sheet/metal works

The gutters shall be made of two layers of metal sheet galvanized with a semicircular-rectangular cross section, standard type **120mm** wide. Supporters to be made of galvanized iron/stainless steel holders. The downpipes shall be of metal sheet and galvanized with a rectangular cross section **120mm** d= 0.55 mm, supported by galvanized iron holders.

Form For Submitting Supplier's Quotation (BILL OF QUANTITIES)

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

BILL OF QUANTITIES

Rehabilitation works of the roof at Sukhum State College

CODE: (REH/ROOF/SSC/SKH/001/20/EU)

Item №	DESCRIPTION OF WORK	UNIT	QTY	Unit Price USD	TOTAL USD	Brand Name/Country of Origin of the Material to be Used
I	DISMANTLING WORKS					
1	Dismantling of old asbestos and galvanized slates with further storage	m ²	825,00			
2	Dismantling of the entire metallic roof	m ²	100,00			
3	Dismantling of the galvanized roof, parapets, valley gutters	m ²	40,00			
4	Dismantling of the brick parapets with further storage	m ³	3,0			
5	Dismantling of gutter system	r/m	150,00			
6	Dismantling of roof windows	pcs	2,00			
7	Dismantling of the stepping lathing 70x70mm	m ³	1,80			
8	Dismantling of the entire lathing	m ³	8,00			
9	Dismantling of the construction system	m ³	6,0			
10	Garbage collection, garbage disposal loading garbage into a container and landfill	m ³	20,00			
11	Load lifting and lowering on the height of 6m	ton	42,37			

II	ASSEMBLY WORKS					
1	Assembly of wooden beams 110x270mm, to fix by metal staples, nails	m ³	3,23			
2	Assembly of wooden beams 110x220mm, to fix by metal staples, nails	m ³	1,23			
3	Assembly of wooden beams 50x270mm, to fix by metal staples, nails	m ³	1,54			
4	Assembly of the stepping lathing. Lath size 70x70 mm, nails 120mm	r/m	367,00			
5	Assembly of the entire lathing with planks 40x150mm, nails 70mm	m ²	300,00			
6	Installation of the roof windows (exit to the roof), sides covered with the galvanized sheets, size 1,40x 0,70x 2,9m	pcs	2,00			
7	Antiseptic of wooden construction of the roof (II group of fire retardant efficiency)	m ³	51,60			
8	Assembly of the entire roof made of steel sheets on double lock	m ²	100,00			
9	Installation of the valley gutters out of steel sheets	m ²	10,00			
10	Installation of the hanging gutters along the metallic binding inside the yard D=100mm	r/m	72,00			
11	Installation of roofing corrugated galvanized iron 0,55m on the constructed wooden grating fixed by roofing screws 35mm (colour of the roof to be approved by UNDP)	m ²	825,00			
12	Installation of roof ridges made of galvanized steel 50 cm	r/m	55,00			

13	Installaiton of the adjacencies to the walls made of galvanized steel 50 cm fixed by the dowel nails on the concrete	r/m	40,00			
14	Installation of the snow retention bars along the perimeter of the roof	r/m	160,00			
15	Assembly of the downpipes with the funnels along the façade of the building D=150mm (4 rise pipes)	r/m	40,00			
16	Assembly of the downpipes with the water intakes from the yard D=150mm 8 rise pipes)	r/m	80,00			
17	Restoration of the brickwork, parapets and façade elements, chimnies using the earlier demolished bricks	m ²	33,60			
18	Installation of the roof ledges made of cink steel above the elements of façade, parapets, chimney	m ²	31,00			

TOTAL PRICE		
Unforeseen costs (_____%)		
Cost of transportation (_____%)		
FINAL PRICE		

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

Company Name:

Director:

Date:

PREAMBLE

Unit rates inserted by the Tenderer in the Bill of Quantities shall be fixed and not subject to variation. The Tenderer shall not be able to claim for any compensation due to difficulties in the works, shortage of labor, equipment or material, bad weather or unforeseen circumstances or any other reason of whatever nature.

The Tenderer shall not alter the text of the Bill of Quantities. Any alteration to the text inserted by the Tenderer shall lead to the rejection of the Offer.

When pricing the Bill of Quantities, the Tenderer must be aware of all site conditions.

The Contractor shall be responsible for the provision of all power, water and other services he may require for his construction activities as well as for the testing and commissioning activities.

Quantity of Items

The quantities set forth against the items in the bill of quantities are an estimate of the quantity of each kind of the work likely to be carried out under the contract and are given to provide a common basis for bids. Only permanent works are to be measured. No allowance will be made for loss of materials or volume thereof during transport or compaction.

Units of Measurement

The units of measurement used in the annexed technical documentation are those of the International System of Units (SI). No other units may be used for measurements, pricing, detail drawings etc. (Any units not mentioned in the technical documentation must also be expressed in terms of the SI.)

Abbreviations used in the bill of quantities are to be interpreted as follows:

mm	millimeter
cm	centimeter
m	meter
m'	running meter
km	Kilometer, 1000 meters
m ²	square meter
m ³	cubic meter
kg	Kilogram
t.	tone (100Kgr)
pcs	pieces
No.	number of items
h	hour
l	liter
MPa	Mega-Pascal
kW	kilo-Watts
L.S.	Lump sum
set	one set
route	route

PRICING

The prices and rates inserted in the bill of quantities are to be the full inclusive values of the works described under the items, including all costs and expenses which may be required in and for the construction of the works described together with any temporary works and installations. Unless otherwise specifically stated, the following shall be deemed to be included with all items:

All labor and material including sampling and testing, transport and formwork;

The required programme of works showing the proposed order and method to execute the works, and including all revisions and updates;

The provision and use of all equipment and plant, required for carrying out of the works in their proper sequence (machinery, scaffolding etc);

Lifting, handling, storage and securing of materials;

Providing until handing over the works, clean and uncontaminated water and all necessary adequate electrical power supply required for the works;

Daily site cleaning during execution of the works and final cleaning after completion of the works including removing all waste and scrap to approved dumping areas/landfills;

Removing and disposing of hazardous materials to approved dumping areas/landfills using all safety measures or sub-contractor properly authorized;

Any other works or cost necessary for the completion in accordance with the Contract.

Maintaining in good condition for duration of the works;

On his own responsibility and at this expense, the contractor shall take the precautions required by good construction practice and by the prevailing circumstances to safeguard adjacent properties and avoid causing any abnormal disturbance therein.

Ensuring all safety and health measures on site for personnel are strictly followed

COMPLETING THE BILL OF QUANTITIES

In the bill of quantities, rates and prices shall be entered in the appropriate columns in US dollars (\$). Errors will be corrected as follows: where there is a discrepancy between amounts in figures and in words, amount in words will prevail;

and where there is a discrepancy between the unit rate and the total amount derived from the multiplication of the unit price and the quantity, the unit rate as quoted will prevail. No prices shall be given in items that are not quantified.

COMPANY QUALIFICATION RECORD**1. Work experience as a prime contractor over the last 3 years**

List of performed projects is to be split by years. Each year is to be started with total amount of the year.

1.1. Provide background of the company with supporting documents (company registration, license on construction works)

Year of establishment:

Registration No, and place.

License No.:

Tax certificate:

#	Project Name	Name of Employer	Description of work	Contract amount (USD)	Period of completion	Contact person
	2017					
1						
2						
3						
4						
5						
	2018					
1						
2						
3						
4						
5						
	2019					

1						
2						
3						
4						
5						

Or Please, Describe at least 3 last of your projects which have been done by your company (Project name, address, client contacts, project cost, short description, construction period) and submit according documentary evidence (hand over record).

Director:

2. List of Key Personnel Proposed for the Project

#	Name of Personnel	Proposed Position	Qualification	Work Experience (Years) in	
				Related to Work	Total
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Director:

PROGRESS SCHEDULE OF THE PROJECT

COMPANY NAME _____

Rehabilitation of the roof at Sukhum State College
REH/ROOF/SSC/SKH/001/20/EU

№	Type of work	MONTH 1			MONTH 2			MONTH 3			MONTH 4		
		I	II	III	I	II	III	I	II	III	I	II	III
1													
2													
3													
4													
5													
6													
7													

Total number of days relevant to the project _____

Date:

Signature:

Seal: