



REQUEST FOR QUOTATION (RFQ) (Goods)

	DATE: February 24/ 02/2020
	REFERENCE: UNDP/Tourism/079/2020

Dear Sir / Madam:

We kindly request you to submit your quotation for the supply and delivery of **1 (one) yacht**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the forms attached hereto as Annex 1, 2, 3.

Quotations may be submitted on or before **March 10, 2020, 17:00 hours local (Minsk) time** and via

☒ mail to the address below:

United Nations Development Programme
220050, Republic of Belarus, Minsk, Kirov str., 17, 6th floor
Receptionist
(please indicate on the envelope RFQ reference and subject:
UNDP/Tourism/079/2020 Yacht)

or ☒ e-mail to the address below:

tenders.by@undp.org
(please indicate in the e-mail subject line RFQ reference number and subject:
UNDP_Tourism_079_2020_Yacht)

Quotations submitted by email must be limited to a maximum of 7MB, virus-free and no more than 5 email transmissions (please put number for each transmission in the subject line, RFQ reference number and subject). They must be free from any form of virus or corrupted contents, or the quotations shall be rejected. In response to your delivered e-mail you shall receive an auto-reply message. In case you did not receive an auto-reply please check the attachment size as well as the correct spelling of the e-mail address.

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 Goods:

Delivery Terms	<input checked="" type="checkbox"/> DAP [INCOTERMS 2010] Braslav, Vitebskaya Oblast, Republic of Belarus, OR <input checked="" type="checkbox"/> For the delivery from the territory of the Republic of Belarus Delivery by the Contractor's transport and at the Contractor's cost to Braslav, Vitebskaya Oblast, Republic of Belarus	
Customs clearance, if needed, shall be done by	<input checked="" type="checkbox"/> UNDP	
Exact Addresses of Delivery Locations	Sporting club "Dryviatich" (Gagarina str., Braslav, Dryviaty lake, GPS 55.638175, 27.025132, Republic of Belarus)	
Distribution of shipping documents	Shipping documents should be sent to the address: UNDP in Belarus (project 00111682), 220050, Belarus, Minsk, Kirova str., 17, 6th floor. Copies of the documents should be sent to the e-mail address: iryna.dubouskaya@undp.org	
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> 120 days from the date of contract signing	
Delivery Schedule	<input checked="" type="checkbox"/> Not Required	
Packing Requirements	Packing must ensure undamaged delivery of goods	
Mode of Transport	<input checked="" type="checkbox"/> AIR	<input checked="" type="checkbox"/> LAND (preferred)
	<input checked="" type="checkbox"/> SEA	
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollar (USD) <input checked="" type="checkbox"/> Euro (EUR) <input checked="" type="checkbox"/> Belarusian Ruble (BYN) <u>The contract will be signed, and the payment will be made in the currency of submitted offer.</u> In the course of evaluation of price quotations of all Offerors and only for the purposes of their comparison, all prices quoted in the offers in different currencies will be converted in US Dollars, in accordance with the official UN operational rate of exchange on the last day of submission of offers	

Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes. The price quotations of Offerors - non-residents of the Republic of Belarus shall not include VAT. In the price quotations of the Offerors - residents of the Republic of Belarus, VAT, if included, shall be clearly indicated in the price quotation. The price quotations of the Offerors will be compared without VAT
After-sales services required	<input checked="" type="checkbox"/> Warranty for the minimum period of 12 (twelve) months from the date of Goods acceptance by UNDP; <input checked="" type="checkbox"/> Availability of authorized technical support, warranty and after-sales service facility in Belarus or nearby countries.
Deadline for the Submission of Quotation	17:00 hours local (Minsk) time (UTC + 3), March 10, 2020
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> Russian or English
Documents to be submitted	<input checked="" type="checkbox"/> Duly accomplished forms as provided in Annexes 1, 2, and 3; <input checked="" type="checkbox"/> Copy of CE certificate for the class C yacht <input checked="" type="checkbox"/> Business Registration Certificate; <input checked="" type="checkbox"/> Manufacturer's Authorization of the company as a Sales Agent / Distributor (if Offeror is not the manufacturer); <input checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied, if any (not obligatory, if available); <input checked="" type="checkbox"/> Detailed technical description of the offered Goods (technical brochures, data sheets / manuals, etc. with images of the Goods).
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 days In exceptional circumstances, UNDP may request the Offeror to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Offeror 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% within thirty (30) days upon complete delivery and acceptance of Goods by UNDP, OR Prepayment allowed up to a maximum of 20% of contract value. In case advance payment requested by the Bid Winner exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form

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Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay: 0.1; Max. no. of days of delay: 30, after which UNDP may terminate the contract
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to RFQ requirements and lowest price; <input checked="" type="checkbox"/> Full acceptance of the General Terms and Conditions for contracts (Goods and/or Services); <input checked="" type="checkbox"/> Provision of the requested documents
UNDP will award contract to	<input checked="" type="checkbox"/> One and only one Contractor; the contract will be awarded to the quotation that complies with all of the specifications, requirements as well as all other evaluation criteria indicated in the RFQ and offers the lowest price
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services). Applicable Contract Face Sheet (Contract for Goods and/or Services) is available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html or http://www.by.undp.org/content/belarus/ru/home/procurement.html
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services). 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 is delayed by 30 calendar days; <input checked="" type="checkbox"/> Warranty not less than twelve (12) months from the date of acceptance of the Goods by UNDP; <input checked="" type="checkbox"/> End-user of the Goods: Sporting club “Dryviatich” (Republic of Belarus)
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods by UNDP based on full compliance with RFQ requirements

Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html <input checked="" type="checkbox"/> Company Background Information Form (Annex 3) Non-acceptance of the General Terms and Conditions (GTC) shall constitute grounds for disqualification from this procurement process
Contact Person for Inquiries (Written inquiries only) ¹	<i>Iryna Dubouskaya</i> <i>Procurement Specialist, UNDP Project "Support to Entrepreneurship Development in the Tourism Industry at the Local Level in the Republic of Belarus"</i> iryna.dubouskaya@undp.org

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 Offeror 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.

¹ 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.

Any contract or 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 or purchase order, nor be responsible for any costs associated with a Offeror'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 contract or purchase order 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,
Procurement Unit

Technical Specifications and Requirements**Procurement of One (1) Yacht for inland waters**

The sailing yacht will be used at Braslav lakes in Belarus, to provide recreational and rent services to the tourists. Short tourist trips along the lakes in swallow waters are envisaged.

No. p /p	Parameter	Description / Specifications of Goods (required) and General Requirements	Description / Specifications of Goods and Related Services (offered) <i>Please indicate parameters of the offered goods as below</i>
1.	Yacht Type	Sailing Yacht with centerboard, design class C, new	<i>Please indicate for the offered Goods: Model: _____ Manufacturer: _____ Country of origin: _____</i>
2.	Hull min. draught	no more than 0.4 m	
3.	Hull length	from 7.3 m to 7.9 m	
4.	Number of cabins	1	
5.	Cabin height	not less than 1.8 m	
6.	Width	Not less than 2.5 m	
7.	Number of crew / Number of beds	not less than 6 not more than 8 / not less than 4	
8.	Mast height	from 9.0 m to 11.2 m	
9.	Bottom ballast weight	not less than 350 kg	
10.	Weight of boat	not more than 2600 kg	
11.	Sail area	not less than 26 m ²	
12.	HULL	<ul style="list-style-type: none"> • Color: white • hand-laid laminated polyester sandwich or single laminate with outer layer in Isotalpolyester • Hull white gelcoat • Bow and bottom strengthened • Centerboard case laminated or with bent plywood Centerboard with lifting mechanism 	

13.	DECK	<ul style="list-style-type: none"> • Color: white • Sandwich laminate with Airex or similar • Anti-slip surface • Additionally strengthened in places of fittings • Fittings from stainless steel • Anchor locker • Pulpit • Pushpit • Stanchions and guard rails • Polycarbon or similar dim windows (not less than 2) • 1 opening hatch forestay shroud and backstay chainplates • 2 sheet tracks with traveller cars • 2 Halyard winches • 2 Sheet winches • 2 triple stoppers (or a larger number of fous depending on rigging) • 2 triple organizers (or a larger number of fous depending on rigging) • Polycarbonate or similar sliding hatch and sliding door with lock 4 mooring cleats • At least 2 cockpit lockers • Opening porthole in cockpit • Rudder • Tiller with tiller extension 	
14.	RIGGING, SAILS	<ul style="list-style-type: none"> • Mast – aluminium • Boom – aluminium • Facility for putting mast up and down • Transom mast support for travelling • Mainsail • Lazy Jack • Shrouds • Backstay 	

		<ul style="list-style-type: none"> • Staysail (fok) with spin (furling) system • UV protection on the staysail • Staysail sheet • Vang or kicking strap • Mainsheet • Halyards and straps • Lazy Bag 	
15.	INTERIOR	<ul style="list-style-type: none"> • Interior in waterproof plywood or with elements in natural wood • Shelves on sides • Storage spaces under berths in saloon • Mattresses trimmed with upholstery material • Soft upholstery on the sides • Folding table • One double berth bow • One double berth aft • Two single berths in saloon with backrests or supports for back • Separate WC space with chemical toilet and mirror • Waterproof plywood flooring 	
16.	GALLEY, PLUMBING	<ul style="list-style-type: none"> • Cupboard with worktop and shelves • Inox sink • Refrigerator – 12V • Freshwater plumbing in galley (tank at least 20 L, pump, electrical tap) 	
17.	WIRING	<ul style="list-style-type: none"> • Place for battery and battery for at least 100 Ah • Electrical panel – fuses, voltmeter • Cigar lighter socket 12V • At least four LED lights • Rectifier, port wiring 220v 	

18.	Other equipment	<ul style="list-style-type: none"> • Transom mast support for travelling • Transom ladder • Engine pantograph on transom • Engine 5 HP • Fender baskets 4 pcs • Table in cockpit • Cockpit cover • Winter yacht cover for yacht with folded mast (persenning) • Radio, MP3, 2 speakers, wiring • Navigation lights (tricolor) • Kit docking (2 docking lines, 2 anchors, 4 fenders) • Stern gangway • Bags for halyards in the cockpit - 2 pcs. 	
19	Documentation	<ul style="list-style-type: none"> • Copy of CE certificate/declaration for class C • Manual in English or Russian language • Export documentation outside EU 	
20	Warranty	At least 1 year of warranty	

[Name and Signature of the Supplier's Authorized Person]
[Designation]
[Date]

FORM FOR SUBMITTING CONTRACTOR'S QUOTATION*(This Form must be submitted only using the Contractor'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. UNDP/Tourism/079/2020:

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

Item No.	Description/Specification of Goods	Quantity, units	Unit Price (less VAT)	Total Price per Item (less VAT)
1	Yacht Model: _____	1		
2	Transportation / delivery cost ¹			
-	Terms of delivery:			
-	Total Final and All-Inclusive Price Quotation ² , currency (in figures):			
-	Total Final and All-Inclusive Price Quotation ² , currency (in words):			

The price quotations of the Offerors, non-residents of the Republic of Belarus shall not include VAT. In the price quotations of the Offerors, residents of the Republic of Belarus, VAT, if included, shall be clearly indicated in the price quotation. The price quotations of the Offerors will be compared without VAT.

Note:

1. Transportation / delivery to the following destination: Braslav, Dryviaty lake, Republic of Belarus.
2. Total Final and All-Inclusive Price Quotation must include **supply and delivery of one (1) yacht on terms of delivery as per i. "Delivery Terms" of Table 2, warranty and all other charges as appropriate.**

We hereby declare and confirm that the Goods offered hereinabove are brand new, not used (operated), shall not be a sample or experimental batch, and shall not be assembled from the restored or rehabilitated parts, units or items.

[Name and Signature of the Supplier's Authorized Person]
[Designation]
[Date]

TABLE 2: 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: Not later than 120 days from the date of signing of the contract <i>(please indicate the earliest possible lead time in the appropriate box)</i>			
Delivery Terms (Incoterms 2010): DAP Braslav, Vitebskaya oblast, Dryviaty lake, Republic of Belarus			
Acceptance of the Goods: Following delivery, the Goods will be inspected and tested to check whether they are operational, conform to the specifications and meet the performance requirements. UNDP will sign the Goods acceptance certificate following demonstrated satisfactory and reliable operation of the yacht, its conformance with the specifications and that it meets performance requirements			
Payment terms: 100% within thirty (30) days upon complete delivery and acceptance of the Goods by UNDP. Prepayment allowed up to a maximum of 20% of contract value.			
Validity of Quotation: Not less than 60 days starting from the submission deadline date			
Acceptance of all provisions of the UNDP General Terms and Conditions for contracts (goods and/or services) available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html			
Copy of Business Registration Certificate			
Manufacturer's Authorization of the			

company as a Sales Agent / Distributor in the country (if Offeror is not the manufacturer)			
Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List (as provided below the Table)			
Detailed technical description of the offered Goods (technical brochures, data sheets / manuals, etc. with images of the Goods)			
Availability of authorized technical support, warranty and after-sales service facility in Belarus or nearby countries.			

We hereby declare of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List.

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]

1. *If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the Contractor must submit them to UNDP if awarded the contract.*

Company Background Information

Each legal entity or individual entrepreneur submitting the quotation shall complete the form:

1	<i>Offeror's legal name:</i>	
2	<i>Address:</i>	
3	<i>Telephone number:</i>	
4	<i>E-mail address:</i>	
5	<i>Fax Number:</i>	
6	<i>Country of registration, place of registration:</i>	
7	<i>Registration date:</i>	
8	<i>Name of body issuing registration certificate:</i>	
9	<i>Name and position of the head of company/organization:</i>	
10	<i>Contact person under the offer:</i>	
11	<i>Bank details:</i>	

The legal entity/individual entrepreneur indicated in the Company Background Information Form above has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against this legal entity/individual entrepreneur that could impair its operations in the foreseeable future.

[Name and Signature of the Supplier's Authorized Person]
[Designation]
[Date]