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**REQUEST FOR QUOTATION (RFQ 23/20)**

**Procurement of RIB (Rigid Inflatable Boat) boat with engine for National Park Galichica with additional equipment**

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| Requesting Project: Improving management of protected areas | DATE: March 16, 2020 |
| REFERENCE: RFQ 23/20 |

Dear Sir / Madam:

We kindly request you to submit your quotation in MKD, VAT excluded in a sealed envelope for **Procurement of RIB boat with engine for the National Park Galichica with additional equipment** , as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **April 6, 2020**, by 11am via E-mail designated: [procurement.mk@undp.org](mailto:procurement.mk@undp.org)

Subject: OFFER MKDRFQ23/20

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.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s

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| Delivery Terms  [INCOTERMS 2010]  *(Pls. link this to price schedule)* | FCA  CPT  CIP  DAP  Other | |
| Customs clearance, if needed, shall be done by: | UNDP  Supplier/Offeror  **UNDP shall receive an invoice from UJP tax excluded (UNDP will provide relevant documents for this procedure to the Contractor)**  Freight Forwarder | |
| Exact Address/es of Delivery Location/s (identify all, if multiple) | **National Park “Galicica”, Info center, village Stenje** | |
| 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)* | **15 May**  **2020** or indicate your earliest delivery  As per Delivery Schedule attached *[if delivery will be staggered]*  Time :  Time Zone of Reference : | |
| Delivery Schedule | Required  Not Required | |
| Packing Requirements | n/a | |
| Mode of Transport | AIR | LAND |
| SEA | OTHER |
| Preferred  Currency of Quotation | United States Dollars  Euro  Local Currency : MK denars | |
| Value Added Tax on Price Quotation | Must be inclusive of VAT and other applicable indirect taxes  Must be exclusive of VAT and other applicable indirect taxes | |
| After-sales services required | Warranty on Parts and Labor for minimum period of  **2 years**  Technical Support minimum 5 years  Provision of Service Unit when pulled out for maintenance/ repair  Others | |
| Deadline for the Submission of Quotation | *Monday, April 06, 2020 and 11am* | |
| Way of submission of documents **by Email:** | Documents to be submitted by email to: [procurement.mk@undp.org](mailto:procurement.mk@undp.org)  **SUBJECT: OFFER MKDRFQ23-2020**  **All files must be in PDF and free of viruses and not corrupted.**  **Technical and Financial OFFER must be separately uploaded.**  **Max. size of uploaded files (per document) must not exceed: 10 MB**  **ONLY FINANCIAL offer will be submitted as PDF “password protected file”, DIGITALLY signed and** or signed and scanned in the .pdf format.  **Password for Financial OFFER must not be provided to UNDP until requested by UNDP, in case bidder’s Technical OFFER is found technically responsive.**  **(Password protection of a PDF document can be done using Adobe Reader. Open the PDF and choose Tools > Protect > Encrypt > Encrypt with Password)** | |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language | English  French  Spanish  Others, Macedonian if available catalogue | |
| Documents to be submitted by email: [procurement.mk@undp.org](mailto:procurement.mk@undp.org)  ONLY FINANCIAL offer will be submitted as “password protected file”  Each file must not exceed 10MB | Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;  Quality Certificates (ISO, etc.);if any  Latest Business Registration Certificate;  Manufacturer’s Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); if any  Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;  Certificate/Statement for technical maintenance and support  Your model must meet the min. technical specifications (indicate yes/no and specify figure where your specification exceeds/fails the min. requirement)  Form for submitting supplier’s quotation (Annex 2) | |
| Period of Validity of Quotes starting the Submission Date | 60 days  90 days  120 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 | Not permitted  Permitted | |
| Payment Terms | 100% upon complete delivery of goods  Others | |
| Liquidated Damages | Will not be imposed  Will be imposed under the following conditions :  Percentage of contract price per day of delay : \_\_\_\_\_\_  Max. no. of days of delay : \_\_\_\_\_\_  After which UNDP may terminate the contract. | |
| Evaluation Criteria  *[check as many as applicable]* | Technical responsiveness/Full compliance to requirements and lowest price  Comprehensiveness of after-sales services  Full acceptance of the PO/Contract General Terms and Conditions  Earliest Delivery / Shortest Lead Time[[1]](#footnote-2)  Others | |
| UNDP will award to: | One and only one supplier  One or more Supplier, depending on the following factors: | |
| Type of Contract to be Signed | Purchase Order/ minimi contract  Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilized for Long-Term Agreement and *if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)*  Other Type/s of Contract | |
| Contract General Terms and Conditions | General Terms and Conditions for contracts (goods and/or services)  General Terms and Conditions for de minimi contracts (services only, less than $50,000)  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. | |
| Special conditions of Contract | n/a  Others | |
| Conditions for Release of Payment | Passing Inspection  Complete Installation  Passing all Testing  Completion of Training on Operation and Maintenance  Written Acceptance of Goods based on full compliance with RFQ requirements by UNDP representative/Project Manager  Others | |
| Annexes to this RFQ | Specifications of the Goods Required (Annex 1)  Form for Submission of Quotation (Annex 2)  Others | |
| Contact Person for Inquiries  (Written inquiries only) | procurement.mk@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.**

**Annex 1**

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

**Technical Specifications**

**Procurement and supply of RIB boat with engine for the National Park Galichica with additional equipment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Procurement and supply of RIB boat with engine for the National Park Galichica with additional equipment** | | | |
| **Technical specifications** | **Indicate “yes” if** minimum requirements are met | **Indicate “your” specs. if different than min. requested** | |
| 1. Rigid Inflatable Boat |  |  | |
| 1. Length – minimum 5m |  |  | |
| 1. Width – minimum 2m |  |  | |
| 1. Capacity – 8-10 persons |  |  | |
| 1. Load capacity – maximum 900 kg |  |  | |
| 1. Signal navigation light |  |  | |
| 1. Dry storage lockers – minimum 2 |  |  | |
| 1. Central console, with electrical system and motor instrumentation with driving seat |  |  | |
| 1. Water resistant cushions for all seating places |  |  | |
| 1. Bilge pump |  |  | |
| Fabric - NEOPRENE - HYPALON, minimum 1300 g/mq |  |  | |
| Hull – V-type |  |  | |
| 1. Tube compartments – minimum 5 |  |  | |
| 1. Tube installation pressure – minimum 0,2 bar. |  |  | |
| 1. Boat and engine cover |  |  | |
| ***ENGINE*** |  |  | |
| 1. MINIMUM 50 hp |  |  | |
| 1. 4 strokes |  |  | |
| 1. Electical start |  |  | |
| 1. Fuel - Gasoline unleaded 95 |  |  | |
| 1. Gasoline tank – minimum 20l |  |  | |
| 1. Alternator 12V/200W |  |  | |
| 1. Gear – mechanical F-N-R |  |  | |
| 1. Electronic Fuel injection |  |  | |
| ***support equipment*** |  |  | |
| 1. Two paddles |  |  | |
| Electrical pump for inflation |  |  | |
| Manual two-way pump |  | |  |
| Telescope hook |  | |  |
| 1. Life jacket – 8pcs. (+50kg) |  | |  |
| ***waranty*** |  | |  |
| Minimum 2 years |  | |  |
| EC Certificate of Conformity and Boat Builders certificate |  | |  |
| ***Trailer*** |  | |  |
| Compatible according the offered boat |  | |  |
| CE Homologation |  | |  |
| Galvanized structure |  | |  |
| Light signalization according EU standards |  | |  |
| 3rd support wheel |  | |  |

***Failing to meet the min. requested technical specification will lead to disqualification of offer.***

**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION[[2]](#footnote-3)**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery[[3]](#footnote-4))***

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** **23/2020 for procurement of RIB boat with engine for National Park Galichica with additional equipment**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Quantity** | **Description** | **Unit Price per item VAT excluded** | **Total Price in MKD VAT excluded**  **QTY 1** |
| 1 | **1** | **Procurement of RIB boat with engine for the National Park Galichica with additional equipment** |  |  |

Terms of delivery: 45days

1. *This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).* [↑](#footnote-ref-2)
2. *This serves as a guide to the Supplier in preparing the quotation and price schedule.*  [↑](#footnote-ref-3)
3. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-4)