

**REQUEST FOR QUOTATION (RFQ)  
(Services)**

NAME & ADDRESS OF FIRM	DATE: <b>March 23, 2020</b>
	REFERENCE: <b>RBAS-RFQ-10/2020</b>

Dear Sir / Madam:

We kindly request you to submit your quotation for “**The Provision of Shredding and Green Recycling for Bulk Paper Documents**”, 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 **March 26, 2020** at 13 hrs ( Amman Local Time) and via (choose appropriate box) ☒e-mail, ☐courier mail or ☐facsimile to the address below:

**United Nations Development Programme  
Regional Bureau for Arab States (RBAS)**  
[Proc.contract.rscjo@undp.org](mailto:Proc.contract.rscjo@undp.org)  
**Attention: Abeer Al-Awawdeh/ Procurement Associate**  
**Hanan AbuBaker/ Procurement Analyst**

Quotations submitted by email must be limited to a maximum of 7 MB, virus-free and no more than 5 emails transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

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 good/s:

Delivery Terms [INCOTERMS 2010] <i>(Pls. link this to price schedule)</i>	<input checked="" type="checkbox"/> All services required as described in Annex 1 must be provided to UNDP Warehouses located at IHC – International Humanitarian City – Dubai, UAE
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Customs clearance <sup>1</sup> , if needed, shall be done by:	<input type="checkbox"/> UNDP <input checked="" type="checkbox"/> Supplier/Offorer <input type="checkbox"/> Freight Forwarder	
Exact Address/es of Delivery Location/s (identify all, if multiple)	UNDP Warehouses located at IHC – International Humanitarian City – Dubai, UAE	
UNDP Preferred Freight Forwarder, if any <sup>2</sup>	NA	
Distribution of shipping documents (if using freight forwarder)	NA	
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> 10 workings from the issuance of the Contract	
Delivery Schedule	<input checked="" type="checkbox"/> Required	
Packing Requirements	NA	
Mode of Transport	<input type="checkbox"/> AIR <input type="checkbox"/> SEA	<input type="checkbox"/> LAND <input type="checkbox"/> OTHER [pls. specify]
Preferred Currency of Quotation <sup>3</sup>	<input checked="" type="checkbox"/> Local Currency : United Arab Emirates Dirham	
Value Added Tax on Price Quotation <sup>4</sup>	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes ( if Any). <input checked="" type="checkbox"/> VAT should be provided separately (if any)	
Site photos	Attached site Photos	
Deadline for the Submission of Quotation	COB, <i>Thursday, March 26, 2020</i> and at 13 hrs Amman local time	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English	
Documents to be submitted <sup>5</sup>	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Quality Certificates (ISO); <input checked="" type="checkbox"/> Latest Business Registration Certificate ; <input checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied ;	

<sup>1</sup> Must be linked to INCO Terms chosen.

<sup>2</sup> Depends on INCO Terms. The suggestion to use a UNDP preferred courier is only for purposes of familiarity with procedures and documentary requirements applicable to the UNDP when clearing with customs.

<sup>3</sup> Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

<sup>4</sup> This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

<sup>5</sup> First 2 items in this list are mandatory for the supply of imported goods

	<input checked="" type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as “Dangerous Goods”.(If any) <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; <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top <b>3</b> Clients in terms of Contract Value in the past <b>2</b> years <i>(if available)</i> <input checked="" type="checkbox"/> List of clients for similar services in performing minimum 3 contracts, as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> Not permitted
Payment Terms <sup>6</sup>	<input checked="" type="checkbox"/> 100% upon the satisfactory completion and acceptance of all services by UNDP Regional Hub in Amman
Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions : 0.5% of contract price per day of delay up to 5 days Max. no. of days of delay : 10 days After which UNDP may terminate the contract.
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements under Annex 1 and lowest price. <input checked="" type="checkbox"/> Full acceptance of the UNDP PO/ Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal. <input checked="" type="checkbox"/> Earliest Delivery (Maximum two weeks after award) <input checked="" type="checkbox"/> Submission of all mandatory documents as mentioned in the RFQ <input checked="" type="checkbox"/> Comply with table 3 under Annex 2 <input checked="" type="checkbox"/> Minimum three years of experience in disposing & green recycling
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> UNDP Contract for professional Services
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 <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>

<sup>6</sup> UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 10 working days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Services based on full compliance with RFQ requirements <input checked="" type="checkbox"/> Submission of Original invoice
Annexes to this RFQ <sup>7</sup>	<input checked="" type="checkbox"/> Terms of Reference of the Services Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> Offer to comply with other conditions and related requirements form (Annex 2-Table 3) <input checked="" type="checkbox"/> site photos <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>  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) <sup>8</sup>	<i>To: Abeer Al-Awawdeh/ Procurement Associate</i> <i>CC: Hanan Abu Baker/ Procurement Analyst</i> <i>E-mail: <a href="mailto:Proc.contract.rscjo@undp.org">Proc.contract.rscjo@undp.org</a></i> 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

<sup>7</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>8</sup> 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.

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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

**Thank you and we look forward to receiving your quotation.**

Sincerely yours,

**Huda Khattab**  
**Operations Manager**  
3/23/2020

## **TERMS OF REFERENCE**

### **Introduction**

UNDP intends to secure the “**The Provision of Shredding and Green Recycling for Bulk Paper Documents**”. The UNDP Regional Hub will take the lead in the tendering process to establish contract with qualified companies.

The contract will be awarded to the service provider that can clearly demonstrate through a written proposal a high degree of experience, ability, competency and best-quality in delivering printing services.

### **Scope of Work:**

Contractor is responsible to provide the following services:

1. Unpacking and shredding all 115 Box (100 \*120 \*130 cms , 800 KG ) of voter registration materials
2. On site shredding at the UNDP warehouses located at IHC – International Humanitarian City – Dubai.
3. Shredding should be finalized by maximum 10 days from contract date
4. Clean up all shredded paper in the site location after job is completed and move it to recycling location
5. Green Recycling all shredded materials. Vendor is responsible to provide recycling methodology followed by the company for shredding paper attaching all support documents
6. Vendor is responsible to provide UNDP with two Reports supported with required photos on shredding process and recycling.

**Duration of Work:** All services to be completed within two weeks from contract signature.

### **Qualifications of Service Providers:**

1. Eligible and registered company in United Arab Emirates.
2. Capable to provide the requested services in high quality and short delivery time.
3. Minimum three years of experience in paper disposal and recycling services.
4. Has set a quality assurance system to monitor the service provided.

[Enter name of authorized staff]  
 [Designation]  
 [Click here to enter a date]

## Annex 2

**FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>9</sup>**  
*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>10</sup>)*

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. **RBAS-RFQ-10/2020**

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

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price per box	Total Price per Item
1	Unpacking and shredding all 115 Box (100 *120 *130 cms , 800 KG ) of voter registration with 10 days	115 Box			
2-	Clean up all shredded paper from the location and move it to recycle location	115 Box			
	<b>Total Prices of ALL Services</b>				
	Add : Cost of Transportation				
	Add : Cost of Insurance				
	Add : Other Charges (pls. specify)				
	<b>Total Final and All-Inclusive Price Quotation</b>				

**TABLE 2 : Estimated Operating Costs (if applicable)**

List of Consumable Item/s (Include fast moving parts, if any)	Estimated Average Consumption	Unit of Measure	Unit Price	Total Price per Item

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

<sup>9</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>10</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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>
1) Technically compliant with all requirements mentioned in Annex 1			
2) Delivery Lead Time: 10 days from contract date			
3) Validity of Quotation :120 days			
4) All Provisions of the UNDP General Terms and Conditions			
5) Provide all required mandatory documents			
6) Submit ISO Certificate			
7) Submit Environment Policy			
7) Minimum three years of experience paper disposing & recycling			

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]*