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## REQUEST FOR QUOTATION RFQ 041/20

NAME & ADDRESS OF FIRM	DATE: 23 April 2020
	REFERENCE: <b>Procurement of seeds of Legumes</b>

Dear Bidder:

We kindly request you to submit your quotation for “**Procurement of seeds of Legumes**” 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 16:00 (GMT +4) on April 27, 2020 and via ☒e-mail, only.

**Tenders.armenia@undp.org**

**No hard copies are accepted**

Quotations submitted by email must be limited to a maximum of 10MB, virus-free and no more than 3 email 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 above mentioned good/s:

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP Shirak, Lori and Tavush provinces, Armenia		
Customs clearance <sup>1</sup> , if needed, shall be done by:	<input checked="" type="checkbox"/> by UNDP		
Exact Address of Delivery Location:	Shirak, Lori and Tavush Governing Bodies (marzpetarans), Armenia		
Latest Expected Delivery	<input checked="" type="checkbox"/> 14 days from the issuance of the Purchase Order (PO)		
Delivery Schedule	<input checked="" type="checkbox"/> Required		
Mode of Transport	<input checked="" type="checkbox"/> LAND (preferred)		
Preferred Currency of Quotation <sup>2</sup>	<input checked="" type="checkbox"/> United States Dollars or <input checked="" type="checkbox"/> Local Currency : Armenian drams		
Value Added Tax on Price Quotation <sup>3</sup>	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes		
After-sales services required	<input checked="" type="checkbox"/> Warranty minimum period of 1 year with appropriate certificate.		
Deadline for the Submission of Quotation	<i>Wednesday, April 27, 2020, 16:00 local time</i>		
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English Or <input checked="" type="checkbox"/> Armenian		

Documents to be submitted <sup>4</sup>	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 1; <input checked="" type="checkbox"/> Company's profile; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <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"/> Certificate of compliance of the seeds; <input checked="" type="checkbox"/> Phytosanitary certificate; <input checked="" type="checkbox"/> Phytosanitary analysis results, per which the seeds are either disinfected or do not require disinfection; <input checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied; <input checked="" type="checkbox"/> List of similar past contracts, technical specifications of proposed goods.
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<sup>1</sup> Must be linked to INCO Terms chosen

<sup>2</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>3</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>4</sup> First 2 items in this list are mandatory for the supply of imported goods. <sup>4</sup>First 2 items in this list are mandatory for the supply of imported goods

Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 30 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"/> 100% upon complete delivery and acceptance of goods
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <sup>5</sup> , <input checked="" type="checkbox"/> Suppliers must have at least 3 years of experience in supplying seeds of grains and legumes. <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements.
Annexes to this RFQ <sup>6</sup>	<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 / 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.
Contact Person for Inquiries (Written inquiries only)	Procurement Unit <a href="mailto:Procurement.armenia@undp.org">Procurement.armenia@undp.org</a> 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

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.

<sup>5</sup>UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

<sup>6</sup>Where the information is available in the web, a URL for the information may simply be provided

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 herein attached as Annex3.

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,**

*Procurement Unit  
UNDP Armenia*

## Technical Specification

### Procurement of seeds of legumes

<b>Name</b>	Seeds of lentil, pea, chickpea and soy (preferably Russia, Ukraine)
<b>Amount</b>	lentil seeds – 3,200 kg, pea seeds – 11,750 kg, chickpea seeds – 2,700 kg and soy seeds – 2,000 kg
<b>Form</b>	In bags/sacks
<b>Net weight of 1 bag</b>	50kg
<b>To be delivered to</b>	Lori, Shirak and Tavush Governing Bodies (Marzpetarans)
<b>Deadline of delivery</b>	14 days

#### Terms of conditions:

Name	Type/variety	Reproduction	Cultivation conditions	Amount/kg
Lentil seed - green	large grain variety	Elite	Non-irrigated	1,600
Lentil seed - red	large grain variety	Elite	Non-irrigated	1,600
Chickpea seed	large grain variety	Elite	Non-irrigated	2,700
Pea seed	large grain variety	Elite	Non-irrigated	11,750
Soy seed	large grain variety	Elite	Non-irrigated	2,000
Total				19,650

The following requirements are applied to all the seeds:

- Purity of the seed variety: no less than 98,5%,
- Seeds of the main crop: no less than 99%,
- Sprouting capacity: no less than 92%,
- Moisture: maximum 14,5%

Required documents:

- Certificate of compliance of the seeds
- Non-GMO certification
- Phytosanitary certificate
- Phytosanitary analysis results, per which the seeds are either disinfected or do not require disinfection

Seeds not complying with the above-mentioned requirements will not be considered.

The supplier organization should necessarily have an experience in supplying seeds of grains and legumes.

The 100% payment will be made after the delivery of the seeds to the Lori, Shirak and Tavush Marzpetarans.

## FORM FOR SUBMITTING SUPPLIER'S QUOTATION

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>7</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. **RFQ 041/20**:

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

Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
<b>Lentil seed</b> <ul style="list-style-type: none"> <li>• Large-grain variety</li> <li>• Reproduction: Elite</li> <li>• For non-irrigated cultivation conditions</li> <li>• Purity of the seed variety: no less than 98,5%,</li> <li>• Seeds of the main crop: no less than 99%,</li> <li>• Sprouting capacity: no less than 92%,</li> <li>• Moisture: maximum 14,5%</li> </ul>	3,200 kg (1,600 kg of red Lentil seed, 1,600 kg of green Lentil seed)	14 days		
<b>Chickpea seed</b> <ul style="list-style-type: none"> <li>• Large-grain variety</li> <li>• Reproduction: Elite</li> <li>• For non-irrigated cultivation conditions</li> <li>• Purity of the seed variety: no less than 98,5%,</li> <li>• Seeds of the main crop: no less than 99%,</li> <li>• Sprouting capacity: no less than 92%,</li> <li>• Moisture: maximum 14,5%</li> </ul>	2,700 kg	14 days		
<b>Pea seed</b> <ul style="list-style-type: none"> <li>• Large-grain variety</li> <li>• Reproduction: Elite</li> <li>• For non-irrigated cultivation conditions</li> <li>• Purity of the seed variety: no less than 98,5%,</li> <li>• Seeds of the main crop: no less than 99%,</li> <li>• Sprouting capacity: no less than 92%,</li> <li>• Moisture: maximum 14,5%</li> </ul>	11,750 kg	14 days		
<b>Soy seed</b> <ul style="list-style-type: none"> <li>• Large-grain variety</li> <li>• Reproduction: Elite</li> <li>• For non-irrigated cultivation conditions</li> <li>• Purity of the seed variety: no less than 98,5%,</li> <li>• Seeds of the main crop: no less than 99%,</li> <li>• Sprouting capacity: no less than 92%,</li> <li>• Moisture: maximum 14,5%</li> </ul>	2,000 kg	14 days		
<b>Total Prices of Goods<sup>8</sup></b>				
Add : Cost of Transportation to				
Add : Cost of Insurance				
Add : Other Charges (pls. specify)				
<b>Total Final and All-Inclusive Price Quotation</b>				

<sup>7</sup>Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

<sup>8</sup>Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

**TABLE 2 : Offer to Comply with Other Conditions and Related Requirements**

No	Description	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
1	Technical responsiveness/Full compliance to requirements and lowest price			
2	Supplier must have at least 3 years of experience in supplying seeds of grains and legumes.			
3	Information on implemented projects and appropriate references from clients (min. 3 references)			
4	Full acceptance of the PO/Contract General Terms and Conditions			
5	Certificate of compliance of the seeds			
6	Phytosanitary certificate and phytosanitary analysis results, per which the seeds are either disinfected or do not require disinfection			
7	Delivery in 14 days			

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]*