



## REQUEST FOR QUOTATION (RFQ)

REFERENCE: UNDP CYP RFQ 081/2020	DATE: April 24, 2020
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Dear Sir / Madam:

We kindly request you to submit your quotation for **Cleaning Machine for Portable Toilets for the Committee on Missing Persons in Cyprus**, 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 **May 7, 2020 16:00 Cyprus Time** and via *e-mail*, to the email address below:

**United Nations Development Programme**

***solicitations.cy@undp.org***

Quotations submitted by email must be limited to a maximum of 5 MB, virus-free and no more than one 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.

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror
Exact Address/es of Delivery Location/s (identify all, if multiple)	United Nations Protected Area (UNPA) CMP Anthropological Laboratory, Nicosia, Cyprus.
UNDP Preferred Freight Forwarder, if any	n/a
Distribution of shipping documents ( <i>if using freight forwarder</i> )	n/a
Latest Expected Delivery Date and Time	<input checked="" type="checkbox"/> Within 12 weeks upon issuance of Purchase Order
Delivery Schedule	<input checked="" type="checkbox"/> Required
Packing Requirements	n/a
Mode of Transport	<input checked="" type="checkbox"/> LAND
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Euro
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must include VAT if applicable in a separate line and broken down into any other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of <b>3 years</b> <input checked="" type="checkbox"/> Required (Company must have authorized service station or should be able to provide a service when and if required in Cyprus) <input checked="" type="checkbox"/> Training (optional)
Deadline for the Submission of Quotation	<b>May 7, 2020 16:00 Cyprus Time</b>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted	<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"/> Copy of companies registration document <input checked="" type="checkbox"/> Technical Datasheet of product(s) offered <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer).
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 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	n/a
Payment Terms	<input checked="" type="checkbox"/> 100% upon delivery of the goods
Liquidated Damages	n/a
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <sup>1</sup> <input checked="" type="checkbox"/> Full acceptance of the General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <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>
Special conditions of Contract	n/a
Conditions for Release of Payment	<input checked="" type="checkbox"/> Complete Delivery
Annexes to this RFQ <sup>2</sup>	<input checked="" type="checkbox"/> Specifications (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions for Goods (Annex 3) <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>
Contact Person for Inquiries (Written inquiries only) <sup>3</sup>	<a href="mailto:solicitations.cy@undp.org">solicitations.cy@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 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

<sup>1</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>2</sup> Where the information is available on the web, a URL for the information may simply be provided.

<sup>3</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.

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

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

**Sincerely yours,**

United Nations Development Programme  
Cyprus

**Annex 1****TECHNICAL SPECIFICATIONS****Cleaning Machine (Vacuum Module)**

<b>Quantity</b>	1 (one)
<b>Type</b>	Vacuum Module for Portable Toilet Cleaning
<b>Engine Type</b>	Hydraulic engine
<b>Fuel</b>	Petrol
<b>Water pump</b>	Minimum 150 bar
<b>Waste Capacity</b>	Minimum 1000 liters
<b>Fresh Water Capacity</b>	Minimum 400 liters
<b>Sanitary concentrate tank capacity</b>	Minimum 3 liters
<b>Dimensions</b>	Suitable for truck with load bed size length of 2000mm and load bed size width of 1500mm
<b>Operating temperature</b>	From 0° C to 40° C.
<b>Certification(s)</b>	CE