



## REQUEST FOR QUOTATION (RFQ) (Goods)

NAME & ADDRESS OF FIRM	DATE: April 29, 2020
	REFERENCE: RFQ/FJI013/2020

Dear Sir / Madam:

We kindly request you to submit your quotation for **UNITED NATIONS DEVELOPMENT PROGRAMME OFFICE REFURBISHMENT @ KADAVU HOUSE, LEVEL 1, VICTORIA PARADE, SUVA.**, as detailed in Annexes of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annexes.

Quotations may be submitted on or before 12 pm -May 13, 2020 and via ☒ *e-mail*, to the address below:

**United Nations Development Programme**  
[etenderbox.pacific@undp.org](mailto:etenderbox.pacific@undp.org)

Quotations submitted by email must be limited to a maximum of 10 MB, virus-free and no more than 5 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 services mentioned above

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> DAP
Customs clearance <sup>1</sup> , if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror
Exact Address/es of Delivery Location/s (identify all, if multiple)	UNDP Pacific Office -Level 1 ,Kadavu House ,414 Victoria Parade Suva
UNDP Preferred Freight Forwarder, if any <sup>2</sup>	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)	<input checked="" type="checkbox"/> 4 weeks from the issuance of the Purchase Order (PO)  Time Zone of Reference : by/before 15th June 2020
Delivery Schedule	<input checked="" type="checkbox"/> Required- Deliverables with proper time frame /completion
Packing Requirements	N/A
Preferred Currency of Quotation <sup>3</sup>	<input checked="" type="checkbox"/> Local Currency: FJD
Value Added Tax on Price Quotation <sup>4</sup>	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts, Service and Labor for minimum period of 12 months
Deadline for the Submission of Quotation	12 pm on 13 <sup>th</sup> May 2020- Fiji Time
All documentations, including catalogs, instructions and	<input checked="" type="checkbox"/> English

<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.

operating manuals, shall be in this language	
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"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance( TIN Letter); <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"/> Data of 3 major clients and contract type and work carried out within the last 3 years, including contract description, contract value, clients name and contact details of these clients.(email and phone) <input checked="" type="checkbox"/> Others OHS/Contractors all risk Insurance cover /Public Liability cover <input checked="" type="checkbox"/> Company Profile <input checked="" type="checkbox"/> 3 reference letters from previous clients
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"/> Payment as per the discussed Payment Schedule based on agreed deliverables
Liquidated Damages	<input checked="" type="checkbox"/> Will not be imposed Will be imposed under the following conditions: If the supplier fails to complete the services within the time period(s) stipulated by the purchase order, the UN purchasing authority shall, without prejudice to its other remedies under the purchase order, deduct from the purchase order price, as liquidated damages a sum equivalent to 0.5 percent of the delivered price of the delayed goods for each additional day of delay until actual delivery, up to a maximum deduction of 10 per cent of the purchase order price. Once the maximum is reached, the UN purchasing authority may consider termination of the purchase order.

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

<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.

Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <sup>7</sup> <ul style="list-style-type: none"> <li>• Company profile</li> <li>• 5 years of experience in building industry</li> <li>• Latest Business Registration Certificate ;</li> <li>• Latest Internal Revenue Certificate / Tax Clearance( TIN Letter);</li> <li>• Construction as per Plan/SOW</li> <li>• Details of 3 contracts of similar works</li> <li>• Reference Letters</li> </ul> <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criterion and cannot be deleted regardless of the nature of services required]</i> <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time <sup>8</sup>
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 <input checked="" type="checkbox"/> Contract for works
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for Service contracts <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	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by as stated in the Liquidated Damages Clause
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection- Quality of workmanship <input checked="" type="checkbox"/> Complete Installation <input checked="" type="checkbox"/> Passing all Testing -Quality /durability of goods installed <input checked="" type="checkbox"/> Written Acceptance of service based on full compliance with RFQ requirements

<sup>7</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>8</sup> This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).

Annexes to this RFQ <sup>9</sup>	<input checked="" type="checkbox"/> Specifications of the Goods Required/Drawing (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <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>10</sup>	<i>Vimal Pillay</i> <i>Procurement Associate</i> <i>Procurement.fj@undp.org</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 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.

<sup>9</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>10</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.

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,**  
*Vimal Pillay*  
Procurement Associate  
April 29, 2020

### Technical Specifications

Items to be Supplied*	Quantity	Description / Specifications of Goods	Latest Delivery Date
		As per Attached Plan	
		Office/Meeting Room structure (Indoor Partitioning)	
		Joinery works	
		Electrical works	
		Plumbing works	
		Mechanical works	

*\*Pls. attach delivery schedule, if relevant, and cluster by lot, if partial bids will be allowed. Specify delivery locations if goods multiple destinations.*

*[Enter name of authorized staff]*

*[Designation]*

*[Click here to enter a date]*

## Annex 2

### FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>11</sup>

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>12</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. \_\_\_\_\_:

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

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
	Cost as per approved Plan				
	A detailed cost breakdown for all works associated with the renovation as per plan				
	<b>Office/Meeting Room structure (Indoor Partitioning)</b>				
	<b>Joinery works</b>				
	<b>Electrical works</b>				
	<b>Plumbing works</b>				
	<b>Mechanical works</b>				
	<b>Total Prices of Goods<sup>13</sup></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

<sup>11</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>12</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

<sup>13</sup> Pricing of goods should be consistent with the INCO Terms indicated in the RFQ




**TABLE 3 : 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/Completion			
Delivery/Construction as per specification			
Warranty and After-Sales Requirements			
a) Minimum one (1) year warranty on both parts and labor			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions(acceptance of GTC)			

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]*