



## REQUEST FOR QUOTATION FOR LOW-VALUE GOODS

DATE: May 15, 2020

SUBJECT: Request for Quotation for Supply of Equipment for the provision of irrigation using individual plant cocoon (water-tank) for individual trees seedlings planting and growing for the GEF SGP Project (UZB/SGP/OP5/Y8/CORE/CC/2019/49) needs.

REF: RFQ/041/20

DEADLINE: June 1, 2020

PAGES: 5

Dear Sirs,

We kindly request that you provide a quotation for the goods described below.

ITEM #	ITEM DESCRIPTION		UNIT OF MEASURE	Q-TY	PRICE IN [CURRENCY] (EXCLUSIVE OF VAT)	
1	Provide details of required items	Proposed			Unit Price	Total Price
2	<p><b>Individual plant cocoon (water storage tank with a shape of flower-pot or bucket-shaped), made of non-toxic reusable material (for example, polypropylene) for individual trees seedlings planting providing an individual method of irrigation for ensuring the survival of seedlings in the early years.</b></p> <p>The size of an individual plant cocoon (water tank) is the following: <u>Upper diameter</u>: not less than 45 cm and not more than 60 cm; <u>Bottom diameter</u>: not less than 35 cm and not more than 50 cm;</p>		pcs	2000		

<p><u>Water storage capacity of the tank:</u> not less than 13 liter and not more than 20 liter; <u>Height:</u> not less than 23 cm and not more than 35 cm; <u>The weight of an individual plant cocoon:</u> not less than 1,200 g. and not more than 1,500 g.</p> <p>Plant cocoon (water-tank) consist of: basin; cover; mid-plate; cap (cover for closing the hole through which water is replenished); a couple of tubes; anti-evaporation cover; wicks.</p> <p>Manual (users guide).</p>					
<b>Total Prices of Goods</b>					
Transportation costs					
Packing, Insurance and other costs					
VAT if applicable only for residents. Nonresidents shall quote without VAT					
<b>Total All-Inclusive Bid Price</b>					

Notes:

1. The bidders must quote genuine, branded products. UNDP may conduct post-delivery inspection at its sole discretions.
2. Sample of all items to be submitted with the bid response (as applicable).
3. Price to include delivery, installation/ testing/ commissioning (as applicable)
4. Site survey will be arranged on request (as applicable)
5. Brochures and Technical details of the model offered MUST be submitted with the bid offer (as applicable)

The UNDP General Terms and Conditions are an integral part of this RFQ and should be reviewed by all bidders.

<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

In submitting a quotation, bidders expressly accept to be bound by these General Terms and Conditions.

Any Purchase Order resulting from this process shall incorporate them in full.

Please submit your quotation by completing the right column of the form below:

<b>UNDP Requirements</b> [to be filled out by Buyer]	<b>Bidder's Response</b>
<p>Validity of Offer:</p> <p><input type="checkbox"/> 60 days</p> <p><input type="checkbox"/> 90 days</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Please explain in case of "No": _____</p>

<input checked="" type="checkbox"/> 120 days	
Warranty Period Offered (as applicable): <b>not less than 5 years and more</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Please explain in case of "No": _____
Description of Warranty Coverage (as applicable): <ul style="list-style-type: none"> <li>Defects in manufacturing and materials during 5 years;</li> <li>Cracks and other damage that occurred with the product before it was delivered to the customer, discovered when the customer opened the container and photographed to confirm the fact.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Please explain in case of "No": _____
Description of After Sales Service (as applicable): <input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 5 years <input checked="" type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/repair <input type="checkbox"/> Others	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Please explain in case of "No": _____
Delivery Terms (linked to INCOTERMS 2020): <input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP <input type="checkbox"/> DAP <input type="checkbox"/> Other Customs clearance <sup>1</sup> , if needed, shall be done by UNDP. For International suppliers, the cargo shall arrive in Tashkent city for the name of UNDP CO in Uzbekistan. Delivery to the final point of destination shall be arranged by the Offeror (at Offeror's expense) the moment the goods are cleared from custom duties to be undertaken by UNDP Uzbekistan. If goods are supposed to be exported to the end-user it shall be followed with the invoice (2 originals) and a packing list (2 originals), with other quality confirmation documents if required. In addition, all documents under INCOTERMS 2020.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Please explain in case of "No": _____
Payment Terms: To Local Supplier (Company registered in Uzbekistan): <input checked="" type="checkbox"/> In Uzbek Soums - 100% payment will be made by bank transfer to the Supplier's account after delivery, acceptance of goods and conducting of commissioning test by UNDP; To Foreign Suppliers (Company registered outside Uzbekistan): <input checked="" type="checkbox"/> In USD - 100% payment will be made by bank transfer to the Supplier's account after delivery, acceptance of goods and conducting of commissioning test by UNDP.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Please explain in case of "No": _____
Delivery terms: CIP Tashkent – INCOTERMS 2020, during 120 calendar days from the date of contract signature by both parties	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Please explain in case of

	"No": _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Please explain in case of "No": _____
All documentations, including catalogs, instructions and operating manuals, shall be in: <input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others/in Russian as well, if possible	
Liquidated Damages: <input type="checkbox"/> Will not be imposed <input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay: 0.1%, but up to maximum 10% of total contract value. Max. no. of days of delay: 30 After which UNDP may terminate the contract.	<input type="checkbox"/> Accept <input type="checkbox"/> Does not accept <input type="checkbox"/> Please explain in case of "Does not accept":
Please confirm that your company is not included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;	<input type="checkbox"/> Not listed <input type="checkbox"/> Listed <input type="checkbox"/> Please explain in case of "Listed":
Please confirm that you accept the UN Supplier Code of Conduct, available at <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a>	<input type="checkbox"/> Accept <input type="checkbox"/> Does not accept <input type="checkbox"/> Please explain in case of "Does not accept":

We request your duly signed and sealed price quotation in a company letterhead and additional details as outlined, latest by **[18:00] [GMT+5, Tashkent]** on or before **June 1, 2020**

You may submit it electronically in .pdf format to [bids.uz@undp.org](mailto:bids.uz@undp.org)<sup>1</sup>. Quotation submitted by e-mail must be limited to a maximum size of 5 MB, virus-free and consist of no more than 3 email transmissions. Otherwise, such quotations will be rejected.

Your bid should contain the following email subject:

**RFQ/041/20 Request for Quotation for Supply of equipment for the provision of irrigation using individual plant cocoon (water-tank) for the creation of a rainfed garden on drought-resistant fruit trees for the GEF SGP Projects needs in Uzbekistan (UZB/SGP/OP5/Y8/CORE/CC/2019/49)<sup>3</sup>.**

Please follow these instructions and be mindful of deadlines. Bids submitted through other means or to other addresses will not be accepted.

UNDP will consider an award to the quotation which complies with all requirements in full and offers the lowest price. UNDP reserves the right to conduct post qualification exercise by requesting additional documents/clarifications/information if deemed necessary.

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

<sup>2</sup> Quotations submitted to other e-mail addresses will not be accepted and will be rejected.

<sup>3</sup> Quotations that do not contain the specified subject or reference to the tender number in the subject line of e-mail message or on the envelope will not be opened and will be rejected.

Any offer that does not meet requirements shall be rejected. UNDP is under no obligation to accept any bid.

Any request for additional information or queries must be sent/addressed to Procurement Unit three business days prior to the deadline in writing to [pu.uz@undp.org](mailto:pu.uz@undp.org).

Yours Sincerely,  
Procurement Unit