



REQUEST FOR QUOTATION (RFQ) for Double Cabin 4x4 vehicle(s) for the Committee on Missing Persons in Cyprus

REFERENCE: UNDP CYP RFQ 115/2020	DATE: 4 June 2020
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Dear Sir / Madam:

We kindly request you to submit your quotation for **Double Cabin 4x4 vehicle(s) 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 **July 1, 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"/> DDP (Delivery Duty Paid)
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)	Nicosia
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 be inclusive VAT and broken down into any other applicable indirect taxes as per the table provided in Annex 2.
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 3 years <input checked="" type="checkbox"/> Required (Company must have authorized service station in Cyprus)
Deadline for the Submission of Quotation	July 1, 2020 16:00 Cyprus Time
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"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer). <input checked="" type="checkbox"/> Copy of company registration document.
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 registration and delivery of vehicles

Liquidated Damages	n/a
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <input checked="" type="checkbox"/> Full acceptance of the UNDP General Terms and Conditions (Annex 3)
UNDP will award to:	<input checked="" type="checkbox"/> One supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Special conditions of Contract	n/a
Conditions for Release of Payment	<input checked="" type="checkbox"/> Registration of the vehicle <input checked="" type="checkbox"/> Delivery
Annexes to this RFQ ¹	<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) http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Contact Person for Inquiries (Written inquiries only) ²	solicitations.cy@undp.org 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.

¹ Where the information is available on the web, a URL for the information may simply be provided.

² 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 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

Thank you and we look forward to receiving your quotation.

Sincerely yours,

United Nations Development Programme
Cyprus

Annex 1

Specifications

Double Cabin 4x4 Vehicle

1. Car Type
 - a. Double cabin, appropriate for transportation of 5 passengers including the driver and without canopy.
 - b. Five (5) doors: To have 4 doors for the driver and passengers, and one at the back to be able to load the goods.
2. Engine
 - a. Fuel: Diesel.
 - b. At least 1900 CC.
3. Size
 - a. Payload: At least 750kg
4. Drive
 - a. Movement in all 4 tires (4WD).
 - b. Locking and unlocking of 4WD to be possible from the driver's cabin.
 - c. Propagation of gear ratios (high and low).
 - d. Automatic with at least 5 gears.
5. Safety
 - a. ABS brakes.
 - b. Air bags for the passengers and driver.
 - c. Central locking system with remote control
 - d. Anti-theft system (immobilizer)
6. Functionality
 - a. Electric windows front and back
 - b. Hydraulic power steering
 - c. Radio with AM/FM and speakers
7. Air condition/ heater
 - a. Factory installed air condition and heating system.
8. Tires
 - a. Tires must be radial, without air vessel (tubeless), for on and off-road driving.
 - b. Spare tire with rim.
9. Accessories
 - a. Hard top cover – weather resistant, lockable. **OPTIONAL**
 - b. First aid kit
 - c. Dry powder fire extinguisher appropriately tied/placed in the drivers' area.
 - d. Two (2) sets of warning triangles.
 - c. Set of tools, which are recommended by the manufacturer, including tools required for changing tires (including jack and wrench).
 - d. Foot mats for driver and passengers.
 - e. Mud flaps (at least for rear tires).
10. Delivery

- a. The vehicle must be registered in the owner's name. The owners name must be requested from the UNDP, before registering the vehicle.
 - b. On delivery, the registration documents of the vehicle will have to be handed over.
 - c. On delivery, an electronic document in catalogue form with information like chassis number, engine and registration number.
 - d. The keys, at least 2 carrying a label where the registration number is noted.
11. Warranty:
- a. Minimum 3 years.
12. Quantity: TWO