REQUEST FOR QUOTATION (RFQ)

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| --- | --- |
| UNDP BiH Zmaja od Bosne bb71 000 Sarajevo | DATE: 15 June 2020 |
| REFERENCE: BIH/RFQ/075/20 |

Dear Sir / Madam:

 We kindly request you to submit your quotation for “**Procurement, delivery and installation of various graphic materials and equipment for an Info Center”** 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 **22 June 2020, 17:00 hrs,** and via *courier mail or e-mail* to the address below:

**United Nations Development Programme**

Zmaja od Bosne bb
71 000 Sarajevo

Registry

e-mail: registry.ba@undp.org

 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.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

|  |  |
| --- | --- |
| Delivery Terms [INCOTERMS 2010]  | DDP |
| Customs clearance, if needed, shall be done by: | Supplier/Offeror  |
| Exact Address/es of Delivery Location/s | **JU NP Kozara, Vuka Karadžića 43, 79000 Prijedor** |
| Latest Expected Delivery Date and Time | ASAP – or up to 14 days upon acceptance of UNDP PO |
| Delivery Schedule | Statement regarding delivery schedule indicating latest delivery date upon receipt of purchase order  |
| Preferred Currency of Quotation | Local Currency: BAM  |
| Value Added Tax on Price Quotation | Must be exclusive of VAT and other applicable taxes (VAT and custom costs separately indicated) |
| Deadline for the Submission of Quotation  | **22 June 2020, 17:00 hrs** |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language  | In one of the official languages of Bosnia and Herzegovina |
| Documents to be submitted | ☒ Duly Accomplished Form as provided in Annex 2; ☒ Latest Business Registration Certificate;☒ Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List |
| Period of Validity of Quotes starting the Submission Date | 60 days  |
| Partial Quotes | Partial Quotes are not permitted |
| Payment Terms | 100% upon complete delivery of goods |
| Evaluation Criteria  | Technical responsiveness/Full compliance to requirements Lowest priced technically responsive quotation |
| UNDP will award to: | One or more suppliers, depending on following factors:* Technical responsiveness/Full compliance to requirements;
* Lowest price offer for technically qualified/responsive Bid.
 |
| Type of Contract to be Signed | Purchase order  |
| Special conditions of Contract | Cancellation of PO/Contract if the delivery/completion is delayed by 15 days. |
| Conditions for Release of Payment | Written Acceptance of Goods based on full compliance with RFQ requirements |
| Annexes to this RFQ | Technical specification (Annex1)Form for Submission of Quotation (Annex2)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) | UNDP BiH Registry Fax: 033 552 330; email: registry.ba@undp.orgAny 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.

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 2.

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/procurement/protest.shtml> .

**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,**

UNDP BIH

**Annex 1**

**Technical Specifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No./Br.** | **Description / Opis** | **Specifications of Goods / Karakteristike proizvoda** | **Unit of measure /****Jedinična mjera**  | **Quantity / Količina** |
| **1** | **Predulaz (u ponudu uključiti i vrijeme potrebno za grafičku pripremu, izradu i ugradnju):** | Dibon ploča 3 mm – postavljanje na postojeće drvene okvire | m2  | 31,68 |
| PVC samoljepljiva folija (ful kolor štampa) | m2 | 31,68 |
| Info tabla: Dibon ploča A3 / 3 mm | m2 | 0,12 |
| Info tabla: PVC samoljepljiva folija A3 | m2 | 0,12 |
| Oglasno reklamna ploča:Izrada reklamnog samostojećeg prenosnog A panela formata B2 | kom | 1 |
| **2** | **Ulazni hodnik: (u ponudu uključiti i vrijeme potrebno za grafičku pripremu, izradu i ugradnju):** | Zidovi:PVC samoljepljiva folija  | m2 | 15,50 |
| 3D eksponat\_stablo: Drvene poluoblice | kom | 9 |
| Info pločica:Forex 5 mm  | m2 | 2,43 |
| Opis na info pločici: PVC samoljepljiva folija | m2 | 2,43 |
| **3** | **Glavni izložbeni prostor (u ponudu uključiti i vrijeme potrebno za grafičku pripremu, dizajn, obradu tekstova i fotografija, izradu i ugradnju):** | Zidovi: PVC samoljepljiva folija | m2 | 18,91 |
| Podloga za foliju: Forex 5 mm  | m2 | 18,91 |
| Oslikavanje prozora: PVC Windows grafik folija  | m2 | 3,42 |
| Tematska knjiga, A4: Polikarbonat - leksan folija debljine 0.75mm | kom/m2 | 2/0,62 |
| Tematska knjiga, A4: PVC samoljepljiva folija | kom/m2 | 2/1,25 |
| Nosač za knjigu: drveni sanduk dim. 35x50x30 cm | kom | 2 |
| Didaktička slagalica: Forex 5 mm | kom/m2 | 3/0,49 |
| Didaktička slagalica: PVC samoljepljiva folija | kom/m2 | 3/0,49 |
| Didaktička slagalica: drveni sanduk dim. 120x40x65 cm, mediapan iverica | kom | 3 |
| Didatktička “pipalica” s pregradnim otvorima: Forex 5 mm | kom/m2 | 6/0,12 |
| Didatktička “pipalica” s pregradnim otvorima: PVC samoljepljiva folija | kom/m2 | 6/0,12 |
| Didatktička “pipalica” s pregradnim otvorima: Drveni sanduk dim. 120x30x20 cm, mediapan iverica | kom | 2 |
| **4** | **Separe (u ponudu uključiti i vrijeme potrebno za grafičku pripremu, izradu i ugradnju):**  | Zidovi: PVC samoljepljiva folija | m2 | 12,44 |
| Podloga za foliju: Forex 5 mm | m2 | 12,44 |
| Oslikavanje prozora: PVC Windows grafik folija | m2 | 1,67 |
| Tematska knjiga, A4: Polikarbonat - leksan folija debljine 0.75 mm | kom/m2 | 2/0,62 |
| Tematska knjiga, A4: PVC samoljepljiva folija | kom/m2 | 2/1,25 |
| Nosač za knjigu: drveni sanduk dim. 35x50x30 cm | kom | 2 |
| **5** | **Stepenište (u ponudu uključiti i vrijeme potrebno za grafičku pripremu, izradu i ugradnju):**  | Oslikavanje drvene vitrine: PVC samoljepljiva folija | m2 | 4,19 |
| Oslikavanje otvorene vitrine:PVC smoljepljiva folija | m2 | 6 |
| Uramljeni poster za zid:Ram formata B0 sa klik klak okvirima | kom | 4 |
| Oslikana papirna tapeta | kom | 4 |
| **6** | **Sala za sastanke i prezentaciju (u ponudu uključiti i vrijeme potrebno za grafičku pirpremu, izradu i ugradnju):** | Oslikavanje poleđine projektorskog zida folijom:PVC samoljepljiva folija | m2 | 6 |
| Podloga za samoljepljivu foliju:Forex 5 mm | m2 | 6 |
| Postavljanje uramljenog postera na zid:Ram formata B0 saklik klak okvirima | kom | 4 |
| Oslikana papirna tapeta | kom | 4 |
| Oslikavanje prozora putem folije:PVC Windows grafik folija | m2 | 3,5 |
| **7** | **Izložbeni prostor (u ponudu uključiti i vrijeme potrebno za grafičku pripremu, izradu i ugradnju:** | Prenosivi foto eksponat sa postoljem:Forex 10 mm | m2 | 6,5 |
| PVC samoljepljiva folija | m2 | 6,5 |

*UNDP BiH*

15 June 2020

**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery)***

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 **BIH/RFQ/075/20: Procurement, delivery and installation of various graphic materials and equipment for an Info Centre.**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No. / Br.** | **Description/Opis** | **Specification of Goods/Karakteristike proizvoda** | **Quantity/ Količina** | **Latest Delivery Date /Krajnji datum isporuke** | **Unit Price without VAT /Jedinična cijena bez PDV-a** | **Total Price per Item****Without VAT/ Ukupna cijena bez PDV-a** |
| **1.** | Predulaz (u ponudu uključiti i vrijeme potrebno za grafičku pripremu, izradu i ugradnju): | Dibon ploča 3 mm – postavljanje na postojeće drvene okvire | 31,68 m2  |  |  |  |
| PVC samoljepljiva folija (ful kolor štampa) | 31,68 m2 |  |  |  |
| Info tabla: Dibon ploča A3 / 3 mm | 0,12 m2 |  |  |  |
| Info tabla: PVC samoljepljiva folija A3 | 0,12 m2 |  |  |  |
| Oglasno reklamna ploča:Izrada reklamnog samostojećeg prenosnog A panela formata B2 | 1 kom |  |  |  |
| **2.** | Ulazni hodnik: (u ponudu uključiti i vrijeme potrebno za grafičku pripremu, izradu i ugradnju): | Zidovi:PVC samoljepljiva folija  | 15,50 m2 |  |  |  |
| 3D eksponat\_stablo: Drvene poluoblice | 9 kom |  |  |  |
| Info pločica:Forex 5 mm  | 2,43 m2 |  |  |  |
| Opis na info pločici: PVC samoljepljiva folija | 2,43 m2 |  |  |  |
| **3.** | Glavni izložbeni prostor (u ponudu uključiti i vrijeme potrebno za grafičku pripremu, dizajn, obradu tekstova i fotografija, izradu i ugradnju): | Zidovi: PVC samoljepljiva folija | 18,91 m2 |  |  |  |
| Podloga za foliju: Forex 5 mm  | 18,91 m2 |  |  |  |
| Oslikavanje prozora: PVC Windows grafik folija  | 3,42 m2 |  |  |  |
| Tematska knjiga, A4: Polikarbonat - leksan folija debljine 0.75mm | 2/0,62 kom/m2 |  |  |  |
| Tematska knjiga, A4: PVC samoljepljiva folija | 2/1,25 kom/m2 |  |  |  |
| Nosač za knjigu: drveni sanduk dim. 35x50x30 cm | 2 kom |  |  |  |
| Didaktička slagalica: Forex 5 mm | 3/0,49 kom/m2 |  |  |  |
| Didaktička slagalica: PVC samoljepljiva folija | 3/0,49 kom/m2 |  |  |  |
| Didaktička slagalica: drveni sanduk dim. 120x40x65 cm, mediapan iverica | 3 kom |  |  |  |
| Didatktička “pipalica” s pregradnim otvorima: Forex 5 mm | 6/0,12 kom/m2 |  |  |  |
| Didatktička “pipalica” s pregradnim otvorima: PVC samoljepljiva folija | 6/0,12 kom/m2 |  |  |  |
| Didatktička “pipalica” s pregradnim otvorima: Drveni sanduk dim. 120x30x20 cm, mediapan iverica | 2 kom |  |  |  |
| **4.** | Separe (u ponudu uključiti i vrijeme potrebno za grafičku pripremu, izradu i ugradnju):  | Zidovi: PVC samoljepljiva folija | 12,44 m2 |  |  |  |
| Podloga za foliju: Forex 5 mm | 12,44 m2 |  |  |  |
| Oslikavanje prozora: PVC Windows grafik folija | 1,67 m2 |  |  |  |
| Tematska knjiga, A4: Polikarbonat - leksan folija debljine 0.75 mm | 2/0,62 kom/m2 |  |  |  |
| Tematska knjiga, A4: PVC samoljepljiva folija | 2/1,25 kom/m2 |  |  |  |
| Nosač za knjigu: drveni sanduk dim. 35x50x30 cm | 2 kom |  |  |  |
| **5.** | Stepenište (u ponudu uključiti i vrijeme potrebno za grafičku pripremu, izradu i ugradnju): | Oslikavanje drvene vitrine: PVC samoljepljiva folija | 4,19 m2 |  |  |  |
| Oslikavanje otvorene vitrine:PVC smoljepljiva folija | 6 m2 |  |  |  |
| Uramljeni poster za zid:Ram formata B0 saklik klak okvirima | 4 kom |  |  |  |
| Oslikana papirna tapeta | 4 kom |  |  |  |
| **6.** | Sala za sastanke i prezentaciju (u ponudu uključiti i vrijeme potrebno za grafičku pirpremu, izradu i ugradnju): | Oslikavanje poleđine projektorskog zida folijom:PVC samoljepljiva folija | 6 m2 |  |  |  |
| Podloga za samoljepljivu foliju:Forex 5 mm | 6 m2 |  |  |  |
| Postavljanje uramljenog postera na zid:Ram formata B0 saklik klak okvirima | 4 kom |  |  |  |
| Oslikana papirna tapeta | 4 kom |  |  |  |
| Oslikavanje prozora putem folije:PVC Windows grafik folija | 3,5 m2 |  |  |  |
| **7.** | Izložbeni prostor (u ponudu uključiti i vrijeme potrebno za grafičku pripremu, izradu i ugradnju: | Prenosivi foto eksponat sa postoljem:Forex 10 mm | 6,5 m2 |  |  |  |
| PVC samoljepljiva folija | 6,5 m2 |  |  |  |
|  |  | **Total Price of Goods** |  |  |  |  |
|  |  | Add : Cost of Transportation  |  |  |  |  |
|  |  | Add : Cost of Insurance |  |  |  |  |
|  |  | Add : Other Charges (pls. specify) |  |  |  |  |
|  |  | **Add: VAT 17%** |  |  |  |  |
|  |  | **Total Final and All-Inclusive Price Quotation** |  |  |  |  |

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

|  |  |
| --- | --- |
| **Other Information pertaining to our Quotation are as follows:** | **Your Responses** |
| ***Yes, we will comply*** | ***No, we cannot comply*** | ***If you cannot comply, pls. indicate counter proposal*** |
| Latest DeliveryTime | Within 14 calendar days upon acceptance of UNDP PO |  |  |  |
| Warranty and After-Sales Requirements | Brand new replacement if Purchased Unit is beyond repair |  |  |  |
| Warranty of min 1 year for machinery and attachments |  |  |  |
| Service and maintenance covered during and provided after warranty period. |  |  |  |
| Validity of Quotation of 60 days |  |  |  |
| All Provisions of the UNDP General Terms and Conditions |  |  |  |

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]*

*Ime i prezime, i potpis ovlaštenog zastupnika ponuđača …………………………………………………………………………………….*

*[Date]*

*Datum…………………………………………..*

**Annex 3**

**General Terms and Conditions**

General Terms and Conditions / Special Conditions Link: [English version](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-2493)