



## REQUEST FOR QUOTATION (RFQ) (Goods)

UNDP Procurement Services Unit - Copenhagen	DATE: June 19, 2020
	REFERENCE: 420354

Dear Sir / Madam:

We kindly request you to submit your quotation for **six (6) units of Skid Sprayers and accessories for Turkmenistan**, 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 June 29, 2020** at COB (Copenhagen Time) and via email to: [gpucree@undp.org](mailto:gpucree@undp.org)

Quotations submitted by email 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 email 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 .pdf format, and free from any virus or corrupted files.

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

Delivery Terms [INCOTERMS 2020] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> CIP
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> UNDP

Exact Address/es of Delivery Location/s (identify all, if multiple)	Ashgabat, Turkmenistan	
UNDP Preferred Freight Forwarder, if any	N/A	
Distribution of shipping documents ( <i>if using freight forwarder</i> )	To be included in the quotation	
Latest Expected Delivery Date and Time ( <i>if delivery time exceeds this, quote may be rejected by UNDP</i> )	<input checked="" type="checkbox"/> Preferably no later than 30 days from the issuance of the Purchase Order (PO)	
Delivery Schedule	<input checked="" type="checkbox"/> Required (if submitting a quotation with freight)	
Packing Requirements	All products offered shall be properly packed and palletized as per manufacturer's recommendations and industry's best practices	
Mode of Transport	<input checked="" type="checkbox"/> AIR <input checked="" type="checkbox"/> SEA	Bidders are requested to offer both sea freight and air freight quotations.
Currency of Quotation	United States Dollar (USD)	
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 1 year  If local after sales services are available in the country, bidders are requested to include a description in their quotation.	
Deadline for the Submission of Quotation	<b>Monday, June 29, 2020 at COB (Copenhagen Time)</b>	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	Product catalogues and brochures to be provided in English.  Instructions and operating manuals must be provided in <b><u>Russian</u></b> .	

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"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users; <input checked="" type="checkbox"/> Confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected; <input checked="" type="checkbox"/> Quality Certificates (ISO 9001 or equivalent, etc.); <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Manufacturer’s Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability (“Green” Standards) of the Company or the Product being supplied, if available <input checked="" type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as “Dangerous Goods”. <input checked="" type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); <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"/> Others product documents and brochures; certificate of origin; production and delivery schedule.
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 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 for items 1 and 2 (mandatory items). <input checked="" type="checkbox"/> Permitted for item 3 (optional item).  However, UNDP encourages bidders to offer a full quotation, including the optional equipment (item 3).
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of goods
Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay: 0.5% Max. no. of days of delay: 10 After which UNDP may terminate the contract.

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 PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time  Please note that this is a COVID-19-related procurement, and therefore, shorter readiness and delivery timelines will be appreciated.  All offers' pricing will be evaluated on basis on CIP (Incoterms 2020) for the mandatory items 1 and 2. However, UNDP reserves the right to use its appointed freight forwarder and insurance, instead of the Bidder's proposed freight arrangement.
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
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)  Applicable Terms and Conditions are available at: <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"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions</a>  Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.

<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.

<p>Contact Person for Inquiries (Written inquiries only)<sup>2</sup></p>	<p><a href="mailto:gpucree@undp.org">gpucree@undp.org</a></p> <p>Bidders are requested to submit their requests for clarifications no later than <b>2 working days</b> before the deadline for submissions.</p> <p>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.</p>
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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 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.

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<sup>2</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.

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,  
*UNDP Procurement Services Unit*

June 19, 2020

## Technical Specifications

Item #	Item	Description of required Item (approx.)	Qty	Latest Delivery Date
1	<b>SKID SPRAYER, 1000L TANK, for disinfectants / pesticides, etc. (chemicals)</b>	<ul style="list-style-type: none"> <li>- mobile unit mountable directly on back of truck, on trailers or ground;</li> <li>- chemical resistant polymer spray tank, volume 1000L;</li> <li>- reliable motor and pump for automatic spraying;</li> <li>- 50M x 10mm spray hose &amp; manual reel;</li> <li>- accurate and simple to use pressure regulator and gauge;</li> <li>- bypass to tank;</li> <li>- suction filter with auto shut off valve allowing easy cleaning without losing spray contents;</li> <li>- sump in tank for maximum use of contents and easy cleaning;</li> <li>- heavy duty spray gun with swivel connector to prevent hose tangles;</li> <li>- sturdy steel frame and lifting lugs;</li> <li>- convenient handling bars for lifting and anchoring / forklift points in the side &amp; ends of frames;</li> <li>- graduation for quick measurement of contents;</li> <li>- dimensions allowing mounting on pick-up truck (example: Toyota "Hilux" or equivalent);</li> <li>- <b>Russian</b> manual is required</li> </ul> <p>Additional information: Chemicals to be used include chlorine and chlorine based disinfection solutions;</p>	6 units	Preferably by September 2020
2	<b>TELESCOPIC SPRAY LANCE compatible with SKID sprayer hose system</b>	<ul style="list-style-type: none"> <li>- rigid fibre reinforced;</li> <li>- adjustable nozzle;</li> <li>- lightweight lance with long reach;</li> <li>- 10mm hose tail;</li> </ul>	6 units	Preferably by September 2020
3	<b>Optional: ON-ROAD TRAILER for mount of Skid sprayer</b>	<ul style="list-style-type: none"> <li>- road registerable;</li> <li>- front storage compartment;</li> <li>- steel frame and rear pump plates;</li> <li>- lights &amp; hydraulic override brakes - 12/24V LED lights;</li> <li>- toolbox and jockey wheel;</li> </ul> <p>Please make sure your offer is in accordance with Turkmenistan's legislation</p>	6 units	Preferably by September 2020

*\*Please attach delivery schedule. Specify delivery locations if goods are to be delivered from/to multiple destinations.*

UNDP Procurement Services Unit  
June 19, 2020

**FORM FOR SUBMITTING SUPPLIER'S QUOTATION**  
(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>3</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. 420354:

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

#	Items (item requirements can be found in Annex 1)	Proposed offer (specifications)	Deviations from specifications (if any)	Quantity offered	Latest Delivery Date	Unit price (USD)	Total price (USD)
1	Skid sprayer, 1000l tank, for disinfectants / pesticides, etc. (chemicals)						
2	Telescopic spray lance compatible with Skid Sprayer hose system						
3	<b>Optional: ON-ROAD TRAILER</b> for mount of SKID sprayer						
<b>Total FCA costs (USD)</b> (please include FCA location and estimated timelines)							
4	<b>Freight costs CIP Ashgabat (Incoterms 2020)</b> (please describe the breakdown of costs by adding rows as required)						
<b>Total Final and All-Inclusive Price Quotation (USD)</b>							

\* Please include the following in your submission:

- Delivery schedule including earliest estimated order readiness and delivery timelines.
- Product catalogues, brochures, or any other relevant information
- Weight and dimensions of the overall order
- FCA address

<sup>3</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes



**TABLE 2: 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			
Estimated weight/volume/dimension of the Consignment:			
Country/ies Of Origin <sup>4</sup> :			
Minimum one (1) year warranty			
Manual in Russian			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>			

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]*

<sup>4</sup> *If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UNDP if awarded the PO/contract.*