



REQUEST FOR QUOTATION (RFQ) (Goods&Services)

UNDP IRH RBEC	DATE: 20 July 2020
	REFERENCE: UNDP-IRH-202007-RFQ-12

Dear Sir / Madam:

We kindly request you to submit your proposal for Installation of Aquaponic System, as detailed in Annex 1 of this RFP. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **August 4, 2020** and via (choose appropriate box)
☒ *e-mail* to the address below:

United Nations Development Programme
procurement.irh@undp.org

Quotations submitted by email must be limited to a maximum of **35 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 supply of the abovementioned goods & services:

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> Other: DDP
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror
Exact Address/es of Delivery Location/s (identify all, if multiple)	The IDEA Animal Care Center, Baku-Salyan highway, 19th km, Garadagh district, Baku, Azerbaijan
Type of competition	International Competition
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	30 November 2020
Delivery Schedule	<input checked="" type="checkbox"/> Required
Packing Requirements	N/A
Mode of Transport	<input checked="" type="checkbox"/> AIR <input type="checkbox"/> LAND <input type="checkbox"/> SEA <input type="checkbox"/> OTHER [pls. specify]
Preferred Currency of Quotation ²	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Quotation ³	<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 <input checked="" type="checkbox"/> Technical Support Whenever needed
Deadline for the Submission of Quotation	COB, August 4, 2020 by 17:00 Istanbul Time (UTC +3)
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted ⁴	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;

¹ Must be linked to INCO Terms chosen.

² 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.
<https://treasury.un.org/operationrates/OperationalRates.php>

³ This must be reconciled with the INCO Terms required by the RFP. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

⁴ First 2 items in this list are mandatory for the supply of imported goods

	<p><input checked="" type="checkbox"/> Technical specification of the proposed system including:</p> <ul style="list-style-type: none"> - The design drawing for the distribution of system components on the Greenhouse area - The average annual rate of Fish production Kg/year - The average production rate of plants Kg/year - The annual water losses in the system (% of total water use) - Method of collecting and disposal of sludge - Energy consumption: KWH - Filter estimated lifetime: Years - Cost of consumables, if any - Warranty period of the proposed filter: years - Comments on materials: The materials used in the system, the fittings, the screws, the pipes should be ISO certified products and have minimum 1-year warranty. - The country of Origin for the pumps and filters used in the system <p><input checked="" type="checkbox"/> Company previous experience documentation, including:</p> <ul style="list-style-type: none"> - Minimum 3-year experience in installing and maintaining Aquaponic systems in national and international projects; - At least 3 contracts in the past 3 years with similar complexity with the one in this TOR; - The CVs of technicians working in the installation and maintenance of the Aquaponic systems - The availability of the after sales maintenance services for the installed system; - The availability of stock of spare parts for the different components of the installed system. <p><input checked="" type="checkbox"/> Latest Business Registration Certificate ;</p> <p><input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance;</p> <p><input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);</p> <p><input checked="" type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer);</p> <p><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;</p> <p><input checked="" type="checkbox"/> The detailed work plan for the installation and operation of the new proposed aquaponic system.</p> <p><input checked="" type="checkbox"/> The syllabus of the 2-day training for the operation and maintenance of the proposed aquaponic system.</p>
Period of Validity of Quotes starting the Submission Date	<p><input checked="" type="checkbox"/> 90 days</p> <p>In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.</p>
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted</p>

Payment Terms ⁵	In 4 installments upon the delivery and approval of the schedule in Terms of Reference
Liquidated Damages	Percentage of contract price per day of delay: 0.5% Max. number of days of delay 20, after which UNDP may terminate the contract.
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁶ <input checked="" type="checkbox"/> Technical specification of the proposed system including: <ul style="list-style-type: none"> - The design drawing for the distribution of system components on the Greenhouse area - The average annual rate of Fish production Kg/year - The average production rate of plants Kg/year - The annual water losses in the system (% of total water use) - Method of collecting and disposal of sludge - Energy consumption: KWH - Filter estimated lifetime: Years - Cost of consumables, if any - Warranty period of the proposed filter: years - Comments on materials: The materials used in the system, the fittings, the screws, the pipes should be ISO certified products and have minimum 1-year warranty. - The country of Origin for the pumps and filters used in the system <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</i> <input checked="" type="checkbox"/> Company previous experience documentation including: <ul style="list-style-type: none"> - Minimum 3-year experience in installing and maintenance Aquaponic systems in national and international projects; - At least 3 contracts in the past 3 years with similar complexity with the one in this TOR; - The CVs of technicians working in the installation and maintenance of the Aquaponic systems - The availability of the after sales maintenance services for the installed system - The availability of stock of spare parts for the different components of the installed system <input checked="" type="checkbox"/> The contents of the proposed training on the Operation and maintenance of the aquaponic system

⁵ 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.

⁶ 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"

UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Goods and/or Services
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 20 days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Approval of Detail Work Plan <input checked="" type="checkbox"/> Shipment all the proposed aquaponic system equipment to Baku Azerbaijan, and release it from customs <input checked="" type="checkbox"/> Transportation of all the system components to the site of IDEA Animal Care Center in Baku <input checked="" type="checkbox"/> Full installation of the Aquaponic system components and full testing of the functionality of the different parts <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFP requirements <input checked="" type="checkbox"/> Training of 6-8 technicians of the Operation and Maintenance of the Aquaponic system
Annexes to this RFP ⁷	<input checked="" type="checkbox"/> Specifications of the Goods/services Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3). <input checked="" type="checkbox"/> Written Self-Declaration - (Annex 4) 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) ⁸	<p><i>procurement.irh@undp.org</i></p> <p><i>All questions must be received 3 days before the submission deadline</i></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>

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.

as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

⁷ *Where the information is available in the web, a URL for the information may simply be provided.*

⁸ *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.*

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 RFP 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 RFP.

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,