



## REQUEST FOR QUOTATION (RFQ) (Goods)

	DATE: 24 July, 2020
	REFERENCE: UNDP/Wetlands/253/2020

Dear Sir / Madam:

We kindly request you to submit your quotation for the procurement of **two (2) electric cars**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 1, 2, 3.

Quotations may be submitted **on or before 07 August, 2020, 17.00 local (Minsk) time** and via ☒ *e-mail* to the address below:

[tenders.by@undp.org](mailto:tenders.by@undp.org)

Please indicate in the subject of your email submitted to [tenders.by@undp.org](mailto:tenders.by@undp.org) the following:

**UNDP/Wetlands/253/2020\_ electric cars**

Quotations submitted by email must be limited to a maximum of 7MB, 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.

In reply to your quotation, sent by the above-mentioned e-mail address, you will receive an automatic reply confirming reception of your quotation. In case you receive no automatic reply, please, check the size of the attachment as well as correctness of e-mail address. 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 and not via a file hosting service.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned goods:

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP Minsk, Republic of Belarus
Customs clearance, if needed, shall be done by	<input checked="" type="checkbox"/> UNDP
Exact Address/es of Delivery Location/s (identify all, if multiple)	Kirova Str., 17, Minsk, Republic of Belarus
UNDP Preferred Freight Forwarder, if any	Not applicable
Distribution of shipping documents	Shipping documents should be sent to the address: UNDP in Belarus (project 00096096), 220050, Belarus, Minsk, Kirova str., 17, 6th floor). Copies of the documents should be sent to the e-mail address: <a href="mailto:sergei.bobrovskih@undp.org">sergei.bobrovskih@undp.org</a>
Latest Expected Delivery Date and Time ( <i>if delivery time exceeds this, quote may be rejected by UNDP</i> )	<input checked="" type="checkbox"/> 30 calendar days from the contract date
Delivery Schedule	<input checked="" type="checkbox"/> Not required
Packing Requirements	Packing must ensure undamaged delivery
Mode of Transport	<input checked="" type="checkbox"/> LAND
	<input checked="" type="checkbox"/> SEA
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollar (USD) <input checked="" type="checkbox"/> Euro (EUR) <input checked="" type="checkbox"/> Local Currency: Belarusian Ruble (BYN)  <b>The contract will be signed and the payment will be made in the currency of the submitted quotation.</b>  United Nations Development Programme is a non-resident of the Republic of Belarus (Headquarters are located in New York, USA at the address: United Nations Plaza, 1, New York).  In the course of evaluation of price quotations of all Offerors and only for the purposes of their comparison, all prices quoted in the offers in different currencies will be converted in US Dollars, in accordance with the official UN operational rate of exchange on the last day of submission of offers.
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes. The price quotations of Offerors - non-residents of the Republic of Belarus shall not include VAT. In the price quotations of the Offerors - residents of the Republic of Belarus, VAT, if included, shall be clearly indicated in the price quotation. <b>The price quotations of the Offerors will be compared without VAT</b>

After-sales services required	<input checked="" type="checkbox"/> Warranty for minimum period of 12 months or 50,000 km whichever occurs first; <input checked="" type="checkbox"/> Availability of authorized technical support, warranty and aftersales service facility in Belarus, or regional representation to provide servicing, repairs, periodic maintenance and supply of spare parts and maintenance consumables on the territory of the Republic of Belarus
Deadline for the Submission of Quotation	<b>17.00 local (Minsk) time (UTC +3), 07 August, 2020</b>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> Russian and/or <input checked="" type="checkbox"/> English
Documents to be submitted	<input checked="" type="checkbox"/> <b>Duly completed forms as provided in Annexes 1, 2 and 3;</b> <input checked="" type="checkbox"/> <b>Copy of valid Customs Union Certificate of approval of type of vehicle;</b> <input checked="" type="checkbox"/> <b>Other certificates/declarations confirming quality of goods, ISO 9001 certificate or equivalent national certificate (if available);</b> <input checked="" type="checkbox"/> <b>Latest Business Registration Certificate;</b> <input checked="" type="checkbox"/> <b>Manufacturer's Authorization of the company as a Sales Agent/ Distributor in the country (if Offeror is not the manufacturer);</b> <input checked="" type="checkbox"/> <b>Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied, if any;</b> <input checked="" type="checkbox"/> <b>Technical description of the offered Goods (technical brochures, data sheets/manuals, Web pages, etc. with images of the Goods)</b> <input checked="" type="checkbox"/> <b>List of contracts (minimum 2) for the supply and servicing of cars (preferably electric cars in the Republic of Belarus) performed in the past 3 years and contact details of the clients who may be contacted for further information on those contracts as provided in Annex 3</b>
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 45 days In exceptional circumstances, UNDP may request the Offeror to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Offeror shall then confirm the extension in writing, without any modification whatsoever on the Quotation
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% within thirty (30) calendar days upon complete delivery and acceptance of the goods
Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay: 0.2; Max. no. of days of delay: 30 after which UNDP may terminate the contract
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to RFQ requirements and lowest price; <input checked="" type="checkbox"/> Full acceptance of the General Terms and Conditions for contracts (Goods and/or Services); <input checked="" type="checkbox"/> Minimum number of years of experience in supply and servicing of vehicles (preferably electric cars): 3 <input checked="" type="checkbox"/> Availability of previous contracts (minimum 2) for the supply and servicing of cars (preferably electric cars in the Republic of Belarus) performed for the past 3 years

UNDP will award to	<input checked="" type="checkbox"/> <u>One and only one contractor</u> ; the contract will be awarded to the quotation that complies with all of the specifications, requirements as well as all other evaluation criteria indicated in the RFQ and offers the lowest price
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services). Applicable Contract Face Sheet (Contract for Goods and/or Services) is 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> or <a href="http://www.by.undp.org/content/belarus/ru/home/procurement.html">http://www.by.undp.org/content/belarus/ru/home/procurement.html</a>
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> <b>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process</b>
Special conditions of Contract	<input checked="" type="checkbox"/> The goods shall comply with the quality requirements set by the technical and safety regulations and applicable standards for such goods in the Republic of Belarus (valid Customs Union Certificate of approval of type of vehicle for the offered electric cars) <input checked="" type="checkbox"/> Cancellation of contract if the delivery is delayed by 30 calendar days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods by UNDP 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"/> General Terms and Conditions for contracts (goods and/or services) 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> <input checked="" type="checkbox"/> Company Background Information Form, Track Record and Experience Form (Annex 3)
Contact Person for Inquiries (Written inquiries only) <sup>1</sup>	<i>Sergei Bobrovskih</i> <i>Procurement Specialist, UNDP/GEF Project "Conservation-oriented management of forests and wetlands to achieve multiple benefits"</i> <a href="mailto:sergei.bobrovskih@undp.org">sergei.bobrovskih@undp.org</a> 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 Offerors

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.

<sup>1</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.

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 contractor 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 4.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Contractor'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 contractors to adhere to the UN Contractor 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,  
Procurement Unit

**Technical Specifications and Requirements****Procurement of two (2) electric cars**

The electric cars must be manufactured, and pre-delivery prepared to the highest industry standards and shall be finished in the standard manufacturer's color. The procurement is performed in the framework of UNDP/GEF Project 00096096 "Conservation-oriented management of forests and wetlands to achieve multiple benefits".

Item to be Supplied and Quantity	Description / Specifications of Goods (required) and General Requirements	Statement of Compliance with Specifications (required) and General Requirements <u>Comply / Does not comply</u>	Description / Specifications of Goods and Related Services (offered) <u>Please indicate parameters of the offered goods as below</u>
Electric car – 2 units	<b>Model, manufacturer, country of origin</b>	-	<b>Please indicate for the offered Goods:</b> <b>Model:</b> _____ <b>Manufacturer:</b> _____ <b>Country of origin:</b> _____
	<b>I. Technical Specifications:</b>	-	-
	1. <b>Type:</b> Electric passenger car;		<i>Please confirm type:</i>
	2. <b>Body type:</b> Hatchback or sedan;		<i>Please specify type of car body:</i>
	3. <b>Number of doors:</b> Not less than 3;		<i>Please indicate number of doors:</i>
	4. <b>Number of seats:</b> Not less than 4;		<i>Please indicate number of seats:</i>
	5. <b>Motor:</b> Electric;		<i>Please indicate type of motor and its manufacturer and model:</i>
	6. <b>Motor power, kW:</b> Not less than 80;		<i>Please indicate motor power:</i>
	7. <b>Traction battery (electric vehicle battery):</b> LI-ION;		<i>Please indicate type of battery and its manufacturer and model:</i>
	8. <b>Range per one charge, km:</b> Not less than 140;		<i>Please indicate official mileage per charge:</i>
	9. <b>Recuperation of electric power:</b> Regenerative breaking;		<i>Please confirm:</i>
	10. <b>Power steering:</b> Electric or hydraulic;	-	<i>Please specify power steering:</i>
	<b>II. Package set:</b>		
	11. <b>Air conditioner or climate control;</b>		<i>Please specify installed system:</i>
	12. <b>On-board computer;</b>		<i>Please confirm availability and provide basic parameters:</i>
	13. <b>Audio system radio, USB, MP3;</b>		<i>Please specify installed system:</i>
	14. <b>Airbags:</b> Not less than 2;		<i>Please indicate number of airbags and their location:</i>

15. Central locking with remote control, central locking control panel on the key (remote control key);		Please confirm availability:
16. Anti-theft system (immobilizer);		Please confirm availability:
17. Daytime running lights (LED);		Please confirm availability:
18. Front windscreen wipers with adjustable operation;		Please confirm availability and adjustable operation:
19. Power windows;		Please confirm availability:
20. Crankcase protection;		Please confirm availability:
21. Car charging device;		Please confirm availability:
22. Parking sensors;		Please confirm availability:
23. Seat upholstery: Fabric, artificial leather;		Please specify upholstery of seats:
24. Operating and maintenance manual, technical documentation: In Russian language (supplied with the Goods).		Please list documents to be supplied with the squeeze chute and indicate their language:
<b>III. General Requirements:</b>	-	-
1. Year of manufacture: Brand new, not being used or repaired, refurbished or rehabilitated;		Please indicate year of manufacture and confirm that the cars are brand new, not being used or repaired, refurbished or rehabilitated:
2. Warranty: Not less than 12 months or 50,000 km whichever occurs first;		Please indicate offered warranty:
3. Quality requirements: The goods shall comply with the quality requirements set by the technical and safety regulations and applicable standards for such goods in the Republic of Belarus		Please confirm acceptance of the requirements and provide copy of requisite certificate (valid Customs Union Certificate of approval of type of vehicle for the offered electric cars):
4. Service requirements: The technical support centre for warranty and after-sales servicing of the Goods shall be located in the Republic of Belarus (or there shall be a regional representation performing warranty and after-sales servicing on the territory of the Republic of Belarus). Warranty and servicing shall be provided in the Republic of Belarus by the staff experienced in servicing and repairs of supplied Goods		Please confirm acceptance of all requirements and provide details of the technical support centre in charge of warranty and after-sales servicing of the offered cars:

[Name and Signature of the Contractor's Authorized Person]

[Designation]

[Date]

**FORM FOR SUBMITTING CONTRACTOR'S QUOTATION***(This Form must be submitted only using the Contractor'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 No. UNDP/Wetlands/253/2020:

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

Currency: \_\_\_\_\_

Item No.	Description/Specification of Goods	Quantity, units	Unit Price	Total Price per item
1	Electric car (as per Technical Specifications and Requirements of Annex 1) Model: _____	2		
2	VAT ____%			
3	Total Final and All-Inclusive Price Quotation			

The price quotations of the Offerors, non-residents of the Republic of Belarus shall not include VAT. In the price quotations of the Offerors, residents of the Republic of Belarus, VAT, if included, shall be clearly indicated in the price quotation. The price quotations of the Offerors will be compared without VAT.

Note: total Final and All-Inclusive Price Quotation must include **supply and delivery of two (2) electric cars on terms of delivery as per i. "Delivery Terms" of Table 2 and warranty.**

We hereby declare and confirm that the Goods offered hereinabove are brand new, not used (operated), shall not be a sample or experimental batch, and shall not be assembled from the restored or rehabilitated parts, units or items.

[Name and Signature of the Contractor's Authorized Person]

[Designation]

[Date]



**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>
<b>Delivery Lead Time:</b> Not later than 30 calendar days from the date of signing of the contract ( <i>please indicate the earliest possible lead time in the appropriate box</i> )			
<b>Delivery Terms (Incoterms 2010):</b> DAP Minsk, Republic of Belarus			
<b>Acceptance of the Goods:</b> Following delivery, the Goods will be inspected and tested to check whether they are operational, conform to the specifications and meet the performance requirements. UNDP will sign the Goods acceptance certificate following demonstrated satisfactory and reliable operation of the Goods, its conformance with the specifications and that it meets performance requirements			
<b>Payment terms:</b> 100% within thirty (30) calendar days upon complete delivery and acceptance of the Goods by UNDP			
<b>Validity of Quotation:</b> Not less than 45 days starting from the submission deadline date			
Acceptance of all provisions of the UNDP General Terms and Conditions for contracts (goods and/or services) 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>			
Copy of Business Registration Certificate			
Manufacturer's Authorization of the company as a Sales Agent/Distributor in the country (if Offeror is not the manufacturer)			
Other certificates/declarations confirming quality of goods, ISO 9001 certificate or equivalent national certificate (if available)			
Copy of valid Customs Union Certificate of approval of type of vehicle)			

Copy(ies) of other certificates/declarations confirming quality of goods, ISO 9001 certificate or equivalent national certificate (if available)			
Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied, if any			
Technical description of the offered Goods (technical brochures, data sheets / manuals, Web pages, etc. with images of the Goods)			

We hereby declare of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List.

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 Contractor's Authorized Person]*  
*[Designation]*  
*[Date]*

### Company Background Information

Each legal entity or individual entrepreneur submitting the quotation shall complete the form:

<b>1</b>	<b><i>Offeror's legal name:</i></b>	
<b>2</b>	<b><i>Address:</i></b>	
<b>3</b>	<b><i>Telephone number:</i></b>	
<b>4</b>	<b><i>E-mail address:</i></b>	
<b>5</b>	<b><i>Fax Number:</i></b>	
<b>6</b>	<b><i>Country of registration, place of registration:</i></b>	
<b>7</b>	<b><i>Registration date:</i></b>	
<b>8</b>	<b><i>Name of body issuing registration certificate:</i></b>	
<b>9</b>	<b><i>Name and position of the head of company/organization:</i></b>	
<b>10</b>	<b><i>Contact person under the offer:</i></b>	
<b>11</b>	<b><i>Bank details:</i></b>	
<b>12</b>	<b><i>Experience in supply and / or servicing of vehicles, preferably electric (number of years, types of vehicles)</i></b>	

The legal entity/individual entrepreneur indicated in the Company Background Information Form above has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against this legal entity/individual entrepreneur that could impair its operations in the foreseeable future.

*[Name and Signature of the Contractor's Authorized Person]*  
*[Designation]*  
*[Date]*

**Track Record and Experiences:**

*Please provide information on the contracts (minimum 2) for the supply and servicing of cars (preferably electric cars in the Republic of Belarus) performed in the past 3 years and contact details of the clients who may be contacted for further information on those contracts:*

<b>Client</b>	<b>Contract dates</b>	<b>Goods supplied and related services performed</b>	<b>References Contact Details (Name, Phone, Email)</b>

*[Name and Signature of the Supplier's Authorized Person]*  
*[Designation]*  
*[Date]*