



REQUEST FOR QUOTATION RFQ 057/20

NAME & ADDRESS OF FIRM	DATE: August 3, 2020
	REFERENCE: Supply of Agricultural equipment to regions in Armenia

Dear Sir / Madam:

We kindly request you to submit your quotation for the **Supply of Agricultural equipment to regions in Armenia** 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 **16:00** (local time, GMT+4), **August 14, 2020** and via **e-mail only**:

Tenders.armenia@undp.org
No hard copies are accepted

Quotations submitted by email must be limited to a maximum of 10MB, virus-free and no more than 3 transmissions (it is advised to merge set of documents). 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 good/s:

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP Lori, Shirak and Tavush Regions, Armenia
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> by UNDP
Exact Address of Delivery Location:	Lori, Shirak and Tavush Regions, Armenia
Latest Expected Delivery	<input checked="" type="checkbox"/> 60 days from the issuance of the Contract for Goods
Delivery Schedule	<input checked="" type="checkbox"/> Required

¹ Must be linked to INCO Terms chosen.

Mode of Transport	<input checked="" type="checkbox"/> LAND (preferred)	<input checked="" type="checkbox"/> SEA	<input checked="" type="checkbox"/> AIR
Preferred Currency of Quotation ²	<input checked="" type="checkbox"/> United States Dollars or <input checked="" type="checkbox"/> Local Currency: Armenian drams		
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 as per Annex 1		
Deadline for the Submission of Quotation	<i>Friday, August 14, 2020, 16:00 local time</i>		
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Armenian		
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; <input checked="" type="checkbox"/> Company's profile; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Quality certificates; <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"/> Information on local warranty and post-warranty service; <input checked="" type="checkbox"/> Warranty (as per Annex 1 requirements); <input checked="" type="checkbox"/> Detailed technical parameters of the offered equipment. <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance;		
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	<input checked="" type="checkbox"/> Not permitted		
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery and acceptance of goods		
Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay: 0.25% Max. no. of days of delay: 6 weeks Next course of action: contract termination		

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.

³ This must be reconciled with the INCO Terms required by the RFQ. 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

Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁵ <input checked="" type="checkbox"/> Manufacturer/suppliers must have at least 3 years of experience in manufacturing/supply of required goods or similar products. <input checked="" type="checkbox"/> Supplier should provide warranty as per Annex 1 requirements on supplied equipment. <input checked="" type="checkbox"/> Availability of local warranty and post-warranty service in Armenia <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
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
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements.
Annexes to this RFQ ⁶	<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 / 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)	Procurement.armenia@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

⁵ 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.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

(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 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,
Procurement Unit

Technical Specification

1. Title

Supply of Agricultural equipment to Shirak, Lori and Tavush regions (marzes).

2. Project Title

“The EU-Green Agriculture Initiative in Armenia, EU-GAIA / 00110255” project.

3. Project Description

The EU-Green Agriculture Initiative in Armenia (EU-GAIA) Project is part of the EU’s Annual Action Programme for 2018 – Regional Development. Innovative, efficient and green agriculture is considered as a driver of regional development and reduction of disparities between the regions, urban and rural communities. The overall objective is to contribute to the realization of shared and balanced inclusive growth in the Northern regions of Armenia through boosting green agriculture and enhancing local value added.

The project activities will be mainly concentrated in the three Northern regions of Armenia, namely Shirak, Lori and Tavush marzes as envisaged by EU AAP 2018. These marzes are located at high altitudes in border regions. They suffer from weak economic diversification, high poverty and unemployment rates and limited access to markets, as well as increased vulnerabilities of the rural population especially in remote and border parts. The project is implemented within the framework of the EU-GAIA project with exclusive funding from the Austrian Development Cooperation, while the Austrian Development Agency is the main implementing partner for the EU programme.

4. Scope of Work

Supply of agricultural equipment to Shirak, Lori and Tavush regions within the scope of “EU-Green Agriculture Initiative in Armenia” project.

5. Technical specifications

Electric Tray Dryer

Product name	Electric Tray dryer
Quantity, piece	6
Power supply	220 V, 50HZ
Drying method	Convection by heating
Capacity (weight of dried raw material-apricot)	not less than 120 kg
Useful drying area of trays	At least 6 sq.m
Number of trays	At least 10
Space between trays	10-15 cm
Raw material to be dried	Fruit, vegetable, herbs, etc.
Body material:	
External wall	Painted galvanized steel
Internal wall	Stainless steel
Drying trays	Stainless steel
Electric air heater	3-5 kWt
Blower	Turbo type, 0.3-0.4 kWt
Place of delivery	Tavoush, Lori and Shirak Marzes (two for each marz)
Period of delivery	60 days
Local warranty service	1 year

6.Duration of the Work: 60 calendar days after signing of the contract

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁷
(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁸)

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. **RFQ 093/20**:

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

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price currency	Total Price per Item, currency
1	Electric Tray dryer (as per Annex 1)	6	60 days		
	Total:				
	Total Prices of Goods⁹				
	Add : Cost of Transportation Cost of Transportation to Shirak, Lori, Tavush Region, Armenia (2 per each region)				
	Add : Cost of Insurance				
	Add : Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation				

Additional Requirements

No	Description	Availability (Yes/No)
1	Technical responsiveness/Full compliance to requirements	
2	Manufacturer/suppliers must have at least 3 years of experience in manufacturing/supply of required goods or similar products.	
3	Warranty and post-warranty local service on required equipment as per Annex 1.	
4	Full acceptance of the PO/Contract General Terms and Conditions	
5	Detailed technical specifications	
6	Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List	
7	Delivery in 60 days	

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]

⁷ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

⁹ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

Annex 3 General Terms and Conditions

Attached separately.