



**REQUEST FOR QUOTATION (RFQ)  
(Goods)**

**REVISION 1 – 18/08/2020**

REFERENCE: RFQ-UNDP-UNCITY CPH-2020-PAINTING LTA	DATE: July 31, 2020
	UN CITY COPENHAGEN, DENMARK

Dear Sir / Madam:

We kindly request you to submit your quotation for **Painting Services**, 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 August 24, 2020 and via  *e-mail* to the address below:

**United Nations Development Programme**

Jamie-Lee Bæk

***Cs.bidtender@one.un.org***

Quotations submitted by email must be limited to a maximum of 5 MB, virus-free and no more than 2 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 good/s:

Exact Address/es of Delivery Location/s (identify all, if multiple)	<b>UN City Copenhagen</b>  <u>Campus 1</u> Marmorvej 51 2100 Copenhagen  <u>Campus 2</u> Oceankaj 10-12 2150 Nordhavn
Latest Expected Start Date	<i>Monday, September 14, 2020</i>
Delivery Schedule	<input checked="" type="checkbox"/> Not Required
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Local Currency: Danish Kroner (DKK)
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Site Visit	WHEN: 11:00, <i>Wednesday, August 12, 2020</i> WHERE: UN City Campus 1, Marmorvej 51, 2100 – Copenhagen Ø.  Please send an email to <a href="mailto:cs.bidtender@one.un.org">cs.bidtender@one.un.org</a> with the names of the participants before 12:00 on Tuesday 11 <sup>th</sup> August if you wish to attend in the site visit.
Deadline for the Submission of questions	12:00, <i>Monday, August 17, 2020</i>
Deadline for the Submission of Quotation	12:00, <i>Monday, August 24, 2020</i>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Others: DANISH
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"/> Quality Certificates (ISO, etc.); <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Annual Financial Statement; <input checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability (“Green” Standards) of the Company or the Product being supplied; <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;
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 of services

Liquidated Damages	<input checked="" type="checkbox"/> Will not be imposed
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <sup>1</sup> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the 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 Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement <sup>2</sup> . <i>Call-offs will be triggered by POs.</i>
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)
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"/> General Terms and Conditions / Special Conditions:  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) <sup>3</sup>	<i>Jamie-Lee Bæk</i> <i>UNDP Common Services Procurement</i> <a href="mailto:Cs.bidtender@one.un.org">Cs.bidtender@one.un.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 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.

<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.

<sup>2</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

<sup>3</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.

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.

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,**  
*Michael Toft*  
*UNDP Operations Manager*  
July 31, 2020

### Technical Specifications

#	Item to be supplied Description/Specifications	Quantity	Square Meters of Walls / Pillar	Paint Colour Codes
1	1 Person Office	190	22	Plastic Acrylic "glans 07" Ral 9010
2	3 Person Office	238	26	Plastic Acrylic "glans 07" Ral 9010
3	6 Person Office	89	32	Plastic Acrylic "glans 07" Ral 9010
4	Fingertip 1, 4 & 8	15	54	Plastic Acrylic "glans 07" Ral 9010
5	Fingertip 2, 5 & 7	15	56	Plastic Acrylic "glans 07" Ral 9010
6	Fingertip 3	5	94	Plastic Acrylic "glans 07" Ral 9010
7	Fingertip 9	5	72	Plastic Acrylic "glans 07" Ral 9010
8	Emergency Staircase	12	485	Plastic Acrylic "glans 07" Ral 9010
9	Concrete Pillars	400	4.5	Plastic Acrylic "glans 07" Ral 9010
10	Door Frames	635	~	NCS. S-0502Y Glans 40
11	<del>5-9</del> Liter bucket of paint	1	~	Plastic Acrylic "glans 07" Ral 9010
12	<del>5-3</del> Liter bucket of paint	1	~	NCS. S-0502Y Glans 40

#	Additional requirements of Company
1	Company needs to respond to requests within 72 hours of receipt of email
2	Company needs to be available to start requests within 3 weeks of acceptance of PO

*Michael Toft*  
 UNDP Operations Manager  
 July 31, 2020

Annex 2

**FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>4</sup>**

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>5</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. RFQ-UNDP-UNCITY CPH-2020-Painting:

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

Item No.	Description/Specification of Goods	Quantity	Unit Price	Total Price per Item
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
	<b>Total Prices of Service</b>			
	Add: Cost of Transportation per day			
	Add: Other Charges (pls. specify)			
	<b>Total Final and All-Inclusive Price Quotation</b>			

**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			
Validity of Quotation			

<sup>4</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>5</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

All Provisions of the UNDP General Terms and Conditions			
Response time to requests 72 hours			
Project start within 3 weeks of receipt of PO			

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]*