



## REQUEST FOR QUOTATION (RFQ) (Goods)

NAME & ADDRESS OF FIRM	DATE: August 25, 2020
	REFERENCE: UNDP Project - Modernization of Vocational Education and Training (VET) system related to agriculture in Georgia VET Phase 2)

Dear Sir / Madam:

We kindly request you to submit your quotation for **Tractors and Related Agricultural Equipment**, as detailed in Annex 1 of this RFQ (technical specifications). When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Proposals may be submitted in sealed and stamped envelopes on or before 16:00, September 1, 2020 via ☒ *courier mail* to the address below:

**United Nations Development Programme**  
UN House 9, Eristavi St. Tbilisi, 0179, Georgia  
Konstantine Kobakhidze, Project Manager, Modernization of Vocational Education and Training (VET) system related to agriculture in Georgia (Phase 2)

Your Proposal must be expressed in English and valid for a minimum period of 90 days.

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.

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

Delivery Terms [INCOTERMS 2010] <i>(Pls. link this to price schedule)</i>	<input checked="" type="checkbox"/> DAP	
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> UNDP	
Exact Address/es of Delivery Location/s (identify all, if multiple)	<ul style="list-style-type: none"> <li>• LEPL College Tetnuli, Erekle Farjani str. 25, Mestia, Georgia;</li> <li>• Batumi Shota Rustaveli University, Ninoshvili/Rustaveli str. 35/32, Batumi, Georgia;</li> <li>• LEPL College Lakada, Kazbegi str. 22, Tsalenjikha, Jvari, Georgia;</li> <li>• LEPL College Phazisi, Nojikhevi village, Khobi Municipality, Georgia;</li> <li>• Shota Meskhia University, Senaki branch, Mshvidoba str.192, Senaki, Georgia</li> </ul>	
UNDP Preferred Freight Forwarder, if any	N/A	
Distribution of shipping documents <i>(if using freight forwarder)</i>	N/A	
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> 15 days from the issuance of the Purchase Order (PO)	
Delivery Schedule	<input checked="" type="checkbox"/> Not Required	
Packing Requirements	N/A	
Mode of Transport	<input checked="" type="checkbox"/> AIR	<input checked="" type="checkbox"/> LAND
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars  To facilitate conversion and comparison of bids expressed in other currencies UN Official Rate of Exchange will be used.  <b>Payment to local company will be done in Georgian Lari according to UN exchange rate at the date of payment.</b> <a href="https://treasury.un.org/operationrates/OperationalRates.php">https://treasury.un.org/operationrates/OperationalRates.php</a>	

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"/> Manufacturer's Warranty for at least 1 year is minimum requirement. <input checked="" type="checkbox"/> Technical support (Completion of Training on Operation and Maintenance)
Deadline for the Submission of Quotation	Tuesday, September 01, 2020 , 16:00 local time Tbilisi, Georgia (GMT+4)
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
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 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"/> 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"/> General information (company name, address, profile) <input checked="" type="checkbox"/> At least 1 year of experience of providing similar kind of equipment <input checked="" type="checkbox"/> Brand name and detailed specifications of the equipment proposed.
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
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of goods
Liquidated Damages	1% of contract for every day of delay, up to a maximum duration of 2 calendar weeks. Thereafter, the contract may be terminated

Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <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"/> Purchase Order
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed or is not satisfactory.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing all Testing <input checked="" type="checkbox"/> Completion of Training on Operation and Maintenance <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 (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)	<i>Lika Alavidze</i> <i>Lika.alavidze@undp.org</i>  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 (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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your quotation.

Sincerely yours,

A handwritten signature in blue ink, appearing to read 'K. Kobakhidze', with a long horizontal stroke extending to the right.

*Konstantine Kobakhidze*  
*VET Project Manager*  
August 25, 2020

## **Tractors and Related Agricultural Equipment**

### **Technical Specifications**

<b>Item No.</b>	<b>Items to be Supplied*</b>	<b>Quantity</b>	<b>Description / Specifications of Goods</b>	<b>Latest Delivery Date</b>
1	Tractor	1	For agriculture operations, 45-50 horsepower, diesel engine, glass cabin, with manual transmission - number of gears: front and rear no less than 8/4, load capacity minimum 1100 kg., warranty 1 year or 2000 hours	15 days from the issuance of the Purchase Order (PO)
2	Tractor	2	For agriculture operations, 80-90 horsepower, diesel engine, glass cabin, leading wheels 4X4, manual transmission - number of gears: front and rear no less than 8/4, rear bridge differential, with electric control, warranty 1 year or 2000 hours	15 days from the issuance of the Purchase Order (PO)
3	Tractor	1	For agriculture operations, 60-65 horsepower, diesel engine, glass cabin, leading wheels 4X4; manual transmission - number of gears: front and rear no less than 8/4; rear bridge differential, with electric control, warranty 1 year or 2000 hours	15 days from the issuance of the Purchase Order (PO)
4	plough	3	For plowing, with 3 bodies, with depth adjustment wheel (depth 30-35 cm.) warranty 1 year	15 days from the issuance of the Purchase Order (PO)
5	Ridge maker (Tracker plough)	1	Track maker between the rows, cutting width no less than 30 cm. warranty 1 year	15 days from the issuance of the Purchase Order (PO)
6	Interrow cultivator	1	Cultivator row spacing, working width no less 135 cm, knife quantity no less 7, required power 30-40 horsepower, warranty 1 year	15 days from the issuance of the Purchase Order (PO)
7	Disc Harrow	1	Cultivator with disc, disc diameter 51 cm., working width 140 cm, working depth up to 185 mm, total number of discs 12 pieces, warranty 1 year	15 days from the issuance of the Purchase Order (PO)
8	Rotary tiller	3	Rotary tiller, working width not less 135 cm, knife quantity 30, with gimbal, required power 30-45 horsepower, warranty 1 year	15 days from the issuance of the Purchase Order (PO)
9	Baler Machine	1	4-wheeler for collecting hay, working width not less 135 cm, capacity 18-25 horsepower, warranty 1 year	15 days from the issuance of the Purchase Order (PO)
10	Pesticide spraying for tractor 1100 liters	1	pesticide sprayer not less 1100-liter, working width not less 14 meters, mechanically stretched arm, with height control, with gimbal, warranty 1 year	15 days from the issuance of the Purchase Order (PO)

11	Pesticide Sprayer 400 liters	3	400-liter 12 meter mechanically stretched arm, with height control and gimbal, warranty 1 year	15 days from the issuance of the Purchase Order (PO)
12	Automatic drill for tractor	1	Automatic drill for tractor, drill diameter not less 20 cm, depth min. 50 cm, warranty 1 year	15 days from the issuance of the Purchase Order (PO)
13	Mineral fertilizer application (hanger) 500 liter	2	Mineral fertilizer application with gimbal, 500 liters, warranty 1 year	15 days from the issuance of the Purchase Order (PO)
14	One-way harvester of the bulbs	1	Harvester With one-way vibration of the bulbs, warranty 1 year	15 days from the issuance of the Purchase Order (PO)
15	Coachwork	1	Single-axle, self-propelled, load capacity 1.5 t, warranty 1 year	15 days from the issuance of the Purchase Order (PO)
16	Sowing machine for vegetable	3	Sowing machine for different vegetable mechanical or pneumatic, rows 6, minimum distance between rows 15-20 cm, - between plants in the rows - 1,7-40 cm, warranty 1 year	15 days from the issuance of the Purchase Order (PO)
17	Corn harvesting machine	2	1 row trailer type corn harvesting machine with gimbal, warranty 1 year	15 days from the issuance of the Purchase Order (PO)
18	Rotary tiller	1	Rotary tiller, working width not less 200 cm, knife quantity 42, with gimbal, capacity not less 50 horsepower, warranty 1 year	15 days from the issuance of the Purchase Order (PO)
19	Planting machine	2	Potato planting machine, two rows, required power 20-35 horsepower, warranty 1 year	15 days from the issuance of the Purchase Order (PO)
20	Plant remover	2	Mounted, working width not less 700 mm, warranty 1 year	15 days from the issuance of the Purchase Order (PO)
21	Plough (for deep plowing)	2	Deep plowing plough, working width 50 cm, tillage depth 60 cm., warranty 1 year	15 days from the issuance of the Purchase Order (PO)
22	Disc Harrow	2	Disc diameter 51 cm., working width 180 cm, working depth up to 185 mm, total number of discs no less 20 pieces, warranty 1 year	15 days from the issuance of the Purchase Order (PO)

Sincerely yours,



Konstantine Kobakhidze  
VET Project Manager  
August 25, 2020



## Annex 2

### FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>1</sup>

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>2</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:

#### Tractors and Related Agriculture Equipment

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

Item No.	Item	Brand Name, Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
1	Tractor		1			
2	Tractor		2			
3	Tractor		1			
4	plough		3			
5	Ridge maker (Tracker plough)		1			
6	Interrow cultivator		1			
7	Disc Harrow		1			
8	Rotary tiller		3			
9	Baler Machine		1			
10	Pesticide spraying for tractor 1100 liters		1			
11	Pesticide Sprayer 400 liters		3			
12	Automatic drill for tractor		1			
13	Mineral fertilizer application (hanger) 500 liter		2			
14	One-way harvester of the bulbs		1			

<sup>1</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>2</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

15	Coachwork		1			
16	Sowing machine for vegetable		3			
17	Corn harvesting machine		2			
18	Rotary tiller		1			
19	Planting machine		2			
20	Plant remover		2			
21	Plough (for deep plowing)		2			
22	Disc Harrow		2			
		<b>Total Prices of Goods<sup>3</sup></b>				
		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 15 days after issuance of PO			
Country/ies Of Origin <sup>4</sup> :			
Warranty and After-Sales Requirements			
a) Technical Support (Completion of Training on Operation and Maintenance)			

<sup>3</sup> Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

<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.

b) Minimum one (1) year warranty on equipment			
Validity of Quotation - 90 days			
All Provisions of the UNDP General Terms and Conditions			

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]*