



REQUEST FOR QUOTATION RFQ 092/20

NAME & ADDRESS OF FIRM	DATE: August 11, 2020
	REFERENCE: Design of UN House cafeteria and ventilation for the UN House safe heaven, Yerevan, P. Adamyan 14

Dear Sir / Madam:

We kindly request you to submit your quotation for the Design of UN House cafeteria and ventilation for the UN House safe heaven 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), **September 2, 2020** and via e-mail,:

Tenders.armenia@undp.org

No hardcopies are accepted.

Quotations submitted by email must be limited to a maximum of 20MB, virus-free and no more than 5 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:

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> N/A
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> N/A
Exact Address of Delivery Location:	UN House, Yerevan, P. Adamyan 14
Latest Expected Delivery	<input checked="" type="checkbox"/> 30 days of the Purchase Order /Contract for Services
Delivery Schedule	<input checked="" type="checkbox"/> Required
Mode of Transport	N/A
Preferred	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Armenian drams

¹ Must be linked to INCO Terms chosen.

Currency of Quotation ²	
Value Added Tax on Price Quotation ³	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Deadline for the Submission of Quotation	<i>Wednesday, September 02, 2020, 16:00 local time</i>
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; <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions; <input checked="" type="checkbox"/> Latest Business Registration Certificate, <input checked="" type="checkbox"/> Licenses and Certificates (if any); <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"/> At least three similar works in last five years office space/kitchen /cafeteria /restaurant);
Site visit	The site visit for the interested companies will be arranged at 11:00am, on 28 August 2020. Please contact Mushegh Jrbashyan, UN Building Manager (tel: 091425806).
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	- 80% upon submitting the final and UN approved/acceptable version of the design. - 20% upon completion of Author's Supervision during the renovation works
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"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> At least 5 years of experience in relevant area. <input checked="" type="checkbox"/> Availability of 3 similar complexity designs successfully accomplished and accepted by the Clients.
UNDP will award to:	<input checked="" type="checkbox"/> One and only one service provider
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Services
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Services based on full compliance with RFQ requirements.
Annexes to this RFQ ⁶	<input checked="" type="checkbox"/> Specifications of the 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). 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.

Services 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.

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.

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

TERM OF REFERENCE FOR DESIGN
of
UN House cafeteria and ventilation for the UN House safe heaven
Republic of Armenia, Yerevan, P. Adamyan 14

LIST OF MAIN REQUIREMENTS		CONTENT OF REQUIREMENTS
The Designer shall work under the guidance of and in close collaboration with the UN Building Manager using as a basis provided preliminary document (attached):		
1.1	Basis for design	1. Present design assignment 2. Layout of the basement floor of the building
1.2	Construction address	The UN House in Yerevan, Armenia 14 P. Adamyan Str., Yerevan, Republic of Armenia The cafeteria and safe heaven are located on basement level of the UN House
1.3	Type of construction and purpose of the object	Design for reconstruction of the UN House cafeteria to ensure contemporary standard for the new modern cafeteria and proper ventilation in safe heaven area. UN House Cafeteria (115 sq.m) should be redesigned completely and in addition to that should be envisioned proper ventilation for safe heaven (213.6 sq.m) when all staff of the UN House gathering there (around 150 people)
1.4	Technical customer (for the design period)	United Nations Development Program (UNDP)
1.8	Duration of the design works	30 days
1.8	Mandatory site visit	The Designer shall make site visits to familiarize himself with the building. The visit day/time is 28 August 2020 at 11:00. Please contact Mushegh Jrbashyan, UN Building Manager for visit arrangements: 091425806
1.9	Design should include:	The first step should be done all measurements, based on the new measurements should be done some sketches visualizations, chosen one and continued working on complete design project which will include: Architectural solutions of interiors (design project); All engineering drawings; layouts; drawing sections; power supply/lightings; water supply; ventilation/heating; furniture drawings; all kitchen and hall solution and list of the specialized equipment with specifications; render visualizations etc. The design should include also bill of quantity and cost estimations for: a) construction works; b) equipment with specifications and c) furniture. The complete Design should be precise and be presented in a computerized format in form of a book (3 copies – format A3). The design and construction, all the essential technical decisions and solutions made in it, should be in compliance with the Design & Construction Norms/Standards applicable in RA.
3.2	Access measures for persons with disabilities	The design should ensure the access of the persons with disabilities to the new cafeteria

3.6.9	Fire alarm. Fire alert.	In accordance with the applicable rules and regulations, provide an address fire smoke detection system which will work with the existing in the building fire smoke detection system.
3.6.16	Energy accounting	Ensure the separate power supply accounting system for the UN cafeteria.
	Water supply	Ensure the separate water supply accounting system for the UN cafeteria.
	Gas supply	Currently there is no gas supply in UN House building
	Equipment for the new cafeteria/kitchen	The following equipment should be envisioned for the new cafeteria/kitchen: <ul style="list-style-type: none"> 1. 4 zones induction stove 2. 1 fridge, 450 l vertical 3. 2 fridge- tables 4. 1 freeze 5. 1 dishwasher machine 6. Showcase- bridge for hall 7. Blander prof 8. Tables, sink etc.

The design company should have at least 5 years of professional experience in relevant area. The company should present the 3 similar complexity projects/designs done in past 5 years.

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 092/20**:

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

Item No.	Description/Specification of Services	Deliverables	Price per Item, currency
1.1	Design of UN House cafeteria and ventilation for the UN House safe heaven, Yerevan, P. Adamyan 14	80%	
1.2	Authors Supervision during the renovation works	20%	
	Total:		

Additional Requirements

No	Description	Availability (Yes/No)
1	Technical responsiveness/Full compliance to requirements	
2	Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;	
3	Full acceptance of the PO/Contract General Terms and Conditions	
4	Licenses and Certificates (if any);	
5	At least three similar works in last five years office space/kitchen /cafeteria /restaurant);	
6	Latest Business Registration Certificate, Company profile	

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

General Terms and Conditions

Attached separately.