



REQUEST FOR QUOTATION (RFQ)
for Consultancy Services for the Interior Designing Works for
Refurbishment of UNDP West Wing (re-announcement)

NAME & ADDRESS OF FIRM	DATE: September 10, 2020
	REFERENCE: UNDP/RFQ/30/2020

Dear Sir / Madam:

We kindly request you to submit your quotation for **consultancy services for the interior designing works for refurbishment of UNDP west wing area in the UN House**, 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 **5:00PM (Nepal standard time), September 23, 2020** by *e-mail* to procurement.np@undp.org with subject line "Quotation for Consultancy Services (ref: UNDP/RFQ/30/2020)- {Bidder's Name}"

Quotations submitted by email must be limited to a maximum of **25 MB** (each transmission), 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.

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.

Those companies willing to visit site should send email to shiva.adhikari@undp.org no later than 16 September 2020. All interested bidders are highly encouraged to attend the site inspection in the UN House.

Please take note of the following requirements and conditions pertaining to the above mentioned services:

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> Other: N/A	
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> N/A	
Exact Address/es of Delivery Location/s (identify all, if multiple)	UN House, Pulchowk, Lalitpur Nepal	
UNDP Preferred Freight Forwarder, if any ²	Not applicable	
Distribution of shipping documents (if using freight forwarder)	Not applicable	
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> As per Terms of Reference (ToR) attached in Annex 1	
Delivery Schedule	<input checked="" type="checkbox"/> Not Required	
Packing Requirements		
Mode of Transport		
Preferred Currency of Quotation ³	<input checked="" type="checkbox"/> Local Currency: Nepalese Rupees (NPR.) inclusive of VAT	
Value Added Tax on Price Quotation ⁴	<input checked="" type="checkbox"/> Must be inclusive of VAT and all other applicable indirect taxes	

¹ Must be linked to INCO Terms chosen.

² Depends on INCO Terms. The suggestion to use a UNDP preferred courier is only for purposes of familiarity with procedures and documentary requirements applicable to the UNDP when clearing with customs.

³ 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.

⁴ 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.

After-sales services required	
Deadline for the Submission of Quotation	5:00PM, 23 September 2020
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted ⁵	<p><input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;</p> <p><input checked="" type="checkbox"/> Latest Business Registration Certificate;</p> <p><input checked="" type="checkbox"/> Latest VAT/PAN Registration Certificate;</p> <p><input checked="" type="checkbox"/> Latest Tax Clearance Certificate;</p> <p><input checked="" type="checkbox"/> Minimum 2 client certificates to evidence successful completion of 2 similar project experience in office space planning;</p> <p><input checked="" type="checkbox"/> Track records to evidence at least 5 years of relevant experience as per the terms of references;</p> <p><input checked="" type="checkbox"/> CVs of the proposed site engineer and/or relevant engineer/architect with at least 5 years of experience in similar office space refurbishment work.</p>

⁵ First 2 items in this list are mandatory for the supply of imported goods

	<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"/> 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 ⁶	<ul style="list-style-type: none"> • 50 % payment will be provided after the preparation of BOQ/drawings and selection of the contractor and, • Remaining 50% payment will be paid after issuance of the certification upon completion of works.
Liquidated Damages	

⁶ *UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.*

Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price⁷ <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</i>
UNDP will award to:	<input checked="" type="checkbox"/> One and only one service provider
Type of Contract to be Signed	<input checked="" type="checkbox"/> UNDP's institutional contract
Special conditions of Contract	
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of completion of the services, based on full compliance with RFQ requirements
Annexes to this RFQ ¹⁰	<input checked="" type="checkbox"/> Terms of References for Consultancy Services (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.

⁷ 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.

⁸ This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).

⁹ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

¹⁰ Where the information is available in the web, a URL for the information may simply be provided.

Contact address for Inquiries (Written inquiries only) ¹¹	<p><i>Procurement Unit</i> <i>UNDP Nepal</i> <i>Email: query.procurement.np@undp.org</i></p> <p>Written inquiries must be submitted mentioning RFQ Ref: UNDP/RFQ/30/2020(SA), on or before 5 pm, 16 September 2020. UNDP shall respond to the inquiries through a bulletin posted in UNDP Website: http://www.np.undp.org/content/nepal/en/home/operations/procurement.html. Inquiries received after the above date and time shall not be entertained.</p> <p>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</p>
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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.

¹¹ 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.

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,



Niraj Shrestha

Operations Manager, UNDP Nepal

September 10, 2020

Annex 1
**UNITED NATIONS DEVELOPMENT PROGRAMME
TERMS OF REFERENCE**
I. Position Information

Title: Consultancy for the Interior Designing Works for Refurbishment of UNDP West Wing

Department/Unit: Administration

Reports to : Administrative Analyst

Duty Station : Kathmandu

Expected Places of Travel (if applicable): N/A

Duration of Assignment: The duration of assignment is for 4 months (commencing from 01 October 2020 – 31 January 2021).

☐ √ partial

The contractor is expected to prepare layout designs, specifications, Bill of Quantity (BOQ) and provide certification to UNDP that all works are in line with the approved designs as per BOQ and international standards.

II. Background Information

UNDP is seeking the services of a company having experience on the consultancy work in preparing layout designs, specifications, Bill of Quantity (BOQ) for the Refurbishment of UNDP West Wing Office Space which is 4955 sq.fit. including the meeting hall.

The assignment includes preparation of all documents including the detailed designs, specifications, related BOQs, monitoring and supervision of the works and final certification of work done.

III. Objectives of Assignment

The objective is to design and prepare BOQ and supervise the refurbishment works of UNDP West Wing and certify the work of the contractor after the completion of the project.

Deliverables Expected

- Detailed design/ layout planning including 3 D Presentation
- Preparation of a detailed BOQ documents, Drawings and Specifications, Cost Estimates.
- Support UNDP in the preparation of tender documents, evaluation and awarding process

- Monitor and supervise all construction and interior activities ensuring adherence to approved designs.
- Issue certification upon completion of the work.

IV. Scope of work and Deliverables

Scope of work

1. The contractor will be responsible for preparing detailed Bill of Quantities (BOQ) with cost estimates, specifications and drawings in line with the recommendations.
2. The company assist in the technical evaluation of the bids
3. The constructions shall be carried out under fulltime supervision of the Engineer.
4. The company should make sure that the quality of works is as per the design and the material place as per approved BOQ and design.
5. Any changes or revision during the construction period has to be approved prior in hand by contractor with consultation of UNDP.
6. The contractor should check, verify and certify the payments of all running bills as well as the final bill from the contractor taking into account all the deduction to be made in each bill. Make all the necessary correspondence in relation to the construction on behalf of UNDP and keep the UNDP informed accordingly.
7. The contractor must ensure that adequate attention is paid to safety of personnel and to keep the site neat and clean as far as possible and to complete the construction within the time stipulated in the work schedule.
8. Detailed work sequence plan should be prepared and the contractor should be instructed accordingly to reduce the disturbances up to the maximum possible level.
9. Detailed safety plan should be prepared to complete the project without any accidents.
10. The contractor should make the site visit for better understanding of the site condition.

Final Deliveries

The following final deliverables shall be made available to UNDP after the successful completion of the detailed design work as prescribed herein in addition to the interim deliverables required in order to obtain approvals.

- Final Layout Plan /drawings including 3D Presentation - within a month of signing the contract
- Bills of quantities and specifications – after 1 week of finalization of plan
- Abstract of Cost (Estimate) – after 1 week of finalization of plan
- Preliminary Evaluation report for bidding companies – after 1 week of handover of bids by Procurement Unit
- Monitoring and Supervision of works. (2 months)
- Certification upon completion of works

Further to the printed materials as list above, same drawings/ documents are required to be

submitted in the relevant digital formats for reference;	
<ul style="list-style-type: none"> • Drawing in PDF/3D Presentation • Specification, BOQs, estimates and final report in PDF and excel. 	
V. Recruitment Qualifications	
Experience:	<p>The company should:</p> <ul style="list-style-type: none"> • Have minimum 5 years or more of professional experiences in consultancy work in preparing layout designs, specifications, Bill of Quantity (BOQ) for refurbishment of <u>office spaces</u> between 4,000 to 5,000 sq.ft. area in the past. • Have minimum 2 similar project experience in office space planning • The Contractor should advise for the best quality of services with best designs and better quality of materials to be used in the BOQ. • The Contractor should have the ability and the human resources needed who can do 3D designs • Have excellent presentation and communication skills. • Have the ability to work with deadlines in a challenging working environment.
Human Resources	The company should assign at least one Architect Engineer to the site during contract period. The Engineer/Architect should have at least 5 years of experience in similar office space refurbishment work.
Financial Control	<ul style="list-style-type: none"> • 50 % Percent payment will be provided after the completion preparation of BOQ/drawings and selection of the contractor • Remaining 50% Payment will be paid after the Issuing the certification upon completion of works.
Time Schedule and reporting	The contractor shall complete the assigned scope of work within the defined time period and the specified deliverables shall be submitted to UNDP, during and at the completion of the design work.
Administrative Control	Participate in weekly meeting between UNDP and the awarding company.
Language Requirements:	The team members must have fluency in written and spoken English and Nepali languages.
VI. OTHER SELECTION CRITERIA	
The UNDP will be closely consulted and involved in the selection process of the contractor.	

Annex 2**FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹²*****(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹³)***

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer bid for **consultancy services for the interior designing works for refurbishment of UNDP west wing area in the UN House** in conformity with the requirements of UNDP as per RFQ Reference No. UNDP/RFQ/30/2020:

TABLE 1 :

Item No	Description	Quantity	Unit Price in NPR.	Total Amount in NPR.
1	Consultancy services for the interior designing works for refurbishment of UNDP west wing area in the UN House – Annex 1	1 Lump sum		
	Total			
	13% VAT			
	Total Price with VAT			

TABLE 2 : Estimated Operating Costs (if applicable)

List of Consumable Item/s (Include fast moving parts, if any)	Estimated Average Consumption	Unit of Measure	Unit Price	Total Price per Item
NOT APPLICABLE				

¹² This serves as a guide to the Supplier in preparing the quotation and price schedule.

¹³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

TABLE 3 : 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			
Estimated weight/volume/dimension of the Consignment:	NA	NA	
Country/ies Of Origin ¹⁴ :	NA	NA	
Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance	NA	NA	
b) Defects Liability Period of 1 year	NA	NA	
c) Service Unit to be Provided when the Purchased Unit is Under Repair	NA	NA	
d) Brand new replacement if Purchased item is not working at the time of delivery/installation	NA	NA	
e) Others			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>	NA	NA	

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]

¹⁴ *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.*

Annex 3

General Terms and Conditions for Services