REQUEST FOR QUOTATIONS

Supply and installation Glass Wall at the UN House
Reference: RFQ/UNCS/2020/007
REQUEST FOR QUOTATION (RFQ)
(Goods)

<table>
<thead>
<tr>
<th>NAME &amp; ADDRESS OF FIRM</th>
<th>DATE: September 15, 2020</th>
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<tbody>
<tr>
<td></td>
<td>REFERENCE: RFQ/UNCS/2020/007</td>
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Dear Sir / Madam:

We kindly request you to submit your quotation for Supply and installation Glass wall at the UN House, Maseru, Lesotho, 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 October 2, 2020 and via (choose appropriate box) ☒ e-mail, ☒ courier mail or ☐ facsimile to the address below:

United Nations Development Programme
Attention: Common Services Procurement
3RD FLOOR, UN HOUSE
13 UN ROAD
MASERU 100, LESOTHO
EMAIL: lesotho.common.services@one.un.org ;

Quotations submitted by email must be limited to a maximum of 18 MB, virus-free and no more than 3 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.

PM
| **Delivery Terms**  
| **[INCOTERMS 2010]**  
| *(Pls. link this to price schedule)* | ☒ DAP  
| ☐ Other |

| **Customs clearance**, if needed, shall be done by: | ☐ UNDP  
| ☒ Supplier/Offeror  
| ☐ Freight Forwarder |

| **Site Inspection** | **Date & time:** Friday 25 September 2020 (Between 10am and 12 noon)  
| **Arrange with vocal point person (below) by Thursday 24th September 2020**  
| **Venue:** UN House, 13 UN Road, Maseru, Lesotho  
| **The UNDP focal point for the arrangement is:** Mamello Raliapeng  
| **Telephone:** +266 2222 8125 / 5777 3886  
| **E-mail:** lesotho.common.services@one.un.org |

| **Exact Address/es of Delivery Location/s (identify all, if multiple)** | UN House, Maseru, Lesotho |

| **Latest Expected Delivery Date and Time** *(if delivery time exceeds this, quote may be rejected by UNDP)* | ☒ 21 days from the issuance of the Purchase Order (PO) |

| **Delivery Schedule** | ☒ Required  
| ☐ SEA  
| ☒ OTHER Land |

| **Preferred Currency of Quotation** | ☒ Local Currency: Maloti LSL |

| **Value Added Tax on Price Quotation** | ☒ Must be inclusive of VAT and other applicable indirect taxes |

| **After-sales services required** | ☒ Warranty on Parts and Labor for minimum period of 3 years  
| ☒ Technical Support  
| ☒ Provision of Service Unit when pulled out for maintenance/repair  
| ☒ Others Maintenance for Agreement for 3 years |

| **Deadline for the Submission of Quotation** | Friday, October 02, 2020 12 noon GMT+2 |

| **All documentations, including catalogs, instructions and operating manuals, shall be in this language** | ☒ English |

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1. *Must be linked to INCO Terms chosen.*  
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.*
| Documents to be submitted | ☒ Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;  
☒ Quality Certificates (ISO, etc.);  
☒ Latest Business Registration Certificate;  
☒ Latest Internal Revenue Certificate / Tax Clearance;  
☒ Manufacturer’s Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);  
☒ Complete documentation, information and declaration of any goods classified or may be classified as “Dangerous Goods”.  
☒ Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;  
☒ A team of experienced staff and managers with experience in similar projects. CVs for every key personnel provided  
☒ Audited Financial Statements for the past three years  
☒ Others Specifications sheets of products being offered |
| Period of Validity of Quotes starting the Submission Date | ☒ 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 | ☒ Not permitted |
| Payment Terms | ☒ 100% upon complete delivery of goods |
| Liquidated Damages | ☒ Will not be imposed |
| Evaluation Criteria [check as many as applicable] | ☒ Technical responsiveness/Full compliance to requirements and lowest price  
Comprehensiveness of after-sales services  
☒ Full acceptance of the PO/Contract General Terms and Conditions [this is a mandatory criteria and cannot be deleted regardless of the nature of services required]  
☒ Earliest Delivery / Shortest Lead Time |
| UNDP will award to: | ☒ One and only one supplier |
| Type of Contract to be Signed | ☒ Purchase Order |

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4 First 2 items in this list are mandatory for the supply of imported goods
5 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.
6 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.
7 This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).
<table>
<thead>
<tr>
<th>☒ Other Type/s of Contract Maintenance Agreement</th>
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</table>
| **Contract General Terms and Conditions** | ☒ General Terms and Conditions for contracts (goods and/or services)  
☐ General Terms and Conditions for de minimi contracts (services only, less than $50,000)  
| **Special conditions of Contract** | ☒ Cancellation of PO/Contract if the delivery/completion is delayed by 30 Days  
☐ Others [pls. specify] |
| **Conditions for Release of Payment** | Passing Inspection in full operation  
Complete Installation  
☒ Passing all Testing [specify standard, if possible]  
☒ Completion of Training on Operation and Maintenance 3 People  
☒ Written Acceptance of Goods based on full compliance with RFQ requirements  
☐ Others [pls. specify] |
| **Annexes to this RFQ** | ☒ Specifications of the Goods Required (Annex 1)  
☒ Form for Submission of Quotation (Annex 2)  
☐ Others [pls. specify, if any]  
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)** | Common Services  
Lesotho.common.services@one.un.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.

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8 Where the information is available in the web, a URL for the information may simply be provided.
9 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

Thank you and we look forward to receiving your quotation.

Sincerely yours,

Pheea Mafethe
Operations Analyst
September 15, 2020
## Technical Specifications

<table>
<thead>
<tr>
<th>Items to be Supplied*</th>
<th>Quantity</th>
<th>Description / Specifications of Goods</th>
<th>Latest Delivery Date</th>
</tr>
</thead>
</table>
| Supply and Installation of widows | 30 | Laminated Low Emissivity (Low E) Safety Glass  
Minimum thickness(8mm)  
High Penetration Resistant (HPR)  
PVB grey laminate  
Solar shield  
In Accordance with the following standards  
SANS 10400-N (2012)  
SANS 613  
SANS 1263 – 1:2013  
SANS 1263 – 2:2007  
SABS 1263-1:er 2020 | 30 Nov 2020 |

*Pls. attach delivery schedule, if relevant, and cluster by lot, if partial bids will be allowed. Specify delivery locations if goods multiple destinations.

Pheea Mafethe  
Operations Analyst  
September 15, 2020
FORM FOR SUBMITTING SUPPLIER’S QUOTATION\(^{10}\)

(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery\(^{11}\))

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. ______:

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

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description/Specification of Goods</th>
<th>Quantity</th>
<th>Latest Delivery Date</th>
<th>Unit Price</th>
<th>Total Price per Item</th>
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</thead>
<tbody>
<tr>
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**Total Prices of Goods\(^{12}\)**

Add : Cost of Transportation
Add : Cost of Insurance
Add : Other Charges (pls. specify)

**Total Final and All-Inclusive Price Quotation**

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\(^{10}\) This serves as a guide to the Supplier in preparing the quotation and price schedule.

\(^{11}\) Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

\(^{12}\) Pricing of goods should be consistent with the INCO Terms indicated in the RFQ
TABLE 3: Offer to Comply with Other Conditions and Related Requirements

<table>
<thead>
<tr>
<th>Other Information pertaining to our Quotation are as follows:</th>
<th>Your Responses</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Yes, we will comply</td>
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<tr>
<td>Delivery Lead Time</td>
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<tr>
<td>Country/ies Of Origin(^{13}):</td>
<td></td>
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<tr>
<td>Warranty and After-Sales Requirements</td>
<td></td>
</tr>
<tr>
<td>a) Minimum one (3) years warranty on both parts and labor</td>
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</tr>
<tr>
<td>b) Service Unit to be Provided when the Purchased Unit is Under Repair</td>
<td></td>
</tr>
<tr>
<td>c) Brand new replacement if Purchased Unit is beyond repair</td>
<td></td>
</tr>
<tr>
<td>d) Others</td>
<td></td>
</tr>
<tr>
<td>Validity of Quotation</td>
<td></td>
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<tr>
<td>All Provisions of the UNDP General Terms and Conditions</td>
<td></td>
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<tr>
<td>Other requirements [pls. specify]</td>
<td></td>
</tr>
</tbody>
</table>

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]

\(^{13}\) 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.