



REQUEST FOR QUOTATION (RFQ) (Goods)

NAME & ADDRESS OF FIRM	DATE: October 15, 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 **Purchase of SUV Hybrid Vehicle 4WD**, 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 in sealed envelopes on or before October 22, 2020 16:00 Tbilisi, local time and 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)

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] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> CIP Vehicle shall not be customs cleared.
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Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> UNDP
Exact Address/es of Delivery Location/s (identify all, if multiple)	UN House, 9 Eristavi street Tbilisi, Georgia.
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"/> 60 days from the issuance of the Purchase Order (PO)
Delivery Schedule	<input checked="" type="checkbox"/> Not Required
Packing Requirements	N/A
Mode of Transport	N/A
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars Payment to local companies will be made in GEL according to UN official exchange rate at the date of payment. https://treasury.un.org/operationalrates/OperationalRates.php
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"/> Warranty on Parts and Labor for minimum period of 2 years or 100,000 km whichever comes first. <input checked="" type="checkbox"/> Technical Support, availability of after sales service in Tbilisi, Georgia
Deadline for the Submission of Quotation	16:00, Thursday, October 15, 2020 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"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Manufacturer, manufacturing year, model of the offered vehicle <input checked="" type="checkbox"/> Detailed additional technical specifications of the model offered (Vehicle brochure with a photo)

	<input checked="" type="checkbox"/> Details on warranty conditions
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 week of delay, up to maximum duration of two 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 by 2 weeks
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection <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)	Lika Alavidze Lika.alavidze@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.

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

Thank you and we look forward to receiving your quotation.

Sincerely yours,



Konstantine Kobakhidze
VET Project Manager
October 15, 2020

Technical Specifications

Items to be Supplied*	Quantity	Description / Specifications of Goods	Latest Delivery Date
SUV 4x4	1	FUEL: Hybrid	Up to 60 days from the issuance of the Purchase Order (PO)
		Minimum 5 doors	
		Transmission: Automatic	
		ABS, Traction Control	
		Multi-Info Display	
		USB Port	
		Rear View Camera	
		4-wheel drive	
		Color: preferable silver/gray	
		Outside mirrors el. retractable	
		Front Fog lights	
		Minimum 5 seats including driver	
		Remote control central log	
		Power door lock, Power windows	
		Minimum 5 seat belts	
		Air conditioner	
		Vehicle must have left hand driving wheel	
		Engine capacity: minimum 2.4 L	
Vehicle must have minimum of 2 airbags			
Pre-Collision System (PCS)			
Production Year: 2020			



Konstantine Kobakidze
VET Project Manager
October 15, 2020

Annex 2

FORM FOR SUBMITTING SUPPLIER’S QUOTATION¹

(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery²)

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.

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

Manufacturer: _____
 Year Manufactured: _____
 Model: _____

Description/Specification of Goods	Brand name, Model and specifications	Quantity	Latest Delivery Date	Unit Price	Total Price
FUEL: Hybrid		1			
Minimum 5 doors					
Transmission: Automatic					
ABS, Traction Control					
Multi-Info Display					
USB Port					
Rear View Camera					
4-wheel drive (SUV)					
Color: preferable silver/gray/white					
Outside mirrors el. retractable					
Front Fog lights					
Minimum 5 seats including driver					
Remote control central log					
Power door lock, Power windows					
Minimum 5 seat belts					
Air conditioner					
Vehicle must have left hand driving wheel					
Engine capacity: minimum 2.4 L					
Vehicle must have minimum of 2 airbags					
Pre-Collision System (PCS)					
Production Year: 2020					

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

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

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 Time – up to 60 days after issuance of Purchase Order.			
Compliance with technical specifications			
Warranty and After-Sales Requirements			
a) Warranty on Parts and Labor for minimum period of 2 years or 100,000 km whichever comes first			
b) Technical Support – availability of after sales service in Tbilisi, Georgia			
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]