



## REQUEST FOR QUOTATION RFQ 118/20

NAME & ADDRESS OF FIRM	DATE: October 12, 2020
	REFERENCE: <b>Procurement of base for mobile blood labs</b>

Dear Sir / Madam:

We kindly request you to submit your quotation for the **Procurement of base for mobile blood labs** 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, GMT+4), **October 21, 2020** and via ☒ **e- mail only**:

**Tenders.armenia@undp.org**  
**No hard copies are accepted**

Quotations submitted by email must be limited to a maximum of 10MB, virus-free and no more than 3 transmissions (it is advised to merge set of documents). 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"/> DAP Yerevan, Armenia
Customs clearance <sup>1</sup> , if needed, shall be done by:	<input checked="" type="checkbox"/> <b>By bidder</b>
Exact Address of Delivery Location:	Petors Adamyan 14, Yerevan, Armenia
Latest Expected Delivery	<input checked="" type="checkbox"/> 45 days from the issuance of Contract for Goods
Delivery Schedule	<input checked="" type="checkbox"/> Required

<sup>1</sup> Must be linked to INCO Terms chosen.

Mode of Transport	<input checked="" type="checkbox"/> LAND (preferred) <input checked="" type="checkbox"/> SEA <input checked="" type="checkbox"/> AIR
Preferred Currency of Quotation <sup>2</sup>	<input checked="" type="checkbox"/> United States Dollars or <input checked="" type="checkbox"/> Local Currency: Armenian drams
Value Added Tax on Price Quotation <sup>3</sup>	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Warranty as per Annex 1
Deadline for the Submission of Quotation	Wednesday, October 21, 2020, 16:00 local time
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Armenian
Documents to be submitted <sup>4</sup>	<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"/> Company's profile; <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"/> Quality certificates; <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"/> Information on local warranty and post-warranty service; <input checked="" type="checkbox"/> Warranty (as per Annex 1 requirements); <input checked="" type="checkbox"/> Detailed technical parameters and model of the offered equipment. <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance;
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	<input checked="" type="checkbox"/> 100% upon complete delivery and acceptance of goods
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

<sup>2</sup> 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.

<sup>3</sup> 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.

<sup>4</sup> 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 <sup>5</sup> <input checked="" type="checkbox"/> Manufacturer/suppliers must have at least 3 years of experience in manufacturing/supply of required goods. <input checked="" type="checkbox"/> Availability of local warranty and post-warranty service in Armenia <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"/> Contract for Goods
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements.
Annexes to this RFQ <sup>6</sup>	<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)	<a href="mailto:Procurement.armenia@undp.org">Procurement.armenia@undp.org</a> 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.

<sup>5</sup> 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.

<sup>6</sup> 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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

**Thank you and we look forward to receiving your quotation.**

**Sincerely yours,**  
*Procurement Unit*

## Technical Specification

### 1. Title

Procurement of base for mobile labs

### 2. Project Title

COVID-19 and Resilience in Armenia: Mitigating the Socio-Economic Impact on Vulnerable People and Communities

### 3. Project Description

In support of the Government of Armenia's COVID-19 response, the Joint Project (JP) between UNICEF, UNFPA, IOM and UNDP set out to mitigate the socio-economic impacts of the crisis on people's lives and livelihoods and support the country's recovery.

Overall, the efforts of the Government and health care system workers during the COVID-19 crisis resulted in the continuity of provided services. Some improvements in services were also mentioned during the regional meetings and household survey. However, household survey respondents who actually used health services during the pandemic have had a lower opinion on the quality of service than those who did not. At the same time, due to the shrinking number of community health facilities people are increasingly concerned about the agility and accessibility of health services during crises.

Taking into consideration the findings of the SEIA within the JP UNDP will pilot

- one innovative mobile health care service in Amasia and Arpi enlarger municipalities (Shirak region) which have remote settlements, where there is no inter-settlement transportation, and the primary health care center(s) (ambulatories) are serving more than two settlements

### 4. Technical specifications

Engine	
Quantity of cylinders	Not less than 4
Power	Not less than 110 HP / 80.90 kW
Engine displacement	Not less than 2.5 litre
Fuel type	Gasoline/Diesel
Environmental class	Not less than Euro 3
Dimension	
Length	From 4000 mm to 6000 mm
Width	From 1800 mm to 2300 mm
Height of cab	From 1700 mm to 2500 mm
Height of awning	Not more than 3500 mm
Length of cargo space	Not less than 2000 mm
Width of cargo space	Not less than 1100 mm
Clearance	Not less than 200 mm
Configuration	

Wheel arrangement	Four-wheel drive
Gearbox	Manual; not less than 4-speed
Seating capacity	Not more than 1+4 persons
Load capacity	Not less than 1050 kg
Volume of the fuel tank	Not less than 50 liters
Air conditioner	Prefereble
Heater	Needed
Local Warranty	3 years or 100,000 km

**FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>7</sup>**  
***(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>8</sup>)***

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in **118/20**:

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

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price currency	Total Price per Item, currency
<b>1</b>	Base for mobile blood labs	<b>1</b>	<b>45 days</b>		
	<b>Total:</b>				
	<b>Total Prices of Goods<sup>9</sup></b>				
	Add : Cost of Transportation Cost of Transportation to Yerevan				
	Add : Cost of Insurance				
	Add : Other Charges (pls. specify)				
	<b>Total Final and All-Inclusive Price Quotation</b>				

**Additional Requirements**

No	Description	Availability (Yes/No)
1	Technical responsiveness/Full compliance to requirements	
2	Manufacturer/suppliers must have at least 3 years of experience in manufacturing/supply of required goods or similar products.	
3	Warranty and post-warranty local service on required equipment as per Annex 1.	
4	Full acceptance of the PO/Contract General Terms and Conditions	
5	Detailed technical specifications	
6	Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List	
7	Delivery in 45 days	

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]

<sup>7</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>8</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

<sup>9</sup> Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

**General Terms and Conditions**

Attached separately.