



**REQUEST FOR QUOTATION (RFQ)**  
**(Goods)**

	DATE: October 16, 2020
	REFERENCE: RFQ/UNODC/2020/90

Dear Sir / Madam:

We kindly request you to submit your quotations for **Conduct Refurbishment work for new office floor/space** as detailed in Annex 2 & 3 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 1.

Quotations may be submitted on or before November 02, 2020 and via email to the address below:

[procurement.lk@undp.org](mailto:procurement.lk@undp.org)

Quotations submitted by email must be limited to a maximum of 8 MB, virus-free and no more than 2 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.

## ANNEX 1

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"/> DAP (Delivered at place)
Customs clearance <sup>1</sup> , if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror
Exact Address/es of Delivery Location/s (identify all, if multiple)	UNODC Sri Lanka, 11th Floor, Institute of Bankers of Sri Lanka (IBSL) building, No. 80A, Elvitigala Mawatha, Colombo 08, Sri Lanka
Latest Expected Date and Time to complete the work (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> 30 days from the issuance of the Purchase Order (PO)
Delivery Schedule	<input checked="" type="checkbox"/> Required
Mode of Transport	<input checked="" type="checkbox"/> Land
Preferred Currency of Quotation <sup>2</sup>	<input checked="" type="checkbox"/> Sri Lankan Rupees (LKR)
Deadline for the Submission of Quotation	02 <sup>nd</sup> November 2020, 2.00 PM (Sri Lanka time)
All documentations, including catalogues, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted <sup>3</sup>	<input checked="" type="checkbox"/> Duly Accomplished Forms as provided in Annex 3 – Form for Submitting Supplier's Quotation (Company Seal and Signature required for certifying the compliance), and in accordance with the list of requirements in Annex 1 and 2; <input checked="" type="checkbox"/> Annex 2 – duly filled and submitted with company seal and signatures <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Quality Certificate (ISO, etc.) If available; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Details on experience of minimum one contract completed within last year having similar nature and value. <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;

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

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

Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 120 days  <i>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.</i>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms <sup>4</sup>	<input checked="" type="checkbox"/> 100% upon complete delivery of goods <input checked="" type="checkbox"/> 30 days credit from the confirmation of receipt
Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay: 0.5% Max. no. of days of delay: 14 After which UNDP may terminate the contract.
Evaluation Criteria [check as many as applicable]	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <sup>5</sup> <input checked="" type="checkbox"/> 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]
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	Cancellation of PO/Contract if the delivery/completion <input checked="" type="checkbox"/> is delayed by 30 days <input checked="" type="checkbox"/> Not adhering to the PO and General terms and conditions
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of completion of work based on full compliance with RFQ requirements
Annexes to this RFQ <sup>6</sup>	<input checked="" type="checkbox"/> Specifications of the goods/work Required (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>  <i>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</i>
Contact Person for Inquiries (Written inquiries only) <sup>7</sup>	Madhawa Mirihagalla Project Assistant <a href="mailto:madhawa.mirihagalla@un.org">madhawa.mirihagalla@un.org</a>  <i>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.</i>

<sup>4</sup> 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.

<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.

<sup>7</sup> 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.

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. The system automatically calculates the final bid prices by multiplying the unit price by the quantity. In the event when the Bidder put a quantity that is different from the quantity required, provided that the Bid is substantially responsive, UNDP will re-calculate the Bidders total price based on the correct quantity and using the unit prices offered by the Bidder. Unit prices cannot be changed.

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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

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

**Sincerely yours,**

*Sripalee De Silva*  
Procurement Assistant  
October 16, 2020

## Technical Specifications

### Scope of Work

UNODC Sri Lanka TPB requires UNDP Sri Lanka to do the refurbishment work for the new office floor/space (leased) in the 11th Floor, at the Institute of Bankers of Sri Lanka (IBSL) building, No. 80A, Elvitigala Mawatha, Colombo 08, Sri Lanka.

### Required Deliverables:

Supply/delivery and fixing of following items

No.	Description	Qty	Unit	Compliant / Non-Compliant*
<b>1</b>	<b>Data cabling</b>			
	Supply and Installation Charges for CAT 6 Data Point Using PVC Casing/ Conduits Miscellaneous Items, 1m, 2m Patch Cords and Information Outlet with termination	13	Nos	
	Supply and Installation Charges for CAT 6 Data Point Using PVC Casing/ Conduits Miscellaneous Items, 1m Patch Cords and Termination & Testing	3	Nos	
	CAT 6 24 Port Patch Panel	1	No	
	1U Cable Management Panel	2	Nos	
	Supply and Installation of 16" Rack 600mm depth Wall Mounting Communication Cabinet with 1 No 6 Way 13A Power Bar/1 No 3 Way 230v Fan Plate/ 1 Nos 200mm Fixed Shelf	1	No	
<b>2</b>	<b>Electricity Power Wiring</b>			
	Supply and Installation of User Power Points Using 2 x 2.5mm <sup>2</sup> PVC/PVC Cu + 1.5mm <sup>2</sup> PVC Earth Cables with PVC Casing/Conduits with Other Necessary Materials Including 13A Plug Base	43	Nos	
	Supply and Installation of User Power Points Using 2 x 2.5mm <sup>2</sup> PVC/PVC Cu + 2.5mm <sup>2</sup> PVC Earth Cables with PVC Casing/ Conduits with Other Necessary Materials Including 13A Plug Base	2	Nos	
	Supply and Installation of Feeder Using 4 x 10mm <sup>2</sup> PVC/PVC Cu + 10mm <sup>2</sup> PVC Earth Cables with Other Necessary Materials	1	No	
	Supply and Installation of 3R 14 Way Metal Distribution Board 1 x 40A 4P MCB, 3 x 40A 2P MCB, 3 x 40A 30mA 2P RCCB, 8 x 10A SP MCB, 2 x 16A SP MCB, Including DB Termination and Testing	1	No	
<b>3</b>	<b>Supply, delivery and install a 3KVA 3 -Phase Online UPS</b>	1	No	
<b>4</b>	<b>Supply, delivery and install a PBAX system</b>	1	Unit	
	SPABX System Up to 500 IP Extensions, 50 SIP Trunks, 2FXS, 4 FXO, POE+ Gigabit ethernet, 45 Concurrent calls, Call recording. Video Conferencing, Free Softphone, CRM capabilities	1	No	
	End user Phones/Standard User - HD Basic IP Phone, 2 lines, 3-way audio conferencing, PoE, Gigabit Ethernet, PC Port, Zero config provisioning	10	Nos	
<b>5</b>	<b>Data switch</b>	1	Unit	
	Cloud Managed AP with License for 5 Years	3	Nos	
<b>6</b>	<b>Door Access Control System</b>	1	Unit	
	<b>Interior Work</b>			
<b>7</b>	<b>Partitioning and Wall Finishes</b>			
	Supply, fabricate and Fix 75mm wide drywall and GI "C" channel (45mm) Framed with Gypsum Board (9 mm tk.) Partition (Both Side) including one coat of filler, one coat of primer and 2 coats of emulsion Painting	65	Sqm	
	Door - (D1) - size 900mm x 2100mm high 6mm thick powder coated Aluminum framed Tempered glass swing door. Inclusive of brushed finished	2	Nos	

	stainless-steel handle approved type door lock, floor hinges, door stoppers etc.			
	Applying of one of approved brand white emulsion paint to internal existing wall surfaces	100	Sqm	
<b>8</b>	<b>Window Blinds</b> - Supply and fixing of Zebra Blinds including supporting framework, fitting trims, accessories etc.	60	Sqm	
	<b>Supply and fixing of Furniture</b>			
<b>9</b>	<b>Country Head's Room</b>			
	Supply of 2000 x 900 x 750 mm high Manager Head table with MDF/related PU painted finish with steel powder coated framework.	1	No	
	Supply of 1200 x 500 x 750 mm high Manager Side table finish with MDF/related PU painted finish and drawer units	1	No	
	Supply of 1200 x 450 x 800 mm high Manager Back credenza finish with MDF Melamine or related/similar materials	1	No	
	Supply of High back high-quality chairs	1	No	
	Supply of Cantilever type mesh/PU leather with SS chrome base or similar chairs for visitors.	2	No	
	Supply of single seater fabric up hosted sofa	2	No	
	Supply of three-seater fabric up hosted sofa	1	No	
	Supply of size 1000 x 1200 mm Coffee table with steel powder coated framework for the lobby area	1	No	
<b>10</b>	<b>Pantry Area</b>			
	Supply and installation of pantry unit size 3500 x 600 mm top finish with perstop laminated with sink unit/similar unit	1	No	
	Supply of dining table size 2400 x 1200 x 750 mm with steel base and perstop finish top	1	No	
	Supply of quality dining chairs	6	No	
	Supply of Stainless-Steel garbage bin for 20 L capacity bin	3	No	
<b>11</b>	<b>Workstation Area</b>			
	Supply of 1600 x 900 x 750 mm high works station table with MDF PU painted finish/similar material used and steel powder coated frame work	8	No	
	Supply of 750 x 450 x 750 mm high Side table with MDF PU painted finish and drawer units/similar material used with steel powder coated frame work	8	No	
	Supply of table separator partition finish with 25 mm thick PU painted MDF and groves/similar material used with 300mm spacing	32	Sqm	
	Supply of High back mesh/PU leather with SS chrome base chairs/similar chairs .for workstation area	8	No	
<b>12</b>	<b>Hot Seat Ara</b>			
	Supply of 1300 x 1100 x 750 mm high works station table unit with MDF PU painted finish/related material used and steel powder coated framework and covering partition	1	No	
	Supply of High back mesh/PU leather/similar with SS chromebase chairs for hot seat	1	No	

\*Minor deviation may be accepted. Please mention any such deviations in the same column.

[Enter name of authorized staff]  
[Designation]  
[Click here to enter a date]

**FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>8</sup>**  
*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>9</sup>)*

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/UNODC/2020/90**:

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

No.	Description	Qty	Unit	Unit Price	Total Price
<b>1</b>	<b>Data cabling</b>				
	Supply and Installation Charges for CAT 6 Data Point Using PVC Casing/ Conduits Miscellaneous Items, 1m, 2m Patch Cords and Information Outlet with termination	13	Nos		
	Supply and Installation Charges for CAT 6 Data Point Using PVC Casing/ Conduits Miscellaneous Items, 1m Patch Cords and Termination & Testing	3	Nos		
	CAT 6 24 Port Patch Panel	1	No		
	1U Cable Management Panel	2	Nos		
	Supply and Installation of 16" Rack 600mm depth Wall Mounting Communication Cabinet with 1 No 6 Way 13A Power Bar/1 No 3 Way 230v Fan Plate/ 1 Nos 200mm Fixed Shelf	1	No		
<b>2</b>	<b>Electricity Power Wiring</b>				
	Supply and Installation of User Power Points Using 2 x 2.5mm <sup>2</sup> PVC/PVC Cu + 1.5mm <sup>2</sup> PVC Earth Cables with PVC Casing/Conduits with Other Necessary Materials Including 13A Plug Base	43	Nos		
	Supply and Installation of User Power Points Using 2 x 2.5mm <sup>2</sup> PVC/PVC Cu + 2.5mm <sup>2</sup> PVC Earth Cables with PVC Casing/ Conduits with Other Necessary Materials Including 13A Plug Base	2	Nos		
	Supply and Installation of Feeder Using 4 x 10mm <sup>2</sup> PVC/PVC Cu + 10mm <sup>2</sup> PVC Earth Cables with Other Necessary Materials	1	No		
	Supply and Installation of 3R 14 Way Metal Distribution Board 1 x 40A 4P MCB, 3 x 40A 2P MCB, 3 x 40A 30mA 2P RCCB, 8 x 10A SP MCB, 2 x 16A SP MCB, Including DB Termination and Testing	1	No		
<b>3</b>	<b>Supply, delivery and install a 3KVA 3 -Phase Online UPS</b>	1	No		
<b>4</b>	<b>Supply, delivery and install a PBAX system</b>	1	Unit		
	SPABX System Up to 500 IP Extensions, 50 SIP Trunks, 2FXS, 4 FXO, POE+ Gigabit ethernet, 45 Concurrent calls, Call recording. Video Conferencing, Free Softphone, CRM capabilities	1	No		
	End user Phones/Standard User - HD Basic IP Phone, 2 lines, 3-way audio conferencing, PoE, Gigabit Ethernet, PC Port, Zero config provisioning	10	Nos		
<b>5</b>	<b>Data switch</b>	1	Unit		

<sup>8</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>9</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

	Cloud Managed AP with License for 5 Years	3	Nos		
<b>6</b>	<b>Door Access Control System</b>	1	Unit		
	<b>Interior Work</b>				
<b>7</b>	<b>Partitioning and Wall Finishes</b>				
	Supply, fabricate and Fix 75mm wide drywall and GI "C" channel (45mm) Framed with Gypsum Board (9 mm tk.) Partition (Both Side) including one coat of filler, one coat of primer and 2 coats of emulsion Painting	65	Sqm		
	Door - (D1) - size 900mm x 2100mm high 6mm thick powder coated Aluminum framed Tempered glass swing door. Inclusive of brushed finished stainless-steel handle approved type door lock, floor hinges, door stoppers etc.	2	Nos		
	Applying of one of approved brand white emulsion paint to internal existing wall surfaces	100	Sqm		
<b>8</b>	<b>Window Blinds</b> - Supply and fixing of Zebra Blinds including supporting framework, fitting trims, accessories etc.	60	Sqm		
	<b>Supply and fixing of Furniture</b>				
<b>9</b>	<b>Country Head's Room</b>				
	Supply of 2000 x 900 x 750 mm high Manager Head table with MDF/related PU painted finish with steel powder coated framework.	1	No		
	Supply of 1200 x 500 x 750 mm high Manager Side table finish with MDF/related PU painted finish and drawer units	1	No		
	Supply of 1200 x 450 x 800 mm high Manager Back credenza finish with MDF Melamine or related/similar materials	1	No		
	Supply of High back high-quality chairs	1	No		
	Supply of Cantilever type mesh/PU leather with SS chrome base or similar chairs for visitors.	2	No		
	Supply of single seater fabric up hosted sofa	2	No		
	Supply of three-seater fabric up hosted sofa	1	No		
	Supply of size 1000 x 1200 mm Coffee table with steel powder coated framework for the lobby area	1	No		
<b>10</b>	<b>Pantry Area</b>				
	Supply and installation of pantry unit size 3500 x 600 mm top finish with perstop laminated with sink unit/similar unit	1	No		
	Supply of dining table size 2400 x 1200 x 750 mm with steel base and perstop finish top	1	No		
	Supply of quality dining chairs	6	No		
	Supply of Stainless-Steel garbage bin for 20 L capacity bin	3	No		
<b>11</b>	<b>Workstation Area</b>				
	Supply of 1600 x 900 x 750 mm high works station table with MDF PU painted finish/similar material used and steel powder coated frame work	8	No		
	Supply of 750 x 450 x 750 mm high Side table with MDF PU painted finish and drawer units/similar material used with steel powder coated frame work	8	No		
	Supply of table separator partition finish with 25 mm thick PU painted MDF and groves/similar material used with 300mm spacing	32	Sqm		



	Supply of High back mesh/PU leather with SS chrome base chairs/similar chairs for workstation area	8	No		
<b>12</b>	<b>Hot Seat Ara</b>				
	Supply of 1300 x 1100 x 750 mm high works station table unit with MDF PU painted finish/related material used and steel powder coated framework and covering partition	1	No		
	Supply of High back mesh/PU leather/similar with SS chrome base chairs for hot seat	1	No		
	<b>Sub total</b>				
	<b>Other costs (please specify)</b>				
	<b>Grand Total</b>				

**TABLE 2: Estimated Operating Costs for each Lot (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

**TABLE 3: Offer to Comply with Other Conditions and Related Requirements**

Other Information pertaining to our Quotation are as follows:	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time			
Country/ies Of Origin <sup>10</sup> (mention)			
Warranty and After-Sales Requirements			
a) Minimum two (2) year warranty			
b) Service Unit to be Provided when the Purchased Unit is Under Repair			
c) Brand new replacement if Purchased Unit is beyond repair			
d) Others			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements [pls. specify]			

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>10</sup> 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.