

REQUEST FOR QUOTATION (RFQ) (Services)

UNDP CO Procurement Services Unit, UNDP – São Tomé e Príncipe	DATE: 25 Nov 2020
	REFERENCE: UN House São Tomé e Príncipe Provision of O&M service for Solar PV System

Dear Sir / Madam:

We kindly request you to submit your offer for the provision of O&M services for the **Grid tied Solar System installed in the São Tomé e Príncipe UN House** as detailed in the Term Of Reference (TORs) of this RFQ.

Please take note of the following important deadlines (**based on/by COB, CEST / CPH time**):

1. Confirmation of participation in Site Visit: 30 November 2020
2. Site Visit: **1 December 2020 – 9:00 AM at the UN House Compound**
3. Request for Clarification: **7 December 2020**
4. Offer Submission: **13 December 2020**

and via ☒ e-mail:

United Nations Development Programme
bidsstp@undp.org and copy oint.green.energy@undp.org

It shall remain your responsibility to ensure that your offer will reach the address above on or before the deadline. Offers that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your offer 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/services:

Project Title:	UN House São Tomé e Príncipe - Provision of O&M service for Solar System
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> UNDP
Exact Address/es of Delivery Location/s (identify all, if multiple)	United Nations Development Programme São Tomé e Príncipe São Tomé Avenida das Nações Unidas C.P. 109 GPS Coordinates: 0.3359575, 6.738169
Delivery Schedule	<input checked="" type="checkbox"/> Required
Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	Please ref to TORs
Deadline for Request for Clarification	COB (CEST / CPH time): 7 December 2020
Deadline for the Submission of Quotation	COB (CEST / CPH time): 13 December 2020
All documentations, including catalogues, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Mandatory requirements for bid submission	1. Site visit
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 120 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.

¹ Must be linked to INCO Terms chosen.

Documents to be submitted	<p>THE FOLLOWING SHALL BE INCLUDED IN THE BID SUBMISSION:</p> <p>1) TECHNICAL OFFER. Bidders are required to provide the following as part of the technical offer, presenting 10 separate attachments:</p> <ol style="list-style-type: none"> Service scope and detailed list of activities to be executed in the provision of the Operations and maintenance service. Comprehensive details for procedures to be carried out during periodic inspection. Detailed escalation procedures and plan of action in case of system troubleshooting and clear definition of roles and responsibilities; Service targets and service measurements procedure including expected response and resolution time for the most typical issues; Bidder's Statement Regarding Deviations/Non-Compliance (as per template provided in Appendix I in the ToR); A detailed company profile including documentary evidence of similar services performed; CVs of the project focal point/focal points; Details on freight, logistics and installation plan in terms of timelines, delivery time and production time if applicable; Proposed work plan and approach criteria in relation to the requirements in the terms of reference (TORs); Risk assessment and Mitigation plan; Service exclusion; <p>A representative from the supplier's own staff/ team during commissioning of the system must be provided.</p> <p>2) FINANCIAL OFFER.</p> <ol style="list-style-type: none"> Price and Delivery Schedule Form: Fully completed and duly authorized (see Term of Reference, Section Error! Reference source not found.). Please note all costs should be specified as indicated in the Price and Delivery Schedule Form. Therefore, the price of an item must not be included into another item.
Payment Terms	<p>Total Acquisition</p> <p><input checked="" type="checkbox"/> Upon complete delivery of the service every XX months after the delivery of preventive maintenance checklist and report</p>

Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions <input checked="" type="checkbox"/> Full compliance to delivery of documentation in the required format
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
Conditions for Release of Payment - Acquisition	a. Delivery of annual reporting on system performances and delivery of 4 maintenance report per year b. Full compliance with RFQ requirements and of the agreed service targets
Annexes to this RFQ	<input checked="" type="checkbox"/> Terms of Reference <input checked="" type="checkbox"/> System datasheets (Annex 1) <input checked="" type="checkbox"/> Official UN Holidays (Annex 2)
Contact Person for Inquiries (Written inquiries only) ²	Email: procurement.st@undp.org and copy oint.green.energy@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.

Services offered shall be reviewed based on completeness and compliance of the quotation/proposal with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation/proposal that complies with all 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.

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

² 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.

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.

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,

Katarzyna Wawiernia

Resident Representative

