



REQUEST FOR QUOTATION RFQ 158/20

NAME & ADDRESS OF FIRM	DATE: December 3, 2020
	REFERENCE: Supply, delivery and installation of a 3 energy efficient greenhouses in Ijevan, Gandzakar and Noyemberyan communities of Tavush Marz

Dear Sir / Madam:

We kindly request you to submit your quotation for the **Supply, delivery and installation of a 3 energy efficient greenhouses in Ijevan, Gandzakar and Noyemberyan communities of Tavush Marz** 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), **December 10, 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
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> By UNDP
Exact Address of Delivery Locations:	Ijevan, Gandzakar and Noyemberyan communities of Tavush Marz
Latest Expected Delivery	<input checked="" type="checkbox"/> 90 days from signing the contract for goods

¹ Must be linked to INCO Terms chosen.

Delivery Schedule	<input checked="" type="checkbox"/> Required		
Mode of Transport	<input checked="" type="checkbox"/> LAND (preferred)	<input checked="" type="checkbox"/> SEA	<input checked="" type="checkbox"/> AIR
Preferred Currency of Quotation ²	<input checked="" type="checkbox"/> United States Dollars or <input checked="" type="checkbox"/> Local Currency: Armenian drams		
Value Added Tax on Price Quotation ³	<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	<i>Thursday, December 10, 2020, 16:00 local time</i>		
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 submitted⁴	<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"/> 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 as per requested specifications and the 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		

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.

⁴ 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 ⁵ <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 ⁶	<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)	Procurement.armenia@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.

⁵ 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.

⁶ 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

Thank you and we look forward to receiving your quotation.

Sincerely yours,
Procurement Unit

SPECIFICATION OF GREENHOUSES

A. Title

Supply, delivery and installation of a 3 energy efficient greenhouses in Ijevan, Gandzakhar and Noyemberyan communities of Tavush Marz.

B. Project Title

UNDP component of “EU Green Agriculture Initiative in Armenia” (EU GAIA) project.

C. Project Description

The EU-GAIA project is part of the EU’s Annual Action Programme for 2018 – Regional Development. Innovative, efficient and green agriculture is considered as a driver of regional development and reduction of disparities between the regions, urban and rural communities. The overall objective of EU-GAIA project is to contribute to the realization of shared and balanced inclusive growth in the Northern regions of Armenia through boosting agriculture and enhancing local value added by introduction of innovative, efficient and green agriculture methods and technologies.

The project activities are mainly concentrated in the three Northern regions of Armenia, namely Shirak, Lori and Tavush marzes. The project is implemented within the framework of the EU-GAIA project with exclusive funding from the Austrian Development Cooperation, while the Austrian Development Agency is the main implementing partner for the EU programme.

No	Specifications of Greenhouse	
1.	Surface areas by communities	Ijevan, Tavush marz – 300 m2 Gandzakhar, Tavush marz – 135 m2 Noyemberyan, Tavush marz – 480 m2 Not more than 5% deviation in surface sizes is acceptable
2.	Width of Greenhouse	9-10m
3.	Shape	Tunnel
4.	Framework of greenhouse	Galvanized steel structure
5.	Cover of greenhouse	One-layer roof and side long-life (UV protected) woven polyethylene strong and durable cover material with thickness not less than 150 microns, with anti-drip (AD) additive.
6.	Door	Metal framework (opening part not less than 2.0 x 0.8 m)
7.		Cover: polyethylene
8.	Lighting of greenhouse	Not required
9.	Heating	Not required
10.	Water supply and drip irrigation of greenhouse	Complete drip irrigation system required with 30cm distance between rows.
11.		Water tanks: 200 liter – 1 pc, 300 liter – 1 pc, 500 l – 1 pc
12.		Water pump: 80-120 l/min – 2 pcs, 40 l/min – 1 pc
13.	Ventilation	Roll-up ventilation system on two sides
14.	Anti-insect nets	On roll-up sides
15.	Wind resistance	Not less than 80 km/h
16.	Snow resistance	Not less than 40kg/m2

No	Specifications of Greenhouse	
17.	Certifications	The Contractor should provide all supporting documents and certificates for the greenhouse
18.	Installation	One-phase
19.	Installation Method	Foundation: On concrete point foundations
20.		Framework: With bolts, nuts and hooks (no welding involved)
21.		Cover anchor: With galvanized steel J-profile with springs
22.	Delivery/installation time	90 days after PO issue
23.	Warranty	Three years on all parts (including cover, structure and installation)

D. Institutional Arrangement

- The ground leveling works as well as works for concrete point foundations, including the purchase of required materials is done by the Beneficiary.
- The Contractor shall deliver and install greenhouses in Ijevan, Gandzak and Noyemberyan communities of Tavush Marz in the locations identified by the customer.

E. Delivery Time

Within 90 days after issuing Purchase Order

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁷

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁸)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in **158/20**:

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

Item No.	Description/Specification of Goods	Quantity, sites	Latest Delivery Date	Unit Price currency	Total Price per Item, currency
1	Energy efficient greenhouses	3	90 days		
	Total:				
	Total Prices of Goods⁹				
	Add: Cost of Transportation to Ijevan, Gandzakar and Noyemberyan communities of Tavush Marz				
	Add: Cost of Insurance				
	Add: Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation				

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 30 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]

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

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

⁹ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

Annex 3

General Terms and Conditions

Attached separately.