



## REQUEST FOR QUOTATION (RFQ) (Goods)

NAME & ADDRESS OF FIRM	DATE: 07 January 2021
UNDP TLS CO	REFERENCE: RFQ000008283 - Office Renovation for Decentralization Project at UN House Compound

Dear Sir / Madam:

We kindly request you to submit your quotation for **Office Renovation for Decentralization Project located at UN House Compound**, as detailed in Annex-2 (**Detailed Specifications and Drawings**) with this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 1.

Documents uploaded in the system as part of your quotation 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 is submitted on or before the deadline indicated by UNDP in the eTendering system. Bids must be submitted in the online e-Tendering system at the link: <https://etendering.partneragencies.org> with event ID 000008283 using your username and password. If you have not registered in the system before, you can register now by logging in using

**username: event.guest**

**password: why2change**

and follow the registration steps as specified in the system user guide or contact **Ahmad Zubair** at below details.

For further details on e-tendering registration and FQA please visit site: <https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html>

### TRAINING FOR E-Tendering:

Bidders who are interested to register their company with UNDP E-Tendering System. Please contact:

UNDP Timor Leste Procurement Unit at [procurement.staff.tp@undp.org](mailto:procurement.staff.tp@undp.org) or call at +67078367023 OR +670 77231907

Please contact us through given email or phone number to schedule a training session and get your company registered.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned works:

Delivery Terms [INCOTERMS 2010] <i>(Pls. link this to price schedule)</i>	<input checked="" type="checkbox"/> DAP
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, Caicoli Street, Dili
Site Visit	A site visit will be organized by UNDP between the 18 January 2021 from 15h00 – 17h00; contact person for site visit: Ms. D Delfina Sequeira Ferreira at delfina.ferreira@undp.org; Telephone: +670 77139565
UNDP Preferred Freight Forwarder, if any	NA
Distribution of shipping documents <i>(if using freight forwarder)</i>	NA
<i>Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> 40 Days counted from signing the contracts by both parties.
Delivery Schedule	<input checked="" type="checkbox"/> Required
Packing Requirements	NA
Mode of Transport	NA
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be EXCULSIVE of VAT and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> 365 days as defect liability guarantee for all works after issuance of work completion certificate

Deadline for the Submission of Quotation	<p>Monday, January 25, 2021</p> <p>Please refer to E-Tendering System for exact time and date of closing date.</p> <p>The closing date and Time in E-Tendering system is New York Time and it will prevail all.</p>
All documentations, including catalogs, instructions, and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted	<p><input checked="" type="checkbox"/> Company Experience, which should not exceed fifteen (15) pages, demonstrating company experience in the field of services, list of similar works undertaken, as well as including printed brochures and product catalogues (if any) relevant works been undertaken</p> <p><input checked="" type="checkbox"/> Latest Business Registration Certificate,</p> <p><input checked="" type="checkbox"/> List of previous clients three (3) years back with details of contract, value, and duration</p> <p><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.</p> <p><input checked="" type="checkbox"/> Duly Accomplished and signed Form as provided in Annex 2 Form for Submitting Suppliers Quotation, and in accordance with the list of requirements set in this RFQ</p> <p><input checked="" type="checkbox"/> Financial statement/bank statement for last 3 years</p> <p><input checked="" type="checkbox"/> Statement of Satisfactory Performance from Clients for at least three (3) successfully implemented projects of similar scope and complexity within the last two (2) years</p> <p><input checked="" type="checkbox"/> Construction Timetable with stipulated completion deadline no longer than 40 calendar days</p>
Period of Validity of Quotes starting the Submission Date	<p><input checked="" type="checkbox"/> 60 days</p> <p>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.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<p><input checked="" type="checkbox"/> 90% within 30 days after completion of work and submission of payment documentation and issuance of completion of certificate.</p> <p><input checked="" type="checkbox"/> 10% money will be retained for period of 3 months for purpose of defect liability period and will be released after 3 months.</p>
Liquidated Damages	<input checked="" type="checkbox"/> NA



Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Financial capacity: average annual turnover of at-least \$ 50,000 for last two years or availability of at-least \$ 30,000 in form of liquid asset or cash. <input checked="" type="checkbox"/> Registered business license <input checked="" type="checkbox"/> At-least 2 similar contracts for office renovation or building construction work during last 2 years. <input checked="" type="checkbox"/> Compliance with delivery schedule
UNDP will award to:	<input checked="" type="checkbox"/> Only to one bidder.
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order and Contract for Civil Works
Special conditions of Contract (Performance Security)	Not Required
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing all Testing works and certified by UNDP/Relevant Project <input checked="" type="checkbox"/> Written Acceptance of works based on full compliance with RFQ requirements
Contact Person for Inquiries	<p><i>Timor Leste Procurement Unit</i>  <a href="mailto:procurement.staff.tp@undp.org">procurement.staff.tp@undp.org</a>  +67077231907</p> <p>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.</p>

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

Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Financial capacity: average annual turnover of at-least \$ 50,000 for last two years or availability of at-least \$ 30,000 in form of liquid asset or cash. <input checked="" type="checkbox"/> Registered business license <input checked="" type="checkbox"/> At-least 2 similar contracts for office renovation or building construction work during last 2 years. <input checked="" type="checkbox"/> Compliance with delivery schedule
UNDP will award to:	<input checked="" type="checkbox"/> Only to one bidder.
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order and Contract for Civil Works
Special conditions of Contract	<b><u>Performance Security</u></b> Required in the amount of USD 10% of the contract value and valid until a date two months from the date of issue by UNDP of a certificate of satisfactory performance and full completion of works by the Contractor. Form: Bank guarantee
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing all Testing works and certified by UNDP/Relevant Project <input checked="" type="checkbox"/> Written Acceptance of works based on full compliance with RFQ requirements
Contact Person for Inquiries	<i>Timor Leste Procurement Unit</i> <a href="mailto:procurement.staff.tp@undp.org">procurement.staff.tp@undp.org</a> +67077231907 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.

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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:

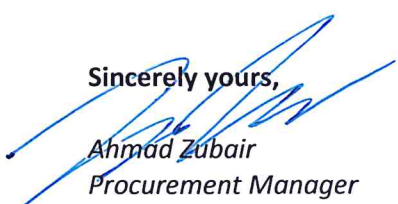
<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

**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,

  
Ahmad Zubair  
Procurement Manager  
January 6, 2021

## Annex 2: Detailed Specifications and Drawings

No	ITEM DESCRIPTION	UNIT	QTY
A.	PREPARATION WORKS		
1	Mobilization and Demobilization	Ls	2
2	Temporary fence for bound project area	m	40
3	Site Office and Materi Storage	m <sup>2</sup>	24
4	Project sign board	Pcs	1
5	Project Documentation	Ls	1
6	Prepare Shop Drawing and As Build Drawing	Ls	1
7	Demolish and Site Clearing	Ls	1
8	Water for Construction	Ls	5

B.	FLOOR, WALL AND CERAMICS WORKS	UNIT	QTY
1	FLOOR	m <sup>2</sup>	195
2	Hollows Block installation with grade concrete 1pc: 4Ps with thick 15mm	m <sup>2</sup>	1000
3	Wall rendering (In and Out) with grade concrete 1Pc: with thick 15mm	m <sup>2</sup>	390
4	Ceramics wall installation inside and outside. Tipe 30x30 white color	m <sup>2</sup>	195
5	Land compaction inside toilet area 100mm	m <sup>3</sup>	2.79
6	Lime Compaction Inside toilet area 50mm	m <sup>3</sup>	1.4
7	Lean concrete 10Mpa Thickness = 100mm inside toilet area	m <sup>3</sup>	2.79
8	Floor ceramics installation inside tolilet area, Type 40x40 white color	m <sup>3</sup>	138
9	Stone masonry 1:4 base as walk side around toilet	m <sup>3</sup>	4.52
10	Land compaction outside toilet area 100mm	m <sup>3</sup>	1.47
11	Lean concrete 10Mpa Outside toilet area 100m	m <sup>3</sup>	3.73

C.	DOORS AND WINDOW WORKS	UNIT	QTY
1	Provide and Install Doors Frame Type D2	Unit	2
2	Provide and Install Doors Frame Type D1	Unit	4
3	Provide and Install Ventilation Frame	Unit	3

D.	PLAMIR PAINTING WORKS	UNIT	QTY
1	PLAMIR	m <sup>2</sup>	195
2	Wall painting (2 coats) such of "Vinilex" or Similar Paint	m <sup>2</sup>	5

3	Ceiling painting (2 coats) such of "Vinilex" or Similar Paint	m <sup>2</sup>	4
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E.	CEILING WORKS	UNIT	QTY
1	Provide and Install ceiling gypsum board Thick = 9mm	m <sup>2</sup>	44.3
2	Provide and Install list gypsum 3x20mm with grade wood 1/11	m <sup>2</sup>	80
3	Provide and Install Ceiling Hollow Frame 40x40	m <sup>2</sup>	150

F.	ROOF AND STEEL WORKS	UNIT	QTY
1	Provide and Install Truss canl C75x38x1.00 mm	m	80
2	Provide and Install gording Canal V 75x3,8x1.0mm	m	40
3	Provide and Install joint roof with Red color bond 0.42mm	m	20
4	Lisplank Galvalume 0.42x3x20mm		40

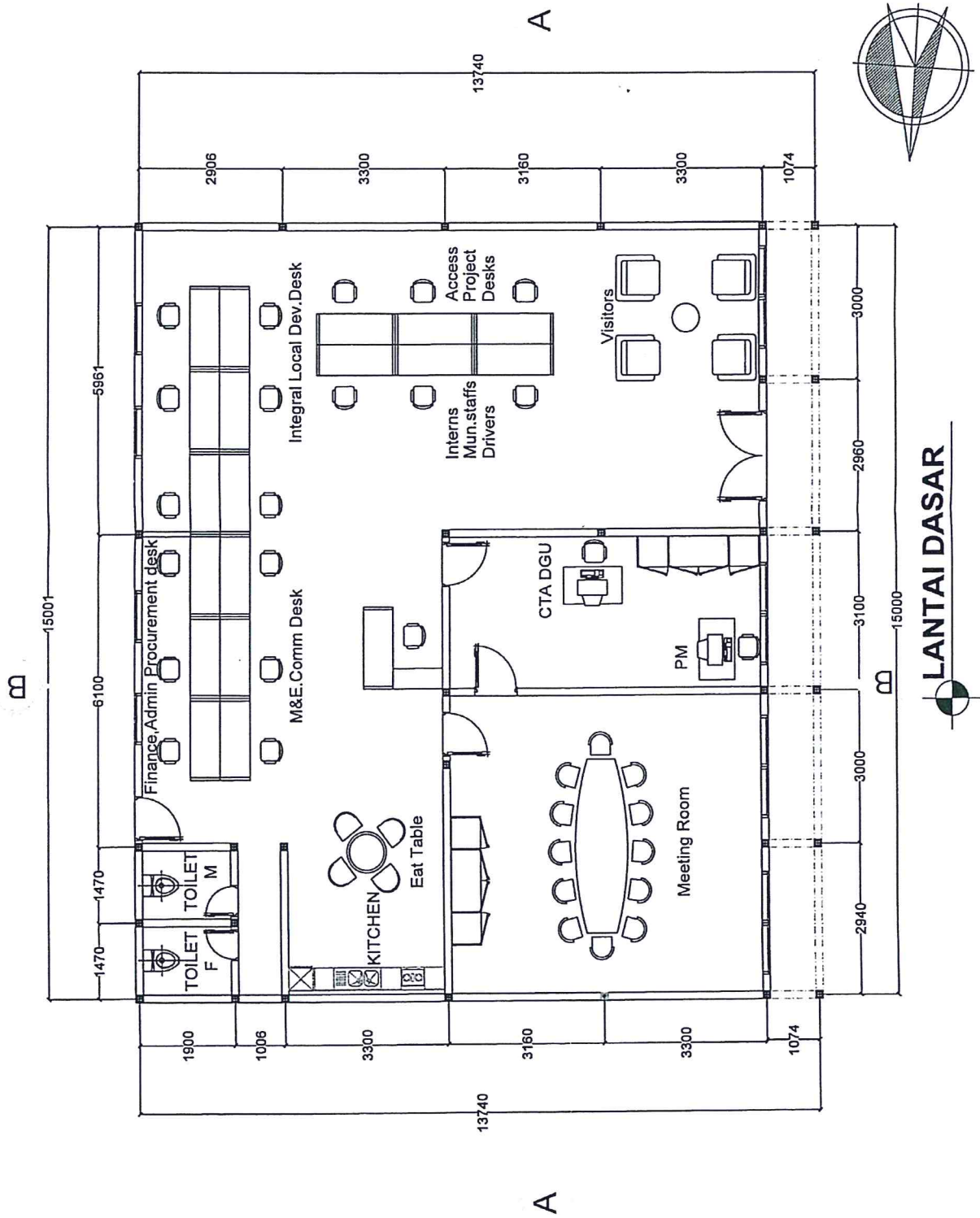
G.	PLUMBING AND SANITARY WORKS	UNIT	QTY
1	Clean water installation 1/2" PVC AW including fitting	m	15
2	Waste water installation 3" PVC AW including fitting	m	15
3	Sewage Pipe PVC Type AW 4" Including Fitting	m	15
4	Provide and install Monoblock water closed type (such of American standards or similar)	Pcs	2
5	Provide and install wash hand basin (such of American standards or similar)	Pcs	4
6	Provide and install Urinour (such of American standards or similar)	Pcs	2
7	Provide and install floor drain (such of American standards or similar)	Pcs	3
8	Provide and install water faucet for toilet (such of American standards or similar)	Pcs	4
9	Provide and install mirror inside toilet	Unit	2
10	Install stainless faucet for hand basin 0 3/4" or 1/2"	Pcs	4
11	Provide and install stainless shower set	Unit	2

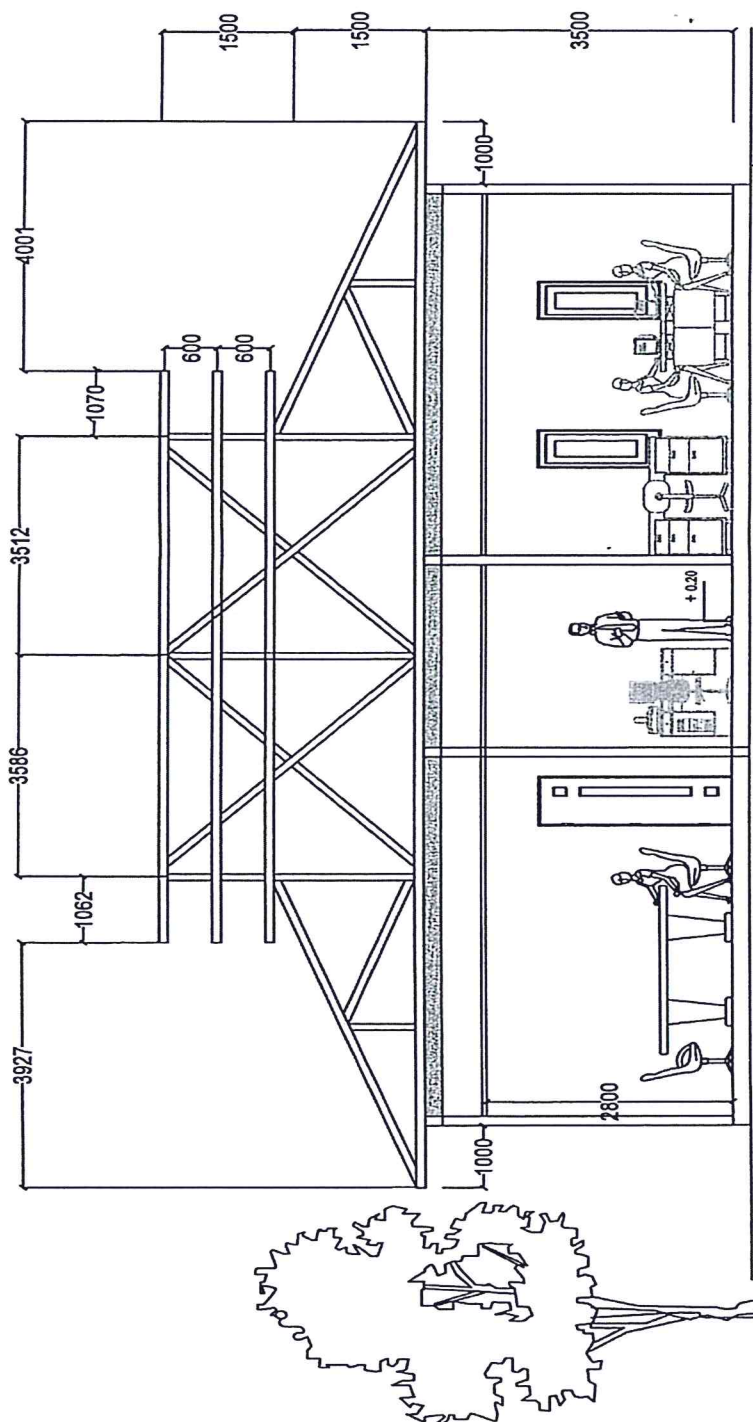


12	Provide and Install water faucet 0 3/4" or 1/2"	Pcs	4
13	Provide and Install fiberglass water tank (Vol = 220 liter)	Pcs	2

H.	ELECTRICAL WORK	UNIT	QTY
1	Supply & Install cable NYM 3 x 1.5 mm <sup>2</sup>	m	600
2	Supply & Install lighting, model TL lamp 1 x 36 W	Point	10
3	Supply & Install lighting, model down light 14 W	Point	36
4	Supply & Install double switch	Point	4
5	Supply & Install single switch	Point	4
6	Box panel 60x40x20 Cm <sup>2</sup>	Unit	1
7	MCB3 phase 16A/380V	Unit	3
8	Spotlight LED 50 W, IP 65	Unit	36
9	Galvanized Lighting Pole, H = 7 m	Unit	8
10	NYN cable 3x2.5 mm <sup>2</sup>	m	600
11	Hi PVC Pipe, 40 mm <sup>2</sup>	Unit	30
12	Excavate trench for electrical conduit	m <sup>3</sup>	13.2
13	Backfill excavated material into conduit trench and compact	m <sup>3</sup>	3.3

### Drawings





POT A - A





**UNDP General Terms and Conditions**

Link:

[https://popp.undp.org/\\_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP\\_POPP\\_DOCUMENT\\_LIBRARY/Public/PSU\\_Considerations%20of%20Contracting\\_UNDP%20GTCs%20for%20Contracts%20\(Goods%20and-or%20Services\)%20-%20Sept%202017.pdf&action=default](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Considerations%20of%20Contracting_UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf&action=default)

## FORM FOR SUBMITTING SUPPLIER'S QUOTATION

**FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>1</sup>***(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>2</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-8253 for Office Renovation for Decentralization Project at UN House Compound

**Table 1: Company Profile**

<b>BRIEF COMPANY PROFILE</b>	
The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:	
Full registration name	
Year of foundation	
Legal status	
Legal address	
Actual address	
Bank information	
VAT payer status	
Contact person name	
Contact person email	
Contact person phone	
Company's core activities	
Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations (If any);	
Business Licenses – Registration Papers, Tax Payment Certification	
Certificates and Accreditation	Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates if any.

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

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



Please provide contact details of at least 2 previous partners for reference	Please attach the 2 signed reference letters <i>to prove experience in similar nature of contracts.</i>
Company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.	Please confirm (Answers: Yes, we are in the list/No, we are not in the list)
Compliance with Government of TLS for Labor Law	Please confirm ((Answers: Yes, we are compliance with Labor Law of Timor-Leste)

The Bidders should follow the format given below and need to provide detailed information on:

**Table 2: Work performed as a contractor on works of a similar nature over the last 2 years:**

No	Project name	Customer details	Description of work	Contract amount (USD)	Actual date of completion
1					
2					

**Table 3: 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>
Technical responsiveness/Full compliance to the BOQ and Drawings			
Company should have at least three (3) years of relevant work experience			
Minimum 2 contracts of at least USD 25,000 at the similar works implemented over the last 3 years			
Completion time – 40 days from the date of issuance of the Civil Work Contract			
Validity of Quotation – 60 Days			
All Provisions of the UNDP General Terms and Conditions for Civil Works			

**Price Schedule in USD\*\***  
**(In Excel Format attached separately)**

<b><u>Sl No.</u></b>	<b><u>Items Description</u></b>	<b><u>Quantity</u></b>	<b><u>Units</u></b>	<b><u>Unit Price</u></b>	<b><u>Total Price</u></b>

***\*\*Please use the Excel file (Annex 5) to submit detail financial proposal/Price Schedule. If there are arithmetic error, the unit price will be considered as correct unit of calculation***

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]*