



REQUEST FOR QUOTATION (RFQ)

Reference: UNDP-TUR-RFQ(JAP)-2021/001	Date: 20 January 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP Turkey CO kindly requests your quotation for the Procurement of “**Furnitures for MoYS Youth Centers**” within the scope of “*Employability, Entrepreneurship and Social Stability for Syrian and Turkish Youth - in response to the Syria Crisis Project*” as detailed in Annex 1 of this Request for Quotation (*hereinafter referred to as RFQ*).

This Request for Quotation comprises the following documents:

- Section 1: This request letter
- Section 2: RFQ Instructions and Data
- Annex 1: Schedule of Requirements
- Annex 2: Quotation Submission Form
- Annex 3: Technical and Financial Offer
- Annex 4: General Terms and Conditions

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2 Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Sukhrob Khojimatov
Deputy Resident Representative
UNDP Turkey Country Office (CO)
20.01.2021

SECTION 2: RFQ INSTRUCTIONS AND DATA

<p>Introduction</p>	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>																																																												
<p>Deadline for the Submission of Quotation</p>	<p>03/02/2021 17:00 PM (GMT+3) Turkey Local Time.</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>																																																												
<p>Method of Submission</p>	<p>Quotations shall be submitted through e-mails only. Hard copy submission will be directly rejected.</p> <p>Reference Number: UNDP-TUR-RFQ(JAP)-2021/001</p> <p>Dedicated/Quotation Submission E-mail Address: tr.procurement@undp.org</p> <ul style="list-style-type: none"> ▪ File Format: .PDF ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 30 MB. ▪ Mandatory subject of email: UNDP-TUR-RFQ(JAP)-2021/001 ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. 																																																												
<p>Delivery Place</p>	<p>The goods subject to this Request for Quotation shall be delivered to the Youth Centers which are located within different cities of Turkey; Adana, Ankara, Bursa, Hatay, İstanbul, Kayseri, Kocaeli, Mersin, Şanlıurfa. The locations of cities are detailed below:</p> <table border="1" data-bbox="316 1379 1426 1733"> <thead> <tr> <th>Cities</th> <th colspan="5">Locations/Provinces for the delivery of Items</th> </tr> </thead> <tbody> <tr> <td>Adana</td> <td>Ceyhan</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Ankara</td> <td>Gölbaşı</td> <td>Pursaklar</td> <td>Sincan</td> <td>Yenimahalle</td> <td></td> </tr> <tr> <td>Bursa</td> <td>Gemlik</td> <td>İnegöl</td> <td>Osmangazi</td> <td>Yıldırım</td> <td></td> </tr> <tr> <td>Hatay</td> <td>Dörtyol</td> <td>İskenderun</td> <td>Kırıkhan</td> <td>Reyhanlı</td> <td></td> </tr> <tr> <td>İstanbul</td> <td>Avcılar</td> <td>Sultangazi</td> <td>Çatalca</td> <td>Maltepe</td> <td>Sultanbeyli</td> </tr> <tr> <td>Kayseri</td> <td>Talas</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Kocaeli</td> <td>İzmit</td> <td>Gebze</td> <td>Gölcük</td> <td></td> <td></td> </tr> <tr> <td>Mersin</td> <td>Tarsus</td> <td>Yenişehir</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Şanlıurfa</td> <td>Ceylanpınar</td> <td>Haliliye (2 addresses)</td> <td>Hilvan</td> <td>Siverek</td> <td>Viranşehir</td> </tr> </tbody> </table> <p>Exact addresses of locations will be communicated/shared to the Contractor at the time of contract award and goods subject to this RFQ will be distributed and installed to each location as per UNDP’s instructions. UNDP will not affect any additional cost to Contractor for installation and delivery for whatsoever reason.</p>	Cities	Locations/Provinces for the delivery of Items					Adana	Ceyhan					Ankara	Gölbaşı	Pursaklar	Sincan	Yenimahalle		Bursa	Gemlik	İnegöl	Osmangazi	Yıldırım		Hatay	Dörtyol	İskenderun	Kırıkhan	Reyhanlı		İstanbul	Avcılar	Sultangazi	Çatalca	Maltepe	Sultanbeyli	Kayseri	Talas					Kocaeli	İzmit	Gebze	Gölcük			Mersin	Tarsus	Yenişehir				Şanlıurfa	Ceylanpınar	Haliliye (2 addresses)	Hilvan	Siverek	Viranşehir
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<p>Cost of preparation of quotation</p>	<p>UNDP shall not 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.</p>																																																												

Supplier Code of Conduct, Fraud, Corruption	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p>
Gifts and Hospitality	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p>
Conflict of Interest	<p>UNDP requires every prospective Supplier 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. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this Request for Quotation (RFQ) shall be subject to the General Conditions of Contract</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 60 calendar days beyond latest delivery date.</p> <p><input checked="" type="checkbox"/> UNDP shall deduct 0.5% of the total Contract Amount from the payments to be released to the Contractor for each calendar day of delay beyond latest delivery date stipulated in Annex-1.</p>
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>

Currency of Quotation	Quotations shall be quoted in TL (Turkish Liras)
Only one Bid	<p>The Bidder shall submit only one Bid. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</p> <p>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</p> <p>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</p>
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input checked="" type="checkbox"/> be exclusive of VAT</p> <p>It is the Proposer's responsibility to learn from relevant authorities (Ministry of Treasury and Finance) and/or to review/confirm published procedures and to consult with a certified financial consultant as needed to confirm the scope and procedures of VAT exemption application as per VAT Law, Ministry of Treasury and Finance's General Communiqués. The Contractor to be selected shall not be entitled to receive any amount over its proposal price in relation to VAT. Overall contract amount to be paid to the contractor shall not exceed the offered Total Financial Proposal Price.</p> <p>UNDP will provide the contractor a VAT exemption certificate covering the subject procurement.</p>
Language of quotation	<p>English</p> <p>Catalogues, instructions and operating manuals can be in English or Turkish.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p><input checked="" type="checkbox"/> Trade Registry Gazette showing the establishment and shareholder structure of the company;</p> <p><input checked="" type="checkbox"/> Valid Chamber of Commerce Registration Certificate (Original documents may be requested by UNDP and shall be presented when requested)</p> <p><input checked="" type="checkbox"/> Copy of Signature Circular/Power of Attorney (Original documents may be requested by UNDP and shall be presented when requested)</p> <p><input checked="" type="checkbox"/> Brochure/catalogue of the offered products</p>
Quotation validity period	Quotations shall remain valid for 60 days from the deadline for the Submission of quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted

Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of all goods and submission of payment documentation. <p>The Contractor shall not be entitled to receive any price difference and/or additional amount from UNDP for whatsoever reason, including but not limited to increase in the costs of the Contractor or any missing goods/services in its Price Schedule to be submitted in response to this RFQ.</p> <p>Currency of Payment: Turkish Liras.</p> <p>The payment shall be realized in Turkish Liras (TRY).</p>
Conditions for Release of Payment	<input checked="" type="checkbox"/> Complete Installation and Passing Acceptance and Inspection. <input checked="" type="checkbox"/> Written Acceptance of Goods, based on full compliance with RFQ requirements
Contact Person for correspondence notifications and clarifications	<p>E-mail address: tr.procurement@undp.org</p> <p>Mahir Taylan Özdemir, Procurement Associate</p> <p><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></p>
Clarifications	Requests for clarification from bidders will not be accepted any later than 3 (three) working days before the submission deadline.
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or purchase order
Right to vary requirement at time of award	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.
Type of Contract to be awarded	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services)
Expected date for contract award.	10 February 2021
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

<p>Covid-19 Specific Measures</p>	<p>The Bidders shall review all local regulations, as well as that of UN and UNDP concerning the measures they must take during performance of the contract in the context of COVID-19, before they submit their bids and factor relevant costs, if any, to their bids.</p> <p>The Contractor shall take all measures against COVID-19 imposed by local regulations as well as by UN and UNDP during performance of the contract to protect health and social rights of its own personnel, as well as UNDP personnel, Project Stakeholders and third parties.</p> <p>Pursuant to “Clause 12- Indemnification” of UNDP General Terms and Conditions for Contracts (given as Annex-4 of this RFQ)*, the Contractor shall indemnify, defend, and hold and save harmless, UNDP, and its officials, agents and employees, from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any third party against UNDP, including, but not limited to, all litigation costs and expenses, attorney’s fees, settlement payments and damages, based on, arising from, or relating to COVID-19 measures that must be taken by the Contractor in the context of the contract.</p> <p>UNDP shall not be held accountable for any Covid-19 related health risks or events that are caused by negligence of the Contractor and/or any other third party.</p>
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ANNEX 1: SCHEDULE OF REQUIREMENTS

Technical Specifications for Goods:

Please note that Turkish version of this Technical Specifications are given only for reference purposes. In case of an inconsistency between Turkish and English versions, the English version shall prevail.

- The suppliers shall propose offers for all of the above mentioned three (3) items. Partial offers are not allowed.
Tedarikçiler aşağıda listelenen üç (3) ürünün tamamı için teklif vereceklerdir. Kısmi teklif kabul edilmeyecektir.
- The items proposed shall conform with technical specifications below:
Ürünler aşağıda belirtilen teknik özelliklere uygun olacaktır:

#	Subject and Technical Specifications <i>Ürün ve Teknik Özellikler</i>	Quantity <i>Miktar</i>	Latest Delivery Date <i>Teslimat Süresi</i>	Other Conditions <i>Diğer Şartlar</i>
1	<p>COMPUTER TABLE Width x Length x Height: 65 X 80 X 75 cm</p> <p><i>BİLGİSAYAR MASASI</i> <i>En X Boy X Yükseklik: 65 X 80 X 75 cm</i></p> <p>Table Size: 65X80 cm <i>Masa Ölçüleri: 65X80 cm</i></p> <p>Table Thickness: 18 mm <i>Tabla Kalınlığı: 18 mm</i></p>	450	<p>Latest 60 calendar days after signature of the contract by UNDP and Contractor</p> <p><i>Sözleşmenin UNDP ve Tedarikçi tarafından imzalanmasının ardından en geç 60 gün sonra.</i></p>	<p>Guarantee: 1 year manufacturer or authorized distributor guarantee</p> <p>Garanti: <i>1 yıl üretici veya yetkili distribütör garantisi.</i></p> <p>Installation: It is contractor's responsibility to install all materials on exact delivery place and installation cost shall be added the price by contractor.</p> <p>Kurulum: <i>Teslimat yerinde montajların yapılması tedarikçinin sorumluluğundadır ve . montaj teklifi fiyata dahildir.</i></p>
	<p>Table Material: Melamine Coated Particle Board <i>Tabla Malzemesi: Melamin Kaplı Yonga Levha</i></p> <p>Color: White <i>Renk: Beyaz</i></p> <p>Legs: Metallic legs to withstand the weight of CPU and a Monitor (powder oven-paint or electrostatic paint) <i>Ayaklar: Bilgisayar kasası ve Monitör ağırlığına dayanacak şekilde Metal Ayaklar (Toz fırın ya da elektrostatik boyalı)</i></p> <p>Floor protective wedges. <i>Döşeme koruyucu pabuçlar.</i></p>	<p>Breakdown of Quantities based on Delivery Locations: <i>Teslimat Konumlarına Göre Miktar Dağılımı:</i></p>		
	<p>Adana: 15 Ankara: 60 Bursa: 60 Hatay: 60 İstanbul: 75 Kayseri: 15 Kocaeli: 45 Mersin: 30 Şanlıurfa: 90</p>			

2	<p>TRAINER TABLE Width x Length x Height: 60 x 110 x 75 cm</p> <p><i>EĞİTMEN MASASI</i> En x Boy x Yükseklik: 60 x 110 x 75 cm</p> <p>Table Size: 60 x 110 cm Masa Ölçüleri: 60 x 110 cm</p> <p>Table Thickness: 18 mm Tabla Kalınlığı: 18 mm</p> <p>Table Material: Melamine Coated Particle Board Tabla Malzemesi: Melamin Kaplı Yonga Levha</p> <p>Color: White Renk: Beyaz</p> <p>Legs: Metallic legs to withstand the weight of CPU and a Monitor (powder oven-paint or electrostatic paint) Ayaklar: Bilgisayar kasası ve Monitor ağırlığına dayanacak şekilde Metal Ayaklar (Toz fırın ya da elektrostatik boyalı)</p> <p>Floor protective wedges Döşeme koruyucu pabuçlar</p>	30	<p>Latest 60 calendar days after signature of the contract by UNDP and Contractor</p> <p><i>Sözleşmenin UNDP ve Tedarikçi tarafından imzalanmasının ardından en geç 60 gün sonra</i></p>	<p>Guarantee: 1 year manufacturer or authorized distributor guarantee</p> <p>Garanti: <i>1 yıl üretici veya yetkili distribütör garantisi.</i></p> <p>Installation: It is contractor's responsibility to install all materials on exact delivery place and installation cost shall be added the price by contractor.</p> <p>Kurulum: <i>Teslimat yerinde montajların yapılması tedarikçinin sorumluluğundadır ve . montaj teklifi fiyata dahildir.</i></p>
	<p>Breakdown of Quantities based on Delivery Locations: <i>Teslimat Konumlarına Göre Miktar Dağılımı:</i></p> <p>Adana: 1 Ankara: 4 Bursa: 4 Hatay: 4 İstanbul: 5 Kayseri: 1 Kocaeli: 3 Mersin: 2 Şanlıurfa: 6</p>			
3	<p>MONOBLOK CHAIR <i>MONOBLOK SANDALYE</i></p> <p>Seating Material: Ergonomic Molded Polypropylene Plastic Oturak Malzemesi: Ergonomik Kalıplı Polipropilen Plastik</p> <p>Legs: A shaped 25 x 2,5 mm Pipe Single Twist Metallic legs (powder oven-paint or electrostatic paint) Ayaklar: A şeklinde 25 x 2,5 mm Boru Tek Büküm Metal Ayaklar (Toz fırın ya da elektrostatik boyalı)</p> <p>Size: 43 X 54 X 78 cm Ölçü: 43 X 54 X 78 cm</p> <p>Floor protective wedges Döşeme koruyucu pabuçlar</p>	480	<p>Latest 60 calendar days after signature of the contract by UNDP and Contractor</p> <p><i>Sözleşmenin UNDP ve Tedarikçi tarafından imzalanmasının ardından en geç 60 gün sonra</i></p>	<p>Guarantee: 1 year manufacturer or authorized distributor guarantee</p> <p>Garanti: <i>1 yıl üretici veya yetkili distribütör garantisi.</i></p> <p>Installation: It is contractor's responsibility to install all materials on exact delivery place and installation cost shall be added the price by contractor.</p> <p>Kurulum: <i>Teslimat yerinde montajların yapılması tedarikçinin sorumluluğundadır ve . montaj teklifi fiyata dahildir.</i></p>
	<p>Breakdown of Quantities based on Delivery Locations: <i>Teslimat Konumlarına Göre Miktar Dağılımı:</i></p> <p>Adana: 16 Ankara: 64 Bursa: 64 Hatay: 64 İstanbul: 80 Kayseri: 16 Kocaeli: 48 Mersin: 32 Şanlıurfa: 96</p>			

- The goods subject of this Request for Quotation shall be delivered to the Youth Centers which are located within different cities of Turkey; Adana, Ankara, Bursa, Hatay, İstanbul, Kayseri, Kocaeli, Mersin, Şanlıurfa. The locations of cities are detailed below:

Bu Teklif Daveti'nin konusu ürünler, Türkiye'nin farklı şehirlerinde bulunan Gençlik Merkezlerine teslim edilecektir; Adana, Ankara, Bursa, Hatay, İstanbul, Kayseri, Kocaeli, Mersin, Şanlıurfa. Belirtilen şehirlerdeki konumlar aşağıda detaylandırılmıştır:

Cities	Locations/Provinces for the delivery of Items				
Adana	Ceyhan				
Ankara	Gölbaşı	Pursaklar	Sincan	Yenimahalle	
Bursa	Gemlik	İnegöl	Osmangazi	Yıldırım	
Hatay	Dörtyol	İskenderun	Kırıkhan	Reyhanlı	
İstanbul	Avcılar	Sultangazi	Çatalca	Maltepe	Sultanbeyli
Kayseri	Talas				
Kocaeli	Darıca	Gebze	Gölcük		
Mersin	Tarsus	Yenişehir			
Şanlıurfa	Ceylanpınar	Haliliye (2 addresses)	Viranşehir	Hilvan	Siverek

- Exact addresses of locations will be communicated/shared to the Contractor at the time of contract award and goods subject to this RFQ will be distributed and installed to each location as per UNDP's instructions. UNDP will not affect any additional cost to Contractor for installation and delivery for whatsoever reason.

Lokasyonların açık adresleri; sözleşme imzası esnasında Tedarikçiye iletilecek/paylaşılacaktır ve söz konusu malzemeler UNDP'nin bildireceği lokasyonlara UNDP'nin direktifleri doğrultusunda dağıtılacak ve kurulacaktır. Kurulum ve dağıtım için her ne sebeple olursa olsun UNDP'den ek bir ücret talep edilmeyecektir.

- All items listed above shall have at least 1 year of guarantee against any kind of defects. The contractor company shall ensure that it/manufacturer/distributor will provide technical service free of charge in case of any technical problems of above listed items during the 1 year guarantee period.

Tedarikçi firma yukarıdaki ürünlerle ilgili teknik arızalara karşı 1 yıl garanti verecektir. Ayrıca, garanti süresi boyunca kendisinin/üreticinin veya distribütörün ücretsiz teknik hizmet sağlayacağını taahhüt edecektir.

- All materials to be supplied within the scope of this Request for Quotation shall comply and have the required TSE standards/certificates and other associated internationally accepted norms and standards.

Bu Teklif Davet kapsamında temin edilecek tüm ürünler TSE standart/sertifika ve diğer ilgili uluslararası kabul görmüş norm ve standartlar uyumlu olacaktır.

- All above mentioned items shall be delivered to below mentioned addresses in 60 calendar days after signing of the contract.

Ürünler aşağıdaki tabloda verilen adreslere sözleşme imzalanmasını müteakiben 60 takvim günü içerisinde teslim edilecektir.

- The offered price shall include **transportation** and **installation** costs. The contractor is responsible for any defects that may arise during the transportation of items to above mentioned delivery address.

Teklif fiyatı nakliyat ve montaj ücretlerini de içerecektir. Ürünlerin yukarıda belirtilen adrese nakliyesi sırasında ürünlerde ortaya çıkabilecek herhangi bir zarardan yüklenici sorumludur.

- The contractor shall provide all kinds of materials, equipment and workmanship for proper installation of the furniture in the Youth Centers and shall include all related cost items in its price quotation. The Contractor shall not be entitled to receive any amount over and above its price quotation due to its failure to include any cost item in its price schedule.
Tedarikçi mobilyaların Gençlik Merkezlerine uygun şekilde ve problemsiz kurulumu için ihtiyaç duyulacak her tür malzeme, ekipman ve işçilik hizmetlerini sağlayacak ve bunların maliyetlerini fiyat teklifine dahil edecektir. Tedarikçi fiyatına herhangi bir maliyet kalemini eklememiş olmak sebebi ile fiyat teklifinin üzerinde herhangi bir ödemeye hak kazanamayacaktır.
- The Contractor shall present UNDP **samples** for each three (3) items for the items mentioned above and subject of this Request for Quotation.
Tedarikçi, UNDP'ye yukarıda belirtilen ve bu Teklife Davet'in konusu olan üç (3) ürünün her biri için numune sunacaktır
- UN and its subsidiary organs including UNDP are exempt from all taxes. Therefore, offerors shall prepare their offers excluding Value Added Tax (VAT). The Contractor to be selected shall not be entitled to receive any amount over its offer price in relation to VAT. UNDP will provide the Contractor a VAT exemption certificate before the receipt of invoice.
UN ve UNDP'nin de dahil olduğu bağlı kuruluşları her tür vergiden müstesnadır. Dolayısıyla, tedarikçiler fiyat tekliflerini KDV hariç olarak vereceklerdir. Sözleşme imzalanan tedarikçiye fiyat teklifinin dışında KDV için ayrıca bir ödeme yapılmayacaktır. Yükleniciye fatura tesliminden önce UNDP KDV muafiyet belgesi teslim edilecektir.
- The items delivered to above mentioned address will be controlled on the basis of product descriptions and specifications mentioned above and payments will be made after their acceptance by UNDP. If delivered items are not compatible with specifications, the Contractor is obliged to bring in 15 days another item that is in accordance with the specifications of that item. If that second item is also not compatible with specifications, then procurement of that item from the Contractor will be cancelled. Payments will be effected only for items accepted by UNDP. / *Yukarıda belirtilen adrese teslim edilen ürünler yukarıda belirtilen tanım ve teknik gerekliliklere uygunluk yönüyle kontrol edildikten sonra kabul edilecektir. Eğer getirilen ürün/ürünler teknik gerekliliklere uygun değilse, yüklenici 15 gün içerisinde yeni bir ürün getirecektir. Eğer bu ikinci getirilen ürün de teknik gerekliliklere uygun değilse o ürünün yükleniciden alımı iptal edilecektir. UNDP tarafından ödemeler sadece kabulü yapılmış ürünler için yapılacaktır.*
- UNDP will pay the Contractor, full contract amount within 30 days after their delivery and acceptance by UNDP/
Yükleniciye ödeme, teslim ve UNDP tarafından malların kabulünü müteakiben en geç 30 gün içerisinde yapılacaktır.

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	UNDP-TUR-RFQ(JAP)-2021/001	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	UNDP-TUR-RFQ(JAP)-2021/001	Date: Click or tap to enter a date.

Currency of the Quotation: Turkish Liras					
INCOTERMS: DDP					
Item No	Description	Unit	Qty	Unit price (TL)	Total price (TL)
1.	COMPUTER TABLE	Ea	450		
2.	TRAINER TABLE	Ea	30		
3.	MONOBLOK CHAIR	Ea	480		
Total Final and All-inclusive Price (including delivery + installation)					

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty and After-Sales Requirements	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.