**REQUEST FOR QUOTATION (RFQ)**

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| UNDP BIHZmaja od Bosne bb; Sarajevo | DATE: 01/12/2020 |
| REFERENCE: **BIH/RFQ/010/21** |

Dear Sir / Madam:

UNDP BIH kindly requests you to submit your quotation for **Supply and delivery of equipment, tools and material for the Training Center at the Employment Service of the Una-Sana Canton**, as 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 **22 February 2021, latest by 10:00** via ***courier mail or e-mail (preferred)*** to the address below:

**United Nations Development Programme**

Zmaja od Bosne bb, Sarajevo 71000

General Service

registry.ba@undp.org

Fax: (33) 552 330

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.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

|  |  |
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| Delivery Terms [INCOTERMS 2010] *(Pls. link this to price schedule)* | [x] DDP  |
| Customs clearance, if needed, shall be done by: | Supplier/ Offeror |
| Exact Address/es of Delivery Location/s (identify all, if multiple) | Centar za obuku pri Službi za zapošljavanje USK–aBranislava Đurđeva br. 1, 77000 BihaćBihać, Bosnia and Herzegovina |
| Latest Expected Delivery Date and Time  | ☒ ASAP – The goods are to be delivered to the above-specified address not later than March 15th 2021. |
| Delivery Schedule | ☒Required  |
| Preferred Currency of Quotation | Local Currency: BAM or United States Dollars or EUR |
| Value Added Tax on Price Quotation | Must be exclusive of VAT and other applicable indirect taxes; (VAT and custom stated separately) |
| After-sales services required | Warranty for minimum period as specified in Annex 1. |
| Deadline for the Submission of Quotation  | **22 February 2021, latest by 10:00** |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language  | ☒ English or ☒ In one of the official languages of BiH people |
| Documents to be submitted | * Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; ***/ Pravilno ispunjen obrazac kako je navedeno u Prilogu 2 i u skladu sa listom zahtjeva u Prilogu 1;***
* Duly Accomplished BoQ Form as provided Annex 1 (in Excel and signed and stamped as pdf); / ***Pravilno ispunjen predmjer i predračun iz Priloga 1 (u Excelu i potpisan i opečačen u pdf. formatu);***
* Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation; ***/ Najnovije rješenje o registraciji;***
* Declaration issued by relevant Tax Administration that Bidder has clear direct tax record, not older than one month (original or certified copy); ***/ Potvrda nadležne poreske uprave, ne starija od mjesec dana, da ponuđač nema neizmirenih poreskih obaveza.***
* Declaration issued by respective Indirect Taxation Authority that Bidder has clear indirect tax record, not older than one month (original or certified copy); ***/ Potvrda Uprave za indirektno oporezivanje, ne starija od mjesec dana, da ponuđač nema neizmirenih indirektnih poreza.***
* Reference list indicating successfully completed contracts for supplies and deliveries of similar items within the 3 (three) years on the company memorandum letter, indicating exact subject of contract, value and time period – minimum 3 completed contracts. ***/ Referentna lista na memorandumu firme za posljednje tri (3) godine za sličan opseg usluga i/ili isporuku robe (minimalno 3 ugovora);***
* Catalogue with indicated offered items and specification; ***/ Katalog proizvoda sa tačno označenim proizvodima i specifikacijom iz ponude za traženu opremu;***
* Statement regarding warranty, service and after-sales support;***/ Potvrda o garanciji, servisu i podršci.***
* Confirmation on availability of authorized service in Bosnia and Herzegovina; ***/ Potvrda o postojanju ovlaštenog servisera u BiH,***
* Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; / ***Izjava da ponuđač nije na listi Vijeća sigurnosti UN-a 1267/1989, listi Odjela za nabavku UN-a ili drugoj UN listi neprihvatljivih ponuđača.***
 |
| Period of Validity of Quotes starting the Submission Date | ☒ 30 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 | ☒ Partial quotes allowed, offeror can submit offer for one, two or all three items |
| Payment Terms | ☒ 100% within 30 days upon UNDP’s acceptance of the goods delivered as specified and receipt of invoice |
| Evaluation Criteria  | ☒ Technical responsiveness/Full compliance to requirements ☒ Lowest priced technically responsive quotation☒ Full acceptance of the PO/Contract General Terms and Conditions  |
| UNDP will award to: | One or more suppliers, depending on the following factors:☒ Technical responsiveness/Full compliance to requirements and lowest price per item |
| Type of Contract to be Signed | ☒ Purchase Order |
| Special conditions of Contract | ☒ The offered equipment must have an authorized service provided in the territory of Bosnia and Herzegovina ☒ Cancellation of PO/Contract if the delivery/completion is delayed by 10 days from agreed delivery date |
| Conditions for Release of Payment | Written Acceptance of Goods based on full compliance with RFQ requirementsWritten confirmation of acceptance by the beneficiary and UNDP BIH |
| Annexes to this RFQ | ☒ Specifications of the Goods Required (BoQ from the Annex 1)☒ Form for Submission of Quotation (Annex 2)☒ 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) | UNDP BiH, Registry Fax: 033 552 330; email: registry.ba@undp.orgAny 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.

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 2.

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/procurement/protest.shtml>

**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,

UNDP BIH

**Annex 1**

**TECHNICAL SPECIFICATION**

**As per attached excel sheet**

**The BoQ has to be completed in Excel and signed and stamped in pdf.**

|  |  |
| --- | --- |
| **No** | **Equipment, tools and material for the Training Center at the Employment Service of the Una-Sana Canton** |
| 1 | Hydraulic press |
| 2 | Plasma cutter |
| 3 | Lifting platform |

**Translation/ Prijevod**

**TEHNIČKA SPECIFIKACIJA**

**Prema priloženoj excel tabeli**

**Mora biti popunjena u Excelu i potpisan i opečačen u pdf. formatu**

|  |  |
| --- | --- |
| **Br.** | **Oprema, alat i material za Centar za obuku pri Službi za zapošljavanje USK–a** |
| 1 | Hidraulička presa |
| 2 | Plazma rezač |
| 3 | Platforma za dizanje |

**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery)***

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 **BIH/RFQ/010/21 - Supply and delivery of equipment, tools and material for the Training Center at the Employment Service of the Una-Sana Canton**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item No. | Description/Specification of Goods | Quantity | Latest Delivery Date | Unit Price | Total Price per Item |
| 1 | Hydraulic press | 1 | 15 March 2021 |  |  |
| 2 | Plasma cutter | 1 | 15 March 2021 |  |  |
| 3 | Lifting platform | 1 | 15 March 2021 |  |  |
|  | Total Prices of Goods |  |
|  |  Add: Other Charges (pls. specify) |  |
|  | Custom |  |  |  |  |
|  | Transport |  |  |  |  |
|  | VAT |  |  |  |  |
|  | Total Final and All-Inclusive Price Quotation |  |

**TABLE 2 : Estimated Operating Costs (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 |  |  |  |
| Estimated weight/volume/dimension of the Consignment:  |   |  |  |
| Country/ies Of Origin:  |  |  |  |
| Warranty and After-Sales Requirements |  |  |  |
| 1. Minimum two (2) year warranty on item 1 and one (1) year warranty on item 2 and 3
 |  |  |  |
| All Provisions of the UNDP General Terms and Conditions |  |  |  |
| Other requirements *[pls. specify]* |  |  |  |

*Bid validity: ……………………………..*

*[Name and Signature of the Supplier’s Authorized Person]*

*…………………………………………………………………………………….*

*[Date]…………………………………………..*

**Annex 4**

**GENERAL TERMS AND CONDITIONS**

General Terms and Conditions (for Goods and/or Services)

Link: [English version](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-2493)