**REQUEST FOR QUOTATION (RFQ)**

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| UNDP BIH  Zmaja od Bosne bb; Sarajevo | DATE: 15/02/2021 |
| REFERENCE: **BIH/RFQ/018/21** |

Dear Sir / Madam:

We kindly request you to submit your quotation for **Supply and Delivery of furniture and equipment**

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 **Tuesday, 23 February, 17:00 PM** via ***e-mail or courier mail*** to the address below:

**United Nations Development Programme**

Zmaja od Bosne bb, Sarajevo 71000

General Service

[registry.ba@undp.org](mailto: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:

|  |  |
| --- | --- |
| Delivery Terms [INCOTERMS 2010] | DDP; |
| Customs clearance, if needed,  shall be done by: | Supplier/Offeror |
| Exact Address/es of Delivery Location/s (identify all, if multiple) | Kantonalni sud Bihac, Ul. Petog korpusa bb, Bihać Okružni sud Banja Luka, Petra I Karadjordjevica 12, Banja Luka |
| Latest Expected Delivery Date and Time *(if delivery time exceeds this, quote may be rejected by UNDP)* | 10 days upon acceptance of UNDP Purchase Orders |
| Delivery Schedule | Required |
| Mode of Transport | N/A |
| Preferred Currency of Quotation | Local Currency: BAM |
| Value Added Tax on Price Quotation | Must be exclusive of VAT and other applicable indirect taxes; (VAT and custom stated separately) |
| Deadline for the Submission of Quotation | 23 February 2021, 17:00 PM |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language | Local language or English |
| Documents to be submitted | 🗹 Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;  🗹 Latest Business Registration Certificate;  🗹 Latest Internal Revenue Certificate / Tax Clearance;  🗹 Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;  🗹 Statement regarding warranty, service and after-sales support;  🗹 Reference list with contacts and indicating the value of the projects/supply and delivery of the same services for the past 3 years; |
| Period of Validity of Quotes starting the Submission Date | 90 days |
| Partial Quotes | 🗹 Partial Quotation permitted |
| Payment Terms | After delivery |
| Evaluation Criteria | Technical responsiveness/Full compliance to requirements  Lowest priced technically responsive quotation |
| UNDP will award to: | One or more Suppliers, depending on the following factors: *Technical responsiveness/Full compliance to requirements and lowest price* |
| Type of Contract to be Signed | Purchase Order |
| Special conditions of Contract | 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 requirements. |
| Annexes to this RFQ | * Specifications of furniture and equipment (Annex 1) * Form for Submission of Quotation (Annex 2) * General Terms and Conditions/Special Conditions (Annex 3) * Link: [English version](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-2493)   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 - GENERAL SERVICES* [*registry.ba@undp.org*](mailto:registry.ba@undp.org)  Fax: 033 552 330  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.

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/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 of furniture and equipment attached in Excel format**

**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/018/21:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description/Specification of Goods** | **Quantity** | **Latest Delivery Date** | **Unit Price** | **Total Price per Item** |
|  | Furniture and equipment for the District Court of Banja Luka |  |  |  |  |
|  | **Total Prices** | | | |  |
|  | Add: Cost of Transportation | | | |  |
|  | Add: Cost of Insurance | | | |  |
|  | Add: Customs | | | |  |
|  | Add: VAT | | | |  |
|  | Add: Other Charges (pls. specify) | | | |  |
|  | **Total Final and All-Inclusive Price Quotation** | | | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description/Specification of Goods** | **Quantity** | **Latest Delivery Date** | **Unit Price** | **Total Price per Item** |
|  | Furniture and equipment for the Cantonal Court of Bihac |  |  |  |  |
|  | **Total Prices** | | | |  |
|  | Add: Cost of Transportation | | | |  |
|  | Add: Cost of Insurance | | | |  |
|  | Add: Customs | | | |  |
|  | Add: VAT | | | |  |
|  | Add: Other Charges (pls. specify) | | | |  |
|  | **Total Final and All-Inclusive Price Quotation** | | | |  |

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

*Ime i prezime, i potpis ovlaštenog zastupnika ponuđača …………………………………………………………………………………….*

*[Date]*

*Datum…………………………………………..*

**ANNEX 3:**

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

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