

# **REQUEST FOR QUOTATION**

# **RFQ-TKM-017-2021**

**SUBJECT OF THE REQUEST:**

The tender for the selection of a supplier for the delivery of special containers and accessories to implement pilot project on waste sorting in Ashgabat and “Avaza” NTZ.

|  |  |
| --- | --- |
| RFQ Reference: RFQ-TKM-017-2021 | Date: 23 September 2021 |

# **SECTION 1: REQUEST FOR QUOTATION (RFQ)** (RFQ-TKM-017-2021)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ-TKM-017-2021.

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

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.

UNDP in Turkmenistan

## **SECTION 2: RFQ-TKM-000-2021 INSTRUCTIONS AND DATA RFQ-TKM-017-2021**

|  |  |
| --- | --- |
| **Introduction** | 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](https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d&Menu=BusinessUnit)  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.  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. |
| **Deadline for the Submission of Quotation** | **Quotations shall be submitted before the business hour (18:00) October 7, 2021 Ashgabat time**  If any doubt exists as to the time zone in which the quotation should be submitted, refer to <http://www.timeanddate.com/worldclock/>.  For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone. |
| **Method of Submission** | Quotations must be submitted as follows:  E-tendering  **Dedicated Email Address**  **Courier / Hand delivery to UN registry sealed envelope with note on it “Request for Quotations “RFQ-TKM-017-2021”**  Other Click or tap here to enter text.  Bid submission address:  **United Nations Development Programme, UN Building, UN Registry,  Archabil avenue 21, Ashgabat, Turkmenistan  E-mail for submission: registry.tm@undp.org**   * **File Format:** Quotations that are sent via e-mail shall be virus-free and not exceed 10 MB; * 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: **shall not exceed 10 MB** * Mandatory subject of email: **“Request for Quotations «RFQ-TKM-017-2021».** * 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.   The bidder should receive an email acknowledging email receipt. |
| **Cost of preparation of quotation** | 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. |
| **Supplier Code of Conduct, Fraud, Corruption,** | 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>  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> |
| **Gifts and Hospitality** | 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. |
| **Conflict of Interest** | **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.  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.  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. |
| **General Conditions of Contract** | Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract  Select the applicable GTC:  [General Terms and Conditions / Special Conditions for Contract.](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)  ☐ [General Terms and Conditions for de minimis contracts (services only, less than $50,000)](http://www.undp.org/content/dam/undp/library/corporate/Procurement/english/4.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20(Services%20only)%20-%20Sept%202017.pdf)  ☐ [General Terms and Conditions for Works](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Award%20and%20Management%20of%20Contract_UNDP%20General%20Terms%20and%20Conditions%20for%20Civil%20Works.docx&action=default)  Applicable Terms and Conditions and other provisions are available at [UNDP/How-we-buy](http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html) |
| **Special Conditions of Contract** | **Cancellation of PO/Contract if the delivery/completion is delayed by 30 days from the date indicated on every stage.**  ☐ Others [pls. specify] |
| **Eligibility** | 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.  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.  Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative. |
| **Currency of Quotation** | * **Foreign currency (US dollars) – for foreign companies.** * **Local currency (Turkmen manats) – for local companies.**   Contract will be concluded in currency of a winner. |
| **Joint Venture, Consortium or Association** | If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.  Refer to Clauses 19 – 24 under [Solicitation policy](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation%20Process_Solicitation.docx.docx&action=default) for details on the applicable provisions on Joint Ventures, Consortium or Association. |
| **Only one Bid** | The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.  Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:  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  b) they have the same legal representative for purposes of this RFQ; or  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;  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  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. |
| **Duties and taxes** | 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:  All prices must:  be inclusive of VAT and other applicable indirect taxes  **be exclusive of VAT and other applicable indirect taxes** |
| **Language of quotation** | * **Russian (including documentation, catalogues, instructions and operating manuals);**   **OR**   * **English (translation of catalogues, instructions and operating manuals into Russian);** |
| **Documents to be submitted** | The applicants must include the following documents in their offer:  Annex 2: Proposal Submission Form duly completed and signed  Annex 3: Technical and financial offer duly completed, signed and in accordance with the Terms of Reference in Annex 1  ☒ Information about the company, the volume of which should not exceed fifteen (15) pages, including printed brochures and product catalogs related to the purchased goods and/or services;  ☒ Copies of registration documents;  ☒ Copies of valid licenses, patents and other documents for the right to conduct / provide services in the required area;  ☒ Information on previous experience in similar projects;  **Minimum requirement:** at least 2 years of relevant experience for the company in the supply of specific equipment on separate waste collection;  ☒ Quality certificate (for example, ISO, etc.) and / or other similar documents confirming the compliance of the proposed product with an international or national quality standard;  ☒ Official appointment as a local representative if a tenderer submits the tender application on behalf of an entity located outside the country;  ☒ Certificates of registration of patents, if any of the technologies presented in the tender application are patented by the bidder;  ☒ Availability of documents for the operation of equipment in Russian for LOT-2;  ☒ Photos of each product offered must be included in the offer. The photographs must be accompanied by technical sheets describing the specifications of the products offered. The supplier should clearly state the specific details / model of the offered product;  ☒ Containers for Solid Municipal Waste shall be produced not earlier than 2021;  ☒ Availability of information on wear resistance of material, climate resistant, sustainable against chemical exposure, usability. |
| **Quotation validity period** | The offer shall remain valid for 90 days from the date of the end of the period for submitting the commercial offer.  The quotation will be valid for 90 days from the date of application.  In exceptional circumstances, the UNDP may request the supplier to extend the bid period beyond what was originally stated in this RFQ.  In such a case, the supplier must confirm the renewal in writing, without any changes to the Offer. |
| **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** | Not permitted  **Permitted**  **Частичные тендерные предложения принимаются в разбивке по лотам, и компания должна подать предложение на всю продукцию в рамках одного лота.**  Участники могут подать предложение как на один лот, так и на разные лоты в любой комбинации.    **Частичные предложения в рамках одного лота НЕ принимаются**. |
| **Alternative Quotes** | **Not permitted**  Permitted  If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote” |
| **Payment Terms** | 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.  Other   * UNDP will pay the contractor 90% of the contract value after the complete delivery of equipment and checking them for defects. * UNDP will hold 5% of the contract value until 6 months of responsibility period is over. Indicated 5% of the contract value shall be paid to the contractor after warranty period. |
| **Conditions for Release of**  **Payment** | Passing Inspection [lack of defects and spoilage] Complete Installation  Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements  **Others:**   * **Invoice (original).** |
| **Contact Person for correspondence, notifications and clarifications** | Contact person:  Aygul Atabayeva, Procurement Associate  E-mail address: [aygul.atabayeva@undp.org](mailto:aygul.atabayeva@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. |
| **Clarifications** | Requests for clarification from bidders will not be accepted any later than 5 days before the submission deadline. Responses to request for clarification will be posted on UNDP website. |
| **Evaluation method** | **The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer among technically corresponding offers.**  Other |
| **Evaluation criteria** | **Full compliance with all requirements of Request for Quotation including in Annex 1**  **Full acceptance of the General Conditions of Contract**  Comprehensiveness of after-sales services  Earliest Delivery /shortest lead time  Others |
| **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** | During the award of a contract for the supply of containers and accessories for pilot project implementation, UNDP reserves the right to change (increase or decrease) the number of services and / or goods by a maximum of twenty-five percent (25%) of the total offer without any changes in the unit price or other conditions. |
| **Type of Contract to be awarded** | ☐ Purchase Order  [Contract Face Sheet](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_General%20Considerations%20of%20Contracting_Contract%20Face%20Sheet%20(Goods%20and-or%20Services)%20UNDP%20-%20Sept%202017.doc&action=default) (Goods and-or Services)  ☐ [Contract for Works](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Award%20and%20Management%20of%20Contract_Model%20Contract%20for%20Civil%20Works.docx&action=default)  ☐ Other Type/s of Contract [pls. specify] |
| **Expected date for contract award.** | October 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](https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d&Menu=BusinessUnit) |
| **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](http://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. |

**BRIEF DESCRIPTION OF THE PROJECT**

Within the framework of the UNDP project on the development of sustainable cities, it is planned to carry out a pilot project on introduction of separate waste collection in Ashgabat and “Avaza” NTZ. The pilot project includes installation of special containers and accessories on waste sorting at residential houses, company offices, educational buildings, hotels, and trading centers. In addition, it is planned to procure special containers for Turkmen State University named after Magtymguly to implement pilot project at the dormitory of the university. Moreover, the project plans to procure vehicles for transportation of waste to the processing point because it is expected that the transportation of waste within and outside of Ashgabat will expand. Upon obtaining good experience by realizing current project, it is possible to scale up such activities on waste sorting in other regions of Turkmenistan.

It is expected that this pilot project will bring below-mentioned positive results:

* Solid household waste reduction in quantity and at landfills;
* Introduction of waste sorting on three components: plastic, glass, paper;
* Increasing of processing of recycled materials;
* Reduction of greenhouse gas emissions and other negative impacts to environment;
* Experience-sharing and nationwide expansion of scale of activities;
* Awareness-raising and informing of population on waste handling;
* Cooperation with private sector and ensuring sustainability of project activities;
* Assistance and implementation of complex low-carbon urban systems in Ashgabat for reduction of greenhouse gases and creation of other advantages of ecological, social and economic development.

**ANNEX 1: TERMS OF REFERENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No** | **Minimum technical requirements** | **Unit of measure** | **Quantity** |
|  | **LOT 1. Special equipment and accessories for waste sorting** |  |  |
| **1** | Special plastic container with lid and foot pedal for collection and storage of solid household plastic waste (volume 240 l, colour- green) | pcs. | 200 |
| **2** | Special plastic container with lid and foot pedal for collection and storage of solid household glass waste (volume 240 l, colour- yellow) | pcs. | 200 |
| **3** | Special plastic container with lid and foot pedal for collection and storage of solid household paper waste (volume 240 l, colour- red, opening for paper and cardboard products) | set | 200 |
| **4** | Triple recycling bins for solid household waste collection | pcs. | 170 |
|  | **LOT 1. SUM (of pcs.)** | pcs. | 770 |
|  | **LOT 2. Small-capacity truck** |  |  |
| **1** | Small-capacity truck (for waste transportation) | pcs. | 2 |
|  | **LOT 2. SUM (of pcs.)** | pcs. | 2 |

***Notes:***

Location of special plastic containers and triple recycling bins are to be placed at project pilots sites in Ashgabat such as: residential houses, educational and kindergarten buildings, universities, trading centers, various company offices, beaty salons, hotels. All equipment and vehicles will be transferred free of charge to Environment Protection Society of Turkmenistan in the future in order to locate them at pilot sites, monitor the waste sorting and support sustainability of the activity.

**Technical specifications**

**Special containers, accessories and vehicle designed for collection, storage and transport of solid household waste. Delivery of the beforementioned equipment intended for realization of pilot project on introduction of waste sorting systems in Ashgabat and “Avaza” NTZ.**

**Lot 1. Special equipment and accessories for waste sorting**

**1) Containers for solid household waste collection, sorting and storage.**

The supplied special containers and accessories must meet the minimum requirements given below.

|  |  |  |
| --- | --- | --- |
| № | Specification | Requirement |
|  | Type | Special container for collection, sorting and storage of solid household (plastic) waste |
|  | Quantity (pcs.) | 200 |
|  | Measuring unit | 1 bin |
|  | Volume (l.) | 240 |
|  | Size LxWxH (mm) | 740\*600\*1015 |
|  | Weight (kg) | 10,5 |
|  | Maximum load (kg) | 95 |
|  | Form | Two-wheeled |
|  | Colour | Green |
|  | Material | High Density Poly Ethylene (HDPE) |
|  | Quantity of wheels (pcs.) | 2 |
|  | Wheel diameter (mm) | 200 |
|  | Individual logotype and text stencil printing (plastic, glass, paper). UNDP provides writing (in Turkmen and Russian) | Turkmen, Russian |
|  | Product photo |  |

**2) Containers for solid household waste collection, sorting and storage.**

The supplied special containers and accessories must meet the minimum requirements given below.

|  |  |  |
| --- | --- | --- |
| № | Specification | Requirement |
|  | Type | Special container for collection, sorting and storage of solid household (glass) waste |
|  | Quantity (pcs.) | 200 |
|  | Measuring unit | 1 bin |
|  | Volume (l.) | 240 |
|  | Size LxWxH (mm) | 740\*600\*1015 |
|  | Weight (kg) | 10,5 |
|  | Maximum load (kg) | 95 |
|  | Form | Two-wheeled |
|  | Colour | Yellow |
|  | Material | High Density Poly Ethylene (HDPE) |
|  | Quantity of wheels (pcs.) | 2 |
|  | Wheel diameter (mm) | 200 |
|  | Individual logotype and text stencil printing (plastic, glass, paper). UNDP provides writing (in Turkmen and Russian) | Turkmen, Russian |
|  | Product photo | Изображение выглядит как корзина, контейнер  Автоматически созданное описание |

**3) Containers for solid household waste collection, sorting and storage.**

The supplied special containers and accessories must meet the minimum requirements given below.

|  |  |  |
| --- | --- | --- |
| № | Specification | Requirement |
| 1. | Type | Special container for collection, sorting and storage of solid household (paper) waste |
| 2. | Quantity (pcs.) | 200 |
| 3. | Measuring unit | 1. bin |
| 4. | Volume (l.) | 240 |
| 5. | Size LxWxH (mm) | 740\*600\*1015 |
| 6. | Weight (kg) | 10,5 |
| 7. | Maximum load (kg) | 95 |
| 8. | Form | Two-wheeled |
| 9. | Colour | Red |
| 10. | Material | High Density Poly Ethylene (HDPE) |
| 11. | Quantity of wheels (pcs.) | 2 |
| 12. | Wheel diameter (mm) | 200 |
| 13. | Individual logotype and text stencil printing (plastic, glass, paper). UNDP provides writing (in Turkmen and Russian) | Turkmen, Russian |
| 14. | Product photo | Изображение выглядит как корзина, контейнер  Автоматически созданное описание |

**4)Triple recycling bins – 170 pcs.**

Triple recycling bins designed for location in offices, educational buildings, and trading centres. Triple recycling bins are made of stainless steel with matt for separate sorting of solid household waste (plastic, paper, glass) must meet minimum requirements give below.

|  |  |  |
| --- | --- | --- |
| № | Specification | Requirement |
| 1. | Type | Triple recycling bins |
| 2. | Quantity (pcs.) | 150 |
| 3. | Other specifications | Compartment bins with openings for various waste types (paper, plastic, glass). Availability of lid handle for waste unloading |
| 4. | Location | Indoor waste sorting |
| 5. | Full size of tripled bins (Length x Width x Height in cm) | 72\*30\*61cm |
| 6. | Holding capacity of whole tripled bins (l.) | 25\*20\*38\*3=57 l |
| 8. | Form | Three compartment bins |
| 8. | Colour | Silver |
| 9. | Outer material | Stainless steel |
| 10. | Thickness (mm) | 0,8 |
| 11. | Inside material | Galvanized sheet steel |
| 12. | Individual logotype and text stencil printing (plastic, glass, paper). UNDP provides writing (in Turkmen and Russian) | Turkmen, Russian |
| 13. | Product photo |  |

**Лот 2. Small-capacity truck**

1. **Small-capacity truck (for waste transportation)**

**Small-capacity truck equipped with onboard for transportation of various loads. Onboard is the platform of four sides, three of which are drop-sided that allows to locate and carry various sized loads. Vehicle must meet minimum requirements given below.**

|  |  |  |
| --- | --- | --- |
| # | Vehicle condition | New and unused (2021 model) |
|  | Vehicle type | Small-capacity truck |
|  | Aboard awning size (cm)  Height  Length | 160  450 |
|  | Engine | 2,7-2,9 Lt |
|  | Seats | 2+1 |
|  | Transmission type | 5 MKPP (manual) |
|  | Steering wheel | Hydraulic with intensifier |
|  | Driving Option | LHD (Left-hand driving) |
|  | Fuel type | Petrol |
|  | Wheel arrangement | 4х2 |
|  | Type of drive | Rear |
|  | Total weight (kg) | 3500 |
|  | Fuel Main Tank Capacity | 60-70 liters |
|  | Average petrol consumption per 100 km | 13–15 litres |
|  | Capacity | 90 kVt (123 l. s.) |
|  | Carrying capacity | Up to 1400 kg |
|  | Color | White |
|  | Brake types: front, rear | Break discs with Anti-Lock Braking System (ABS) |
|  | Doors lock | Central locking |
|  | Front fog lights | Yes |
|  | Tool kit with jack | Yes |
|  | Fire extinguisher | Yes |
|  | First aid kit | Yes |
|  | Spear wheel (full size) | Yes |
|  | Seat covering | Fabric |

**Equipment Delivery Requirements**

|  |  |
| --- | --- |
| **Equipment Delivery Requirements** | |
| **Delivery date and time** | Bidder shall deliver the goods in 150 days after Contract signature. |
| **Delivery Terms (INCOTERMS 2020)** | DPU (Delivery at Place Unloaded) ICOTERMS 2020 |
| **Customs clearance**  **(must be linked to INCOTERM** | Not applicable  Shall be done by:  Name of organisation (where applicable)  **Supplier/bidder (UNDP will provide all necessary documents for customs clearance of diplomatic cargo)**  Freight Forwarder |
| **Consignee** | **FOR LOT1 and LOT2:**  UN Development Programme in Turkmenistan (UNDP).  Address: Ashgabat, Turkmenistan, 744036, Archabil avenue 21. (UN building)  **TYPE OF CARGO:** **DIPLOMATIC CARGO** |
| **Exact Address(es) of Delivery Location(s)** | **FOR LOT1 and LOT2:**  Environment Protection Society of Turkmenistan, Myati Kosaev str., bldg.23, apt.1 |
| **Packing Requirements** | The Supplier guarantees that the products are securely placed, packaged and labeled, taking into account the mode of transportation, in order to protect the goods during delivery to their final destination. |
| **Warranty Period** | **LOT1:** The contractor is responsible for the supplied equipment and materials for 12 months from the date of signing the acceptance certificate. Supplied equipment shall be assembled when acceptance certificate signed.  **LOT2:** Warranty for the supplied equipment and related items is 12 months from the date of delivery and signing the acceptance certificate by UNDP at designated place. |
| **After-sales service and local service support requirements** | **LOT1:**  If, within 12 months after the start of use of the product, any defects are found or they arise during operation (subject to all operating rules), the Supplier must eliminate the defect on site by making repairs within 1 month or replacing the broken part.  **LOT2:**  After sale service: company contact person on service (address, phone, and names) for future requests from UNDP or its partners for technical service, small and heavy repair of the equipment. |
| **Preferred Mode of Transport** | Choose an item. |

**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: | Click or tap here to enter text. | 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? | | Yes  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):* | | Yes  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):* | | Yes  No | | | |
| Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)* | | Yes  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)* | | Yes  No | | | |
| Is your company a member of the UN Global Compact | | Yes  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. | | | |
| **Previous relevant experience: 3 contracts** | | | | | |
| **Name of previous contracts** | **Client & Reference Contact Details including e-mail** | | **Contract Value** | **Period of activity** | **Types of activities undertaken** |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |

**Bidder’s Declaration**

| **Yes** | **No** |  |
| --- | --- | --- |
|  |  | **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. |
|  |  | 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. |
|  |  | **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. |
|  |  | 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 wehave 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. |
|  |  | **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. |
|  |  | **Prohibitions, Sanctions:** l/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. |
|  |  | **Bankruptcy**: l/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. |
|  |  | **Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity. |
|  |  | I/We understand and recognize that you are not bound to accept any Quotation you receive, and wecertify that the goods offered in our Quotation are new and unused. |
|  |  | 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 – SPECIAL CONTAINERS AND ACCESSORIES**

*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: | RFQ-TKM-017-2021 | Date: Click or tap to enter a date. |

**Technical proposal**

*Please provide the following:*

*- brief description of your qualifications, capabilities and experience related to the Terms of Reference;*

*- brief methodology, approach and implementation plan;*

*- team composition and CVs of key personnel*

**Financial proposal**

**TABLE 1:** Supply of special containers and vehicles for realization of pilot project on waste sorting in Ashgabat and “Avaza” NTZ.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item No** | | **Description** | **UOM** | | **Qty** | | **Unit price** | | **Total price** |
| 1. | | Plastic containers for plastic solid household waste | pcs. | | 200 | |  | |  |
| 2. | | Plastic containers for glass solid household waste | pcs. | | 200 | |  | |  |
| 3. | | Plastic containers for paper solid household waste | set | | 200 | |  | |  |
| 4. | | Triple recycling bins for sorting solid household waste | pcs. | | 170 | |  | |  |
| Total Price | | | | | | | | |  |
| Transportation Price | | | | | | | | |  |
| Insurance Price | | | | | | | | |  |
| Installation Price | | | | | | | | |  |
| Other Charges (specify) | | | | | | | | |  |
| **Total Final and All-inclusive Price LOT 1** | | | | | | | | |  |
| **LOT 2. Small-capacity truck** | | | | | | | | | |
| 1. | Small-capacity truck (for waste transportation) | | | pcs. | | 2 | |  |  |
| Total Price | | | | | | | | |  |
| Transportation Price | | | | | | | | |  |
| Insurance Price | | | | | | | | |  |
| Installation Price | | | | | | | | |  |
| Other Charges (specify) | | | | | | | | |  |
| **Total Final and All-inclusive Price LOT 2** | | | | | | | | |  |

**Compliance with Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **You Responses** | | |
| **Yes, we will comply** | **No, we cannot comply** | **If you cannot comply, pls. indicate counter - offer** |
| Minimum Technical Specifications |  |  | Click or tap here to enter text. |
| Delivery Term (INCOTERMS) |  |  | Click or tap here to enter text. |
| Delivery Lead Time |  |  | Click or tap here to enter text. |
| Warranty and After-Sales Requirements |  |  | Click or tap here to enter text. |
| Validity of Quotation |  |  | Click or tap here to enter text. |
| Payment terms |  |  | Click or tap here to enter text. |
| Other requirements *[pls. specify]* |  |  | Click or tap here to enter text. |

**Other Information:**

|  |  |
| --- | --- |
| Estimated weight/volume/dimension of the Consignment: | Click or tap here to enter text. |
| Country/ies of Origin:  (*if export licence required this must be submitted if awarded the contract*) | 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. | |
| *Exact name and address of company*  Company NameClick 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. |