REQUEST FOR QUOTATION (RFQ)



RFQ Reference: RFQ 138-21 Supply of Wheeled Bucket Loader	
for EU4Sevan project	Date: 7 October 2021

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this 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

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.

Issued by:

Name:Suren SaghatelyanTitle:Procurement AnalystDate:07/10/2021

SECTION 2: RFQ INSTRUCTIONS AND DATA

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 <u>UNDP Programme and Operations Policies</u> and Procedures (POPP) on Contracts and Procurement 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	 <u>29 October 2021, 16:00 pm</u> Yerevan time (GMT+4) 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 □ Other Click or tap here to enter text. Bid submission address: tenders.armenia@undp.org 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: 20 MB Mandatory subject of email: RFQ 138-21 Supply of Wheeled Bucket Loader for EU4Sevan project 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_and_investigation.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 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: <u>General Terms and Conditions for de minimis contracts</u> . <u>General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</u> <u>General Terms and Conditions for Works</u> Applicable Terms and Conditions and other provisions are available at <u>UNDP/How-we-buy</u>
Special Conditions of Contract	 Cancellation of PO/Contract if the delivery/completion is delayed by 30 days. Liquidated damages: Will be imposed under the following conditions: Percentage of contract price per day of delay: 0.2%. Max. no. of days of delay: 30 days.

Language of quotation	Armenian English
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:
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.
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 <u>Solicitation policy</u> for details on the applicable provisions on Joint Ventures, Consortium or Association.
Currency of Quotation	Quotations shall be quoted in AMD or USD
	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
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.

Documents to be submitted	 Bidders shall include the following documents in their quotation: ☑ Annex 2: Quotation Submission Form duly completed and signed ☑ Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 ☑ Manufacturer's Authorization Form. ☑ Latest internal revenue certificate/Tax certificate ☑ List of similar contracts ☑ Company Profile. ☑ Registration certificate. ☑ Technical specifications 	
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	Not permitted Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes	
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 Click or tap here to enter text. 	
Conditions for Release of Payment	 Passing Inspection Passing all Testing [specify standard, if possible] Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements Others [pls. specify] 	
Contact Person for corresponden ce, notifications and clarifications	E-mail address: procurement.armenia@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. 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 2 days before the submission deadline.	
Evaluation method	The Contract will be awarded to the lowest price substantially compliant offer Other Click or tap here to enter text.	

Evaluation criteria	 Full compliance with all requirements as specified in Annex 1 Full acceptance of the General Conditions of Contract Comprehensiveness of after-sales services Manufacturer/suppliers must have at least 3 years of experience in manufacturing/supply of required goods or similar products Supplier should provide warranty as per Annex 1 requirements
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, Click or tap here to enter text. 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	 Purchase Order <u>Contract Face Sheet</u> (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <u>Contract for Works</u> Other Type/s of Contract [pls. specify]
Expected date for contract award.	30 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
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 <u>www.ungm.org</u> . 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.

ANNEX 1: SCHEDULE OF REQUIREMENTS

Technical Specifications for Goods:

SUPPLY of Wheeled Bucket Loader for EU4Sevan project

The Law of the RA on the 2021 State budget earmarks allocations for cleaning of Lake Sevan's flooded forest and surrounding swamp areas. Part of the total amount will be allotted for procurement of specialized machinery (1 loading and unloading excavator, 1 bulldozer-tractor, and 1 dump truck) and special equipment (6 chainsaws). The remaining sum was allotted to Sevan National Park SNCO for ensuring maintenance of the abovementioned machinery and equipment.

In addition, the Law of the RA on the 2022 State Budget which is currently in development, prescribes the procurement of an additional one unit of dump truck and one unit of excavator.

All these efforts will be complemented by the wheeled bucket loader to be procured within the framework of the EU4Sevan project, needed for the loading of the trees and trunks uprooted from the flooded forest areas and other biomass to be removed from the area.

Quantity: 1 pc.

1. General Description

The Wheeled Bucket Loader should be from the manufacturers' standard range of production and current supply, brand new and guaranteed from all type of defects, produced in 2021. All equipment and parts should be fully assembled with standard fittings, tested and ready for immediate use and suitable for continuous operation in the ambient conditions at altitudes up to 2500 meters and up +50°C temperature.

In addition to the provision of the Wheeled Bucket Loader, the supplier should also organize a short introductory training course for the beneficiary employees on the use of the Loader, in the place of delivery The supplier should also submit proof of capacity to provide maintenance/repair/upkeep work in the place of delivery.

2. Technical Specifications

Description	Technical Specifications	
Overall dimensions		
Length	From 8.0 m to 8.5 m	
Width	From 3.0 m to 3.2 m	
Height	From 3.0 m to 3.5 m	
Wheelbase	From 3.0 m to 3.5 m	
Ground clearance	Not less than 400 mm	
Maximum unloading height	Not less than 3.0 m	
Lifting height	Not less than 4.0 m	
Overall parameters		

Bucket capacity	Not less than 3.0 m3
Bucket capacity Nominal load	Not less than 5.0 ton
Operating weight	From 17.0 ton to 18.0 ton
	Engine
Nominal power	Not less than 220 HP (161.8 kW)
Engine capacity	From 9500 ml to 10000 ml
Maximum torque	From 950 Nm to 1000 Nm
	Transmission system
Torque converter	Single-stage four-element double-turbine hydraulic torque converter
Transmission type	Planetary power shift
Gears	Forward 2 reverse 1
н	ydraulic system of working device
Туре	Hydraulic pilot control
	Brake system
Service brake type	Air over hydraulic disc type
Parking brake type	Electric pneumatic internal expansion shoe type
	Steering system
Туре	Load sensing full hydraulic articulated steering
System pressure	Not less than 15 MPa
	Fill capacity
Fuel type	Diesel
Volume of the fuel tank	Not less than 250 litres
	Other parameters
Maximum operation	Not more than 10 hours
Maximum mileage	Not more than 10 km
Color	Manufacturer's standard color
Production year	2021
Place of delivery	Gegharkunik region, Republic of Armenia
Warranty	24 months or 3500 hours (whichever happens first), at the place of delivery
Post-warranty services	At the place of delivery

Delivery Requirements		
Delivery date and time	Bidder shall deliver the goods 60 days after Contract signature.	
Delivery Terms (INCOTERMS 2020)	DAP Gegharkunik region, Republic of Armenia, Armenia	
Customs clearance (must be linked to INCOTERM	 Not applicable Shall be done by: UNDP (where applicable) Supplier/bidder Freight Forwarder 	

Exact Address(es) of Delivery Location(s)	Sevan town, Sevan National Park SNCO – 1 piece	
Distribution of shipping documents (if using freight forwarder)	All shipping related documents to be provided.	
Packing Requirements	N/A	
Training on Operations and Maintenance	Not needed	
Warranty Period	Warranty period: 24 months or 3500 hours (whichever happens first), at the place of delivery	
After-sales service and local service support requirements	Required	
Preferred Mode of Transport	Land/Avia	

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? (<i>If yes,</i> <i>provide a Copy</i>)	□ 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 (<i>If yes, provide a Copy</i>)		□ Yes □ No			
Is your company a member of the UN Global Compact		🗆 Yes 🗆 No			
Bank Information		Bank Address: IBAN: Click or t SWIFT/BIC: Clic Account Curren		to enter text. text.	t.
		Previous relevant experience: 3 contracts			
contracts Con		& Reference tact Details ding 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.

Yes	No	
		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 : <u>https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</u> 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: 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.
		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.
		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 we certify 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:	
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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:	Click or tap here to enter text.	Date: Click or tap to enter a date.	

Currency of the Quotation: Click or tap here to enter text. INCOTERMS: Click or tap here to enter text.					
ltem No	Description (L-W-H)	UOM	Qty	Unit price	Total price
1	Supply of Wheeled Bucket Loader for EU4Sevan project	Pcs	1		
				Total Price	
			Tr	ansportation Price	
				Insurance Price	
				Installation Price	N/A
				Training Price	N/A
	Other Charges (specify)				
		Total F	inal and	All-inclusive Price	

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: (<i>if export licence required this must be submitted</i> <i>if awarded the contract</i>)	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	Authorized Signature:		
Company NameClick or tap here to enter text.	Date:Click or tap here to enter text.		
Address: Click or tap here to enter text.	Name:Click or tap here to enter text.		
Click or tap here to enter text.	Functional Title of Authorised		
Phone No.: Click or tap here to enter text.	Signatory:Click or tap here to enter text.		
Email Address:Click or tap here to enter text.	Email Address: Click or tap here to enter text.		