



REQUEST FOR QUOTATION (RFQ)

United Nations Development Program Common Services Marmorvej 51 2100 Copenhagen Campus 1	DATE: June 16, 2022
	REFERENCE: RFQ-UNCITY CPH-2022-Oak Floor sanding and oiling service

Dear Sir / Madam:

We kindly request you to submit your quotation for Staff Workwear, 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 June 30, 2022 via ☒ *e-mail*, to the address below:

United Nations Development Programme
 Marmorvej 51, 2100 Copenhagen Campus 1
Cs.bidtender@undp.org

Quotations submitted by email must be limited to a maximum of 5MB, virus-free and no more than 5 email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

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. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

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

Delivery Terms [INCOTERMS 2020]	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input checked="" type="checkbox"/> DAP
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Customs clearance, if needed, shall be done by:	<input type="checkbox"/> UNDP <input checked="" type="checkbox"/> Supplier/Offeror <input type="checkbox"/> Freight Forwarder
Exact Address/es of Delivery Location/s (identify all, if multiple)	UN City, Common Services Marmorvej 51 2100 Copenhagen Campus 1
UNDP Preferred Freight Forwarder, if any	N/A
Distribution of shipping documents	N/A
Latest Expected Delivery Date and Time (<i>if delivery time exceeds this, quote may be rejected by UNDP</i>)	<input checked="" type="checkbox"/> 30 days from the issuance of the Purchase Order (PO) <input type="checkbox"/> As per Delivery Schedule attached
Delivery Schedule	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required
Preferred Currency of Quotation	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency: DKK
Value Added Tax on Price Quotation	<input type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Deadline for the Submission of Quotation	COB, <i>Thursday, June 30, 2022 at 12:00</i>
All documentations, including catalogs, instructions, and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others Danish
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input type="checkbox"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users; <input type="checkbox"/> Confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected; <input checked="" type="checkbox"/> Quality Certificates (ISO, etc.); <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer);

	<input type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied; <input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods". <input type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); <input type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;
Period of Validity of Quotes starting the Submission Date	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 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	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted [<i>pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)</i>]
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of services <input type="checkbox"/> Others
Liquidated Damages	<input checked="" type="checkbox"/> Will not be imposed <input type="checkbox"/> Will be imposed under the following conditions : Percentage of contract price per day of delay : _____ Max. no. of days of delay : _____ After which UNDP may terminate the contract.
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ¹ <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input type="checkbox"/> Earliest Delivery / Shortest Lead Time
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier <input type="checkbox"/> One or more Supplier, depending on the following factors:
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order

¹ UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP <input type="checkbox"/> Other Type/s of Contract
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days <input type="checkbox"/> Others
Conditions for Release of Payment	<input type="checkbox"/> Passing all Testing <input type="checkbox"/> Completion of Training on Operation and Maintenance <input checked="" type="checkbox"/> Written Acceptance of Services based on full compliance with RFQ requirements <input type="checkbox"/> Others
Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Services Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input type="checkbox"/> General Terms and Conditions / Special Conditions: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html <input type="checkbox"/> Others 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)	<i>cs.bidtender@undp.org</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.

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 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 indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

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/content/undp/en/home/operations/procurement/protestandsanctions/>

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 Common Services Manager
Martin Christensson

DocuSigned by:
Martin Christensson
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Terms of Reference (TOR)
For Oak Floor sanding and oiling service of 4,570 m2
Request for Quotation

Works/Services Required: Floor sanding and oiling
Country/place of implementation: Denmark, Copenhagen
Contractual arrangements: Contract for works and services

Management arrangements: Provision of services to be managed by the Building Maintenance Team

Payment arrangements: Payment after completion

BACKGROUND

At UN City in Copenhagen, campus 1, there are some 1,700 employees working and sharing the 45,000 m2 of office and meeting space.

From 1st to 5th level of the building the floors are mainly made of solid oak. The floors on the ground floor are to large extent cover by sandstone tiles from Sweden, and some parts with the same type of oak floor as the rest of the building. Underground, has UN City a large auditorium with oak floors surrounded by sandstone tiles. The responsibility to maintain these are with the UN City Common services.

The total area of the wooden floors is some 20,000 m², of which 4,570m2 is to be treated this year.

SCOPE OF WORK

UN City Common Services intend to do an overhaul of all the floors in the building. It will do that in stages to minimise disruption of the office work.

First stage is to sand the oak floors in the atrium on each of the five floors as well as the 8 elevator floors.

EXPECTED OUTPUTS AND DELIVERABLES

The company is expected to do the following works in July 2022:

1 st floor:	Sanding and oiling common area of 749 m2
2 nd floor:	Sanding and oiling common area of 943 m2
3 rd floor:	Sanding and oiling common area of 943 m2
4 th floor	Sanding and oiling common area of 943 m2
5 th floor	Sanding and oiling common area of 943 m2

Total 4,570 m2

Sanding wooden floors: expected to be fine grind with a grain 150 in diamond wire mesh

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After saturating oil treatment with a base oil, which after application is polished with white pads and wiped with lint-free cotton cloths, and cleaning of surfaces, as well as removal of lint from rags on the floor surface

The oil to be used (to be bought by vendor) on the wooden floor must be: Berger-Seidle Classic HardOil - datasheet of product to be provided to common services after completion of work.

The work foresees moving of furniture (couches, some seating areas)

INSTITUTIONAL ARRANGEMENT

The work will be initiated on the request of and supervised by Common Services Building Maintenance Team. They will control and sign of quality of the work.

DURATION OF WORK

It is expected that the work will not take more than 4 weeks (not restricted to). Due to complexity of internal office arrangement (multiple agencies are present inside the building) the overall timeline might differ.

FLOOR PLANS

Are attached to this TOR as annexes.

LOCATION OF WORK

Marmorvej 51, 2100 Copenhagen, Denmark

SITE VISIT

Onsite visits will be arranged for all interested bidders during the announcement.

QUALIFICATION OF SUCCESSFUL CONTRACTOR

The contractor should be well established in the field, with a proven qualifications/skills on sanding and treating similar type and sized floor. Should provide evidence and reference to three similar jobs.

Minimum years of experience: 3 years

Similar projects: at least 5 similar projects were carried out by the bidder

References: at least 3 positive references are provided by the bidder

SCOPE OF PRICE PROPOSAL

Price per square meter of works/Lump sum

PAYMENT TERMS

EVALUATION METHOD

Approved by: Martin Christensson

DocuSigned by:

Martin Christensson

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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 RFQ-UNCITY CPH-2021-Oak Floor sanding and oiling service:

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

Item No.	Description of services	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
	Total Prices of services				
	Add : Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation				

TABLE 2 : Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows :	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier's Authorized Person]

[Designation]

[Date]