



## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: <b>UNDP/LED/239/2022</b>	Date: 01 July 2022
---	--------------------

### SECTION 1 REQUEST FOR QUOTATION

UNDP kindly requests your quotation for the provision of goods and services to deliver one **front loader** in accordance with the requirements specified in Annex 1 to this RFQ.

This Request for Quotation comprises the following documents:

- Section 1: This letter of request
- 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 1: Schedule of Requirements, 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 by UNDP after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Name: Tatsiana Lazouskaya

Title: Procurement Analyst

Date: 30 June 2022

## SECTION 2: RFQ Instructions and Data

<b>Introduction</b>	<p>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 <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a> .</p> <p>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.</p> <p>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. However, UNDP is not responsible for cancelling the tender procedure.</p>
<b>Deadline for the Submission of Quotation</b>	<p><b><u>17:00 Minsk time 25 July 2022</u></b></p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering  <input checked="" type="checkbox"/> Dedicated Email Address  <input type="checkbox"/> Courier / Hand delivery  <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p> <p><b>Attention Bid submission address <a href="mailto:tenders.by@undp.org">tenders.by@undp.org</a></b></p> <ul style="list-style-type: none"> <li>▪ File Format: PDF</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. file size per transmission: <b>10 MB</b></li> <li>▪ Mandatory subject of email: <b>UNDP/LED/239/2022</b></li> <li>▪ 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.</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The Bidder should receive an email acknowledging email receipt.</li> </ul>
<b>Cost of preparation of quotation</b>	<p>UNDP shall not be responsible for any costs associated with supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
<b>Supplier Code of Conduct, Fraud, Corruption</b>	<p>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 <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>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: <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</a></p>
<b>Gifts and Hospitality</b>	<p>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:</p>

	<p>(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;</p> <p>(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.</p>
<b>Conflict of Interest</b>	<p>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.</p> <p>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.</p> <p>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.</p>
<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract (GTC).</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> <a href="#">General Terms and Conditions</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for de minimis contracts (services only, less than \$ 50,000)</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for Works</a></p> <p>Applicable Terms and Conditions and other provisions are available at: <a href="#">UNDP/How-we-buy</a></p> <p>The applicable general terms and conditions in Russian are available at: <a href="http://www.by.undp.org/content/belarus/ru/home/procurement.html">http://www.by.undp.org/content/belarus/ru/home/procurement.html</a></p>
<b>Special Conditions of Contract</b>	<p><input checked="" type="checkbox"/> <b>Cancellation of PO/Contract if the delivery/completion is delayed by 30 calendar days;</b></p> <p><input checked="" type="checkbox"/> <b>Others: Liquidated damages shall come to 0.2% from the contract value for each overdue day provided that overdue is less than 30 calendar days</b></p>
<b>Eligibility</b>	<p>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.</p> <p>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.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
<b>Currency of Quotation</b>	<p>Quotations shall be quoted in:</p> <p><b>US dollars (USD)</b> <b>Belarusian Roubles (BYN)</b></p> <p><b>The currency of the contract and the currency of payment will be the currency of the submitted offer.</b></p> <p><b>UN Official Operational Rates of Exchange:</b> <a href="https://treasury.un.org/operationalrates/OperationalRates.php">https://treasury.un.org/operationalrates/OperationalRates.php</a></p>
<b>Joint Venture, Consortium or Association</b>	<p>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</p>

	<p>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.</p> <p>Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
<b>Only one Bid</b>	<p>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.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>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</li> <li>b) they have the same legal representative for purposes of this RFQ; or</li> <li>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;</li> <li>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</li> <li>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.</li> </ul>
<b>Duties and taxes</b>	<p>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:</p> <p>All prices must:</p> <p><input checked="" type="checkbox"/> <b>be inclusive of VAT and other applicable indirect taxes: if the quotation is submitted by <u>the resident of the Republic of Belarus</u>, VAT, if applicable, must be indicated in the quotation.</b></p> <p><input checked="" type="checkbox"/> <b>be exclusive of VAT and other applicable indirect taxes: quotations from Bidders - non-residents of the Republic of Belarus shall not include VAT.</b></p> <p><b>Bidders' quotations will be compared excluding VAT.</b></p>
<b>Language of quotation</b>	<p><b>Language of quotation: Russian or English.</b></p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
<b>Documents to be submitted</b>	<p><b>Bidders shall include the following documents in their quotation:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>Annex 2:</b> Quotation Submission Form duly completed and signed;</li> <li><input checked="" type="checkbox"/> <b>Annex 3:</b> Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1;</li> <li><input checked="" type="checkbox"/> <b>Company's Registration Certificate;</b></li> <li><input checked="" type="checkbox"/> <b>List and cost of contracts implemented over the past 3 years (at least 3 contracts in a similar area), as well as clients' contact details who may be contacted for further information (reviews / recommendations) on the implementation of these contracts (Annex 2);</b></li> <li><input checked="" type="checkbox"/> <b>Positive references from 2 main customers in terms of the contract value in a similar sphere;</b></li> </ul>

	<p><input checked="" type="checkbox"/> <b>List and value of ongoing Contracts with UNDP and other national/multi-national organizations</b> with contact details of clients and current completion ratio of each ongoing project (<b>Annex 2</b>);</p> <p><input checked="" type="checkbox"/> Other:</p> <ul style="list-style-type: none"> <li>• <b>Documents confirming the compliance of the proposed goods with the requirements</b> specified in Annex 1 (technical specifications, technical data of the proposed product in the form of catalogues / technical brochures / product passport, etc. with images of the goods);</li> <li>• <b>A copy of the document confirming the quality of the goods</b> (valid certificate of conformity of the loader to the technical regulations of the Eurasian Economic (Customs) Union TR CU 010/2011 and/or other certificate/declaration of quality/conformity of the goods) at least valid till 31 December 2022, or a written obligation to provide such a document before signing the contract for the supply of goods;</li> <li>• A copy of a <b>valid ISO 9001 or similar</b> certificate issued to the manufacturer of the goods, confirming the existence of a certified quality management system for development and / or production, applicable to the production of the offered goods (if any); other documentary evidence (including certificates and declarations) confirming the quality (if any);</li> <li>• Confirmation that the Bidder offers goods of their own production or documented <b>Manufacturer's Authorization (power of attorney, distribution agreement, etc.) of the Bidder as a Sales Agent / Distributor</b> in the country (if the Bidder is not the manufacturer);</li> <li>• <b>Documents confirming the availability of an authorized service center in the Republic of Belarus or the availability of a regional representation office in charge of the service maintenance (including warranty) on the territory of the Republic of Belarus</b> and confirmation that such service centre will provide warranty for the offered goods, <b>(a copy of the agreement/contract/other document)</b>.</li> </ul>
<b>Quotation validity period</b>	Quotations shall remain valid for <b>90 (ninety) calendar</b> days from the deadline for the Submission of Quotation.
<b>Price variation</b>	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.
<b>Quotation for supply of a partial quantity of an item or a partial amount of services/works</b>	<p><b>Partial quotes:</b></p> <p><input checked="" type="checkbox"/> <b>Not permitted</b></p> <p><input type="checkbox"/> Permitted</p> <p>Equipment must be supplied in a complete set announced by the manufacturer, in accordance with Technical Specifications.</p>
<b>Alternative Quotes</b>	<p><input checked="" type="checkbox"/> <b>Not permitted</b></p> <p><input type="checkbox"/> Permitted</p> <p>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, UNDP 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."</p>
<b>Payment Terms</b>	<p><input checked="" type="checkbox"/> <b>100% within 30 calendar days after receipt of goods, works and/or services and submission of payment documentation.</b></p> <p><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p>
<b>Conditions for Release of Payment</b>	<p><input checked="" type="checkbox"/> <b>Passing Inspection: the supplied equipment will be checked at the place of delivery by the UNDP representative and specialists of the end user for compliance with the declared quality and technical specification.</b></p> <p><b>If the product does not meet the contractual specifications, the supplier must take prompt action to remedy the deficiency, rectify any defect, or replace any defective part or all of the defective product at its own expense.</b></p>

	<input type="checkbox"/> Passing all Testing  <input type="checkbox"/> Completion of Training on Operation and Maintenance  <input checked="" type="checkbox"/> <b>Written Acceptance of Goods based on full compliance with RFQ requirements. UNDP will sign the goods acceptance document after confirmation that the goods meet the specification and performance requirements. The terms of acceptance of goods are specified in ANNEX 1: SCHEDULE OF REQUIREMENTS to this RFQ.</b>  <input type="checkbox"/> Other [Specify]
<b>Contact Person for correspondence, notifications and clarifications</b>	Email Address: <b>dmitry.afonin@undp.org</b> <b>Dmitry Afonin, Procurement Associate of the project "Support to Economic Development at the Local Level in the Republic of Belarus"</b>  <b>Attention: Quotations shall be submitted to the address for quotation submission mentioned above (<a href="mailto:tenders.by@undp.org">tenders.by@undp.org</a>). Otherwise, offer shall be disqualified.</b>  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.
<b>Clarifications</b>	<b>Requests for clarification from bidders will not be accepted any later than <u>5 (five) working days</u> before the submission deadline.</b>  Responses to request for clarification will be communicated <b>in written by email</b>  Any amendment to the RFQ shall be posted here: <a href="https://www.by.undp.org/content/belarus/ru/home/procurement.html">https://www.by.undp.org/content/belarus/ru/home/procurement.html</a>
<b>Evaluation method</b>	<input checked="" type="checkbox"/> <b>The Contract or Purchase Order will be awarded to the Bidder, whose offer had the lowest price and substantially complied with the requirements of Technical specification.</b>  <input type="checkbox"/> <b>Other:</b>  <b>VAT included in the offer price:</b>  Quotations from Bidders - <b>non-residents</b> of the Republic of Belarus shall not include VAT.  If the quotation is submitted by the <b>resident</b> of the Republic of Belarus, VAT, if applicable, must be indicated in the quotation. In this case, VAT, if any, will be paid to the contractor and reimbursed to UNDP by the Ministry of Finance of the Republic of Belarus. Quotations will be compared excluding VAT.
<b>Evaluation criteria</b>	<input checked="" type="checkbox"/> <b>Full compliance with all requirements as specified in Annex 1</b> <input checked="" type="checkbox"/> <b>Full acceptance of the General Conditions of Contract</b> <a href="https://www.undp.org/belarus/procurement">https://www.undp.org/belarus/procurement</a> <input type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input checked="" type="checkbox"/> <b>Other: provision of full set of required proposal documents</b>
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order.
<b>Right to vary requirement at time of award</b>	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.

<b>Type of Contract to be awarded</b>	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> <a href="#">Standard-Form Contract for Goods and/or Services</a> <input type="checkbox"/> <a href="#">Contract for Civil Works</a> <input type="checkbox"/> Other Type/s of Contract
<b>Expected date for contract award</b>	<b>10 August 2022</b>
<b>Publication of Contract Award</b>	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the country office and the corporate UNDP Web site.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a> .
<b>UNDP registration</b>	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 <a href="http://www.ungm.org">www.ungm.org</a> . 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 the procurement of one front loader

**General requirements and purpose of procurement:** Front loader shall be purchased for mechanical loading and unloading operations with bulk and lump materials weighing not more than 2.5 t/m<sup>3</sup>, excavation works on soils of I-II categories (sand, clay loam, gravel, light clay unloosened and on III category soils with prior loosening as well as for road construction, mounting and rigging works).

1. Technical specification:
1.1. <b>Type:</b> wheel front loader for mechanical loading and unloading operations with bulk and lump materials;
1.2. <b>Weight/mass, kg:</b> not less than 6,000
1.3. <b>Engine:</b>
1.3.1. <b>Type:</b> diesel
1.3.2. <b>Engine rated power, kW:</b> not less than 70;
1.3.3. <b>Tear-out force, kH</b> not less than 50;
1.4. <b>Fuel tank capacity, l:</b> not less than 50;
1.5. <b>Type of transmission:</b> manual or automatic
1.6. <b>Lifting capacity (kg):</b> not less than 1900;
1.7. <b>Dumping height (mm):</b> not less than 2300;
1.8. <b>Attachments:</b> <ul style="list-style-type: none"> <li>• <b>quick-detachable adapter:</b> availability</li> <li>• <b>forks:</b> availability</li> </ul>
1.9. <b>Bucket</b>
1.9.1. <b>Bucket capacity (m<sup>3</sup>):</b> not less than 0.7;
1.10. <b>Cabin:</b>
1.10.1 <b>Type:</b> enclosed cabin providing all-round view;
1.10.2. <b>Heating and cooling system:</b> availability;
1.11. <b>Rear-view mirror:</b> availability
1.12. <b>Paint:</b> Standard factory paint, any colour.
2. <b>General requirements:</b>
2.1. <b>Year of manufacture, state:</b> not earlier than 2021, new, not previously used, repaired or restored. The requirement applies to the front loader in general as well as its components and assemblies.
2.2. <b>Documentation:</b> Certificate of conformity of the vehicle to the technical regulations of the Eurasian Economic (Customs) Union TR CU 010/2011 and/or other certificate/declaration of quality/conformity of the goods.
2.3. Operation and maintenance manual, manufacturer's document confirming the production of the front loader (technical passport), service book (or other document replacing it), a document stipulating the Supplier's warranty obligations: in Russian language (included in the delivery of the Goods).
2.4. <b>Warranty requirements:</b> <p>2.4.1 Warranty period: at least 12 months or 1,200 hours, whichever comes first.</p> <p>2.4.2. The Supplier's warranty obligations shall include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• pre-sale preparation;</li> <li>• planned maintenance;</li> <li>• repair (replacement) of the front loader.</li> </ul> <p>2.4.3. The warranty period is calculated from the date of transfer of the front loader to the buyer specified in the warranty card.</p>



2.4.4. After acceptance of the front loader by the UNDP representative, the right to use the warranty obligations for the vehicle passes from UNDP to the final recipient of the goods – ChSUP "My Vam postroim dom", director Andrey Levy.
<p><b>2.5. Service requirements:</b> The Supplier must provide after-sales service (technical) maintenance of the Goods for at least 3 years from the date of acceptance of the Goods by the Buyer (under a separate service contract concluded by the Supplier with the End User of the Goods). The Supplier shall provide technical support (within working hours) including the provision of answers on all issues of operations of the Goods, recommendations for operations, classification of problems and formulation of recommendations by telephone or other means of communication. Remote diagnostics by electronic means of communication is desirable, but not mandatory.</p> <p>The service center (including warranty) service of the Goods must be located in the Republic of Belarus, or there must be a regional representative office that performs service (including warranty) service, including in the territory of the Republic of Belarus.</p>
<p><b>2.6. Passing Inspection:</b> the front loader will be inspected for completeness (a set of standard options that is set by the manufacturer) and will be tested to check the operability, compliance with the specification and compliance with operational requirements.</p> <p>UNDP representative will sign the goods acceptance document after a reliable and acceptable operation of the front loader, its compliance with technical specifications and operational requirements is demonstrated.</p>

Delivery Requirements	
<b>Delivery date and time</b>	Bidder shall deliver the goods 90 days after Contract signature.
<b>Delivery Terms (INCOTERMS 2020)</b>	DAP Kobrin
<b>Customs clearance (must be linked to INCOTERM)</b>	<input type="checkbox"/> Not applicable Shall be done by: <input checked="" type="checkbox"/> UNDP (where applicable) <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
<b>Exact Address(es) of Delivery Location(s)</b>	64k Nikolskaya str, Kobrin, Brest region, Belarus
<b>Distribution of shipping documents (if using freight forwarder)</b>	Shipping documents should be sent to the address: UNDP in Belarus (project "Support to Economic Development at the Local Level in the Republic of Belarus"), 220030, Minsk, Krasnoarmeyskaya str., 22-A, office 3
<b>Packing Requirements (if required)</b>	Packaging must ensure the delivery of goods in an undamaged form
<b>Training on Operations and Maintenance</b>	Not required
<b>Warranty Period</b>	at least 12 months or 1,200 hours, whichever comes first, as of the date of signing the acceptance certificate by the Buyer
<b>After-sales service and local service support requirements</b>	Availability of a service center in the territory of the Republic of Belarus for warranty and after-sales service of the offered goods or a regional representative office that performs service (including warranty) service, in the territory of the Republic of Belarus
<b>Preferred Mode of Transport</b>	Ground transport

## 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 1, 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:	<b>UNDP/LED/239/2022</b>	Date: Click or tap here to enter date.

### Company Profile

Item Description	Details
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	Select from the listSelect from the list
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> 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)	<input type="checkbox"/> Yes <input type="checkbox"/> 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)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> 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)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact?	<input type="checkbox"/> Yes <input type="checkbox"/> 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.			
<b>Previous relevant experience: at least 3 (three) contracts performed</b> for supply and maintenance of goods in a similar area within last 5 (five) years				
Name of previous clients	Client & Reference Contact Details including e-mail	Contract Value	Period of Activity ( <i>dates of equipment supply</i> )	Types of activities undertaken
<b>List and value of <u>ongoing</u> Projects with UNDP and <u>other national/multi-national organizations</u> with contact details of clients and current completion ratio of each ongoing project (if any)</b>				
Name of current contracts with UNDP and other national/multi-national organizations	Client & Reference Contact Details including e-mail	Contract Value (indicate currency)	Period of activity from/to (month/year)	Current completion rate of each project, %

## Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFQ, including the RFQ Guidelines and Data, Schedule of Requirements, General Terms and Conditions for UNDP Contracts and any Special Conditions of the Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the required capacity, capability, and necessary licenses to fully meet or exceed the RFQ requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	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 <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgement or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that UNDP is not bound to accept any Quotation they receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	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 here to enter date.

### APPENDIX 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:	<b>UNDP/LED/239/2022</b>	Date: Click or tap here to enter date.

Name and quantity of goods to be supplied	Description/Specification of Goods (According to the RFQ) and General Requirements	Statement of Compliance with the Specification (According to the RFQ) and Requirements  <i>Compliant/ Non-compliant</i>	Description/Specification of Goods (according to the financial quotation) and complementary customer services  <i>Specify the offered features:</i>
<b>Technical specification:</b>			
<b>Front loader - 1 unit</b>	<b>Model, manufacturer, country of origin</b>	-	<i>Please specify for the offered goods Model: Manufacturer: Country of origin</i>
	<b>1. Type:</b> wheel front loader for mechanical loading and unloading operations with bulk and lump materials;		<i>Specify the type of the offered loader:</i>
	<b>2. Weight/mass, kg:</b> not less than 6,000		<i>Specify the weight of the offered loader:</i>
	<b>3. Engine:</b>		
	<b>3.1. Type:</b> diesel		<i>Specify the engine type:</i>
	<b>3.2. Engine rated power, kW:</b> not less than 70;		<i>Specify the engine power of the offered loader:</i>
	<b>3.3. Tear-out force, kH:</b> not less than 50;		<i>Specify the rated tear-out force:</i>
	<b>4. Fuel tank capacity, l:</b> not less than 50;		<i>Specify the fuel tank capacity:</i>
	<b>5. Type of transmission:</b> manual or automatic		<i>Specify the type of transmission:</i>
	<b>6. Lifting capacity (kg):</b> not less than 1900;		<i>Specify the lifting capacity:</i>
	<b>7. Dumping height (mm):</b> not less than 2300;		<i>Specify the dumping height:</i>
	<b>8. Attachments:</b> <ul style="list-style-type: none"> <li>quick-detachable adapter: availability</li> <li>forks: availability</li> </ul>		<i>Specify availability and items of attachments:</i>
	<b>9. Bucket</b>		

	<b>9.1. Bucket capacity (m³):</b> not less than 0.7;		<i>Specify the bucket capacity:</i>
	<b>10. Cabin:</b>		
	<b>10.1 Type:</b> Enclosed cabin providing all-round view;		<i>Specify the type of the cabin</i>
	<b>10.2. Heating and cooling system:</b> availability;		<i>Confirm availability of heating and cooling system and specify its type:</i>
	<b>11. Rear-view mirror:</b> availability;		<i>Confirm availability of rear-view mirror:</i>
	<b>12. Paint:</b> standard factory paint, any colour.		<i>Specify the colour:</i>
<b>II. General requirements:</b>			
<b>1. Year of manufacture, state:</b> not earlier than 2021, new, not previously used, repaired or restored. The requirement applies to the front loader in general as well as its components and assemblies.			<i>Confirm full compliance with all the requirements, specify the year of manufacture of the front loader:</i>
<b>2. Documentation:</b> current certificate of conformity with the requirements of the Technical Regulations of the Customs Union 010/2011 and/or other certificate/declaration of quality/conformity of the goods			<i>Provide current certificate of conformity with the requirements of the Technical Regulations of the Customs Union</i>
<b>3.</b> Operation and maintenance manual, manufacturer's document confirming the production of the front loader (technical passport), service book (or other document replacing it), a document stipulating the Supplier's warranty obligations: in Russian language (included in the delivery of the Goods).			<i>Specify the list of service documentation provided when supplying the front loader:</i>
<b>4. Warranty requirements:</b> 4.1 Warranty period: at least 12 months or 1,200 hours, whichever comes first. 4.2. The Supplier's warranty obligations shall include, but are not limited to: <ul style="list-style-type: none"> <li>• pre-sale preparation;</li> <li>• planned maintenance;</li> <li>• repair (replacement) of the front loader.</li> </ul> 4.3. The warranty period is calculated from the date of transfer of the front loader to the buyer specified in the warranty card. 4.4. After acceptance of the front loader by the UNDP representative, the right to use the warranty obligations for the vehicle passes from UNDP to the final recipient of the goods – ChSUP "My Vam postroim dom", director Andrey Levy.			<i>Confirm the acceptance of all requirements:</i>
<b>5. Service requirements:</b> The Supplier must provide after-sales service (technical) maintenance of the Goods for at least 3 years from the date of acceptance of the			<i>Confirm that you accept all requirements and specify the name and address of</i>

<p>Goods by the Buyer (under a separate service contract concluded by the Supplier with the End User of the Goods). The Supplier shall provide technical support (within working hours) including the provision of answers on all issues of operations of the Goods, recommendations for operations, classification of problems and formulation of recommendations by telephone or other means of communication. Remote diagnostics by electronic means of communication is desirable, but not mandatory.</p> <p>The service center (including warranty) of the Goods must be located in the Republic of Belarus, or there must be a regional representative office that performs service (including warranty) service, including in the territory of the Republic of Belarus.</p>		<p><i>the service center (including warranty) and technical support:</i></p>
<p><b>6. Delivery lead time:</b> within 90 calendar days from the date of signing of the contract.</p>		<p><i>Specify the minimum possible Delivery lead time:</i></p>
<p><b>7. Terms of Delivery (Incoterms 2020):</b>  <b>DAP, Kobrin</b>  64k Nikolskaya str, Kobrin, Brest region, Republic of Belarus. Delivery by the supplier's transport and at the supplier's expense.</p>		<p><i>Confirm acceptance of Delivery terms:</i></p>
<p><b>8. Passing Inspection:</b> the front loader will be inspected for completeness (a set of standard options that is set by the manufacturer) and will be tested to check the operability, compliance with the specification and compliance with operational requirements.</p> <p>UNDP representative will sign the goods acceptance document after a reliable and acceptable operation of the front loader, its compliance with technical specifications and operational requirements is demonstrated.</p>		<p><i>Confirm acceptance of Passing Inspection terms:</i></p>

Signature: \_\_\_\_\_

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap here to enter date.

Name of Bidder:	Click or tap here to enter text.	
RFQ Reference:	<b>UNDP/LED/239/2022</b>	Date: Click or tap here to enter date.

<b>Quotation Currency:</b> <i>(Specify the currency of your quotation):</i>				
<b>INCOTERMS:</b> Delivery by the supplier's transport and at the supplier's expense to the named delivery location (delivery location specified in Annex 1)				
No.	Description	Unit of measure	QTY	Total price (VAT exclusive)
1.	Front Loader	pcs.	1	
2.	Shipping / delivery costs (DAP: 64k Nikolskaya str, Kobrin, Brest region, Republic of Belarus.			
Total final and all-inclusive price excluding VAT				
VAT*				
Total final and all-inclusive price including VAT*				
Delivery lead time (calendar days)				

*\*Quotations from Bidders - non-residents of the Republic of Belarus shall not include VAT. If the quotation is submitted by the resident of the Republic of Belarus, VAT, if applicable, must be indicated in the quotation. Quotations will be compared excluding VAT.*

We hereby declare and confirm that the goods offered above are entirely new, not used, are not a sample or experimental batch, and are not assembled from reconditioned or refurbished parts, units or components.

Signature: \_\_\_\_\_

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap here to enter date.



**Compliance with the requirements**

	Your answers		
	Yes, we will ensure compliance with the requirements	No, we cannot ensure compliance with the requirements	If you are unable to provide a match, please provide your alternate suggestion.
<b>Compliance with the minimum specification requirements</b>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
<b>Delivery terms (INCOTERMS 2020)</b> DAP named delivery location (delivery location specified in Annex 1)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
<b>Delivery terms:</b> free customer's warehouse (delivery location specified in Annex 1).	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
<b>Delivery lead time</b> within 90 calendar days from the date of contract signing.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
<b>Requirements for warranty and after-sales services</b> Requirements are specified in Annex 1 of this RFQ	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
<b>Period of validity of the quotation</b> not less than 90 calendar days from the deadline for submission of proposals	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
<b>Payment Terms</b> 100% payment within 30 (thirty) calendar days after full delivery and acceptance of the goods by UNDP	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
<b>Availability of duly completed documents</b> specified in "Documents to be submitted" provision of Section 2 "RFQ Instructions and Data"			
<b>Equipment must be supplied in a complete set</b> announced by the manufacturer, in accordance with Technical Specification	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
<b>Acceptance of all provisions of the General Conditions for UNDP contracts</b> posted at: <a href="#">General Terms and Conditions for UNDP Contracts</a> Applicable terms and conditions and other provisions are available at: <a href="#">UNDP/How-we-buy</a>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
The rights of the customer in terms of the warranty are transferred by UNDP to the End User (according to the information specified in Annex 1)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

**Other information:**

Estimated weight/volume/size of cargo:	Click or tap here to enter text
Country (countries) of origin: (if an export license is required, it must be provided in case of contract award)	Click or tap here to enter text

<p>I, the undersigned, certify that I am duly authorized to sign this quotation and to assume obligations on behalf of the company below should our quotation be accepted by UNDP for the conclusion of the contract.</p>	
<p><i>Exact company name and address</i></p> <p><b>Name of company</b> Click or tap here to enter text.</p> <p><b>Address:</b> Click or tap here to enter text. Click or tap here to enter text.</p> <p><b>Phone:</b>Click or tap here to enter text.</p> <p><b>Email Address:</b>Click or tap here to enter text.</p>	<p><b>QUALIFIED PERSON DECLARATION:</b></p> <p><b>Date:</b>Click or tap here to enter date.</p> <p><b>Name:</b>Click or tap here to enter text.</p> <p><b>Title of authorized signatory:</b>Click or tap here to enter text.</p> <p><b>Email Address:</b> Click or tap here to enter text.</p>