



REQUEST FOR QUOTATION (RFQ)

To All Bidders	DATE: July 20, 2022
	REFERENCE: 190950 RFQ for Provision of Vehicle and Generator Maintenances for UNDP Hargeisa Area Office

Dear Sir / Madam,

We kindly request you to submit your quotation **Provision of Vehicle and Generator Maintenances for UNDP Hargeisa Area Office under Long Term Agreement (LTA)** 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 **14:00H East Africa Time (GMT+3) on Tuesday, August 2, 2022** and via *e-mail* **or**, *hand delivered* in a sealed envelope clearly marked Reference: '**190950 RFQ for Provision of Vehicle and Generator Maintenances for UNDP Hargeisa Area Office**' to the address below:

United Nations Common Compound (UNCC)
Block B, Alongside Hargeisa road or Pepsi road, 300M from West 2nd Bridge towards South up to 1st roundabout, Hargeisa, Somaliland.
Tel. +252633826189

For Email – Please email your quotation to bids.so@undp.org with the title:
'REF: 190950 RFQ for Provision of Vehicle and Generator Maintenances for UNDP Hargeisa Area Office

Please note: **Quotations sent to or copied to personal email addresses of UNDP staff or any other UNDP email address other than the mandatory designated email address will be disqualified.**

Quotations submitted by email must be limited to a maximum of **30 MB**, virus-free and no more than two email transmissions **in PDF format**. 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 goods:

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> EXW
Exact Address/es of Delivery Location/s (identify all, if multiple)	At Vendor's Premises

Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> As per Delivery Schedule attached in Annex 2
Packing Requirements	N/A
Mode of Transport	<input checked="" type="checkbox"/> N/A
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Deadline for the Submission of Quotation	Tuesday August 2, 2022, at 14:00H East Africa Time (GMT+3)
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
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 checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Proof of experience in providing similar services for at least two years; <input checked="" type="checkbox"/> Proof of workshop/garage facility – submit photos and details of physical address; <input checked="" 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 checked="" type="checkbox"/> 90 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"/> Permitted. Bidders may bid for one or more COMPLETE LOTS as listed in Annex 1.
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days of UNDPs acceptance of goods and receipt of invoice for goods supplied against each Purchase Order (PO)

Evaluation Criteria	<table border="1"> <thead> <tr> <th>Evaluation Criteria</th> <th>Pass</th> <th>Fail</th> </tr> </thead> <tbody> <tr> <td>Certificate of Registration of Business</td> <td></td> <td></td> </tr> <tr> <td>Tax registration/payment certificate by internal revenue</td> <td></td> <td></td> </tr> <tr> <td>Minimum two years of relevant experience</td> <td></td> <td></td> </tr> <tr> <td>Minimum 2 contracts of similar value, nature and complexity implemented over the last two (2) years (for JV/Consortium/Association, all parties cumulatively should meet requirement)</td> <td></td> <td></td> </tr> <tr> <td>Financial form as provided in Annex 2, signed. Price will be evaluated based on Lowest Priced technically responsive offer per LOT</td> <td></td> <td></td> </tr> <tr> <td>Technical responsiveness/Full compliance to requirements and lowest price</td> <td></td> <td></td> </tr> <tr> <td>Proof of workshop/garage facility</td> <td></td> <td></td> </tr> <tr> <td>Compliance with delivery lead time</td> <td></td> <td></td> </tr> <tr> <td>Full acceptance of the PO/Contract General Terms and Conditions;</td> <td></td> <td></td> </tr> </tbody> </table>	Evaluation Criteria	Pass	Fail	Certificate of Registration of Business			Tax registration/payment certificate by internal revenue			Minimum two years of relevant experience			Minimum 2 contracts of similar value, nature and complexity implemented over the last two (2) years (for JV/Consortium/Association, all parties cumulatively should meet requirement)			Financial form as provided in Annex 2, signed. Price will be evaluated based on Lowest Priced technically responsive offer per LOT			Technical responsiveness/Full compliance to requirements and lowest price			Proof of workshop/garage facility			Compliance with delivery lead time			Full acceptance of the PO/Contract General Terms and Conditions;		
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UNDP will award to:	<p><input checked="" type="checkbox"/> One or more Supplier, depending on the following factors:</p> <ol style="list-style-type: none"> 1. Lowest cumulatively priced technically compliant bidder per (complete) LOT. 2. Preference is to award all (complete) LOTS to one offeror, therefore UNDP reserves the right to award the offeror that quoted for all two LOTS and whose price proposal for both LOTS was not the lowest but the difference between their total offer and the lowest financial offer for individual LOT 1 and LOT 2 combined does not exceed 10%. 																														
Type of Contract to be Signed	<p><input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP based on a Long-Term Agreement for a minimum of two (2) year period and may be extended up to a maximum of one (1) additional one-year period subject to satisfactory performance evaluation, price competitiveness and availability of funds.</p> <p>OBJECTIVE AND SET UP OF THE LONG-TERM AGREEMENT (LTA)</p> <p>Objective: The overall objective of setting up this LTA is to facilitate and expedite the acquisition process of supply and delivery of maintenance service for UNDPs requirement under the LTA.</p>																														

	<p>Trigger for Supply of Required Goods: The Vendor shall receive a Purchase Order for specific requirements from UNDP Somalia and ensure timely delivery as specified in the RFQ</p> <p>Number of LTAs: UNDP will award the LTA to one or two suppliers selected from this procurement process in line with the evaluation methodology and criteria specified herein. The LTA shall be nonexclusive and will not have an upfront commitment by UNDP in terms of volume contracted during its duration as this will be determined by actual needs. When UNDP has specific requirements, this shall be initiated through a Purchase Order based on unit rates quoted by the awarded company in the RFQ process.</p>
Contract General Terms and Conditions	<p><input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p>Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if completion of work is delayed by 10 calendar days.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of services based on full compliance with RFQ requirements
Annexes to this RFQ	<p><input checked="" type="checkbox"/> Specifications of the Goods, Services Required (Annex 1)</p> <p><input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p> <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>
Contact Person for Inquiries (Written inquiries only)	<p>Procurement Unit hassan.mohamud@undp.org</p> <p>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.</p>

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements. The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected.

If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP 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,

DocuSigned by:

078E5C0AFF6446
Godwill Enow-Ebot
Head of Procurement
July 20, 2022

TECHNICAL SPECIFICATIONS

LOT 1: VEHICLE MAINTENANCE

Item	Generic Description (incl. Technical specifications, quality & safety standards, special features required)	Maintenance Schedule	No. of Vechiles
Scheduled services			
1.1	<p>Basic Engine component maintenance</p> <p>1.1.1. The engine oil to be drained from the crankcase and replaced with a quality energy conserving 15W40, API CI4 / CH4 / SL motor oil.</p> <p>1.1.2. The oil filter and fuel filter are to be replaced in each service level with a new one that meets or exceeds the manufacturer recommendations.</p> <p>1.1.3. Air cleaner filter is to be replaced every three-oil change.</p> <p>1.1.4. Air conditioning filters to be repalced.</p> <p>1.1.5. Full Car wash services including under neath</p>	<p>Every 5000 KM</p> <p>Every 10,000 KM</p> <p>Every 30,000 KM</p> <p>Every 10,000 KM</p> <p>Every 5000 KM</p>	<p>15 vehicles (6 Armoured Land Cruisers, 7 Soft land cruisers and 1 pick-up Hilux)</p>
1.2	<p>Additional Basic scheduled components maintenance</p> <p>1.2.1. Inspect and correct or replace timing belt and drive belt as necessary</p> <p>1.2.2. Inspect valve clearance using thickness gauge and adjust if necessary</p> <p>1.2.3. Inspect engine coolant and replace if necessary with only Toyota super long life coolant or similar high quality.</p> <p>1.2.4. Inspect diesel smoke and advise for necessary maintenance</p>	<p>150,000 KM</p> <p>Every 40,000 KM</p> <p>Every 40,000 KM</p> <p>Every 40,000 KM</p>	

Item	Generic Description (incl. Technical specifications, quality & safety standards, special features required)	Maintenance Schedule	No. of Vechiles
	1.2.5. Inspect Vacuum pump oil hose and adjust if necessary	Every 20,000 KM	
	1.2.6. Inspect fuel tank cap, fuel lines, connection and fuel vapor control valve.	Every 20,000 KM	
1.3	Inspection, correction, replacement, cleaning, adjustment, or lubrication are to be made as necessary avoid leakages, Fluids, deterioration, or abnormal wear for the following components:		
	1.3.1 Clutch pedal free play and Clutch fluid	10,000 KM	
	1.3.2. Brake pedal and parking Brake	10,000 KM	
	1.3.3 Brake pads and discs	10,000 KM	
	1.3.4. Brake fluid (replace every 40,000 KM)	10,000 KM	
	1.3.5. Brake linings and drums,	20,000 KM	
	1.3.6. Vacuum pump for brake booster (replace the blade)	200,000 KM	
	1.3.7. Brake pipes and hoses.	20,000 KM	
	1.3.8. Power steering fluid and hose	10,000 KM	
	1.3.9. As necessary Steering wheel (linkage and steering gear box oil)	10,000 KM	
	1.3.10. Steering shaft conversion kit	10,000 KM	
	1.3.11. Power Steering Tank Assembly	10,000 KM	
	1.3.11 Drive shaft boots including tightening of bolts	10,000 KM	
	1.3.12 Propeller shaft grease	10,000 KM	
	1.3.13 Ball joints and dust covers	10,000 KM	
	1.3.14 Differential gear oil	20,000 KM	
	1.3.15 Manual transmission	40,000 KM	
	1.3.16 Automatic transmission	40,000 KM	
	1.3.17 Wheel bearing grease (tampered roller type wheel bearing only) and ball joints grease	40,000 KM	
	1.3.18 Tyres and inflation pressures	10,000 KM	
	1.3.19 Tyres are to be rotated and "Wheels Off" inspection of all four-wheel brakes and components	10,000 KM	
	1.3.20 All lights, horns, wipers and washer	10,000 KM	
	1.3.21 Air conditioning / Cooler refrigerant	20,000 KM	

Item	Generic Description (incl. Technical specifications, quality & safety standards, special features required)	Maintenance Schedule	No. of Vechiles
1.4	Cooling and heater system: 1.4.1 Check that the radiator, condenser, and or intercooler are not blocked with leaves, dirt, or insects and clean them as necessary. 1.4.2 Check the hose connection for the installation condition, corrosion etc., and clean or replace as necessary.	As necessary	
Unscheduled Services			
2	2.1 Toe in toe out	As necessary	
	2.2 Positive and negative Camber Fan belt(s)	As necessary	
	2.3 Shock absorbers	As necessary	
	2.4 Front and rear coil springs	As necessary	
	2.5 Upper and lower link bushes and ball joints	As necessary	
	2.6. Front and rear stabilizers bushes and connecting rods	As necessary	
	2.7 Axle shaft boots	As necessary	
	2.8 Front and rear drive shaft journal kits	As necessary	
	2.9 Engine mountings	As necessary	
	2.10 Rear suspension control rod bushes	As necessary	
	2.11 Exhaust system	As necessary	
	2.12 Windshield wipers and washers	As necessary	
	2.13 Clutch system overhauling.	As necessary	
	2.14 Engine overhauling.	As necessary	
	2.15 Gearbox overhauling.	As necessary	
	2.16 Differential overhauling.	As necessary	
	2.17 Steering system/linkage overhauling	As necessary	
	2.18 Body repair and painting partial i.e one side, top, back or engine cover	As necessary	
	2.19 Welding for joints, Butt, Tee, Corner, Lap and Edge	As necessary	
	2.20 Labor charge for tires replacement	As necessary	
	2.21 chassis Lubrication	As necessary	
	2.22 Cylinder Block rotating Machine (Torno)	As necessary	
	2.23 Crankshaft rotating Machine (Torno)	As necessary	
	2.24 Crank Shaft Gear	As necessary	
	2.25 Full Gasket Assembly	As necessary	
	2.26 Injection pump chamber (dhagaxa Pumbada)	As necessary	
	2.27 Fuel injection pump kit (shidhka pumpda)	As necessary	

Item	Generic Description (incl. Technical specifications, quality & safety standards, special features required)	Maintenance Schedule	No. of Vechiles
	2.28 Oil pump assembly	As necessary	
	2.29 Lid for hydraulic pump	As necessary	
	2.210 End Sub-Assy	As necessary	
	2.211 Glow Plug Assembly	As necessary	
	2.212 Maintenance of Hydraulic Systems	As necessary	

Filters and Oils for Vehicles

Item	Generic Description [incl. Technical specifications, quality & safety standards, special features required]	Qty	Number of vehicles
1	<p>Supply and delivery of high quality grade engine Oil Specifications: A. Price to be based upon one bottle of 4 Liters for 100 series 6-cylinder Diesel Engine. Two Bottles (8 Liter) for 200 series 8-cylinder engine. If additional oil is required, it is to be added to the invoice as a line item at the unit price quoted on the Price Schedule G-DLD-1 API CF-4 Or API CF Recommended oil viscosity (SAE) 20W-50 Temperature range °C -7 up to 38</p>	8 Ltr (2 bottle) per vehicle	15 vehicles
2	<p>Filters for Toyota Land cruiser Prado: Product Specification: Element Assy Fuel Filter</p>	5 vehicles	
	<p>Product Specification: Element Kit Oil Filter</p>	5 vehicles	
	<p>Filters for Land Cruiser Hardtop: Product Specification: Element Assy Fuel Filter</p>	5 Vehicles	
	<p>Product Specification: Element Kit Oil Filter</p>	5 Vehicles	
	<p>Toyota Hilux Double Cabin 6 seater Product Specification: Element Assy Fuel Filter</p>	1 Vehicle	
	<p>Product Specification: Element Kit Oil Filter</p>	1 Vehicle	
	<p>Toyota Land cruiser V8 Product Specification: Element Assy Fuel Filter</p>	2 Vehicles	
	<p>Product Specification: Element Kit Oil Filter</p>	2 Vehicles	
	<p>Nissan Patrol Station Wagon4WD Product Specification: Element Assy Fuel Filter</p>	1 Vehicle	
	<p>Product Specification: Element Kit Oil Filter</p>	1 Vehicle	

LOT 2: GENERATOR MAINTENANCE SERVICES AND EXPECTED OUTPUTS

Item	Scope of Generator Maintenance Services and expected outputs	Maintenance Schedule	Number of Generators
1	The Contractor shall provide scheduled generator maintenance services to accommodate UNDP business continuity.	Every three months services will be performed.	Two gen-sets Perkin 110 KVA
	<ul style="list-style-type: none"> 2.1. Regularly ensure cleanliness of fuel system components. 2.2. Drain water from the fuel system. 2.3. Check fuel filter(s) both primary and secondary filters and replace them at regular interval every 200 hours of operation or annually whichever is earlier. 2.4. Filters should be placed properly and ensure no dirt or dust enters while fixing filters. 2.5. Repair any leaks from the low pressure of fuel system and from the cooling, lubrication or system. Replace any high-pressure fuel line that has leaked. 2.6. Check all fuel connections. 2.7. Clean lift pump strainer, check injector fuel pump and adjust engine speed if necessary 2.8. The air must be purged from the fuel system in case air enters in the system. 2.9. Drain water and sediment from the fuel tank at service intervals and refill the tank. 		
3	<p>Engine Air Cleaner Element – Cleaner Replace</p> <ul style="list-style-type: none"> 3.1. Visually inspect air cleaners, air pre-cleaner, and the dust bowl for damage to the pleats, the seal, the gaskets, accumulation of dirt and debris. Discard any damage element and remove any dirt and debris inside or outside of the air cleaner elements as needed. 3.2. The air cleaner element should be replaced at least once a year and should be done regardless. 3.3. Inspect turbocharger and oil drain and fit it. 		
4	<p>Cooling System</p> <ul style="list-style-type: none"> 4.1. Check and adjust fan belts (replace where necessary) 4.2. Check coolant level and top up as needed with correct coolant mixture into tank and maintain coolant at COLD FULL mark 		

Item	Scope of Generator Maintenance Services and expected outputs	Maintenance Schedule	Number of Generators
	4.3. Flash the cooling system with clean water in order to remove any debris 4.4. Clean the cooling system filler cap and inspect the gasket. If the gasket is damaged discard the old filler cap and install new one. 4.5. Check radiator core and tanks for leakage/blockage/clogging etc and clean it as necessary. 4.6 Inspect radiator for damaged fins, corrosion, dirt, grease, insect, leaves, oil, other debris and clean it as necessary. 4.7. Check protection switch 4.8 regular cleaning and inspection of the aftercooler core from debris, dust, and any other thing things.		
5	Engine Valve Lash Regular cleaning and inspection of the aftercooler core from debris, dust, and any other thing things.		
6	Battery Charging System 6.1 Check battery and charging system and all DC wiring connections. 6.2 Inspect the cracks on the belt and replace as necessary 6.3 Inspect battery regularly and replace as necessary 6.4 Ensure a full charge in order to help prevent the battery from freezing 6.5 Visual inspection for belt tensioner and or guide roller for damages and adjust or replace as necessary		
7	Main Alternator 7.1 Check all AC power connections and fix. 7.2. MCCB- Cable lug connection and operation Visual inspection of alternator windings for any ingress of foreign matter. 7.3 Check air gap		
8	Control System Check control system for generator and change over switch operation		
9	Exhaust System 9.1 Inspect the exhaust manifold for damage and if necessary, replace the exhaust manifold 9.2 Visual check of exhaust pipe work and fumes		

Item	Scope of Generator Maintenance Services and expected outputs	Maintenance Schedule	Number of Generators
	Check the torque on all the bolts and tighten if needed		
10	Crankcase Breather (Canister) 10.1 Clean the outside of the canister 10.2 Lubricate the O ring seal on the new canister with clean engine lubricating oil and install new canister and tighten it properly (do not over tighten)		
11	Engine cleaning Periodically inspect and clean the entire engine components and remove accumulated debris of oil, grease, fuel, dust etc.		
12	Engine mounts Inspect Engine mounts for deterioration and for correct bolt torque. Any engine mounts that shows deterioration should be replaced.		
13	Engine Oil and Filter 13.1 Maintain the oil level between the "ADD" mark and the "FULL" mark on the engine oil dipstick and not fill above full mark 13.2. Replace oil and filter at regular interval of every 250-hour service with recommended standard quality		
14	Fan Clearance 14.1 The clearance between the cover and the fan requires checked and adjusted the gap as needed. 14.2 Ensure that the cover is centralized to the fan.		
15	Hoses and Clamps Inspect/Replace hoses that are cracked or soft and tighten loose clamps		
16	Turbo Charger 16.1. Regular visual inspection and clean or replacement of turbo charger is required to avoid any further damage to other components of the engine 16.2 Clean interior of the pipes to prevent dirt. check and adjust obvious heat discoloration, loose bolts, damage to the oil supply lines and oil drain line.		

Item	Scope of Generator Maintenance Services and expected outputs	Maintenance Schedule	Number of Generators
	16.3 Check and adjust obvious heat discoloration, loose bolts, damage to the oil supply lines and oil drain line 16.4 Ensure that the compressor wheel rotates freely and check oil leaks at backside of the compressor		
17	Inspect engine for leads and for loose connections 17.1 Make thorough inspections of the engine compartment before starting the engine 17.2 Look Items such as oil leaks at back side of the compressor		
18	Water pump inspection Visually inspect the water pump for leaks, dirt and debris and repair as needed.		
19	Starting Motor and Testing 19.1 Simulate mains failure to ensure correct time taken for the set to start continuing to operation a “No load” condition for not more than 10 minutes and record operating temperatures, pressures, frequency and voltage. If permitted, transfer to customer load and record current across all phases. Continue recording all parameters after every 15 minutes. Carry out visual inspection during test. 19.2 Check electrical connections and clean the electrical connections as necessary.		

Filters and Oil for Generators

20	High quality grade engine Oil Two bottles 8 Liters for 4-cylinder Generator Diesel Engine. Recommended oil viscosity (SAE) 15W-40 Temperature range °C -7 up to 38	8 Ltr (2 bottles) per generator	
21	Fuel filter 934-181 for 110 KVA engine	2 Pcs	
22	Oil filter for Perkin 110 KVA engine	2 Pcs	

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 No. 190950 RFQ for Provision of Vehicle and Generator Maintenances for UNDP Hargeisa Area Office:

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

Lot 1 VEHICLES MAINTENANCE

Item	Description/Specification of goods/service	Unit of Measure (UoM)	No. of services	Rate Price (USD) Soft skin vehilces	Rate Price (USD) Armoured (AV) vehilces
1	Scheduled Services				
1.1	Basic engine component maintenance				
1.1.1	Replacement of engine oil, fuel and oil filters	Per service			
1.1.2	Replacement of air cleaner filter and air conditioning filters	Per service			
1.1.3	Full Car wash services including under neath	Per service			
1.2	Additional basic unscheduled				
	Inspect and correct, replace or advise the following components: Timing belt and drive belt, valve clearance, engine coolant, diesel smoke, Vacuum pump oil hose, and fuel tank cap, fuel lines, connection and fuel vapor control valve	Per service			
1.3	Inspection, correction, replacement, cleaning, adjustment, maintenance or lubrication are to be made as necessary avoid leakages, Fluids, deterioration, or abnormal wear for the following components:				
1.3.1	Clutch pedal free play and Clutch fluid Brake pedal and parking Brake	Per service			
1.3.2	Brake pads and discs	Per service			

Item	Description/Specification of goods/service	Unit of Measure (UoM)	No. of services	Rate Price (USD) Soft skin vehilces	Rate Price (USD) Armoured (AV) vehilces
1.3.3	Brake fluid (replace every 40,000 KM)	Per service			
1.3.4	Brake linings and drums,	Per service			
1.3.5	Vacuum pump for brake booster (replace the blade)	Per service			
1.3.6	Brake pipes and hoses.	Per service			
1.3.7	Brake Shoe Set				
1.3.8	Power steering fluid and hose	Per service			
1.3.9	Steering wheel (linkage and steering gear box oil)	Per service			
1.3.10	Steering shaft conversion kit	Per service			
1.3.11	Power Steering Tank Assembly	Per service			
1.3.12	Drive shaft boots including tightening of bolts	Per service			
1.3.13	Propeller shaft grease	Per service			
1.3.14	Ball joints and dust covers	Per service			
1.3.15	Differential gear oil	Per service			
1.3.16	Manual transmission	Per service			
1.3.17	Automatic transmission	Per service			
1.3.18	Wheel bearing grease (tampered roller type wheel bearing only) and ball joints grease	Per service			
1.3.19	Tires and inflation pressures	Per service			
1.3.20	Tires are to be rotated and "Wheels Off" inspection of all four-wheel brakes and components	Per service			
1.3.21	All lights, horns, wipers and washer	Per service			
1.3.22	Air conditioning / Cooler refrigerant	Per service			
1.4	Cooling and Heater System				
1.4.1	Check that the radiator, condenser, and or intercooler are not blocked with leaves, dirt, or insects and clean them as necessary.	Per service			

Item	Description/Specification of goods/service	Unit of Measure (UoM)	No. of services	Rate Price (USD) Soft skin vehilces	Rate Price (USD) Armoured (AV) vehilces
1.4.2	Check the hose connection for the installation condition, corrosion etc., and clean or replace as necessary	Per service			
2	Unscheduled Services: Inspection, correction, replacement, cleaning, adjustment, maintenance or lubrication are to be made as necessary avoid leakages, Fluids, deterioration, or abnormal wear for the following components:				
2.1	Toe in toe out	Per service			
2.2	Positive and negative Camber Fan belt(s)	Per service			
2.3	Shock absorbers	Per service			
2.4	Front and rear coil springs	Per service			
2.5.	Upper and lower link bushes and ball joints	Per service			
2.6	Front and rear stabilizers bushes and connecting rods	Per service			
2.7	Axle shaft boots	Per service			
2.8	Front and rear drive shaft journal kits	Per service			
2.9	Engine mountings	Per service			
2.10	Rear suspension control rod bushes	Per service			
2.11	Exhaust system	Per service			
2.12	Windshield wipers and washers	Per service			
2.13	Clutch system overhauling.	Per service			
2.14	Engine overhauling including piston with Ring	Per service			
2.15	Gearbox overhauling.	Per service			
2.16	Differential overhauling.	Per service			
2.17	Steering system/linkage overhauling	Per service			
2.18	Body repair and painting complete	Per service			
2.19	Body repair and painting partial i.e one side, top, back or engine cover	Per service per side			
2.20	Welding for joints, Butt, Tee, Corner, Lap and Edge	Per joint			
2.21	Chassis Lubrication	Per service			

Item	Description/Specification of goods/service	Unit of Measure (UoM)	No. of services	Rate Price (USD) Soft skin vehilces	Rate Price (USD) Armoured (AV) vehilces
2.22	Cylinder Block rotating Machine (Torno)	Per service			
2.23	Crankshaft rotating Machine (Torno)	Per service			
2.24	Crank Shaft Gear	Per service			
2.25	Full Gasket Assembly	Per service			
2.26	Injection pump chamber (dhagaxa Pumbada)	Per service			
2.27	Fuel injection pump kit (shidhka pumpda)	Per service			
2.28	Oil pump assembly	Per service			
2.29	Lid for hydraulic pump	Per service			
2.30	End Sub-Assy	Per service			
2.31	Glow Plug Assembly	Per service			
2.32	Maintenance of Hydraulic Systems	Per service			
Sub-Total					

Filters and Oils for Vehicles

Item	Description/Specification of goods/service	Unit of Measure (service)	Quantity	Unit Price (USD)	Total Price (USD)
1	High quality grade engine Oil Specifications: one gallon 4 Liters for 100 series 6-cylinder Diesel Engine. Two gallons (8 Liter) for 200 series 8-cylinder engine. If additional oil is required, it is to be added to the invoice as a line item at the unit price quoted on the Price Schedule G-DLD-1 API CF-4 Or API CF Recommended oil viscosity (SAE) 20W-50 Temperature range °C -7 up to 38	4 Ltr	10 vehicles		
2	Filters for Toyota Land cruiser Prado: Product Specification: Element Assy Fuel Filter	1 piece per vehicle	6 vehicles		
3	Product Specification: Element Kit Oil Filter	1 piece per vehicle	6 vehicle		
4	Filters for Toyota Land Cruiser Hard top: Product Specification: Element Assy Fuel Filter	1 piece per vehicle	1 vehicle		
5	Product Specification: Element Kit Oil Filter	1 piece per vehicle	1 vehicle		
6	Toyota Hilux Double Cabin 6-seater: Product Specification: Element Assy Fuel Filter	1 piece per vehicle	1 vehicle		
7	Product Specification: Element Kit Oil Filter	1 piece per vehicle	1 vehicle		
8	Toyota Land cruiser GX Station/Wagon Product Specification: Element Assy Fuel Filter	1 piece per vehicle	1 vehicle		
9	Product Specification: Element Kit Oil Filter	1 piece per vehicle	1 vehicle		
10	Nissan Patrol Station Wagon4WD Product Specification: Element Assy Fuel Filter	1 piece per vehicle	1 vehicle		
11	Product Specification: Element Kit Oil Filter	1 piece per vehicle	1 vehicle		
Sub-Total					
Total for LOT 1					

LOT 2: GENERATOR MAINTENANCE SERVICES AND EXPECTED OUTPUTS

Item	Scope of Services	Unit of Measure (service)	Quantity	Unit Price (USD)	Total Price (USD)
1	Fuel System				
1.1	<ul style="list-style-type: none"> - Ensure cleanliness of fuel system components. - Repair and replace any high-pressure fuel line that has leaked. - Check all fuel connections. - The air must be purged from the fuel system - Drain water and sediment from the fuel tank. 	Per service	3 Genset		
1.2	Clean lift pump strainer, check injector fuel pump and adjust engine speed if necessary	Per service	3 Genset		
2	Air Cleaner element				
2.1	<ul style="list-style-type: none"> - Visually inspect and clean air cleaners, air pre-cleaner, and the dust bowl for damage to the pleats, the seal, the gaskets, accumulation of dirt and debris. Discard the air cleaner elements as needed. - Replace the air cleaner element. 	Per service	3 Genset		
2.2	Replace air filter as required	Per service	3 Genset		
2.3	Inspect turbocharger and oil drain and fit it.	Per service	3 Genset		
3	Cooling System				
3.1	<ul style="list-style-type: none"> - Check and adjust fan belts - Check coolant level and top up as needed. - Flash the cooling system with clean water. - Clean the cooling system filler cap and inspect the gasket - Check protection switch. - Regular cleaning and inspection of the aftercooler core from debris, dust, and any other thing things. 	Per service	3 Genset		
3.2	Check radiator core and tanks for leakage/blockage/clogging etc., and clean it as necessary.	Per service	3 Genset		

Item	Scope of Services	Unit of Measure (service)	Quantity	Unit Price (USD)	Total Price (USD)
3.3	Inspect radiator for damaged fins, corrosion, dirt, grease, insect, leaves, oil, other debris and clean it as necessary.	Per service	3 Genset		
4.1	Engine Valve Lash Inspect, clear and adjust the Valve lash as necessary.	Per service	3 Genset		
4.2	Battery charging system <ul style="list-style-type: none"> - Check battery and charging system and all DC wiring connections. - Inspect battery regularly and replace as necessary - Visual inspection for belt tensioner and guide roller for damages and adjust or replace as necessary 	Per service	3 Genset		
5	Main Alternator <ul style="list-style-type: none"> - Check all AC power connections and fix. - Visual inspection of alternator windings for any ingress of foreign matter. - Check air gap 	Per service	3 Genset		
6	Control System Check control system for generator and change over switch operation	Per service	3 Genset		
7	Exhaust System <ul style="list-style-type: none"> - Inspect the exhaust manifold for damage and if necessary, replace the exhaust manifold - Visual check of exhaust pipe work and fumes - Check the torque on all the bolts and tighten if needed 	Per service	3 Genset		
8	Crankcase Breather (Canister) <ul style="list-style-type: none"> - Clean the outside of the canister - Lubricate the O ring seal on the new canister with clean engine lubricating oil and install new canister and tighten it properly (do not over tighten) 	Per service	3 Genset		
9	Engine cleaning Periodically inspect and clean the entire engine components and remove accumulated debris of oil, grease, fuel, dust etc.	Per service	3 Genset		

10	Engine mounts Inspect Engine mounts for deterioration and for correct bolt torque. Any engine mounts that shows deterioration should be replaced.	Per service	3 Genset		
11	Engine Oil and Filter - Maintain the oil level between the "ADD" mark and the "FULL" mark on the engine oil dipstick and not fill above full mark - Replace oil and filter at regular interval of every 250-hour service with recommended standard quality	Per service	3 Genset		
12	Fan Clearance The clearance between the cover and the fan requires checked and adjusted the gap as needed. Ensure that the cover is centralized to the fan.	Per service	3 Genset		
13	Hoses and Clamps Inspect/Replace hoses that are cracked or soft and tighten loose clamps	Per service	3 Genset		
14	Turbo Charger				
14.1	- Inspect, clean interior of the pipes to prevent dirt. - Check and adjust obvious heat discoloration, loose bolts, damage to the oil supply lines and oil drain line - Ensure that the compressor wheel rotates freely and check oil leaks at backside of the compressor.	Per service	3 Genset		
14.2	Replacement of Turbo Charges	Per service	3 Genset		
15	Inspect engine for leads and for loose connections Make thorough inspections on Items such as oil leaks, coolants, leaks, loose bolts, worn belts, loose connections and trash buildup. Make repairs as needed. Water pump inspection: Visually inspect the water pump for leaks, dirt and debris and repair as needed.	Per service	3 Genset		
				Sub-Total	

Filters and Oil for Generators

Item	Scope of Services	Unit of Measure (service)	Quantity	Unit Price (USD)	Total Price (USD)
20	High quality grade engine Oil one gallon 4 Liters for 4-cylinder Generator Diesel Engine. Recommended oil viscosity (SAE) 15W-40 Temperature range °C -7 up to 38	4 Ltr per service	6		
21	Fuel filter 934-181 for 110 KVA engine	Pcs per service	2		
22	Oil filter for Perkin 110 KVA engine	Pcs per service	2		
23	Fuel filter for Perkin 65 KVA engine	Pc per service	1		
24	Oil filter for Perkin 65 KVA engine	Pc per service	1		
Sub-Total					
Total for LOT 2					

DELIVERY SCHEDULE

LOTS	Services	Comply (Yes or No)	Comment incase deviation
Lot 1	<p>1.1 Scheduled maintenance services for the vehicles to be performed within One working day up on receipt of order request.</p>		
	<p>1.2 Unscheduled services maintenance services for the vehicles to be performed within Ten working days upon receipt of order request and given that the replacement parties are to be availed by the office.</p>		
Lot 2	<p>2.1 Scheduled maintenance services for the Generators to be performed within One working day up on receipt of order request.</p>		
	<p>2.2 Unscheduled services maintenance services for the Generators to be performed within Ten working days upon receipt of order request and given that the replacement parties are to be availed by the office.</p>		

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>
Delivery Lead Time			
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 of the Supplier's Authorized Person]

Signature

Designation/title

Date