



REQUEST FOR QUOTATION (RFQ)
(Supply and installation of Heavy Duty Roller Shutter Doors for Repair and
Refurbishment of NEMO Matatua Warehouse)
(Re- Advertisement)

DATE: 26th October 2022
 REFERENCE: RFQ/FJI/068/2022

Dear Sir / Madam:

We kindly request you to submit your quotation for Repairs and refurbishment of NEMO Matatua warehouse in Tonga as detailed in Annex 1 of this RFQ.

Quotations must be submitted via email to the following address:

Email: etenderbox.pacific@undp.org

Quotations submitted by email and 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 or stamped.

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

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP Freight /clearance cost to be included if vendor is not based in Tonga
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror

¹ Must be linked to INCO Terms chosen.

Exact Address/es of Delivery Location/s (identify all, if multiple)	National Emergency Management Office, Otto Snaft Building Level 3, Taufa'ahau Rd, Nuku'alofa, Tonga
Latest Expected Delivery Date and Time (<i>if delivery time exceeds this, quote may be rejected by UNDP</i>)	<input checked="" type="checkbox"/> 14-21 days after PO Issuance
Delivery Schedule	<input checked="" type="checkbox"/> Required (Indicate by when the items can be delivered)
Mode of Transport	Bidders may choose whichever is preferred
Preferred Currency of Quotation ²	<input checked="" type="checkbox"/> USD Dollars or Local currency
Value Added Tax on Price Quotation	Pay VIP
Warranty	6 Months minimum wherever applicable
Deadline for the Submission of Quotation	28 November 2022 (New York Time)
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted (Mandatory)	<input checked="" type="checkbox"/> Quotation in accordance with the list of requirements in Annex 1 <input checked="" type="checkbox"/> Standard technical information of the product
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 days
Partial Quotes	<input checked="" type="checkbox"/> Not Permitted
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of goods
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ³ Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criterion and cannot be deleted regardless of the nature of services required]</i> <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time ⁴

² Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

³ 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.

UNDP will award to:	<input checked="" type="checkbox"/> Only one Supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Conditions for Release of Payment	Upon receipt and verification of items by the NEMO team in Tonga.
Annexes to this RFQ ⁵	<input checked="" type="checkbox"/> Technical Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Technical and Financial Form <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract. 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) ⁶	<p>Sivendra Michael <i>Disaster Risk Reduction and Resilience Advisor</i> sivendra.michael@undp.org</p> <p>Elena Wakolo <i>Operations Support</i> elena.wakolo@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 herein attached as Annex 3.

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,



Elena Wakolo

Procurement Associate

Annex – 1**Requirement and Specifications****1. Background Information**

The proposed Repair and Refurbishment of the NEMO warehouse aims to replace the current manual operation roller door with an automatic roller door. This proposal is a preparedness initiative aiming to enhance the safe and secure storage of preposition stocks before, during, and after a disaster. The benefits of the automatic roller doors are highly rated due to their excellent structural strength with exceptional wind resistance. This will not only benefit the security of stock for the upcoming cyclone season, but its exceptional wind resistance will also decrease the likelihood of warehouse damage during the cyclone season.

The cyclone season is approaching therefore automatic roller doors will enhance the functionality of the warehouse proving a safer working environment for staff during operation due to the frequent use of these access doors. This replacement can prevent unforeseen circumstances and damage to equipment (forklifts and vehicles) most importantly ensure 100% safety of staff working in the warehouse.

2. Destination / Delivery

Supplier shall ensure ordered quantity are supplied within stipulated time of 14 – 21 days from date of order placement to the National Emergency Management Office, Otto Snaft Building Level 3, Taufa'ahau Rd, Nuku'alofa.

3. Specifications**4x Heavy Duty Roller Shutter Doors**

- The products shall be brand new and not refurbished.
- The product shall be manufactured by an industry recognized and high-quality brand.
- The product shall meet wind requirement standards for garage doors and other large access doors of AS/NZS 4505:2012 and AS/NZS 1170.2 amd. 4.
- The product shall be motor operated by means of an electronic operator
- The product shall be 'face mount' as normally provided and fastened to the face of the wall opening.
- All products shall accompany appropriate warranty and certification.

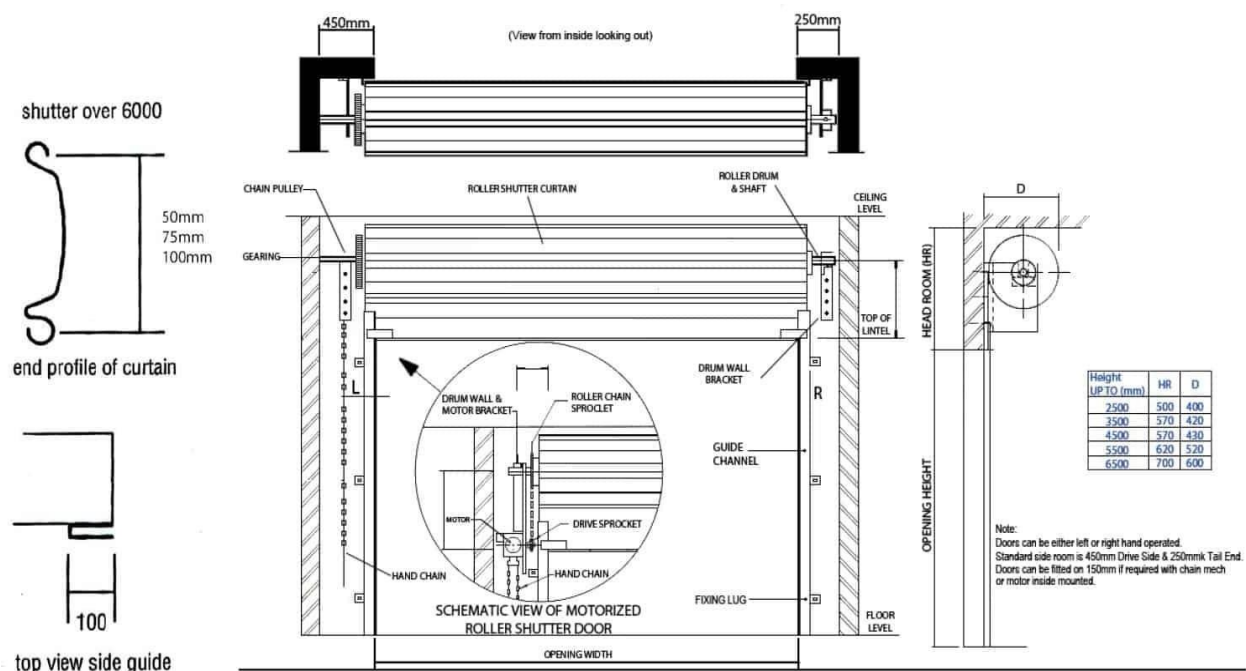
4. Technical Specifications

Total Quantity	Item Description /Specification	Place of delivery, installation and Commissioning
4	Size (4500mm x 3100mm) Curtain material: 1mm Galvanized Steel, Individual Interlocking Slat 3mm Heavy Duty Safety, Spring Assisted Barrel Curtain Finish: Powder Coated in Standard Dulux Duraloy Color Bottom Bar and seal: Aluminum Bottom Bar with rubber weather seal	Tonga, NEMO Office, Nuku'alofa

	Windlocked Enviroglide System with heavy duty PVC wear strip Guides: Guide Clamps at 500mm centers, heavy duty steel guide Angle Stiffener Motor operation: GRIFO Single Phase 1.0HP Edrive Motors with automatic hand chain engagement Safety Beams and 2 remotes per door Wind loading ratings: AS/NZS 1170.2 amd 4 and AS/NZS 4505:2012	
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Heavy Duty Roller Shutter Door Drawing: Guide ONLY

Supplier at liberty to provide technical drawing of supplied product equivalent or advanced however must meet the required standards mentioned above. Image is for guidance only representative of customer need.



Annex 2**Technical and Financial Offer – Goods**

Bidders are requested to complete this form, sign it and return it as part of their bid along or prepare a quotation on company letter head based on this format.

Name of Bidder:	Click or tap here to enter text.				
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.			
Currency of the Quotation: Click or tap here to enter text.					
INCOTERMS: Click or tap here to enter text.					
Item No	Description	UOM	Qty	Unit price	Total price
1.	Heavy Duty Roller Shutter Doors As per the specifications provided in Annex -1		4		
Total Price					
Indicate the following cost only if applicable or already inclusive in the Unit cost					
Transportation Price					
Insurance Price					
Total Final and All-inclusive Price					

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS-DAP)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time (Max 1-2 month)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty and After-Sales Requirements (6 months)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation (60 days)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms (30 days)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

Exact name and address of company Company Name Click or tap here to enter text. Address: Phone No.: Email Address: Click or tap here to enter text.	Authorized Signature: _____ Date: Name: Functional Title of Authorised Signatory: Email Address:
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