

REQUEST FOR QUOTATION (RFQ)  
(Goods)

	DATE: 02 December 2015
	REFERENCE: UN Albania fuel provision

Dear Sir / Madam:

We kindly request you to submit your quotation for procurement of fuel for UN Agencies in Albania needs, 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 **December 17, 2015 15.00 hrs** via *courier mail* to the address below:

United Nations Development Programme  
Str. "Skenderbej", Gurten Center, 2nd floor  
Tirana, Albania  
Tel: +355 4 2276600

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.

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

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input type="checkbox"/> DAP <input checked="" type="checkbox"/> Other DDU
Customs clearance if needed, shall be done by:	<input checked="" type="checkbox"/> UN <input type="checkbox"/> Supplier/Offeror <input type="checkbox"/> Freight Forwarder
Exact Address/es of Delivery Location/s (identify all, if multiple)	Same as the address above
UNDP Preferred Freight Forwarder, if any	N/A
Distribution of shipping documents ( <i>if using freight forwarder</i> )	N/A



Latest Expected Delivery Date and Time(if delivery time exceeds this, quote may be rejected by UNDP)	<b>X 5 days from the issuance of the Purchase Order (PO)</b> <input type="checkbox"/> As per Delivery Schedule attached[if delivery will be staggered] Time : [pls. indicate] Time Zone of Reference : [pls. indicate]	
Delivery Schedule	<input type="checkbox"/> Required <b>X Not Required</b>	
Packing Requirements	N/A	
Mode of Transport	<input type="checkbox"/> AIR <input type="checkbox"/> SEA	<input type="checkbox"/> LAND <b>X OTHER Company provided</b>
Preferred Currency of Quotation	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <b>X Local Currency : Albanian Leke</b>	
Value Added Tax on Price Quotation	<b>X Must be inclusive of VAT</b> <input type="checkbox"/> Must be exclusive of VAT	
After-sales services required	<input type="checkbox"/> Warranty on Parts and Labor for minimum period of [Click to type] <input type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others [pls. specify]	
Deadline for the Submission of Quotation	<b>Thursday, December 17, 2015; 15:00</b>	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<b>X English</b> <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others [pls. specify, including dialects, if needed]	
Documents to be submitted	<b>X Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;</b> <b>X A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users;</b> <b>X Quality Certificates (ISO, etc.) as deemed appropriate for the nature of this procurement</b> <b>X Latest Business Registration Certificate ;</b> <input type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied; <input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods". <input type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); <input type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; In addition, to the above standard requirements, the vendor should provide the following documents: <ul style="list-style-type: none"> <li>• The supplier must provide a Profile of the company, which must</li> </ul>	



	<p>include the offered services and the position of the company in the market.</p> <ul style="list-style-type: none"> <li>• The supplier must confirm and provide evidence of possession of licenses for the storage and sale of petroleum products.</li> <li>• The supplier must provide a document, provided by National Center of Registration (QKR), which certifies that supplier is not in the process of bankrupting.</li> <li>• The supplier must provide a document provided by the Taxes office, which certifies that supplier has fulfilled all the fiscal obligations and that have paid all social insurance obligations of the staff.</li> <li>• The supplier must provide a document that certifies it is registered to the taxes office and must provide a copy of the NIPT as well.</li> <li>• The supplier should provide evidences of their turnover of the last two years based on the audited financial reports.</li> <li>• The supplier should also provide copy of similar contracts with other international organizations or embassies;</li> <li>• The supplier must provide a complete list of all filling stations which he owns and/or manages throughout the country. In the event of an awarded contract, the supplier should provide also the full addresses, contact persons and their telephones for all the filling stations offered for UN use.</li> <li>• The certificate of analyses and the technical specifications of the fuel offered for use by UN agencies must be attached to the bid submission.</li> <li>• The company must attach the CVs of the key staff that could be involved in the fulfillment of this proposed assignment.</li> <li>• The technical offer submitted by supplier, should be detailed and should demonstrate a good understanding of this Long Term Arrangement proposed by UN agencies.</li> </ul>
Period of Validity of Quotes starting the Submission Date	<p> <input type="checkbox"/> 60 days  <input checked="" type="checkbox"/> <b>90 days</b>  <input type="checkbox"/> 120 days         </p> <p>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.</p>
Partial Quotes	<p><b>X Not permitted</b></p> <p><input type="checkbox"/> Permitted [pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</p>
Payment Terms	<p><b>X 100% upon complete delivery of goods</b></p> <p><input type="checkbox"/> Others [pls. specify]</p>
Liquidated Damages	N/A

Evaluation Criteria [check as many as applicable]	<b>X Technical responsiveness/Full compliance to requirements and lowest price</b> Comprehensiveness of after-sales services <b>X Full acceptance of the PO/Contract General Terms and Conditions</b> <input type="checkbox"/> Earliest Delivery / Shortest Lead Time <input type="checkbox"/> Others [pls. specify]
UNDP will award to:	<b>X One and only one supplier</b> <input type="checkbox"/> One or more Supplier, depending on the following factors:[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Suppliers]
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <b>X Long-Term Agreement (if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</b> <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Special conditions of Contract	<input type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [indicate number of days] <input type="checkbox"/> Others [pls. specify]
Conditions for Release of Payment	Passing Inspection[specify method, if possible] Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance[specify no. of trainees, and location of training, if possible] <b>X Written Acceptance of Goods based on full compliance with RFQ requirements</b> <input type="checkbox"/> Others [pls. specify]
Annexes to this RFQ	<b>X Specifications of the Goods Required (Annex 1)</b> <b>X Form for Submission of Quotation (Annex 2)</b> <b>X General Terms and Conditions / Special Conditions (Annex 3).</b> <input type="checkbox"/> Others [pls. specify, if any] 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)	UNDP Albania Procurement Team E-mail for queries: procurement.al@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.



Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all 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.

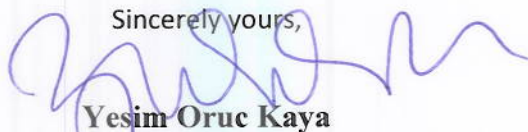
Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/procurement/protest.shtml>.

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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your quotation.

Sincerely yours,



**Yesim Oruc Kaya**

**Country Director**

## Annex 1

### Technical Specifications

The UN system in Albania has 4 generators and roughly 40 vehicles. Average monthly consumption of the fuel by the vehicles and generators has recently been as high as 10,000 lt.

To ensure prompt, effective and efficient supply of fuel through coupons, electronic cards or in bulk, within the UN system in Albania for the:

- (a) UN generators; and
- (b) UN official vehicles;

The scope of this agreement with the selected supplier will be to provide fuel to UN System in Albania, at firm prices under set terms and conditions and up to a fixed predefined quantity of 200'000 Lt that will be consumed during three years.

### **Requesting Office**

The requesting office, on behalf of all UN agencies operating in Albania, will be UNDP office.

### **Special Terms and Conditions**

- The vendor shall ensure at all times availability of fuel at the minimum storage level of 10,000 liters/month for each of the commodities. However, the stock level may be varied upwards in the interest of UN agencies operational needs.
- In the event of an expected or certified temporary shortage of the fuel stock under the above minimum required storage level of 10,000 Lt/month, the supplier should inform immediately and in a written way the UNDP office (on behalf of all UN agencies operating in Albania), in order to get further instructions on the order of priority of delivery of the existing stock.
- All fuel provided shall conform to minimum acceptable quality standards, and shall not be adulterated in any way; The UNDP on behalf of all UN agencies, reserves the right to take samples for testing. In case adulteration is found, it reserves the rights to cancel the contract with the vendor without any condition and the vendor might be request to liquidate the caused damages.
- The vendors that participate in the bid must have at least one filling station at each region.
- The bidding companies must poses, consider and offer as appropriate for UN agencies only pump stations that satisfy national and international standards and regulations of safety and risk control.
- The vendor should commit to accept the Purchase Orders issued by UN agencies as an official document that prevail the payment. The payment will be completed in accordance with UN rules and regulations, which foresee the payments for procurements within 30 days after receipt of the coupons and issuance of the respective invoice.
- Sale of fuel to UN House for running of generators shall be billed to UN agencies on a monthly basis, or as otherwise agreed. Billing shall include all necessary information, including date of delivery, quantity delivered, and unit cost. Such bills shall be supported by order notes signed by the UN Agencies focal point or his/her designee. Normal payment term for UN agencies is 30 days. The delivery of the fuel to UN generators should be covered by the supplier with its own tank vehicles and the transportation cost should be included in the offered price.
- Sale of fuel for use of official UN vehicles belonging to the various agencies shall be accurately recorded and invoiced to each individual agency. Billing shall include all necessary information, including date of



delivery, quantity delivered, and unit cost. Such bills shall be supported by order notes signed by the focal point of each agency. Late or discrepant payments by any agency shall not be construed as providing grounds for non-delivery of goods or services to other agencies whose payments are not in arrears;

- Neither UNDP nor the individual UN agencies shall take any responsibility for payment of fuel provided to staff members of UN agencies;
- The vendors shall not render services to non-UN parties unless supported by a written authorization from focal point of respective agencies.
- The vendor must commit and assure that purchased coupons have an open validity in time until they are used by UN agencies. In case of an unexpected contract interruption the company should take the responsibility to continue to support the validity of sold coupons or to take them back and reimburse the UN Agencies as per actual market price at that moment.
- The vendor should notice that are not allowed changes or exemptions from the stipulated conditions that will be included at the forthcoming contract.
- The company should inform in advance and in written way, UNDP office, on behalf of all UN agencies, in case there is a change or expected change that might affect the Terms and Conditions of the forthcoming contract, in the internal rules and procedures of the company.
- The vendor should assign only one person (account manager) to work as a focal point and deal with all UN agencies. It must be qualified and communicative.
- The vendor shall deploy sufficient number of staff to guarantee efficient management of the fuel dump and ensure the cleanliness and safety of the spaces provided. Under normal circumstances this number shall not be less than two persons at any time;
- Supplier should provide details on the structure of the actual fuel market price starting with the basic price of the procurement at international market and statement of different local taxes, obligations and VAT that are added till at the final price stated at the filling stations.

### **Pricing**

- The offered price shall under no circumstances exceed the prices set at the vendor's filling stations located in Tirana and neither in any other region.
- The vendor shall state the proposed price as a Discount on the basic price, but VAT included, taking into consideration the total quantity requested by UN agencies that is approximately 200'000 Lts.
- The price must be stated by using the following table:

Nr	Description of the Item	Unit (Lt)	Quantity	Unit price, VAT included (in LEK)	Discount Offered for one unit (in %)	Unit price, VAT included after the discount (in LEK)
1	Petrol-95octane	Lt	50'000			
2	Petrol 95-100 octane	Lt	50'000			
4	Diesel, 5ppm	Lt	200'000			
5	Euro 5 Diesel, 10ppm	Lt	200'000			

Annex 2

**FORM FOR SUBMITTING SUPPLIER'S QUOTATION**  
(This Form must be submitted only using the Supplier's Official Letterhead/Stationery)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. \_\_\_\_\_:

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

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

**TABLE 2 : Estimated Operating Costs (if applicable)**

List of Consumable Item/s(Include fast moving parts, if any)	Estimated Average Consumption	Unit of Measure	Unit Price	Total Price per Item

**TABLE 3 : Offer to Comply with Other Conditions and Related Requirements**

Other Information pertaining to our Quotation are as follows :	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time			
Estimated weight/volume/dimension of the Consignment:			
Country/ies Of Origin			
Warranty and After-Sales Requirements			



Training on Operations and Maintenance			
Minimum one (1) year warranty on both parts and labor			
Service Unit to be Provided when the Purchased Unit is Under Repair			
Brand new replacement if Purchased Unit is beyond repair			
Others			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>			

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

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