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REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 13 December 2016
	REFERENCE: RfQ16/01413

Dear Sir / Madam:

We kindly request you to submit your quotation for **Supply and Delivery of One VEHICLE adapted to the needs of Persons WITH DISABILITIES**, 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 **09 January 2017, 16:30 (Moldova local time)** and via e-mail or courier mail to the address below:

United Nations Development Programme in Moldova on behalf of OHCHR
131, 31 August 1989 Street, MD-2012 Chisinau, Republic of Moldova
Attention: Registry Office/Procurement
tenders-Moldova@undp.org

Quotations shall be submitted in English or Romanian duly signed and stamped and shall be marked with the note **"RfQ16/01413: Supply and Delivery of One VEHICLE adapted to the needs of Persons WITH DISABILITIES"**.

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

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

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

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror
Exact Address of Delivery Location (identify all, if multiple)	UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau, Moldova

¹ Must be linked to INCO Terms chosen.

Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> up to 120 calendar days from the issuance of the Purchase Order (PO)
Delivery Schedule	<input checked="" type="checkbox"/> Required
Preferred Currency of Quotation ²	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Quotation ³	<input checked="" type="checkbox"/> Must be exclusive of VAT, excise and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Minimum 3 years warranty or 100 000 km, whichever occurs first <input checked="" type="checkbox"/> Technical Support <input checked="" type="checkbox"/> Availability of authorized service in Moldova for maintenance/repair
Deadline for the Submission of Quotation	09 January 2017, 16:30 (Moldova local time)
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Others: Romanian or Russian
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"/> Company profile (short info up to 2 pages); <input checked="" type="checkbox"/> Copy of Company's Registration Certificate; <input checked="" type="checkbox"/> Detailed description of the offered vehicle (including photos); <input checked="" type="checkbox"/> Car maintenance works schedule; <input checked="" type="checkbox"/> List of recommended consumables and spares, including their prices and details on local availability for a period of 3 years or 100 000 km mileage; <input checked="" type="checkbox"/> Name and address of authorized service in Moldova; <input checked="" type="checkbox"/> Quality Certificates (ISO, etc.); <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of Bidder's practices that contributes to the ecological sustainability and reduction of adverse environmental impact (e.g.: use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.) either in its business practices or in the goods it manufactures. <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <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.

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 This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

Period of Validity of Quotes starting the Submission Deadline 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"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of goods
Liquidated Damages	0.2% of contract for every day of delay, up to a maximum duration of 1 calendar month. Thereafter, the contract may be terminated.
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁴ ; <input checked="" type="checkbox"/> Minimum 3 years of experience in the field; <input checked="" type="checkbox"/> Availability of certificates of quality and origin for the offered equipment; <input checked="" type="checkbox"/> Availability of authorized service in Moldova and comprehensiveness of after-sales services; <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Maximum delivery period not to exceed 120 working days upon signature of contract.
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection <input checked="" type="checkbox"/> Passing all Testing <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ ⁵	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3). 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	e-mail: Irina.Sandu@ohchr.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.

⁴ 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.

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

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.

Thank you and we look forward to receiving your quotation.

Sincerely yours,


Ira Cepotari,
UNDP ARR/Head of Operations

Technical Specifications

	Description / Specifications of Goods
Technical Specifications	
Type:	VEHICLE adapted to needs of PERSONS WITH DISABILITIES, New
Quantity:	1 (one)
Production year:	2016
Colour:	<u>White or White Metallic</u>
Engine:	Fuel: Diesel Engine capacity (cm3): min. 1500 Min. Emission Standards: Euro 5 or equivalent
Seating capacity:	5 persons, including driver or 3 + 1 person with disability in wheel chair Material: fabric upholstery Completely foldable back row of the chairs
Number of doors:	Min. 5
Transmission:	Manual transmission, min. 5 gears Drive Type: 4 x 2
Steering:	Left hand drive Power assisted steering
Ground clearance (unladen):	Min. 140 mm
Tires	Min 15"
Safety arrangements:	<ul style="list-style-type: none"> - Rating: 4-5 star Euro NCAP or equivalent - 3-point automatic safety belts with adjustable height - Airbags: Driver and Passenger, Rear seats. - Front seat headrests with traumatic damping mechanism - Immobilizer - Central locking with remote control and keys; - Additional arrangements will be an asset
Brakes:	<ul style="list-style-type: none"> - Front and Rear Disk type - ASR, ESP, ABS, EDS systems or equivalent
Electrical System:	<ul style="list-style-type: none"> - Head light (Xenon preferable); Rear lights; Turn signal lights; - Parking signal lights; - Front and rear anti-fog lights; - LED day running lights
Manuals:	One copy of the owners and operator's instruction and maintenance manual in English/Russian/Romanian electronic copy
Essential Accessories	<ul style="list-style-type: none"> - Front seats with adjustable height and lumbar support; - Front electric window lifters; - Exterior mirrors with electric control; - Windscreen wipers with intermittent function; - Air conditioner; - Illuminated luggage compartment; - Outdoor temperature gauge; - Front and rear floor mats; - Audio system with USB and Bluetooth connection; - Warning triangle; - Board tools and jack; - Fire Extinguisher;

	<ul style="list-style-type: none"> - Spare wheel; - First aid kit
Specific requirements	<ul style="list-style-type: none"> - Aluminum access ramp with anti-skid surface, foldable into interior, locked in 2 positions (vertical and horizontal), with a height clearance of 1400 mm, width - 810 mm. - Interior available space for ramp folding: height – 1450 mm, length – 1550 mm. - Safety and comfort system for the person with disability in the wheel chair “Future Safe”, with lumbar and cervical support, fixed to the reinforced chassis of the vehicle (EURONCAP tests: safety belts for 20G for frontal impact and 10G for dorsal impact). - Retractable belts for securing of the wheel chair in 4 points: 2 in the front and 2 in the back, with the possibility of adjustment of tension. - Adjusted electrical system for blocking/unblocking of the front securing belts for the wheel chair, so they can only be unlocked if the access ramp is on the ground, to ensure that they would not unblock while driving. - Three-point safety belts for the person in the wheel chair. - Reinforced and adapted suspension, corresponding to the load of the vehicle.

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁷

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁸)

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. 16/01413:

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
1	VEHICLE adapted to needs of PERSONS WITH DISABILITIES	1 (one)			
	Total Prices of Vehicle⁹				
	Add: Cost of Transportation				
	Add: Cost of Insurance				
	Add: Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation (USD, VAT 0%)				

TABLE 2: Estimated Operating Costs (consumables and spares, including their prices and details on local availability for the first 100 000 km mileage) *

List of Consumable Item/s	Mileage when servicing is required	List of replacement parts required	Cost of replacement parts	Cost of maintenance works	Total Price per Item (USD, VAT 0%)
Combined fuel consumption					
Motor Oil					
Oil filter					
Gearbox Oil					
Timing belt					
Generator belt					
Belt tensioner and pulleys					
Spark plugs					
Air filter					

⁷ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

⁹ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

Salon filter					
Brake pads					
Total Cost					USD

* These costs shall be quoted based on current prices at a local authorized service centre and shall be taken into account by UNDP during the evaluation process to calculate the life cycle cost of the vehicle. These maintenance services shall not be contracted by UNDP at this stage. The contract shall contain only the vehicles, warranty, delivery and other related charges.

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 (up to 120 calendar days from PO contract signature)			
Warranty and After-Sales Requirements			
a) Minimum 3 years warranty or 100,000 km on both parts and labor			
b) Availability of certificates of quality and origin for the offered equipment			
c) Availability of authorized service in Moldova			
Validity of Quotation: 90 calendar days			
All Provisions of the General Terms and Conditions			

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

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