

## United Nations Development Programme



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## REQUEST FOR QUOTATION (RFQ)

|                        |                               |
|------------------------|-------------------------------|
| NAME & ADDRESS OF FIRM | DATE: July 31, 2019           |
|                        | REFERENCE: <b>RfQ19/01952</b> |

Dear Sir / Madam:

We kindly request you to submit your quotation for **supply of 1 (one) Garbage Truck with back loading**, 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 **August 14, 2019, 15:00 (Moldova local time)** and via e-tendering system to the address below:

<https://etendering.partneragencies.org>

**Username: event.guest**

**Password: why2change**

**BU Code: MDA10 and Event ID 0000004151**

Once uploaded, Bidders that have accepted the invitation in the system will be notified via e-mail that changes have occurred. It is responsibility of the Bidder to view the respective changes and clarifications in the system.

Documents uploaded in the system as part of your quotation must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

**Please Consult eTendering Resources for Bidders for additional information on bidding:**  
<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned goods:

T.P.

|  |  |
|--|--|
| Delivery Terms<br>[INCOTERMS 2010]   | <input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input checked="" type="checkbox"/> DAP   |
| Customs clearance, if needed, shall be done by:  | <input type="checkbox"/> UNDP <input checked="" type="checkbox"/> Supplier/Offeror <input type="checkbox"/> Freight Forwarder  |
| Exact Address of Delivery Location   | Speia village, Anenii Noi district, Republic of Moldova  |
| Latest Expected Delivery Date and Time ( <i>if delivery time exceeds this, quote may be rejected by UNDP</i> ) | <input checked="" type="checkbox"/> up to 90 calendar days from the issuance of the Purchase Order (PO)  |
| Delivery Schedule  | <input checked="" type="checkbox"/> Required   |
| Preferred Currency of Quotation <sup>1</sup>   | <input checked="" type="checkbox"/> United States Dollars  |
| Value Added Tax on Price Quotation   | <input checked="" type="checkbox"/> Must be exclusive of VAT (0%), excise and other applicable indirect taxes  |
| After-sales services required  | <input checked="" type="checkbox"/> Minimum 2 years' warranty or 100 000 km<br><input checked="" type="checkbox"/> Technical Support<br><input checked="" type="checkbox"/> Availability of authorized service in Moldova for maintenance/ repair  |
| Deadline for the Submission of Quotation   | <p><b>Date and Time: 14 August 2019, 15:00 (Moldova local time)</b></p> <p><b>IMPORTANT NOTE:</b> the time zone indicated in the Tendering system is New York Time zone.</p> <p><b>PLEASE NOTE:</b></p> <ol style="list-style-type: none"> <li>1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. The correct proposal closing time is as indicated in the e-tendering portal and system will not accept any proposal after that time. It is the responsibility of the proposers to make sure proposals are submitted within this deadline. UNDP will not accept any proposal that is not submitted directly in the system.</li> <li>2. Try to submit your proposal a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your proposal at the last minute, UNDP may not be able to assist.</li> </ol> |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language          | <input checked="" type="checkbox"/> English<br><input checked="" type="checkbox"/> Others: Romanian or Russian   |

<sup>1</sup> 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.

|   |   |
|---|---|
| Documents to be submitted                                 | <p><input checked="" type="checkbox"/> Electronic submission of Proposal<br/> <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a><br/> <b>Username: event.guest</b><br/> <b>Password: why2change</b></p> <p><b>Please note:</b></p> <ol style="list-style-type: none"> <li><u>1. It is strongly recommended to create your username with two parts, your first name and last name separately by ".", similar to the one shown above.</u></li> <li><u>2. You can participate in the proposal event only if you have registered in the system.</u></li> </ol> <p><input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;</p> <p><input checked="" type="checkbox"/> Company profile (short info up to 2 pages);</p> <p><input checked="" type="checkbox"/> Copy of Company's Registration Certificate;</p> <p><input checked="" type="checkbox"/> Detailed technical description of the offered goods, or product catalogue/leaflet, with detailed technical specifications, incl. photos;</p> <p><input checked="" type="checkbox"/> List of recommended consumables and spares, including their prices and details on local availability for the period of 2 years or 100 000 km mileage.</p> <p><input checked="" type="checkbox"/> Name and address of authorized service in Moldova;</p> <p><input checked="" type="checkbox"/> Statement or certificate of origin for the offered vehicle and spares;</p> <p><input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);</p> <p><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.</p> |
| Period of Validity of Quotes starting the Submission Date | <p><input checked="" type="checkbox"/> 90 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  | <input checked="" type="checkbox"/> Not permitted   |
| Payment Terms   | <input checked="" type="checkbox"/> 100% upon complete delivery of goods  |
| Liquidated Damages  | <b>0.2% of contract for every day of delay, up to a maximum duration of 30 calendar days. Thereafter, the contract may be terminated.</b>   |



|  |  |
|--|--|
| Evaluation Criteria  | <input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements (according to Annex 1) and lowest price <sup>2</sup><br><input checked="" type="checkbox"/> Minimum 3 (three) years of experience in supply of similar vehicles<br><input checked="" type="checkbox"/> Availability of certificates of quality and origin for the offered vehicle<br><input checked="" type="checkbox"/> Availability of authorized service in Moldova<br><input checked="" type="checkbox"/> Maximum delivery period not to exceed 100 calendar days upon signature of Contract<br><input checked="" type="checkbox"/> Warranty for a minimum period of two (2) years or 100 000 km<br><input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions. |
| UNDP will award to:  | <input checked="" type="checkbox"/> One and only one supplier  |
| Type of Contract to be Signed                                      | <input checked="" type="checkbox"/> Face Sheet Contract  |
| Special conditions of Contract                                     | <input checked="" type="checkbox"/> Cancellation of Contract supply of goods is delayed by 30 (thirty) calendar days   |
| Conditions for Release of Payment                                  | <input checked="" type="checkbox"/> Written acceptance of equipment based on full compliance with contract requirements  |
| Annexes to this RFQ  | <input checked="" type="checkbox"/> Annex 1 – Specifications of the Goods Required<br><input checked="" type="checkbox"/> Annex 2 – Form for Submission of Quotation<br><input checked="" type="checkbox"/> Annex 3 – General Terms and Conditions/ Special Conditions<br><br>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) <sup>3</sup> | <i>Andrei VASILACHI</i><br><i>Project Manager/ Community and Infrastructure</i><br><a href="mailto:andrei.vasilachi@undp.org">andrei.vasilachi@undp.org</a><br><br>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. Offerors shall provide a detailed list of**

<sup>2</sup> 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.

<sup>3</sup> 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.



**replacement parts and scheduled maintenance services required for 100,000 km of operation of the vehicles. 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 will not be contracted by UNDP at this stage. The contract shall contain only the vehicles, warranty, delivery and other related charges.**

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.

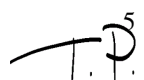
UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

**Thank you and we look forward to receiving your quotation.**

Sincerely yours,

*Corina Oprea*

Corina OPREA  
ARR Operations



**Annex 1****Technical Specifications**

|   | Item Description                                    | Specifications  | Quantity |
|---|---|---|----------|
| 1 | Garbage Truck                                       |   | 1        |
|   | Condition   | Brand New, year of production 2018  |          |
|   | Dimensions  | Length, mm: max. 7500<br>Width, mm: max. 2600<br>Height, mm: max. 3500  |          |
|   | Total vehicle weight, kg                            | max. 13500  |          |
|   | Fuel  | Diesel  |          |
|   | Engine Horsepower, HP                               | min. 149  |          |
|   | European emission standards                         | Min. "Euro 3"   |          |
|   | Steering  | Steering mechanism with the hydraulic booster   |          |
|   | Standard equipment                                  | Spare wheel. First aid kit. Emergency triangle and lantern, lifting jack. The bracket for the installation of fire extinguishers. Set of tools. |          |
|   | Warranty  | 24 months   |          |
|   | Technical specifications of the garbage container   |   |          |
|   | Loading type  | Back loading  |          |
|   | Capacity of load container, m3                      | Min. 9  |          |
|   | Mass of loaded garbage, kg                          | min. 3600   |          |
|   | Types of loadable dustbins, liters (euro-standards) | Small dustbins – minimum 120 liters;<br>Big dustbins - minimum 750 liters;  |          |
|   | Additional options                                  | Footboards and handles for operators  |          |

## Annex 2

**FORM FOR SUBMITTING SUPPLIER'S QUOTATION**  
***(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>4</sup>)***

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. RfQ19/01952:

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

| Item No. | Specification of Goods                               | Q-ty | Latest Delivery Date | Unit Price USD | Total Price per Item USD |
|----------|--|------|----------------------|----------------|--------------------------|
| 1.       | <b><i>Garbage truck</i></b>                          | 1    | 100 days             |                |                          |
|          | <b>Total Prices of Deliverables</b>                  |      |                      |                |                          |
|          | Add: Cost of Transportation                          |      |                      |                |                          |
|          | Add: Cost of Insurance                               |      |                      |                |                          |
|          | Add: Other Charges (pls. specify)                    |      |                      |                |                          |
|          | <b>Total Final and All-Inclusive Price Quotation</b> |      |                      |                |                          |

**TABLE 2: Estimated Operating Costs (consumables and spares, including their prices and details on local availability for the first 1,000 motor-hours) \***

| List of Consumable Item/s (if applicable) | Motor-hours when servicing is required | List of replacement parts required | Cost of replacement parts | Cost of maintenance works | Total Price per Item (USD, VAT 0%) |
|---|--|------------------------------------|---------------------------|---------------------------|------------------------------------|
| Motor Oil                                 |  |                                    |                           |                           |                                    |
| Oil filter                                |  |                                    |                           |                           |                                    |
| Gearbox Oil                               |  |                                    |                           |                           |                                    |
| Timing Belt                               |  |                                    |                           |                           |                                    |
| Generator belt                            |  |                                    |                           |                           |                                    |
| Belt tensioner and pulleys                |  |                                    |                           |                           |                                    |
| Spark Plugs                               |  |                                    |                           |                           |                                    |
| Air filter                                |  |                                    |                           |                           |                                    |

<sup>4</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

|                   |  |  |  |  |            |
|-------------------|--|--|--|--|------------|
| Salon filter      |  |  |  |  |            |
| Brake pads        |  |  |  |  |            |
| <b>Total Cost</b> |  |  |  |  | <b>USD</b> |

*\* 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. The provided maintenance costs shall be truthful and will be subject to verification by UNDP. Failure to submit realistic costs shall lead to the disqualification of the entire offer. 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 100 calendar days from PO contract signature)         |                     |                      |  |
| Warranty and After-Sales Requirements   |                     |                      |  |
| a) Minimum 24 months 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 UNDP General Terms and Conditions                         |                     |                      |  |

**TABLE 4 : Technical Responsiveness Table**

Bidders shall provide all the applicable data of the equipment offered, failing to do so may result in the bid being rejected. Corresponding documentation shall form part of the bidder's offer.

|   | Item Description | Specifications   | √ Yes | √ No | Technical Compliance<br>Please provide details /description of offered feature) |
|---|------------------|--|-------|------|---|
| 1 | Garbage Truck    |  |       |      |   |
|   | Condition        | Brand New, year of production 2018                                     |       |      |   |
|   | Dimensions       | Length, mm: max. 7500<br>Width, mm: max. 2600<br>Height, mm: max. 3500 |       |      |   |



|   |   |  |  |  |
|---|---|--|--|--|
| Total vehicle weight, kg                            | max. 13500  |  |  |  |
| Fuel  | Diesel  |  |  |  |
| Engine Horsepower, HP                               | min. 149  |  |  |  |
| European emission standards                         | Min. "Euro 3"   |  |  |  |
| Steering  | Steering mechanism with the hydraulic booster   |  |  |  |
| Standard equipment                                  | Spare wheel. First aid kit. Emergency triangle and lantern, lifting jack. The bracket for the installation of fire extinguishers. Set of tools. |  |  |  |
| Warranty  | 24 months   |  |  |  |
| Technical specifications of the garbage container   |   |  |  |  |
| Loading type  | Back loading  |  |  |  |
| Capacity of load container, m <sup>3</sup>          | Min. 9  |  |  |  |
| Mass of loaded garbage, kg                          | min. 3600   |  |  |  |
| Types of loadable dustbins, liters (euro-standards) | Small dustbins – minimum 120 liters;<br>Big dustbins - minimum 750 liters;  |  |  |  |
| Additional options                                  | Footboards and handles for operators  |  |  |  |

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]*

**General Terms and Conditions**

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[ATTACHED TO THE ANNOUNCEMENT]