

United Nations Development Programme



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REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM	DATE: November 13, 2019
	REFERENCE: RfQ19/02003

Dear Sir / Madam:

We kindly request you to submit your quotation for **undertaking repair works in the Community Center of Ternovca village, Transnistria region**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by this document and its annexes.

Quotations may be submitted on or before **November 28, 2019, 15:00 (Moldova time)** and via e-tendering system to the address below:

<https://etendering.partneragencies.org>

Username: event.guest

Password: whyzchange

BU Code: MDA10 and Event ID 0000004858

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:

Delivery Terms [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	

OK

Exact Address of Delivery Location	Community Center in Ternovca village, Transnistria region
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 150 calendar days from the issuance of the Contract for works
Delivery Schedule	<input checked="" type="checkbox"/> Required, as per GANTT model
Preferred Currency of Quotation ¹	<input checked="" type="checkbox"/> United States Dollars For local companies payments will be made in MDL at UN Operational Rate of Exchange on the day of payment. For reference, please see https://treasury.un.org/operationalrates/default.php
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"/> Warranty on works for a minimum period of 3 (three) years.
Deadline for the Submission of Quotation	<p>Date and Time: 28 November 2019, 15:00 (Moldova local time)</p> <p>IMPORTANT NOTE: the time zone indicated in the Tendering system is New York Time zone.</p> <p>PLEASE NOTE:</p> <ol style="list-style-type: none"> 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. 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.
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

¹ 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 https://etendering.partneragencies.org Username: event.guest Password: why2change </p> <p>Please note:</p> <ol style="list-style-type: none"> <u>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> <u>You can participate in the proposal event only if you have registered in the system.</u> <p> <input checked="" type="checkbox"/> Dully filled in Annex 2 - Form for Submission of Quotation and duly completed quotation-offer (according to Annex 1) (Form F7), including Unit Price Catalog (Form F5) and Resource Catalog (Form F3) (according to Annex 2); </p> <p> <input checked="" type="checkbox"/> Company Profile, which should <u>not</u> exceed ten (10) pages, including printed brochures and product catalogues relevant to the goods and/or services being procured, if any; </p> <p> <input checked="" type="checkbox"/> Certificate of Incorporation/ Business Registration incl. Annex; </p> <p> <input checked="" type="checkbox"/> Copy of License for provision of works including Annex (available for Transnistria region); </p> <p> <input checked="" type="checkbox"/> The latest Financial Statement (Income Statement and Balance Sheet) for the past 2 (two) years for the Bidder; </p> <p> <input checked="" type="checkbox"/> Details of Previous Relevant Experience within the last 5 years, indicating the Beneficiary name and contact details, scope of executed works, contract amount and period of contract execution; </p> <p> <input checked="" type="checkbox"/> Final commissioning reports for the construction sites presented as similar experience (<i>as required under the Evaluation Criteria below</i>); </p> <p> <input checked="" type="checkbox"/> List of specialized equipment, containing information about the model and year of manufacture, production capacity and manufacturer of each item. Bidders shall indicate whether the equipment is their own or rented; </p> <p> <input checked="" type="checkbox"/> List of qualified key personnel, together with CVs and attestation certificates (especially for construction foreman) (<i>For companies originated from Transnistria region Labour Records and graduation certificate shall be presented</i>); </p> <p> <input checked="" type="checkbox"/> Combined Work time schedule, work human-power schedule for execution of contract; </p> <p> <input checked="" type="checkbox"/> At least 2 Clients' statements confirming satisfactory performance by the Bidder, issued within the past 3 years; </p> <p> <input checked="" type="checkbox"/> Quality Certificate (availability of ISO2001 etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any, and the Contract with laboratory for concrete samples (for local companies only); </p> <p> <input checked="" type="checkbox"/> Environmental Compliance Certificates for materials used; </p>
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	<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"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 20% Advance Payment <input checked="" type="checkbox"/> 80% Upon Complete Delivery of Works and their acceptance confirmed by the signed Final Commissioning Report
Liquidated Damages	0.2% of contract for every day of delay, up to a maximum duration of 30 calendar days. Thereafter, the contract may be terminated.
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements (according to Annex 1) and lowest price ² ; <input checked="" type="checkbox"/> Minimum 5 (five) years of experience in delivery of civil works; <input checked="" type="checkbox"/> Minimum average annual turnover of USD 150,000 for the past 3 years (as per the submitted audited financial statements). <input checked="" type="checkbox"/> At least 1 (one) construction foreman with attestation certificate available on the day of offer submission (<i>For companies originated from Transnistria region Labour Records and graduation certificate shall be presented</i>); <input checked="" type="checkbox"/> Minimum 2 (two) sites with civil works completed within the last 3 (three) years with a value of not less than US \$ 70,000 each object/site; <input checked="" type="checkbox"/> Maximum delivery period shall not exceed 150 calendar days upon signature of Contract; <input checked="" type="checkbox"/> Warranty on works for a minimum period of 3 (three) years; <input checked="" type="checkbox"/> Full acceptance of the Civil Works Contract General Terms and Conditions.

² 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.

	<p>The submission of the following documents according to WinSmeta software is mandatory:³</p> <ul style="list-style-type: none"> ▪ Respective Bills of Quantities (F7)⁴; ▪ Duly filled-in Unit Price Catalogue (F5); ▪ Duly filled-in Resource Schedule (F3).
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Civil Works Contract
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of Contract if works are delayed by 30 (thirty) calendar days without objective reasons
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written acceptance of works based on full compliance with contract requirements
Annexes to this RFQ	<p><input checked="" type="checkbox"/> Annex 1 – Bills of Quantities</p> <p><input checked="" type="checkbox"/> Annex 2 – Form for Submission of Quotation</p> <p><input checked="" type="checkbox"/> Annex 3 – General Terms and Conditions/ Special Conditions</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) ⁵	<p><i>Andrei VASILACHI</i> <i>Project Manager/ Community and Infrastructure</i> andrei.vasilachi@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>

Works 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

³ Failure to submit one of the documents will serve grounds for disqualification.

⁴ When developing BoQs, please be guided by the National Regulatory Framework in Construction as per NCM L.01.01-2012 and Regulation on the procurement of public works (<http://lex.justice.md/index.php?action=view&view=doc&lang=1&id=347161>
http://mdrc.gov.md/public/files/NCM_L.01.01_PROIECT.pdf,
<http://lex.justice.md/md/295702/>).

Sever deviations from the provisions of these documents will serve grounds for disqualification:

- Changes in codes for works required*;
- Changes in the volume of works required*;
- Changes in the volumes of resources in the norms of materials, human power and tools*;
- Changes in coefficient for norms*;
- Proposing the human power remuneration below the minimum required by the National Legislation in force (besides the situation when a respective proof from relevant authorities is obtained and presented, according to INFORMATION No. 864 of 12.05.2017 on determining the value of construction objects since May 1, 2017 - p. 2
<http://lex.justice.md/index.php?action=view&view=doc&lang=1&id=364917>).

⁵ 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 supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

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 Civil Works Contract, 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 Contract 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, 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,

Corina Oprea

Corina OPREA
ARR Operations

BILLS OF QUANTITIES

[ATTACHED TO THE ANNOUNCEMENT]

FORM FOR SUBMITTING SUPPLIER'S QUOTATION
(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁶)

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. RfQ19/02003:

TABLE 1: Offer to undertake civil works with Technical Specifications and Requirements

Item No.	Specification of Works	Total Price per Item USD
1.	General Repair works	
2.	Repair works of electrical networks	
3.	Repair works of ventilation networks	
	Total Final and All-Inclusive Price Quotation	

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 (up to 150 calendar days from contract signature)			
Warranty and After-Sales Requirements: Warranty on works for a minimum period of 3 (three) years			
Validity of Quotation: 90 calendar days			
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 and Signature of the Supplier's Authorized Person]
 [Designation] _____
 [Date]

⁶ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

GENERAL TERMS AND CONDITIONS

[ATTACHED TO THE ANNOUNCEMENT]