



## REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: <b>6 November 2020</b>
	REFERENCE: <b>RfQ 20/02161</b>

Dear Sir / Madam:

We kindly request you to submit your quotation for Construction of accessibility ramp for Ministry of Defence of the Republic of Moldova, 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 **16 November 2020, 16:00 (Moldova local time)** via e-tendering system to the address below:

<https://etendering.partneragencies.org>

**Username: event.guest**

**Password: why2change**

**BU Code: MDA10 and Event ID 0000007744**

**Please Consult e-Tendering Resources for Bidders for additional information on bidding:**

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

It shall remain your responsibility to ensure that your quotation will reach the address above 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]	<input checked="" type="checkbox"/> DAP
Exact Address of Delivery Location	Ministry of Defence of the Republic of Moldova, 84, Hincesti Highway, Chisinau
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> 40 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"/> Moldovan Lei
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Warranty of works and materials for a period of minimum 36 months
Deadline for the Submission of Quotation	<p><b>Date and Time: 16 November 2020, 16:00 (Moldova local time)</b></p> <p>IMPORTANT NOTE: the time zone indicated in the Tendering system is New York Time zone.</p> <p><b><u>PLEASE NOTE:</u></b></p> <p>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.</p> <p>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.</p>
All documentations, including catalogues, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Others: Russian or Romanian
Documents to be submitted	<p><input checked="" type="checkbox"/> Electronic submission of Proposal</p> <p><b><a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a></b></p> <p><b>Username: event.guest</b></p> <p><b>Password: why2change</b></p> <p><b>Please note:</b></p> <p>1. <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></p> <p>2. <u>You can participate in the proposal event only if you have registered in the system.</u></p> <p><input checked="" type="checkbox"/> Duly Accomplished Form for Submission of Quotation (Annex 2), and in accordance with the list of requirements in Annex 1 (Form F1);</p> <p><input checked="" type="checkbox"/> Dully Accomplished forms, using WinSmeta software, as follows:</p> <ul style="list-style-type: none"> <li>✓ Form F7 (Bills of Quantities);</li> <li>✓ Form F5 (Unit Price Catalogue);</li> <li>✓ Form F3 (Resource Schedule).</li> </ul> <p><input checked="" type="checkbox"/> Statement on warranty of works and materials for a period of minimum 36 months;</p> <p><input checked="" type="checkbox"/> Company profile (narrative, short info up to 1 page);</p> <p><input checked="" type="checkbox"/> Copy of Company's Registration Certificate;</p> <p><input checked="" type="checkbox"/> Quality Certificates (e.g. ISO, etc.), and/ or other environmental compliance certificates, accreditations, marking/ labels or other evidence</p>

<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.

	<p>of Offeror's practice with contribute to the ecological sustainability and reduction of adverse impact on the environment;</p> <p><input checked="" type="checkbox"/> Statements from Top 2 clients confirming the satisfactory performance by the Bidder, issued within the last 3 years;</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 Deadline 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	0.5% of contract for every day of delay, up to a maximum duration of 30 calendar days. Thereafter, the contract may be terminated.
Evaluation Criteria	<p><input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price<sup>2</sup>;</p> <p><input checked="" type="checkbox"/> Minimum 3-year experience in civil construction works;</p> <p><input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions;</p> <p><input checked="" type="checkbox"/> Maximum delivery period not to exceed 40 calendar days upon signature of contract;</p> <p><input checked="" type="checkbox"/> Warranty of works and materials for a period of minimum 36 months;</p> <p><input checked="" type="checkbox"/> Submission of the following documents, according to the WinSmeta software is mandatory:</p> <ul style="list-style-type: none"> <li>✓ Form F7 (Bills of Quantities);</li> <li>✓ Form F5 (Unit Price Catalogue);</li> <li>✓ Form F3 (Resource Schedule).</li> </ul>
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 the delivery/ completion is delayed by 30 days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of works based on full compliance with RFQ requirements
Annexes to this RFQ <sup>3</sup>	<p><input checked="" type="checkbox"/> Bill of Quantities (Annex 1);</p> <p><input checked="" type="checkbox"/> Technical drawings (Annex 1b);</p> <p><input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2);</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for civil works (Annex 3).</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	<p>Natalia Volcovschi, Project Assistant, SSSR Project</p> <p><a href="mailto:natalia.volcovschi@undp.org">natalia.volcovschi@undp.org</a></p> <p>(+373) 698 54 980</p>

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

(Written inquiries only) <sup>4</sup>	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.
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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 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,

*Denis Suschevici*

Denis Suschevici,  
Head of Procurement and Operational Support Unit

<sup>4</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.

**Annex 1**

**BILLS OF QUANTITIES**

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Attached to the announcement/ RO and EN version

**Annex 1a**

**TECHNICAL DRAWINGS**

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Attached to the announcement

**Annex 2**

**FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>5</sup>*****(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>6</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. RfQ 20/ 02161:

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

<b>Item No.</b>	<b>Description/Specification of Goods</b>	<b>Quantity</b>	<b>Latest Delivery Date (no. of days)</b>	<b>Total (VAT 0%), MDL</b>
1	Accessibility ramp	1		
<b>Total Final and All-Inclusive Price Quotation</b>				

**TABLE 2: Offer to Comply with Other Conditions and Related Requirements**

<b>Other Information pertaining to our Quotation are as follows:</b>	<b>Your Responses</b>		
	<b><i>Yes, we will comply</i></b>	<b><i>No, we cannot comply</i></b>	<b><i>If you cannot comply, pls. indicate counter proposal</i></b>
Delivery Lead Time (up to 40 calendar days)			
Warranty and After-Sales requirements: Warranty of works and materials for a period of minimum 36 months			
Validity of Quotation 90 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]*

<sup>5</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

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

## **GENERAL TEMRS AND CONDITIONS**

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Attached to the announcement