

SECTION 1. LETTER OF INVITATION

Dear Sir/Madam,

The United Nations Entity for Gender Equality and the Empowerment of Women, hereinafter referred to as UN Women hereby invites prospective vendors to submit a quotation(s) in accordance with the Request for Quotation (RFQ) documents, including General Conditions of Contract (GCC) and the Terms of Reference as set out in this RFQ.

To enable you to submit a proposal, please read the following documents carefully.

- Section 1. This Letter of Invitation
- Section 2. Instructions to Vendors (including referenced General Conditions of Contract and Model Forms of Contract, available publicly on the UN Women website at: <https://www.unwomen.org/en/about-us/procurement/contract-templates-and-general-conditions-of-contract>)
- Section 3. Information Sheet
- Section 4. Schedule of Requirements

Your submission should include the following:

- Form A: Quotation Submission Form
- Form B: Technical and Financial Offer
- Form C: Voluntary Agreement to Promote Gender Equality and Women's Empowerment (*optional - completed online*)

If you are interested in submitting a quotation in response to this RFQ, please prepare your quotation in accordance with the requirements and procedure as set out in this RFQ and submit it by the deadline set out in the notice.

Should you require further clarifications, kindly communicate with the procuring office through the "Messages" function in Quantum.

We look forward to receiving your proposal,
UN Women Procurement Section

SECTION 3. INFORMATION SHEET

Title of requirement	Company to Provide a New SUV/CROSSOVER Vehicle for UN Women Moldova under EVA project
Deadline for Submitting Clarification Questions	3 business days before deadline for responses.
Quotation Validity Period	90 business days
Value Added Tax on Proceed Quotation¹	Must be exclusive of VAT and other applicable indirect taxes
Liquidated Damages	Will be imposed as follows: Percentage of contract price per week of delay: 0.1 % up to a maximum of 10% of the Contract value, after which UN Women may terminate the contract.
Partial Proposals (Require Full Quantity)	Submitting proposals for parts or sub-parts of the ToR is not allowed. : Vendors must quote prices for the total requirement requested under Schedule of Requirements. Evaluation will be done for the total requirement.
Alternative Proposals (Allow Multiple Responses)	Shall not be considered.
Site Inspection	A site inspection will not be held. Date and Time: Click or tap to enter a date. Location: Click or tap here to enter text.
Contract award to one or more vendor	UN Women will award a contract to: One Proposer Only.
Method of Evaluation	Lowest-priced technically compliant.
Type of contract award (or Outcome of the process)	Contract Order
Documents to be included:	<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 for the first 3 years; <input checked="" type="checkbox"/> List of recommended consumables and spares and scheduled maintenance services required for 100,000 km of operation (including current prices); <input checked="" type="checkbox"/> Confirmation of availability of consumables and spares for at least 3 years; <input checked="" type="checkbox"/> Name and address of authorized service in Moldova; <input checked="" type="checkbox"/> Statement or certificate of origin for the offered vehicle and spares; <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.
Evaluation Criteria:	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements;

¹ The decision on inclusion of VAT and any other taxes in financial proposals shall be based on the local legislation and SBAA agreement with the host country/-ies of the relevant Office ordering or performing the payment for the services. Depending on host countries, UN Women may be exempt from payment of direct and indirect taxes or may be required to pay the taxes and request reimbursement by submitting tax invoices.

	<input checked="" type="checkbox"/> At least 5 years of experience on the local market as an official car dealer. <input checked="" type="checkbox"/> Availability of service center in Moldova, authorized by the car manufacturer; <input checked="" type="checkbox"/> Minimum warranty period of 3 years, or 100 000 km, whichever occurs first. <input checked="" type="checkbox"/> Maximum delivery period not to exceed 90 calendar days upon signature of PO/Contract. <input checked="" type="checkbox"/> Availability of certificates of quality and origin for the offered vehicle; <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions;
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SECTION 4: SCHEDULE OF REQUIREMENTS

UN Women Moldova Country Office intends to purchase a vehicle. Item details are listed below. Quality assurance is expected from the SUPPLIER, such that any error or low-quality products shall be acted upon or replaced accordingly at no cost to the organization. Likewise, upon final project acceptance, the SUPPLIER is required to ensure quality of the products after sales services and during the warranty period.

Technical Specifications for Goods:

Item No	Minimum technical requirements	Unit	Quantity
1	<u>General</u> <ul style="list-style-type: none">Type: SUV - left hand drive;Seating: 5 seats including driver's seat;Manufacture Year: 2023	PC	1
	<u>Minimum Engine Requirement:</u> <ul style="list-style-type: none">Fuel Type: Petrol/Diesel;HP: at least 110 hp;Engine volume 1.5 dCI;Traction: All wheels drive (4X4);Gearbox: Manual;Ground clearance: at least 205 mm.		
	<u>Road holding:</u> <ul style="list-style-type: none">ESC – ABS inclusive;Electrical Power Steering;Park assist - front & rear (distance control);Parking brake;Cruise control.		
	<u>Equipment:</u> 1. Lighting <ul style="list-style-type: none">Front and rear lights full LED;Daytime running lights function;Front fog lights; 2.Security & Safety: <ul style="list-style-type: none">3-point seatbelts on all seats;Driver and passenger front airbags;Curtain airbags;Folded rear seats with back angle adjustment;Warning triangle;Gearbox and engine protection scout;Windscreen wipers with intermittent function;Central locking with remote control, electronic engine immobilizer, keyless entry. 4. Interior <ul style="list-style-type: none">12V socket inside;Exterior temperature gauge;Automatic climate control;		

	<ul style="list-style-type: none"> • Audio system with USB and Bluetooth® connection; • 4 Winter wheels 215/216 		
	<u>Comfort & versatility</u> <ul style="list-style-type: none"> • Front door panel storage pockets; • Front seat back storage pockets; • Reading lamps, front and rear; • Luggage compartment lights; • Rear and rear side tinted windows; • Front cup holder; 		
	<u>Body</u> <ul style="list-style-type: none"> • Automatic windows with UV protection; • Front / rear electric windows; • Electrically adjustable outer rear-view mirrors; • Rear windows defroster. 		
	<u>Emissions of CO²:</u> <ul style="list-style-type: none"> • 127 g/km or lower 		
	<u>Exterior Color</u> <ul style="list-style-type: none"> • Grey 		
	<u>Equipment</u> <ul style="list-style-type: none"> • First aid kit; • Fire extinguisher; • Spare wheel; • Rubber mats; • Car jack. 		

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods not later than 25 business days after Contract signature.
Delivery Terms (INCOTERMS 2020)	DAP
Customs clearance (must be linked to INCOTERM)	<input type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation <input checked="" type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	202 Stefan cel Mare Blvd, 3rd floor, Kentford Building, Chisinau, Moldova
Distribution of shipping documents (if using freight forwarder)	N/A
Packing Requirements	As per the industry standards

Training on Operations and Maintenance	N/A
Warranty Period	3 years or 100000 Km
After-sales service and local service support 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
Preferred Mode of Transport	Land

Inspections and tests: *The vehicle will be inspected to comply to the minimum technical requirements.*

If the goods fail to meet the laid down specifications, the vendor shall take immediate steps to remedy the deficiency or replace the defective goods to the satisfaction of UN Women

FORM A: QUOTATION SUBMISSION FORM

Vendors are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Form B: Technical and Financial Offer. The vendor shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

We, the undersigned, offer to supply the goods/services required in accordance with your Request for Quotation. We hereby submit our Quotation, which shall be valid and remain binding upon us for the period of time specified in the RFQ.

Vendor Declaration: on behalf of our firm, its affiliates, subsidiaries and employees, including any JV / Consortium / Association members or subcontractors or suppliers for any part of the contract:

- ✓ **Requirements and Terms and Conditions:** I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
- ✓ I/We confirm that the Bidder has the necessary capacity, capability and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
- ✓ **Ethics:** In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
- ✓ I/We confirm to undertake not to engage in proscribed practices, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct: <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
- ✓ **Conflict of interest:** I/We warrant that the bidder has no actual, potential or perceived Conflict of Interest in submitting this Quote, or entering into a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
- ✓ **Prohibitions, Sanctions:** I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group.
- ✓ **Bankruptcy:** I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
- ✓ **Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
- ✓ I/We understand and recognize that you are not bound to accept any Quotation you receive and we certify that the goods offered in our Quotation are new and unused.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

FORM B: TECHNICAL AND FINANCIAL OFFER

Vendors are requested to complete this form and return it as part of their quotation. The Vendor shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

INCOTERMS: Click or tap here to enter text.					
Item No	Description	UOM	Qty	Unit price	Total price
1.	Vehicle (SUV)				
Total Price					
Transportation Price					
Insurance Price					
Installation Price					
Training Price					
Other Charges (specify)					
Total Final and All-inclusive Price					

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

Authorized Signature: _____

Date: _____

Name: _____

Functional Title of Authorised
Signatory: _____

Email Address: _____