

REQUEST FOR QUOTATION NO. RFQ25/03209:

PROVISION OF VEHICLE INSURANCE SERVICES ON LONG-TERM AGREEMENT BASIS TO UNDP AND OTHER UN AGENCIES

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the **Request for Quotation no. RFQ25/03209: Provision of Vehicle Insurance Services on Long-Term Agreement Basis to UNDP and other UN Agencies** as detailed in line items section of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This RFQ document generated by the online system

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted directly in the system responding to the questions and uploading required documents by the date and time indicated in the online portal. It is your responsibility to ensure that your quotation is submitted before the deadline. Quotations received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

Quotations must be submitted directly in Quantum NextGenERP supplier portal following the link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal (please log in using your username and password).

Follow the instructions in the user guide to search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-00633** and subscribe to the tender in order to get notifications in case of amendments of the tender document and requirements.

In case you have never registered before, follow this link to register a profile:

<https://estm.fa.em2.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=TUW16eK6qsD94MNMxATNMoYCOHny7FmchTkUZsdOqrAW4sy6L5xSAB033Q%3D%3D>

Please note that the access link to the Supplier registered profile is sent from Oracle within up to 3 days. In case you have not received the access link after 3 days since registration, you should address for support to UNDP at the email address: sc.md@undp.org. In case you encounter errors with registration (e.g. system states Supplier already is registered), you should address for support to UNDP at the email address: sc.md@undp.org.

Computer firewall could block *oracle* or *undp.org extension* and Suppliers might not receive the Oracle notifications. Please turn down any firewalls on your computers to ensure receipt of email notification.

Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Should you require further clarifications on the application through the Quantum online portal, kindly contact the Procurement Unit at sc.md@undp.org. Please pay attention that the bid shall be submitted online through the Quantum system and any bid sent to the above email shall be disqualified.

Should you require further clarifications on the Request for Quotation, Terms of Reference or other requirements, kindly communicate using the messaging functionality in the portal.

Deadline for Submission of Offers (Date and Time), which is visible in the online procurement system will be final. System will not accept submission of any bid after that date and time. It is the responsibility of the bidder to make sure that the bid is submitted prior to this deadline for submission.

Bidders are advised to upload bid documents and to submit their offer a day prior or well before the date and time indicated under the deadline for submission of Offers. Do not wait until last minute. If Bidder faces any issue during submitting offers at the last minutes prior to the deadline for submission, UNDP may not be able to assist on such a short notice and will not be held liable in such instance. UNDP will not accept any offer that is not submitted directly through the System.

Thank you and we look forward to receiving your quotation.

UNDP Moldova

SECTION 2: GENERAL INSTRUCTIONS

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or cancellation of the tender in the online portal.</p>
Deadline for the Submission of Quotation	<p>Deadline is indicated in the online portal.</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p>NextGenERP supplier portal following this link: http://supplier.nextgenerp.partneragencies.org/ using the profile you may have in the portal.</p> <p>Follow the instructions in the user guide to search for the tender using Negotiation ID. In case you have never registered before, follow this link to register a profile:</p> <p>https://estm.fa.em2.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=TUW16eK6qsD94MNMxATNMoyCOHny7FmchTkUZsdOqrAW4sy6L5xSAB033Q%3D%3D</p> <p>Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.</p> <ul style="list-style-type: none"> ▪ File Format: All attachments must be in PDF format unless otherwise instructed by UNDP. ▪ File names must be in Latin alphabet/keyboard and clearly indicate the content of the document to facilitate review. ▪ All files must be free of viruses and not corrupted.
Cost of preparation of quotation	<p>UNDP shall not 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.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</p>

Gifts and Hospitality	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Conflict of Interest	<p>UNDP requires every prospective Supplier 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. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
Currency of Quotation	Quotations shall be quoted in the currency indicated in the portal.
Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.

Alternative Quotes	If alternative quote is permitted, it may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote” directly in the portal and in any supporting document as relevant.
Contact Person for correspondence, notifications and clarifications	Must be submitted directly in the portal using the messaging functionality. 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.
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	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.
Publication of Contract Award	UNDP will publish the contract awards on the websites of the COand the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

SECTION 2: SPECIAL INSTRUCTIONS

General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to one of the General Conditions of Contract below as applicable in each case specified in the Requirements section Applicable GTC: <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract. Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy
Special Conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 1 month . <input checked="" type="checkbox"/> Liquidated damages will be imposed as percentage of contract price per week of delay: 2.5% up to a maximum of 10% of the Contract value, after which UNDP may terminate the contract.
Duties and taxes	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in the requirements section. All prices must: <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Eligibility	A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP. It is the Bidder's responsibility to ensure that its ultimate beneficial owners, employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP. Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.
Language of quotation	English, Romanian and/or Russian Including documentation including catalogues, instructions and operating manuals.
Currency of Quotation	Prices shall be quoted in US Dollars (USD) . In case of contract award to a local company, payments will be made in Moldovan Leu based on UN Operational Rate of Exchange on the day of payment: https://treasury.un.org/operationalrates/OperationalRates.php UNDP shall not be kept liable for any fluctuations of the exchange market during contract implementation, the Contractor being legally responsible to register any loss/gain of currency exchange resulting from payments against the Contract in accordance with the national legislation.
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements

Clarifications	<p>Bidders must send their inquiries and requests for clarifications using the messaging functionality in the portal.</p> <p><u>PLEASE PAY ATTENTION: QUOTES SHALL NOT BE SUBMITTED TO ANY EMAIL ADDRESS BUT ONLY THROUGH THE PORTAL.</u></p> <p>Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated directly in the portal.</p>
Documents to be submitted	<p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1, including the below:</p> <ul style="list-style-type: none"> • Detailed description of the offered services; • Company Regulation on reimbursement of damage costs; • Sample contract for comprehensive vehicle insurance (CASCO) • Sample contract for regular vehicle insurance (RCA) • Sample contract for international insurance (Carte Verde) <p><input checked="" type="checkbox"/> Company Profile, including detailed portfolio/previous corporate experience in similar fields related to the assignment</p> <p><input checked="" type="checkbox"/> Copy of registration documents</p> <p><input checked="" type="checkbox"/> Copy of latest license/certification for provision of insurance services</p> <p><input checked="" type="checkbox"/> List of completed and/or ongoing contracts for similar services undertaken within the past 3 (three) years including the following information:</p> <ul style="list-style-type: none"> • Name of previous contracts • Client & Reference Contact • Details including e-mail • Contract Value Period of activity • Types of services undertaken <p><input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 3 (three) clients in terms of Contract value in similar field for the past 2 (two) years. A Copy of agreements must be submitted to demonstrate the relevance of minimum of one year contract and a fleet of a minimum 20 vehicles.</p> <p><input checked="" type="checkbox"/> Financial Statements (Income Statements and Balance Sheets) for the past 2 (two) years (2023-2024)</p>
Evaluation method	<p>Offerors are requested to provide quotations as per Annex 2 and Annex 3 (Quotation Forms). Bidders must provide quotes for all vehicles from the list.</p> <p>Evaluation procedure will be applied in order to identify the winner of the competition, which will subsequently be offered to sign a Long-Term Agreement for the provision of vehicle insurance services to the following UN Agencies in Moldova: UNODC, WHO, IOM, UNHCR, UNFPA, UNAIDS, UNICEF, UN Women, OHCHR, UNOPS, ILO, UNDP, UN Women, WFP, FAO, UN/RCO and others.</p> <p>As the RCA insurance policy price variation is determined by reference premiums approved by the National Bank of Moldova (NBM), the offers shall be scored based on the lowest total expenditure amount calculated using the provided CASCO insurance prime rate: Total Amount = Σ (Insurance Prime Rate x Vehicle Purchase Price)</p> <p>The Long-Term Agreement shall be signed with the offeror, which obtained the lowest total amount of expenditure.</p>
Evaluation criteria	<p><input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1</p> <p><input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract</p> <p><input checked="" type="checkbox"/> Average Gross Written Premiums over 8 million USD in the last two years (per year).</p> <p><input checked="" type="checkbox"/> Minimum three-years' experience in the field of vehicle insurance.</p> <p><input checked="" type="checkbox"/> Minimum volume of covered fleet – at least one contract with a fleet of 20 vehicles or more.</p> <p><input checked="" type="checkbox"/> Maximum period for provision of services shall not exceed 10 working days from the request for vehicle insurance.</p> <p><input checked="" type="checkbox"/> Provision of a Dedicated Contract Manager for technical support and incidents resolution</p>
UNDP will award to	<p><input checked="" type="checkbox"/> One and only one supplier</p>

Type of Contract to be awarded	<input checked="" type="checkbox"/> Contract Face Sheet for Long-Term Agreement / Purchase Order (PO) to trigger the call-off per each insurance
Expected date for contract award	01 February 2026

ANNEX 1: SCHEDULE OF REQUIREMENTS

UNDP and other UN Agencies List of Vehicles

UN Agency / Project	RCA	CASCO	Vehicle Make	Model	Year of Production	Purchase Price (USD)	Engine Volume (cc)
UNICEF	Yes	Maybe	Hyundai	Tucson (Hybrid)	2022	34,870.84	1,598
			Hyundai	Tucson	2015	27,412.00	1,995
			Hyundai	Ioniq (EV)	2019	30,500.00	electric
UN Women	Yes	Yes	Skoda	Kodiaq	2024	37,751.10	1,984
			Skoda	Kodiaq	2021	30,000.00	1,984
UNFPA	Yes	No	Skoda	Superb	2017	25,175.00	1,798
	Yes	Yes	Skoda	Kodiaq	2022	37,950.00	1,984
	Yes	No	Toyota	Camry	2022	27,600.00	2,487
UNHCR	Yes	No	Toyota	Land Cruiser Prado	2021	24,664.88	2,982
			Toyota	Land Cruiser Prado	2022	24,664.88	2,982
			Toyota	Land Cruiser Prado	2022	24,664.88	2,982
			Toyota	Land Cruiser Prado	2022	24,664.88	2,982
			Jeep	Compass	2022	35,203.29	1,332
			Dacia	Duster	2022	26,532.26	1,461
			Dacia	Duster	2022	26,532.26	1,461
			Dacia	Duster	2022	26,532.26	1,461
			Dacia	Duster	2022	26,532.26	1,461
			Dacia	Duster	2022	26,532.26	1,461
			Toyota	Hiace	2021	26,235.94	2,986
			Toyota	Hiace	2022	26,235.94	2,986
			Toyota	Land Cruiser	2021	28,418.71	4,164
			Toyota	Land Cruiser	2021	28,418.71	4,164
			Toyota	Land Cruiser Pick-up	2021	26,833.61	4,164
			Toyota	Land Cruiser Pick-up	2021	26,833.61	4,164
UNDSS	Yes	Yes	Nissan	Patrol	2016	24,956.42	4,759
UNDP Country Office	Yes	Yes	Toyota	RAV4	2016	30,430.00	2,500
			Volkswagen	Passat	2017	24,470.00	1,400
			Volvo	XC40 (EV)	2022	44,667.00	electric
UNDP Project / Support to Confidence Building Measures Programme (SCBM)	Yes	Maybe	Chevrolet	Captiva	2012	23,800.00	2,384
UNDP Project / Sustainable and Resilient Communities through Women Empowerment Project	Yes	Yes	Mitsubishi	Outlander	2020	28,000.00	2,360
UNDP Project / Resilient Inclusive Markets Project	Yes	Yes	Volkswagen	Caravelle	2014	46,170.00	1,968
			Hyundai	Tucson	2019	22,500.00	1,999

<i>UNDP Project / Advanced Cross-river Capacities for Trade</i>	Yes	Yes	Hyundai	Tucson	2019	22,500.00	1,999
<i>UNDP Project / Enabling an inclusive Green Transition in the Republic of Moldova</i>	Yes	Yes	Toyota	RAV 4	2023	33,350.00	2,487
<i>UNDP Project /Model Schools</i>	Yes	Yes	Toyota	Rav 4	2025	32,400.00	2487
<i>UNDP Project /Community Forest</i>	Yes	Yes	Toyoto	Hi lux	2025	38,000.00	2393
<i>WFP</i>	Yes	No	Toyota	LC Prado	2022	26,131.05	2755
			Toyota	LC Prado	2022	26,131.05	2755
			Toyota	LC 300	2022	36,736.45	3346
			Toyota	LC 76	2022	23,381.46	4164
<i>FAO</i>	Yes	Yes	Skoda	Kodiak	2023	39,024.55	1,944
<i>RCO</i>	Yes	Yes	Skoda	Superb	2022	32,500.00	2,000
<i>OHCHR</i>	Yes	No	Hyundai	Santa Fe	2014	673.52	2,199
	Yes	No	Skoda	Octavia	2016	714.46	1,798
<i>IOM</i>	Yes	Yes	Toyota	Rav4 Hybrid	2023	38,710.00	2,487
	Yes	Yes	Toyota	Rav4 Hybrid	2022	36,790.00	2,487
	Yes	No	Toyota	Land Cruiser 300 Armored Vehicle	2024	137,000.00	3,346
	Yes	Yes	Toyota	Proace Verso	2022	45,300.00	1,997
	Yes	Yes	Skoda	Octavia	2022	31,000.00	1,968
	Yes	No	Skoda	Octavia	2013	15,000.00	1,395
	Yes	No	Hyundai	Tucson	2017	19,400.00	1,999
	Yes	No	Mitsubishi	Pajero Sport	2015	29,180.00	2,477

Estimated Number of Vehicles to be procured

UN Agency / Project	Vehicles to be procured and requiring insurance (estimate)		
	2026	2027	2028
<i>UNICEF</i>	2	2	0
<i>UN Women</i>	0	0	0
<i>UNFPA</i>	0	0	0
<i>FAO</i>	1	0	0
<i>UNHCR</i>	0	0	0
<i>UNDP</i>	1	0	0
<i>WFP</i>	0	0	0
<i>RCO</i>	0	0	0
<i>OHCHR</i>	0	0	0
<i>IOM</i>	0	0	0
TOTAL	4	2	0

Bidders are expected to quote for motor vehicle insurance policies. These tender aims to establish a long-term agreement (LTA) for a minimum period of 3 three years subject to extension for additional year if mutually agreed by both parties.

This LTA shall serve the office of UN Country Office, UNDP and its projects and other UN Agencies who operate in the country. The estimated number of insurance policies to be procured under the resulting LTA for 2026-2029 is around 55 policies at an estimated yearly expenditure of up to USD 70,000. To this effect, bidders must submit a clear Prime Rate to be used in calculating the CASCO insurance policy price for each category of vehicles.

These numbers may however change if demand increases/decreases.

The resulting LTA is the sole property of UNDP and no other party can use it without prior official approval from UNDP. The estimates are provided in good faith and shall not in any way be deemed to be a commitment on the part of UNDP regarding any quantity for future purchases. It is imperative that the **insurance policy includes the following as a minimum:**

Insurance policy (RCA, Carte Verde, Casco) must cover all UNDP and other UN agencies vehicles as applicable based on the attached Annex 1. Coverage of vehicles in all above-mentioned areas must be clearly stipulated in the insurance policy.

UNDP Roles and Responsibilities:

UNDP transportation and service unit's staff shall serve as the focal point for the following:

- Issuance initial orders, answering questions.
- Contract administration and the overall management of contract.
- Obtain progress reports to include but not limited to policy expiry date, claims status reports and others as required.

UNDP procurement staff shall serve as the focal point for the following:

- Issuance Final Purchase Order
- Perform inspection of services, including verification of fares, rates, etc
- Conduct performance surveys.

The Insurance Company Roles and Responsibilities:

The Insurance Company shall provide full, prompt, accurate and expert services to UNDP. The product and services included, but not limited to, the following:

- Before the expiration of vehicle policy, and upon official request from UNDP, insurance company must issue a new insurance policy in a maximum of 24 hours.
- In the event of loss, insurance company must replace insurance policies in a maximum of 24 hours.
- Promptly issue and deliver accurately printed insurance policies.
- Accurately advise UNDP of insurance policies deadlines at least a month before due dates.
- Insurance policy should be legal and all-in accordance to the national laws.
- The winning insurance company should nominate a focal person to deal with all issues related to UNDP such as, but not limited to issuance of insurance policies, payments, accidents, claims and other related issues.

Delivery Requirements

Delivery Requirements	
Delivery date and time	Maximum period for provision of services shall not exceed 10 working days from the request for vehicle insurance.
After-sales service and local service support requirements	<input checked="" type="checkbox"/> Technical Support during incident documentation; <input checked="" type="checkbox"/> UN Country office, Agencies and Projects will also solicit RCA and Carte Verde insurance policies based on their needs; <input checked="" type="checkbox"/> Payments on awarded contracts will be processed after contract signature within 30 calendar days;

	<input checked="" type="checkbox"/> Payments on paid claims should be processed within 30 calendar days the latest from case decision taken.
--	--

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders 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 Annex 3: Technical and Financial Offer. The Bidder 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.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ25/03209: Provision of Vehicle Insurance Services on Long-Term Agreement Basis to UNDP and other UN Agencies	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability	<input type="checkbox"/> Yes <input type="checkbox"/> No

through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues <i>(If yes, provide a Copy)</i>				
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience: 3 contracts completed within the past 3 (three) years				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict

Yes	No	
		of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions and Sanctions: I/We hereby declare that our firm, ultimate beneficial owners, 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 or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

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.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2: Quotation Submission Form. The Bidder 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.

Name of Bidder:	Click or tap here to enter text.		
RFQ reference:	RFQ25/03209: Provision of Vehicle Insurance Services on Long-Term Agreement Basis to UNDP and other UN Agencies	Date: Click or tap to enter a date.	

Technical Offer

Provide the following:

- A brief description of your qualification, capacity and expertise that is relevant to the Schedule of Requirements;
- Team composition and CVs of key personnel;
- Detailed description of the offered services;
- Company Regulation on reimbursement of damage costs;
- Sample contract for comprehensive vehicle insurance.

Financial Offer

Provide a lump sum for the provision of the services stated in your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

Currency of Quotation: USD (US Dollar), VAT exclusive

Item No.	Vehicle	Casco [Insurance prime rate (%)]		
		LTA YEAR: 1-2-3		
		(shall apply to all new purchased vehicles)		
1	Various makes of vehicles			

UN Agency / Project	RCA	CASCO	Vehicle Make	Model	Year of Production	Purchase Price (USD)	Engine Volume (cc)	Insurance Prime Rate (%)			Insurance Premium (USD)		
								YEAR 1	YEAR 2	YEAR 3	YEAR 1	YEAR 2	YEAR 3
UNICEF	Yes	Maybe	Hyundai	Tucson (Hybrid)	2022	34,870.84	1,598						
			Hyundai	Tucson	2015	27,412.00	1,995						
			Hyundai	Ioniq (EV)	2019	30,500.00	electric						
UN Women	Yes	Yes	Skoda	Kodiaq	2024	37,751.10	1,984						
			Skoda	Kodiaq	2021	30,000.00	1,984						
UNFPA	Yes	No	Skoda	Superb	2017	25,175.00	1,798						
	Yes	Yes	Skoda	Kodiaq	2022	37,950.00	1,984						
	Yes	No	Toyota	Camry	2022	27,600.00	2,487						
UNHCR	Yes	No	Toyota	Land Cruiser Prado	2021	24,664.88	2,982						
			Toyota	Land Cruiser Prado	2022	24,664.88	2,982						
			Toyota	Land Cruiser Prado	2022	24,664.88	2,982						
			Toyota	Land Cruiser Prado	2022	24,664.88	2,982						
			Jeep	Compass	2022	35,203.29	1,332						
			Dacia	Duster	2022	26,532.26	1,461						
			Dacia	Duster	2022	26,532.26	1,461						
			Dacia	Duster	2022	26,532.26	1,461						

			Dacia	Duster	2022	26,532.26	1,461						
			Dacia	Duster	2022	26,532.26	1,461						
			Toyota	Hiace	2021	26,235.94	2,986						
			Toyota	Hiace	2022	26,235.94	2,986						
			Toyota	Land Cruiser	2021	28,418.71	4,164						
			Toyota	Land Cruiser	2021	28,418.71	4,164						
			Toyota	Land Cruiser Pick-up	2021	26,833.61	4,164						
			Toyota	Land Cruiser Pick-up	2021	26,833.61	4,164						
UNDSS	Yes	Yes	Nissan	Patrol	2016	24,956.42	4,759						
UNDP Country Office	Yes	Yes	Toyota	RAV4	2016	30,430.00	2,500						
			Volkswagen	Passat	2017	24,470.00	1,400						
			Volvo	XC40 (EV)	2022	44,667.00	Electric						
UNDP Project / Support to Confidence Building Measures Programme (SCBM)	Yes	Maybe	Chevrolet	Captiva	2012	23,800.00	2,384						
UNDP Project / Sustainable and Resilient Communities through Women Empowerment Project	Yes	Yes	Mitsubishi	Outlander	2020	28,000.00	2,360						

<i>UNDP Project / Resilient Inclusive Markets Project</i>	Yes	Yes	Volkswagen	Caravelle	2014	46,170.00	1,968						
			Hyundai	Tucson	2019	22,500.00	1,999						
<i>UNDP Project / Advanced Cross-river Capacities for Trade</i>	Yes	Yes	Hyundai	Tucson	2019	22,500.00	1,999						
<i>UNDP Project / Enabling an inclusive Green Transition in the Republic of Moldova</i>	Yes	Yes	Toyota	RAV 4	2023	33,350.00	2,487						
<i>UNDP Project /Model Schools</i>	Yes	Yes	Toyota	Rav 4	2025	32,400.00	2487						
<i>UNDP Project /Community Forest</i>	Yes	Yes	Toyota	Hi lux	2025	38,000.00	2393						
WFP	Yes	No	Toyota	LC Prado	2022	26,131.05	2755						
			Toyota	LC Prado	2022	26,131.05	2755						
			Toyota	LC 300	2022	36,736.45	3346						
			Toyota	LC 76	2022	23,381.46	4164						
FAO	Yes	Yes	Skoda	Kodiak	2023	39,024.55	1,944						
RCO	Yes	Yes	Skoda	Superb	2022	32,500.00	2,000						
OHCHR	Yes	No	Hyundai	Santa Fe	2014	673.52	2,199						
	Yes	No	Skoda	Octavia	2016	714.46	1,798						
IOM	Yes	Yes	Toyota	Rav4 Hybrid	2023	38,710.00	2,487						
	Yes	Yes	Toyota	Rav4 Hybrid	2022	36,790.00	2,487						
	Yes	No	Toyota	Land Cruiser 300	2024	137,000.00	3,346						

				Armored Vehicle									
	Yes	Yes	Toyota	Proace Verso	2022	45,300.00	1,997						
	Yes	Yes	Skoda	Octavia	2022	31,000.00	1,968						
	Yes	No	Skoda	Octavia	2013	15,000.00	1,395						
	Yes	No	Hyundai	Tucson	2017	19,400.00	1,999						
	Yes	No	Mitsubishi	Pajero Sport	2015	29,180.00	2,477						

Compliance with Requirements

Requirements	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time – 10 calendar days from the issuance of the Purchase Order (PO) per vehicle	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Legal Compliance (availability of License and certifications)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Dedicated Contract Manager: After-Sales Service and Local Service Support Requirements	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
a) Payments on awarded contracts will be processed after contract signature within 30 calendar days; b) Payments on paid claims should be processed within 30 calendar days after case decision.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation – 90 days	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Acceptance of all Provisions of the UNDP General Terms and Conditions and Technical Specifications describing the duties and responsibilities required of us in this RFQ.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

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.	
<i>Exact name and address of company</i> Company Name Click or tap here to enter text. Address: Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: _____ _____ Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.