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REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 17 May 2018
	REFERENCE: RfQ18/01709

Dear Sir / Madam:

We kindly request you to submit your quotation for **Supply and delivery of ballistic shields for Special Police Squad**, 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 **31 May 2018, 15:00 (Moldova local time)** only through on-line bidding in e-tendering module at:

<https://etendering.partneragencies.org>.

Username: event.guest
Password: why2change

BU Code: MDA10 and Event ID 0000002358

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.

Quotations shall be submitted in English or Romanian duly signed and stamped and shall be marked with the note **“RfQ18/01709: Police/ Ballistic shields for Special Police Squad”**.

Please Consult eTendering Resources for Bidders for additional information on bidding:

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

It shall remain your responsibility to ensure that your quotation will reach the address above on or 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
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror UNDP will provide a letter confirming exemption of customs clearance taxes

Exact Address of Delivery Location (identify all, if multiple)	5, Mesagerului street, Chisinau, Republic of Moldova
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> 60 calendar days from the issuance of the Purchase Order (PO)
Delivery Schedule	<input checked="" type="checkbox"/> Required
Mode of Transport	<input checked="" type="checkbox"/> LAND
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars Reference date to determine the UN Operational Rate of Exchange: 31 May 2018 For additional information about the UN Operational Rates of Exchange, please access: https://treasury.un.org/operationalrates/OperationalRates.php
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 for a minimum period of 1 (one) year
Deadline for the Submission of Quotation	31 May 2018, 15:00 (Moldova local time)
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
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Supplier Quotation Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 4 (Technical Compliance Table); <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 goods; <input checked="" type="checkbox"/> Certificates of compliance to NIJ Standard 01.08.01 for ballistic resistant protective materials: level IV, level III-A and level III (according to requirements in Annex 1); <input checked="" type="checkbox"/> Statement or certificate of origin for the offered goods; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer), valid at the moment of submission of offer; <input checked="" type="checkbox"/> List of completed and/or ongoing contracts for delivering ballistic shields for the past three (3) years, indicating beneficiary, contacts and period of execution; <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top two (2) Clients in terms of Contract Value in the past three (3) years; <input checked="" type="checkbox"/> Quality document for the offered good (quality certificate/conformity certificate/etc.); <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 Deadline Date	<input checked="" type="checkbox"/> 60 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"/> Permitted, by Lot
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 1 calendar month. Thereafter, the contract may be terminated.
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price; <input checked="" type="checkbox"/> Minimum 3 (three) year experience in delivering ballistic equipment/consumables; <input checked="" type="checkbox"/> Availability of certificates of quality and origin for the offered goods; <input checked="" type="checkbox"/> Availability of Certificate of compliance to NIJ Standard 01.08.01 for ballistic resistant protective materials: <ul style="list-style-type: none"> • LOT I - level IV and level III-A; • LOT II – level III; • LOT III – level III-A; <input checked="" type="checkbox"/> Positive performance based on provided Statements of Satisfactory Performance and reference check (if the case); <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions; <input checked="" type="checkbox"/> Maximum delivery period not to exceed 60 calendar days upon signature of PO/Contract; <input checked="" type="checkbox"/> Warranty for a minimum period of 1 (one) year.
UNDP will award to:	<input checked="" type="checkbox"/> One or more suppliers
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order/ PO Contract
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days; <input checked="" type="checkbox"/> The awarded company will supply and deliver the whole lot of ballistic shields as requested in Technical Specifications (Annex 1). One specimen from each lot will be randomly selected and used for internal ballistic tests performed by Police Forensic Centre in line with NIJ Standard 0108.01 for ballistic resistant protective materials (level IV, level III-A and level III, according to LOT requirements). The final decision on disbursement of the PO Contract is subject to full compliance of offered products to requested technical specifications, validated by the results of internal ballistic tests. The supplier may delegate a representative to attend the testing process. Should the offered products fail the internal ballistic test, all items will be returned to supplier and the PO Contract will be cancelled. If the selected specimen passes the test, it will remain in use for Special Police Squad; <input checked="" type="checkbox"/> In case of failure of internal ballistic test, all delivery charges shall be covered by the supplier.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing inspection upon delivery (checking compliance according to the technical specifications); <input checked="" type="checkbox"/> Passing internal ballistic tests; <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with contract requirements.
Annexes to this RFQ	<input checked="" type="checkbox"/> Annex 1 - Specifications of the Goods Required <input checked="" type="checkbox"/> Annex 2 - Form for Submission of Quotation <input checked="" type="checkbox"/> Annex 3 - General Terms and Conditions / Special Conditions (attached separately) <input checked="" type="checkbox"/> Annex 4 – Technical Compliance Table

	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)	Alexandru Cocirta, Project Manager alexandru.cocirta@undp.org 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.

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.

Thank you and we look forward to receiving your quotation.

Sincerely yours,



Stefan Liller,
Deputy Resident Representative
UNDP Moldova

Technical Specifications

Item	Description/Minimum specifications	Quantity
LOT I		
	Ballistic shield, type 1	
1	Handheld ballistic shield with additional leg protection (similar to the model in Annex 1a, for illustration purpose only)	1 (one) pcs
	Main shield: <ul style="list-style-type: none"> - Dimensions: 600x1000 mm; - Ballistic protection level – NIJ Standard 01.08.01 for ballistic resistant protective materials, level IV (armor-piercing rifle) 	
	Additional leg protection: <ul style="list-style-type: none"> - Dimensions: 500x1000 mm; - Ballistic protection level – NIJ Standard 01.08.01 for ballistic resistant protective materials, level III-A (44 Magnum; Submachine Gun 9 mm) 	
	Viewport (300x100 mm) with NIJ Level IV ballistic protection level	
	LED lighting system with strobe function and remote switch capability, mounted in the lower central region of the shield	
	Ambidextrous handle	
	High density foam padding beneath handle	
	Harness system for ballistic shield (similar to the model in Annex 1b, for illustration purpose only)	
	Black finish, inscription "Poliția"	
LOT II		
	Ballistic shield, type 2	
2	Handheld ballistic shield	3 (three) pcs
	Dimensions: 600x1000 mm	
	Ballistic protection level – NIJ Standard 01.08.01 for ballistic resistant protective materials, level III (High-Powered Rifle)	
	Viewport (300x100 mm) with NIJ Level III ballistic protection level	
	LED lighting system with strobe function and remote switch capability, mounted in the lower central region of the shield	
	Ambidextrous handle	
	High density foam padding beneath handle	
	Harness system for ballistic shield (similar to the model in Annex 1b, for illustration purpose only)	
Black finish, inscription "Poliția"		
LOT III		
	Ballistic shield, type 3	
3	Small handheld ballistic shield	8 (eight) pcs
	Ballistic protection level – NIJ Standard 01.08.01 for ballistic resistant protective materials, level III-A (44 Magnum; Submachine Gun 9 mm)	
	Dimensions: 600x500 mm	
	Ambidextrous handle	

	Ambidextrous weapon mount platform	
	High density foam padding beneath handle	
	Black finish, inscription "Poliția"	

Annex 1a (for illustration purpose only)



Annex 1b (for illustration purpose only)



FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹
(This Form must be submitted only using the Supplier's Official Letterhead/Stationery²)

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. **RfQ18/01709**:

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

Item No.	Description/Specification of Goods	Quantity	Total Price per Item, (USD, VAT 0%)
LOT I			
1	Ballistic shield, Type 1	1 pcs	
Total per Lot I			
LOT II			
2	Ballistic shield, Type 2	3 pcs	
Total per Lot II			
LOT III			
3	Ballistic shield, Type 3	8 pcs	
Total per Lot III			
Total Prices of Goods³			
Cost of Transportation			
Cost of Insurance			
Other Charges (if any pls. specify)			
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>
Maximum delivery period not to exceed <i>60 calendar days</i> upon signature of the Purchase Order (PO)			
Warranty for a minimum period of 1 (one) year			
One specimen of each lot will be randomly selected and used for internal ballistic tests			
Validity of Quotation <i>60 calendar days</i>			
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.

¹ This serves as a guide to the Supplier in preparing the quotation and price schedule.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

³ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

[Name and Signature of the Supplier's Authorized Person]
[Designation]
[Date]

GENERAL TERMS AND CONDITIONS

[ATTACHED SEPARATELY]