

**REQUEST FOR QUOTATION (RFQ)**

NAME & ADDRESS OF FIRM:	DATE: <b>07 September 2018</b>
	REFERENCE: <b>RfQ18/01810</b>

Dear Sir / Madam:

We kindly request you to submit your quotation for *delivery and installation of local area and CCTV systems* as detailed in the 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 **21 September 2018, 15:00 (Moldova local time)** only through on-line submission by following the instruction below

<https://etendering.partneragencies.org>

**Username:** event.guest

**Password:** why2change

**Please note:**

1. *The time zone indicated in the system is New York Time zone.*
2. *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.*
3. *UNDP will not accept any proposal that is not submitted directly in the system.*
4. *Try to submit your quotations a day prior or well before the closing time. Do not wait until last minute. If you face technical issue(s) when submitting your proposal, please contact [ps.support@undp.org](mailto:ps.support@undp.org).*
5. *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.*
6. *You can participate in the bid event only if you have registered in the system.*
7. *Please refer to Appendix A-Instructions to bidders and Appendix B-Q&A for bidders.*

Quotations shall be submitted in English or Romanian, duly signed and stamped, and shall be marked with the note **"RfQ18/01810: Palanca JOBCP/ Delivery and installation of local area and CCTV systems"**.

Please take note of the following requirements and conditions pertaining to the supply of the above mentioned 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
Exact Address of Delivery Location (identify all, if multiple)	Palanca Border Crossing Point, Stefan Voda district, Republic of Moldova
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 contract
Delivery Schedule	<input checked="" type="checkbox"/> Required
Mode of Transport	<input checked="" type="checkbox"/> LAND
Preferred Currency of Quotation <sup>1</sup>	<input checked="" type="checkbox"/> United States Dollars Reference date for determining UN Operational Exchange Rate: 21 September 2018 <a href="https://treasury.un.org/operationalrates/OperationalRates.php">https://treasury.un.org/operationalrates/OperationalRates.php</a>
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 on Parts and Labor for a minimum period of <b>3</b> years <input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input checked="" type="checkbox"/> Installation and adjustment of the goods <input checked="" type="checkbox"/> Training and Instruction on Operation and Maintenance for beneficiaries <input checked="" type="checkbox"/> Technical Support <input checked="" type="checkbox"/> Maximum 24 hours for urgent repair actions
Deadline for the Submission of Quotation	<b>21 September 2018, 15:00 (Moldova local time)</b>
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 Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Company profile (short info up to 1 page); <input checked="" type="checkbox"/> Copy of Company's Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Detailed technical description of the offered goods: brochures, technical data sheet and specifications; <input checked="" type="checkbox"/> Statement or certificate of origin for the offered equipment;

<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.

	<input checked="" type="checkbox"/> Quality document for the offered equipment (quality certificate/conformity certificate/mark CE/other credential); <input checked="" type="checkbox"/> Full reference list demonstrating previous experience in delivering similar goods (List of similar projects in the last 3 years and a list of clients for reference check (contact details and e-mail addresses to be provided for reference check)) <input checked="" type="checkbox"/> Name and address of authorized service in Moldova (a formal guaranty letter for offered equipment should be submitted by the authorized Service Centre, if it is not belonging to the supplier); <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"/> 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 Proposer shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms <sup>2</sup>	<input checked="" type="checkbox"/> Others: an advance payment is allowed up to a maximum of 20% of contract value.
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 years of experience in the field of installation and commissioning of the CCTV and LAN systems; <input checked="" type="checkbox"/> Availability of certificates of quality and origin for the offered equipment; <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions; <input checked="" type="checkbox"/> Maximum delivery period not to exceed 40 calendar days upon signature of contract; <input checked="" type="checkbox"/> Availability of authorized service in Moldova and compliance with the after-sales services requirements.
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Goods and/or Services
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of Contract if the delivery/completion is delayed by 1 calendar month
Conditions for Release of Payment	<input checked="" type="checkbox"/> Complete delivery and installation <input checked="" type="checkbox"/> Passing all Testing <input checked="" type="checkbox"/> Completion of Training on Operation and Maintenance (in Palanca BCP, Stefan Voda)

<sup>2</sup> UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

	<input checked="" type="checkbox"/> Written Acceptance of Goods and/or Services based on full compliance with RFQ requirements <input checked="" type="checkbox"/> Acceptance Report signed by the Customs Service IT Department
Annexes to this RFQ	<input checked="" type="checkbox"/> Technical Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <input checked="" type="checkbox"/> Technical drawings, general layout (Annex 4) <b>Note:</b> The detailed execution drawings will be provided only upon official request from the interested offerors.  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) <sup>3</sup>	Adrian Bejenaru, Project Manager <a href="mailto:adrian.bejenaru@undp.org">adrian.bejenaru@undp.org</a>  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.

<sup>3</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.

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 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,



Dorin ROTARU,  
ARR/Operations Manager

## **Technical Specifications**

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*[attached separately]*

## Annex 2

### FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>4</sup>

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>5</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. 18/1810:

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

Item No.	Description/Specification of Goods	Total Value, VAT exclusive
1	BoQ no.1- CCTV system	
2	BoQ no.2- Local Area network	
	<b>Total Prices of Goods</b>	
	Add: Cost of Installation	
	Add : Cost of Transportation	
	Add : Other Charges (pls. specify)	
	<b>Total Final and All-Inclusive Price Quotation</b>	

*[The detailed Bill of Quantities are attached separately]*

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

	<b>Your Responses</b>
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<sup>4</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>5</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

<b>Other Information pertaining to our Quotation are as follows:</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: <b>40 calendar days</b> from the signing of the Contract			
Country/ies Of Origin <sup>6</sup> :			
Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance			
b) Minimum 3 (three) years warranty on both parts and labor			
c) Brand new replacement if Purchased Unit is beyond repair, during the warrantee period			
d) Maximum 24 hours needed for urgent repair actions			
Validity of Quotation: minimum 90 days			
All Provisions of the UNDP General Terms and Conditions			

**NOTE: UNDP reserves the right to up-date the quantities upon contract signature, as per RfQ provisions mentioned above.**

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]*

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<sup>6</sup> If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UNDP if awarded the contract.



## **General Terms and Conditions**

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*[attached separately]*