



REQUEST FOR QUOTATION (RFQ) (representative vehicle)

	DATE: 17.06.2015
	REFERENCE: RFQ/UNDP CO/578/2015

Dear Sir / Madam:

We kindly request you to submit your quotation for **1 (one) representative vehicle for UNDP country office in Belarus**, 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 17:00 (Minsk local time) 08.07.2015** by ✓e-mail, ✓courier mail or ✓facsimile to the address below:

UNDP Office in Belarus
6th Floor, 17, Kirova str.
Minsk, 220050, Republic of Belarus
Fax: +375 (17) 226-03-40
e-mail: tenders.by@undp.org

Quotations submitted by email must be limited to a maximum of 7 MB, virus-free and no more than 5 email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline (phone number for the inquiries: +375 17 327 48 76). Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

Delivery Terms [INCOTERMS 2010]	✓ CIP Minsk (Belarus)
Customs clearance, if needed, shall be done by:	✓ UNDP
Exact Address/es of Delivery Location/s	✓ Customs clearance office in Belarus (customs clearance office PTO HORIZONT or another, exact location shall be agreed with the supplier additionally)
UNDP Preferred Freight Forwarder, if any	✓ Not Required
Distribution of shipping documents (<i>if using freight forwarder</i>)	Shipping documents should be sent to the address: UNDP office in Belarus 220050, Belarus, Minsk, Kirova str., 17, 6th floor Copies of the documents should be sent to the e-mail address: yuliya.vaskova@undp.org
Latest Expected Delivery Date and Time (<i>if delivery time exceeds this, quote may be rejected by UNDP</i>)	✓ September 2015. Alternative time of delivery could be accepted
Delivery Schedule	✓ Not Required
Packing Requirements	✓ Not Required
Mode of Transport	✓ Any
Preferred Currency of Quotation	✓ United States Dollars ✓ Euro ✓ Local Currency : <i>Belarusian rubles (BYR)</i> During the financial evaluation stage, the UNDP will convert the amount of financial proposals in various currencies to US dollars at the official UN exchange rate on the last day for submission of Quotations.
Value Added Tax on Price Quotation	Must be exclusive of VAT and other applicable indirect taxes. The price proposals of the offerors, non-residents of the Republic of Belarus shall not include VAT. In the price proposals of the offerors, residents of the Republic of Belarus, VAT, if included, shall be clearly indicated in the price proposal. In such a case, VAT, if any, will be paid to the Supplier and reimbursed to UNDP by the Ministry of Finances of the Republic of Belarus. The financial offers will be compared without VAT

After-sales services required	<ul style="list-style-type: none"> ✓ Not less than two (2) years of operation for all units and assemblies; ✓ Availability of service centers in the Republic of Belarus, guaranteed supply and delivery of spare parts as soon as possible; payment by bank transfer.
Deadline for the Submission of Quotation	17:00 (Minsk local time), 08.07.2015
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<ul style="list-style-type: none"> ✓ English, or ✓ Russian
Documents to be submitted	<ul style="list-style-type: none"> ✓ Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; ✓ Duly Accomplished Form with the company background information as provided in Annex 3; ✓ Copy of the Offeror's State Registration Certificate, duly signed by the authorized person and stamped with the Offeror's seal; ✓ Documentary evidence (dealership agreement, etc) that the Offeror has been duly authorized by the manufacturer or producer of goods to supply and service the goods in the case of the Offeror proposing to supply goods which it did not manufacture or otherwise produce; ✓ Manufacturer's documentary materials confirming technical and functional characteristics of the offered all wheel drive vehicle in Russian or English; ✓ Details and address of the company (service centre) authorized to perform guarantee and post-guarantee maintenance and servicing of the vehicle in the Republic of Belarus.
Period of Validity of Quotes starting the Submission Date	<ul style="list-style-type: none"> ✓ 90 days <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	<ul style="list-style-type: none"> ✓ Not permitted
Conditions for Submitting Alternative Quotes	<ul style="list-style-type: none"> ✓ The Offeror has the right to submit one or several alternative quotations, which shall be made as separate Offers (Annexes 2-3) and marked with the Latin letters: A, B, C and etc. The alternative quotations will be evaluated as separate quotations.

Payment Terms	✓ 100% upon complete delivery of goods
Liquidated Damages	✓ 2 % of contract amount for every 10 days of delay, up to a maximum duration of 30 days. Thereafter, the contract may be terminated
Evaluation Criteria	<p>✓ Technical responsiveness/Full compliance to requirements and lowest price. 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;</p> <p>✓ Comprehensiveness of after-sales services;</p> <p>✓ Full acceptance of the PO/Contract General Terms and Conditions.</p> <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process</p>
UNDP will award to:	✓ One and only one supplier
Type of Contract to be Signed	✓ Purchase Order
Special conditions of Contract	✓ PO/Contract may be cancelled if the delivery/completion is delayed by 30 days
Conditions for Release of Payment	✓ Written Acceptance of vehicle based on full compliance with RFQ requirements
Annexes to this RFQ	<p>✓ Technical Specifications of the Vehicle (Annex 1)</p> <p>✓ Form for Submission of Quotation (Annex 2)</p> <p>✓ Form with the company background information (Annex 3)</p>
Contact Person for Inquiries (Written inquiries only)	<p>Yuliya Vaskova yuliya.vaskova@undp.org</p> <p>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.</p>

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 found in this link: <http://undp.by/en/undp/tenders/conditions/>.

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/content/undp/en/home/operations/procurement/protestandsanctions.html> .

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,

*Iryna Dubouskaya
Procurement Analyst
UNDP Belarus*

Technical Specifications
for procurement of 1 representative vehicle

No.	TECHNICAL PARAMETERS	
1.	Type:	Sedan, E-segment as per European Commission classification (F-segment is also acceptable)
2.	Year of manufacture:	2015 (new);
3.	Engine:	Fuel type – petrol; Engine horsepower – at least 250 hp;
4.	Transmission:	Automatic transmission. All wheel drive (AWD);
5.	Airbags:	Minimum 4 – driver airbag and front seat and rear seats passenger airbags;
6.	Colour:	Preferably blue or grey. In case of unavailability in blue or grey colours, black or silver are acceptable;
7.	Climate-control:	Car interior climate-control with air baffles for rear seats;
8.	Headlights:	Xenon headlights with washers;
9.	Number of tires:	5 summer tires (4+1 spare) + 5 winter tires (4+1 spare);
10.	Delivery timeframe:	September 2015. Alternative time of delivery could be accepted;
11.	Warranty:	Not less than two (2) years of operation for all units and assemblies valid on the territory of the Republic of Belarus;
12.	Servicing:	Availability of service centers in the Republic of Belarus or Lithuania (Vilnius) guaranteed supply and delivery of spare parts as soon as possible; payment by bank transfer
Essential Additional Features:		
<ul style="list-style-type: none"> • Heating of front and rear seats; • Availability of flag holder; • Rear window sun curtain (sunblind) and side window curtains (sunblinds). 		

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

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/UNDP CO/578/2015:

TABLE 1 : Offer to Supply Vehicle compliant with Technical Specifications and Requirements

Description	Unit of measurement	Unit price*	Quantity	Total amount	VAT rate / amount**	Total amount with VAT
(1)	(2)	(3)	(4)	(5)=(3) x (4)	(6)	(7)= (5)+(6)
Name of currency:						
Total quotation amount (in figures):						
Total quotation amount (in words):						
Incoterms 2010:						
Delivery schedule: _____ days from the date of contract signing						
Warranty: _____ from the date of delivery						

* Unit price shall be on CIP Minsk, Republic of Belarus (Incoterms 2010) terms of delivery.

**VAT 0% shall be indicated if VAT is not charged.

Note: In case of discrepancy between unit price and total price the unit price shall prevail.

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

No.	REQUESTED TECHNICAL PARAMETERS AN OTHER REQUIREMENTS	YOUR OFFER*	DEGREE OF COMPLIANCE (comply/ not comply) <i>If you cannot comply, pls. indicate counter proposal</i>
1.	Vehicle Type: Sedan, E-segment as per European Commission classification (F-segment is also acceptable)		
2.	Year of manufacture: 2015 (new);		

3.	Engine:	Fuel type – petrol; Engine horsepower – at least 250 hp;		
4.	Transmission:	Automatic transmission. All wheel drive (AWD);		
5.	Airbags:	Minimum 4 – driver airbag and front seat and rear seats passenger airbags;		
6.	Colour:	Preferably blue or grey. In case of unavailability in blue or grey colours, black or silver are acceptable;		
7.	Climate-control:	Car interior climate-control with air baffles for rear seats;		
8.	Headlights:	Xenon headlights with washers;		
9.	Number of tires:	5 summer tires (4+1 spare) + 5 winter tires (4+1 spare);		
10.	Delivery timeframe:	September 2015. Alternative time of delivery could be accepted;		
11.	Warranty:	Not less than two (2) years of operation for all units and assemblies valid on the territory of the Republic of Belarus;		
12.	Servicing:	Availability of service centers in the Republic of Belarus or Lithuania (Vilnius) guaranteed supply and delivery of spare parts as soon as possible; payment by bank transfer		
13.	Essential Additional Features:	<ul style="list-style-type: none"> • Heating of front and rear seats; • Availability of flag holder; • Rear window sun curtain (sunblind) and side window curtains (sunblinds). 		
14.	Validity of Quotation	<i>90 days from the quotation submission deadline</i>		
15.	Country of origin of the vehicle:			
16.	Acceptance of all Provisions of the UNDP General Terms and Conditions (http://undp.by/en/undp/tenders/conditions/)			

*** all technical parameters of the offered vehicle shall be supported with the relevant technical documentation in English or Russian languages**

We confirm that our company is not included in the UN 1267/1989 List or the UN Ineligibility List, nor in any and all of UNDP's list of suspended and removed vendors

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]

COMPANY BACKGROUND INFORMATION

Each legal entity submitting quotation shall complete the Form:

1	Name of Legal Entity (Offeror):	
2	Legal Address:	
3	Telephone Number:	e-mail:
4	Fax Number:	Taxpayer Number:
5	Country of Registration:	Year of Registration:
6	Name of Body Issuing Registration (Registration Certificate):	
7	Bank Data:	
8	Name and Position of the Head of Company/Organization:	
9	Contact Person under the Offer:	

.....
Signature

.....
[in the capacity of]

Duly authorized to sign the Company Background Information for and on behalf of
[Name of the Offeror]

Company seal