



REQUEST FOR QUOTATION (RFQ) (Goods and Services)

ADVERTISEMENT	DATE: March 3, 2017
	REFERENCE: RFQ/01/2017 – Building Works

Dear Sir / Madam:

We kindly request you to submit your quotation for **Repair and Maintenance works of UN office building**, 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 **March 27, 2017, 16:00H Cabo Verde time** and via e-mail, or courier mail to the address below:

The Joint office of UNDP, UNFPA and UNICEF
Av. OUA, Achada Santo António, Praia, Ilha de Santiago
Attn: Operations Unit
Email Address: procurement.cv@cv.jo.un.org

Marking of Quotations: Quotations should be marked in the subject of email or mail as follows: **“Company’s name, RFQ/01/2017 Building Works”**.

Quotations submitted by email must be limited to a maximum of 8MB, virus-free and no more than two (2) 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. Quotations that are received by the Joint Office 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/services:

A site visit will be held on:	A site visit is scheduled on <u>13 March 2017, at 10:00 AM.</u> Interested bidders should confirm their attendance including the names of their representatives by email on or before 12 March 2017 to the following contact details: E-mail address: procurement.cv@cv.jo.un.org
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Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> N/A
Exact Address/es of Delivery Location/s (identify all, if multiple)	Edifício das Nações Unidas, Av. OUA, Achada Santo Antonio, Praia, Ilha de Santiago
UNDP Preferred Freight Forwarder, if any	N/A
Distribution of shipping documents	N/A
Latest Expected Delivery Date and Time (<i>if delivery time exceeds this, quote may be rejected by UNDP</i>)	<input checked="" type="checkbox"/> 3 Months from the issuance of the Contract
Delivery Schedule	<input checked="" type="checkbox"/> Required
Packing Requirements	N/A
Mode of Transport	<input checked="" type="checkbox"/> LAND
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Local Currency: CVE
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 minimum period of 5 Years <input checked="" type="checkbox"/> Technical Support <input checked="" type="checkbox"/> Performance Guarantee for at least 1 year after completion of civil works, and this must be provided in the form of Performance Security, or Certified Check to the value equal to 5% of contract price.
Deadline for the Submission of Quotation	<u>16:00H, Monday, March 27, 2017 and Cabo Verde Time</u>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Portuguese
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"/> Quality Certificates (ISO, etc.); <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance;

	<input checked="" type="checkbox"/> Company Profile, experience and qualification (Must have at least five years of experience in the construction works); <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; <input checked="" type="checkbox"/> Reference letter of satisfaction from top three clients in the past 3 years <input checked="" type="checkbox"/> Latest Audited Financial Statement <input checked="" type="checkbox"/> INPS Declaration <input checked="" type="checkbox"/> Proposed Organization and Methodology. The Bidder shall also describe the organizational unit(s) that will become responsible for the Contract, and the general management approach towards a project of this kind; <input checked="" type="checkbox"/> Team Composition and Task Assignments (design and implementation), including CVs of the Key Staff (engineers, supervisors); <input checked="" type="checkbox"/> List of Equipment
Period of Validity of Quotes starting the Submission 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"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 20% Upon contract signature <input checked="" type="checkbox"/> Remaining payment will be made on deliverable basis (performance measurement report), Monthly, and upon approval by the Joint Office designated Engineer
Liquidated Damages	<input checked="" type="checkbox"/> Delay in service would be 0.5% of the contract amount for every day of delay, up to a maximum duration of 15 days. Thereafter, the contract may be terminated by UNDP without additional notice.
Evaluation Criteria	<input checked="" type="checkbox"/> Full compliance of Bid to the Scope of Works and Technical Requirements and Standards, and lowest price <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions <input checked="" type="checkbox"/> Proposed resources, manpower, machinery and equipment etc... to perform the required works in a proper, safe and timely manner; <input checked="" type="checkbox"/> The technical description of materials, supply and equipment are in line with or exceed the requirements of performance and size of the RFQ; <input checked="" type="checkbox"/> Work plan/methodology and procedures in line with requirements to meet deliverables; <input checked="" type="checkbox"/> At least 5 years of experience in similar works; <input checked="" type="checkbox"/> Number and profile of personnel in line with requirements; <input checked="" type="checkbox"/> Lowest Price Technically compliant

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 Civil Works
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of Contract if the delivery/completion is delayed by 15 days <input checked="" type="checkbox"/> Performance bond or Certified Check, and group insurance certificate for the workers involved in this project must be submitted to the Joint Office prior to sign off final contract documents.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Payment will be linked to the stages of works (performance measurement report). The Joint office shall effect payment only after successful completion of works and submission of acceptance signed by the Joint Office designated Engineer; <input checked="" type="checkbox"/> Contractor will take responsibility to maintain all defects which might not be identified at the moment of submission or final handover over and may occur during 5 years; <input checked="" type="checkbox"/> Guarantees: The complete works shall be tested, commissioned and handed over complete and in perfect operating condition and shall be covered under a defects liability (parts and labor) for a minimum period of 5 years from the date of commissioning, including any possible hidden defect.
Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (BoQ) (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3). <input checked="" type="checkbox"/> Drawings 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)	Procurement Unit : unoffice.cv@one.un.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.

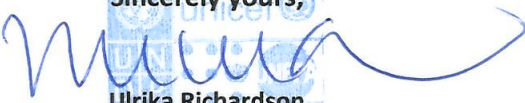
Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

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,

Ulrika Richardson
Resident Representative
March 3, 2017

Scope of Works - REPARAÇÕES no EDIFÍCIO DAS NAÇÕES UNIDAS

1. Introdução

Pretende-se com esta empreitada, a realização de trabalhos que corrijam as anomalias existentes nas fachadas e cobertura do edifício das Nações Unidas na Praia. Os trabalhos deverão ser executados sem prejudicar o bom funcionamento dos serviços da PNUD.

A segurança do pessoal da PNUD, bem como dos trabalhadores do empreiteiro e fiscalização, deverá ser a maior prioridade dos responsáveis pela execução da empreitada, sem descuidar a qualidade na realização de todas as tarefas.

Só serão aprovados materiais de 1ª qualidade, cuja lista deverá constar da proposta de empreitada.

2. Os trabalhos a realizar são os seguintes:

- 2.1 demolição de todas as platibandas do último piso e das coberturas das caixas de escada
- 2.2 execução de alvenaria de blocos no lugar das platibandas demolidas
- 2.3 colocação de varões em inox em peitoris dos muros envolventes do piso de cobertura
- 2.4 correção de zonas fissuradas em paredes e platibandas de fachadas
- 2.5 tratamento das juntas de dilatação entre platibandas
- 2.6 reparação do piso de cobertura
- 2.7 pintura das zonas intervencionadas

3. Descrição dos trabalhos

3.1 demolição de todas as platibandas do último piso e das coberturas das caixas de escada

- para a realização destes trabalhos deverão ser protegidas as estruturas, plantas e pavimentos do piso térreo, desmontar candeeiros e outros equipamentos que possam ser danificados; a proteção será feita com madeira ou outro tipo de material;
- as janelas das fachadas nos níveis inferiores às zonas a demolir terão também de ser protegidos, durante o período das demolições;
- sempre que possível estas demolições serão realizadas fora das horas de funcionamento dos serviços da PNUD;
- após realizar de demolições, os escombros deverão ser de imediato retirados e limpas de detritos as zonas afetadas;
- serão reparadas as estruturas ou pavimentos afetados;
- os panos de fachada que ficarão à vista após remoção das platibandas, deverão ser limpos das armaduras que amarravam as mesmas, a armadura que fica será tratada com reconversor de ferrugem e inibidor de corrosão, tipo K2 e tratadas com material tipo U1 – Imperneuce, para aderência do betão existente à alvenaria nova.

3.2 execução de alvenaria de blocos no lugar das platibandas demolidas

- o murete, em alvenaria de 40x20x20, bem como os pilaretes de travamento e viga em betão armado deverão ser executados conforme esquema anexo;

- o paramento exterior será inclinado, mantendo a inclinação do betão existente, o interior será vertical, com enchimento em betão;
- será rebocado, com acabamento areado pelo exterior, para se obter uma textura semelhante à das palas existentes nos pisos inferiores;
- serão utilizadas argamassas de areia e cimento ao traço 1:4, o betão será C30 e as armaduras em aço A400;
- haverá juntas de dilatação, com 5mm de espessura e afastadas no máximo de 15 mts, preenchidas com aglomerado de madeira e protegidas com membrana elástica flexível tipo Neuflex.

3.3 colocação de varões em inox em peitoris dos muros envolventes do piso de cobertura

- o varão será de inox com 46 mm de diâmetro, com apoios no mesmo material afastados no máximo de 2 mts.

3.4 correção de fissuras em paredes e platibandas de fachadas

- as zonas fissuradas serão tratadas retirando todo o material destacável,
- onde as armaduras ficarem expostas, serão tratadas com reconversor de ferrugem e inibidor de corrosão, tipo K2 e tratadas com material tipo U1 – Imperneuce, para aderência da argamassa e do betão existente aos rebocos novos.

3.5 tratamento das juntas de dilatação entre platibandas

- as juntas de dilatação que não estiverem à vista deverão ser abertas com rebarbadora, colocado contraplacado e refeitas as argamassas,
- serão protegidas com membrana elástica e flexível tipo Neuflex.

3.6 reparação do piso de cobertura

- todo o piso de cobertura será tratado, com remoção de todo o material destacável, conforme instruções dadas caso a caso pela fiscalização e impermeabilizado com revestimento acrílico e rede de fibra de vidro, tipo Neucefibra,
- regularização das pendentes, de modo a se obter inclinações para as saídas de água da ordem dos 2%,
- as saídas de água com ralos de pinha que existem no pavimento, deverão ser testadas para ver se não estão entupidas, devendo neste caso ser desobstruídas e colocados novos ralos de pinha; caso se conclua pelo mau funcionamento destes ralos de pavimento, poderão ser fechadas, para evitar futuras inundações, criando-se gárgulas em betão, idênticas às existentes no edifício anexo.

3.7 pintura das zonas intervencionadas

- os panos das platibandas das fachadas serão pintados com tinta acrílica tipo Neucegold, RAL NCS 3060 – B10 G,
- as paredes de fachada e pilaretes em branco serão pintadas onde necessário, com o mesmo tipo de tinta.

4. prazo para realização da empreitada

- o prazo para a realização dos trabalhos não deverá ultrapassar os 3 meses, salvo por razões de funcionamento dos serviços da PNUD,
- um plano detalhado deverá ser apresentado, precisando as datas de demolição de cada parte.

5. acompanhamento dos trabalhos

- o empreiteiro terá um técnico qualificado, responsável pela execução dos trabalhos,
- a fiscalização será feita por uma equipe constituída por um técnico, que estará sempre presente e dará as ordens de autorização para a realização de todas as tarefas, e por um engenheiro civil, que estará presente sempre que necessário,
- a PNUD deverá também nomear um técnico para acompanhamento dos trabalhos,
- haverá reuniões de obra semanais, das quais serão elaborados relatórios para a PNUD; estarão presentes representantes do empreiteiro e da fiscalização, e da PNUD sempre que assim o entenderem,
- além do plano de trabalhos geral, serão elaborados planos semanais, detalhando todas as tarefas, com quantidades e localização das intervenções e materiais a aplicar – este ponto é fundamental para poder ser articulado e aprovado pela PNUD, de modo a evitar perturbações no funcionamento dos seus serviços.

6. Documentos que deverão fazer parte da proposta:

- Carta de apresentação
- Lista de preços unitários
- Relação de materiais a aplicar
- Lista de equipamentos a utilizar
- Listagem de mão de obra
- Organigrama da obra
- Plano de trabalhos
- CV dos principais técnicos
- Comprovativo de pagamentos em dia ao INPS
- Declaração de não dívida às finanças



Ulrika Richardson
Resident Representative
March 3, 2017

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. **RFQ/01/2017 – Building Works**:

TABLE 1 : Offer to Supply Goods Compliant with Technical Specifications and Requirements (BILL OF QUANTITIES)

Item No.	Description/Specification of Goods	UN	Quantity	Unit Price	Total Price per Item
1	Demolição de todas as platibandas da cobertura no piso 4 e da cobertura das caixas de escada	vg	1.00		
2	Alvenaria em blocos de 40x20x20, substituindo platibandas, estrutura em betão armado de travamento e reboco	m3	90.00		
3	Varão em inox sobre parapeitos	ml	128.00		
4	Tratamento de zonas fissuradas	ml	100.00		
5	Reabertura de juntas de dilatação e Protecção com membrana flexível	ml	150.00		
6	Reparação e impermeabilização do piso do terraço com revestimento acrílico e rede de fibra de vidro	m3	986.00		
7	Reparação e pintura de paredes	m2	1,580.00		
	Total Prices of Goods³				
	Add : Other Charges (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>
Validity of Quotation			

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