



REQUEST FOR QUOTATION (RFQ) (Goods)

ADVERTISEMENT	DATE: June 23, 2016
	REFERENCE: RFQ/07/2016 - AC

Dear Sir / Madam:

We kindly request you to submit your quotation for the **Supply, delivery and installation of Energy Efficient Split Type Air Conditioners**, 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 **July 8, 2016- 15:00 hr. 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, Cape Verde
Operations Unit

Email address for electronic submissions: procurement.cv@cv.jo.un.org

Marking of Quotations: Quotations submitted via email or in sealed envelopes should be marked in the subject of email and Quotations as follows: **“Company’s name, RFQ/07/2016 AC”**.

Quotations submitted by email must be limited to a maximum of 10 MB, virus-free and no more than 1 (one) 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 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] <i>(Pls. link this to price schedule)</i>	<input checked="" type="checkbox"/> DDU UN Office Achada Santo António, Praia, Cabo Verde Price should not include CUSTOMS Duties (NOTE that the quotations have to include all charges, including fees for custom clearances of goods entering Cabo Verde from other countries, transport to the installation site in Praia, etc..)
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror (Section 7 of the Convention on the Privileges and Immunities of the United Nations is applicable. The Section provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use). The Local UN office will provide the documentation for the exemption.
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 <i>(if using freight forwarder)</i>	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 to 4 weeks from the issuance of the Purchase Order (PO)
Delivery Schedule	<input checked="" type="checkbox"/> Required
Packing Requirements	Environmental friendly packing, as per International Standard for shipment and handling of air conditioners or related equipment, including Markings.
Mode of Transport	<input checked="" type="checkbox"/> SEA <input checked="" type="checkbox"/> LAND
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> or any convertible currency; however local suppliers will be paid in local currency (CVE). Local suppliers who choose to submit offers in USD will be paid in local currency at the UN Exchange rate at the time of payment.
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 2 Years <input checked="" type="checkbox"/> Technical Support <input checked="" type="checkbox"/> Non Local Bidders should provide contact details of local company who will provide after-sale services in Praia or provide another solution and comprehensive plan for after –sales in case of absence of local representative
Deadline for the Submission of Quotation	15:00H, Friday, July 08, 2016 <i>Cabo Verde Times</i>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English, or <input checked="" type="checkbox"/> Portuguese <input checked="" type="checkbox"/> Bidders are requested to provide a detail description and technical brochures of materials to be supplied. Please provide this quotation based on ability to provide original and good quality.
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 (no more than 5 pages) <input checked="" type="checkbox"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users; <input checked="" type="checkbox"/> Quality Certificates (ISO, etc.); <input checked="" type="checkbox"/> Latest Business Registration Certificate ; <input checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability (“Green” Standards) of the Company or the Product being supplied ; <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 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 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"/> 100% upon complete delivery of goods
Liquidated Damages	0.5% of the total Purchase order amount for every day of delay, up to a maximum duration of 1 calendar month. Thereafter, the contract may be terminated by UNDP without additional notice.

Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ¹ <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Comprehensiveness of after-sales services
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 Days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Complete Installation <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ	<input checked="" type="checkbox"/> 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). 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)	<i>Pedro Gomes</i> <i>Procurement Associate</i> <u>procurement.cv@cv.io.un.org</u> 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.

¹ 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.

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,




Ilaria Carnevali
Deputy Resident Representative
June 23, 2016

Technical Specifications

Items to be Supplied*	Quantity	Description / Specifications of Goods The products should comply with national and or / international standards.
1. Air Conditioner Energy Efficient Standard Dimensions and weight	21	1.5 HP Capacity Btu/h = 9,000 Type: Split Air Conditioner Power supply: Indoor Automatic Operation Mode (Cooling) Airflow Direction Control (Up Down) 1 Configuration: Air-purify system with patrol sensor 24-hour ON & OFF dual real setting timer Energy saving with INVERTER System Rated voltage: 220 V AC gas: Refrigerant gas minimum R410a Warranty: Minimum 2 year in parts and services Energy Label Ratings: Minimum A++ Minimum dB(A): Minimum 50 Outdoor unit equipped with an anti-corrosion, to ensure greater resistance to the most severe weather conditions
1. Air Conditioner Energy Efficient Standard Dimensions and weight	4	1.5 HP Capacity Btu/h = 12,000 Type: Split Air Conditioner Power supply: Indoor Automatic Operation Mode (Cooling) Airflow Direction Control (Up Down) 1 Configuration: Air-purify system with patrol sensor 24-hour ON & OFF dual real setting timer Energy saving with INVERTER System Rated voltage: 220 V AC gas: Refrigerant gas minimum R410a Warranty: Minimum 2 year in parts and services Energy Label Ratings: Minimum A++ Minimum dB(A): Minimum 50 Outdoor unit equipped with an anti-corrosion, to ensure greater resistance to the most severe weather conditions
Installation	1	Complete fitting and Installation

*Pls. attach delivery schedule, if relevant, and cluster by lot, if partial bids will be allowed. Specify delivery locations if goods multiple destinations.


 Ilaria Carnevali
 Deputy Resident Representative
 June 23, 2016