

Request for quotation (RFQ) for goods

Provision of standing project signboards

RFQ No: UNOPS-SFRS-2014-G-066

**Request for quotation (RFQ)
for Provision of standing project signboards
RFQ NO. UNOPS-SFRS-2014-G-066**

Date: 10 December 2014

UNOPS is accepting quotations from suppliers for provision of standing project signboards. All interested parties must complete and return the attached price sheet to the following email address: srpc.bids@unops.org or in a sealed envelope to UNOPS, Šumatovačka 59, 11 000 Beograd

1 Requirements and price list (Annex A)

Quotations need to be submitted by using the Requirements and Price List contained in Annex A.

2 Eligibility

Bidders must not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNOPS to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this request for quotation.

Bidders must not be under a declaration of ineligibility for corrupt and fraudulent practices published by UNOPS on its website. Bidders must meet the eligibility criteria as published on the UNOPS website.

3 Currency

All prices shall be quoted in RSD – Republic of Serbia Dinar

UNOPS reserves the right not to reject any bids submitted in another currency than the mandatory bidding currency stated above. UNOPS may accept bids submitted in another currency than stated above if the bidder confirms during clarification of bids (1.18) in writing that it will accept a contract issued in the mandatory bid currency and that for conversion the official United Nations operational rate of exchange of the day of RFQ deadline as stated in the RFQ letter shall apply.

Regardless of the currency of bids received, the contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

4 Evaluation

UNOPS evaluates quotations based on lowest priced most technically acceptable quotation received.

5 Delivery (for goods)

Delivery will be conducted in two phases:

- 1st Delivery: in December 2014 and shipped DAP to 26 municipalities listed in delivery form.
- 2nd Delivery: in January 2015 and shipped DAP to 26 municipalities listed in delivery form.

The exact quantity for each delivery will depend on project needs.

6 Mobilization and duration (for services) n/a

Service provision shall commence calendar days after contract signature. The successful supplier is expected to complete the services by (date).

7 Quotations due

All quotations must be received at the email address stated below no later than:

Date: 15 December 2014
Time: 12:00 CET

E-mail: srpc.bids@unops.org
Contact person: Procurement Unit

or in a sealed envelope to the following address:

UNOPS
Šumatovačka 59
11000 Belgrade, Serbia.

Quotations submitted shall be binding and valid for a period of ninety (90) days from the due date stated herein. Any prices accepted during this period will be considered firm/fixed for the resulting purchase order.

UNOPS reserves the right to make multiple arrangements for any item or items. Partial bids are not allowed. The supplier agrees to acknowledge the purchase order in the form provided upon award, under the terms and conditions stated therein, and for the agreed amount.

8 UNOPS General Conditions of Contract

Any order resulting from this RFQ exercise will be subject to the UNOPS General Conditions of Contract available for goods, small services and services at the following addresses:
<http://www.unops.org/SiteCollectionDocuments/Procurement/UNOPS%20General%20Conditions%20for%20Goods.pdf>
<http://www.unops.org/SiteCollectionDocuments/Procurement/GCCs%20For%20Professional%20Services.pdf>
<http://www.unops.org/SiteCollectionDocuments/Procurement/Conditions-of-services-below50K.pdf>

9 Clarifications

Suppliers with questions or requests for more information are encouraged to send them to the email address srpc.procurement@unops.org promptly in order to allow time for the provision of a written response. Explanations or interpretations provided by personnel other than the above will not be considered binding or official.

10 Quotation form (Annex B)

The attached Quotation Form needs to be completed and signed. Suppliers shall return the completed and signed Quotation Form with their quotation.

Approved by:

Date: 10 December 2014



Graeme Tyndall, Programme Manager

ANNEX A

Requirements and price list

The following documents form part of this RFQ and must be completed and returned with your offer:

1. Quotation comparative data form
2. Bid price&delivery form
3. Previous experience form
4. Document from Business Registry Agency

ANNEX B

RFQ – Quotation form

Quotation form must be completed signed and returned to UNOPS. The quotations must be made in accordance with the instructions contained in this request.

UNOPS General Conditions of Contract will apply to any resulting purchase order/contract. A link to the UNOPS General Conditions of Contract is included in the RFQ document.

The under signed, having read the terms and conditions of RFQ-UNOPS-SFRS-2014-G-066 set out in the attached document, here by offers to supply the goods specified in the RFQ at the price or prices quoted, in accordance with any specifications stated and subject to the terms and conditions set out or specified in the document.

Signature: _____

Date: _____

Name and title: _____

Company: _____

Postal address: _____

Tel. no: _____

Fax no: _____

Email address: _____

Validity of offer: _____

Currency of offer: _____

Payment terms 30 days accepted:

Quotation to be addressed to: UNOPS,
Sumatovacka 59, 11000 Belgrade, Serbia
Tel.: 011/243-5703 or
E-mail: srpc.bids@unops.org

1. Comparative data form

Bidders are required to complete the following with “Yes”, “No” or specific information requested for the items being supplied.

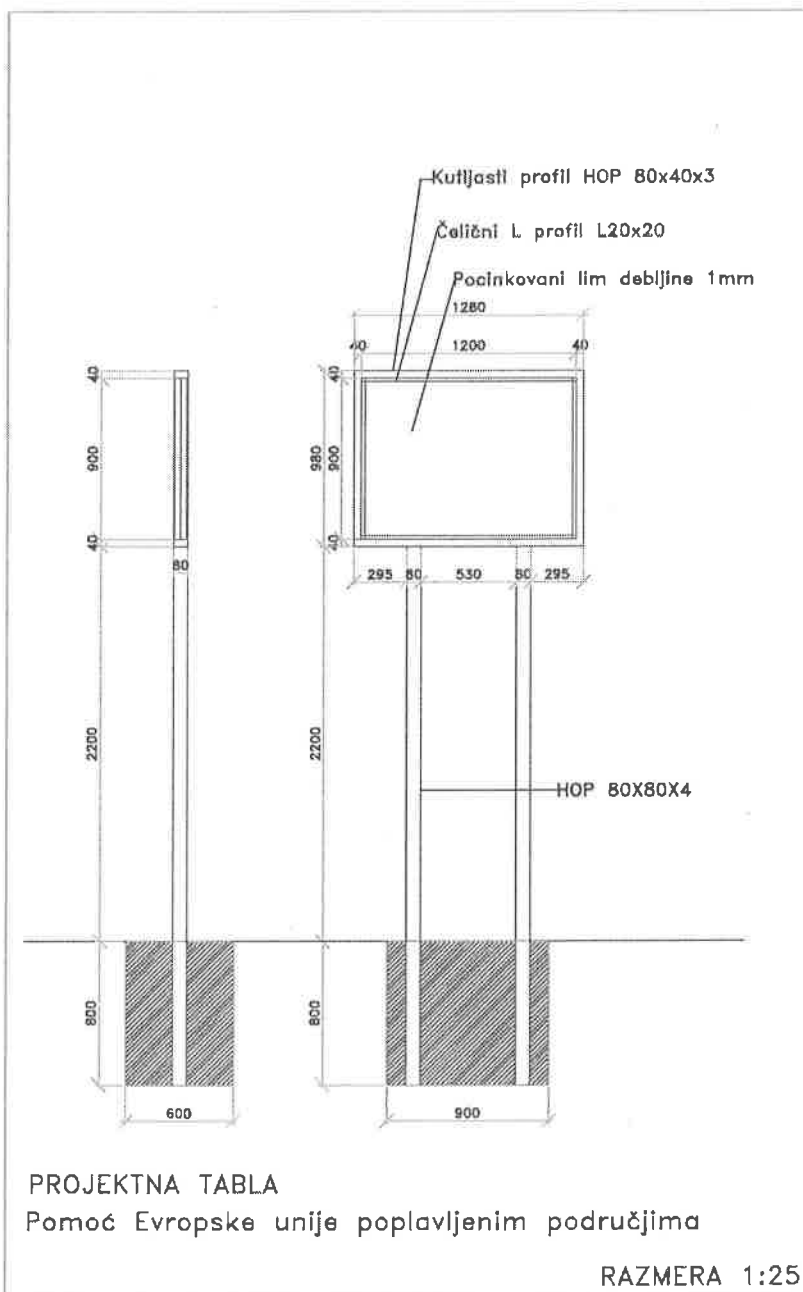
UNOPS minimum technical requirements	Bidders to fill-in
<p>Technical specification Signboard frame dimensions: 1280 x 980mm</p> <p>Signboard production The frame of the signboard shall be made of steel box section 40 x 80 (section wall thickness 3 mm). The frame shall be mitre cut, welded along the adjoining line and all welds shall be ground smooth. Two vertical legs made of box sections 80 x 80 mm (section wall thickness 4 mm), and the length of each leg approximately 3000 mm. The legs shall be welded to the bottom of the signboard according to enclosed drawing, centred along its depth (80 mm) relative to the frame section. Steel sleeper clips made of rebar, 100 – 150 mm long, shall be welded to the bottom 800 mm of the leg (which shall be sunk) in order to ensure better integration with concrete footings. All visible welds should be ground smooth. Both sides of the signboard alongside the inner perimeter of the frame shall include vandal proof strips made of L-shaped steel profiles 20 x 20 mm (3-mm thick). The strip on one side of the signboard can be welded prior to applying protection and paint, but proper and symmetrical positioning and length of the welds should be ensured. At the end of the process, vandal proof strip on the other side shall be bolted into the frame and the other strip, through the sheet metal and previously drilled conical holes allowing the bolt head to sit flush with the strip surface and the steel sheet metal with printed foil affixed to both surfaces. It is important for all drillings (necessary for bolting vandal proof frame on one side) to be produced in the workshop before the protection phase in order to prevent corrosion processes caused by subsequent drilling. Please find below a drawing containing detailed instructions for signboard production.</p> <p>Corrosion protection by hot-dip galvanizing The entire formed signboard construction made of steel sections shall be de-greased and cleaned from corrosion, after which it shall be protected using hot-dip galvanizing, in a layer of 50micronsminimum (this and the previous phase shall be verified and approved by the UNOPS representatives), with matte white colour for zinc (duplex protection). During the preparation of the construction for galvanizing, care shall be taken to:</p> <ul style="list-style-type: none"> • make sure there is no remaining colour or old surface protection on the elements • clean the welds and ensure they are nonporous • make openings for letting air out of the hollow closed parts and pockets, as well as an opening for hanging (necessary to enable efficient galvanizing of the construction by providing appropriate openings on the construction itself) <p>Please find below instructions for the preparation of elements for hot-dip galvanizing.</p> <p>Graphics printing UV solvent print on 3M PVC foil 100 microns thick, print format approximately 1200 x 900 mm, 2 pieces (two-sided). Make sure to give</p>	

warranty for the foil and print resistance.
 Subsequent plasticization of printed foils (machine lamination) minimum thickness 100 microns using matte transparent foil.
The pre-press shall be provided by UNOPS upon contract signature, in digital vector format, ready for print.

Installation of sheet metal with graphics

The finalised construction shall be installed on galvanized sheet metal board 1.00 mm thick, de-greased and cleaned before two-sided adhesion of the foil with lamination, after which it shall be assembled (bolted in through pre-drilled holes) to another vandal proof strip, which shall be used to fix the sheet with the graphics onto the board.

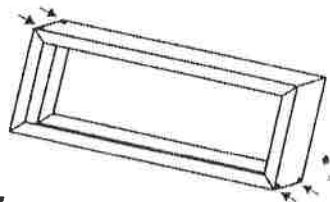
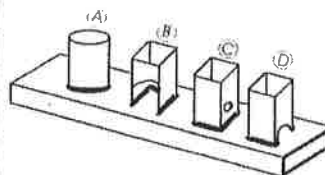
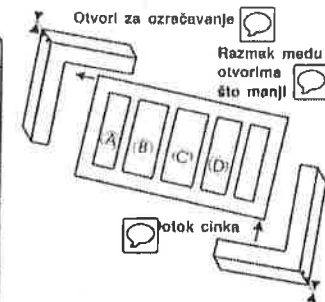
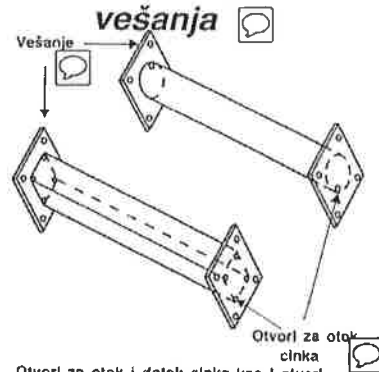
Instructions for signboard production (drawings):



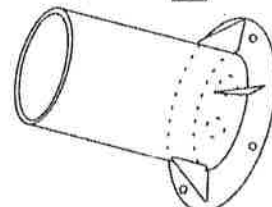
Instructions for the preparation of elements for hot-dip galvanizing:
Otvori za ozračavanje i otok cinka

Propisana veličina otvora			Najmanji i rupa u odnosu na njihov broj		
	1	2	1	2	4
15	15	20 x 10	6		
20	20	30 x 15	8		
30	30	40 x 20	10	8	
40	40	50 x 30	12	10	
50	50	60 x 40	16	12	10
60	60	80 x 40	20	12	10
80	80	100 x 60	20	16	12
100	100	120 x 80	25	20	12
120	120	160 x 80	25	20	16
160	160	200 x 120	32	20	16
200	200	260 x 140	32	20	16

Bez otvora ne sme se vratiti vruće cinkovanje zbog mogućnosti eksplozije. Veličina i pravilan položaj otvora omogućava kvalitetno cinkovanje.


Mogućnosti pravilnog vešanja


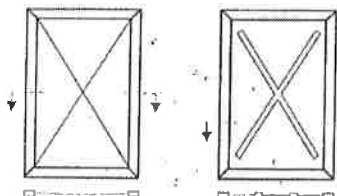
Otvori za otok i dotok cinka kao i otvori za ozračavanje postavljaju se u odnosu na otvore za vešanje.

Sprečavanje mrtvih uglova i zatvorenih džepova


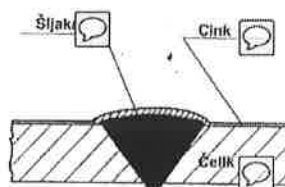
Pri izvođenju naknadnih radova predvideti za 2 mm veće otvore. Unutrašnji deo trouglastih ojačanja odseći.

Smanjenje termičkih deformacija

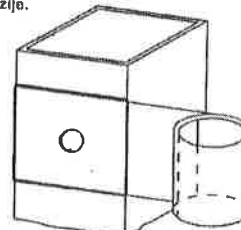
- 1) Zavarivati odgovarajućim postupkom
- 2) Ako je moguće praviti simetrične varove



Takođe kod ramova i U profila potrebno je predvideti otvore za ozračavanje i otok cinka.

Zavarivanje i ozračavanje
Odstranjivanje šljake između dve površine sa vara


Ploče u potpunosti međusobno zavariti. Ako je zavarena površina veća od 5 x 5 cm ozračiti bušenjem otvora radi sprečavanja eksplozije.



- 3) Ako je moguće napraviti otisak u limu dijagonalno (krstasto) ili piramidalno

- 4) Ako je moguće ne upotrebljavati materijal sa različitim dimenzijama.

Šljaka prouzrokuje nepocinkovana mesta pa je zato treba odstraniti. Varovi ne smeju biti porozni. Veće zavarane površine ozračiti sa dva otvora međusobno maksimalno udaljena.

The products offered are in accordance with the specifications and requirements

Yes
 No

Any deviation must be listed below:

Date

Authorized Signature



2. Price & delivery form

Quotation				
Bidder's total prices (Price & currency to be entered by bidder):				
TOTAL FIRM DAP PRICE - DAP: delivered to the exact locations (the list with exact addresses will be available upon the completion of the production) in the following municipalities – Čačak, Velika Plana, Jagodina, Paraćin, Smederevska Palanka, Ub, Koceljeva, Loznica, Šabac, Šid, Bajina Bašta, Mali Zvornik, Ljubovija, Osečina, Valjevo, Obrenovac, Mionica, Osečina, Mionica, Požega, Malo Crniće, Kraljevo, Lazarevac, Svilajnac, Trstenik and Varvarin.				
Requested offer validity period from the date of offer submission: 90 Days				
BIDDER'S UNIT PRICES (price & currency to be entered by bidder):				
ITEM	DESCRIPTION	QTY	CURRENCY:	
			UNIT PRICE DAP	TOTAL PRICE DAP
1.	Standing signboard 1280 x 980mm as per detailed technical specifications in Annex 1 (comparative data form)	81		
Bidder's delivery data				
DELIVERY TIME (DAP FROM DATE OF ORDER) for all items to 26 municipalities: <ul style="list-style-type: none"> - 1st Delivery in December 2014 and shipped DAP. - 2nd Delivery in January 2015 and shipped DAP. The exact quantity for each delivery shall depend on project needs. NO INSTALLATION IS REQUIRED		Maximum 2 weeks from the date of order		

 Date

 Authorized Signature



3: Previous experience form

Previous Experience				
Description of services/goods /works	Country	Total amount of contract	Contract Identification and Title and Contact details of Client: (Name, Address, telephone, email, fax)	Year project was undertaken

 Date

 Authorized Signature



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