



*De
Blue*

UNOPS

Request For Quotation (RFQ) for goods

Procurement of new three-wheeled vehicles with cargo box for collection of secondary raw materials

RFQ No: UNOPS-HSTF-2015-G-001

**Request For Quotation (RFQ)
for Procurement of new three-wheeled vehicles with cargo box for
collection of secondary raw materials
RFQ NO. UNOPS-HSTF-2015-G-001**

Date: 05 February 2015

UNOPS is accepting quotations from suppliers for Procurement of new three-wheeled vehicles with cargo box for collection of secondary raw materials. All interested parties must complete and return the attached price sheet to the following email address: srpc.bids@unops.org

1 Requirements and Price List (Annex A)

Quotations must 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.

All suppliers are expected to embrace the principles of the [United Nations Supplier Code of Conduct](#), given that it originates from the core values of the Charter of the United Nations. UNOPS also expects all its suppliers to adhere to the principles of the [United Nations Global Compact](#).

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 a currency other 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 the lowest priced technically compliant quotation received.

5 Delivery (for goods)

All items shall be delivered by 23 March 2015 and shipped Incoterms DAP Novi Pazar. UNOPS reserves the right to increase or decrease the requested quantity of goods.

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

Bidders are responsible for the timely return of their quotation. All quotations must be received at the email address stated below no later than:

Date: 16 February 2015
Time: 12:00h noon CET
E-mail: srpc.bids@unops.org

Contact person: Procurement Unit

Quotations submitted shall be binding and valid for a period of thirty (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 will award this requirement in total and will not accept any partial quotations. 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 clarification are encouraged to send questions by email to the email address above promptly in order to allow time for the provision of a written response. Explanations or interpretations provided by personnel other than the above named contact person, will not be considered binding or official.

10 Quotation form (Annex B)

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

Approved by:

Date:



Graeme Tyndall, UNOPS Serbia Operations Centre 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

As part of the tender documentation the Bidders shall also provide:

1. Company registration documents (not older than 6 months from the deadline for submission of quotations)
2. Catalogue, brochure or similar document that will prove the required technical characteristics of the offered vehicles – if available

CONTRACTOR AGREES TO SUPPLY ALL GOODS AND/OR PERFORM ALL WORK AS SPECIFIED IN THIS BID AND IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THIS BID AT THE PRICES QUOTED ON THIS FORM.

COMPARATIVE DATA FORM

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

Item 1: New three-wheeled vehicles with cargo box for collection of secondary raw materials
Quantity: 3 pcs

Our minimum requirements	Your offer (Please fill in):
New three-wheeled light commercial vehicle with cargo box for daily collection of secondary raw materials in urban areas	
Approximate dimensions of the vehicle WxLxH 3.350 x 1500 x 1600 mm	
Petrol engine, Two stroke air cooled engine Volume: 210-220cm ³ Power:7-8 kW	
2 WD (3 wheels total and 2 wheels drive) Front steering single wheel	
Manual gearbox	
Closed cabin with two seats	
Cargo area Volume: 3m ³ Load Capacity: 700 kg	
Guarantee period minimum 12 months	
Local representation for after sale service for repair and maintenance. Supply of spare parts included in service. Provide the list of authorized dealers for provision of after sale support in Serbia.	
All necessary road safety requirements fulfilled:	
Delivery time: to be delivered by 23 March 2015	
Name of manufacturer	Yes/No
Country of origin:	Yes/No

THE PRODUCTS OFFERED ARE IN ACCORDANCE WITH THE SPECIFICATIONS AND REQUIREMENTS

___ YES

___ NO

ANY DEVIATION MUST BE LISTED BELOW:

Date

Authorized Signature

PRICE & DELIVERY FORM

QUOTATION				
BIDDER'S TOTAL PRICES (Price & Currency to be entered by Bidder):				
TOTAL FIRM DAP PRICE - DAP: All Items to be delivered (DAP and supplier to cover the costs of custom clearance agency if needed) at Recycling Center in Blazevo, 36 3000 Novi Pazar. Offloading to be included. Vehicles to be registered on project beneficiary. Registration documentation to be provided timely.				
REQUESTED OFFER VALIDITY PERIOD FROM DATE OF OFFER SUBMISSION: _____ Days (90 days)				
ITEM	DESCRIPTION	QTY	CURRENCY:	
			UNIT PRICE DAP	TOTAL PRICE DAP
1.	<i>New three-wheeled vehicles with cargo box for collection of secondary raw materials</i>	3		

BIDDER'S DELIVERY DATA		
DELIVERY TIME (DAP FROM DATE OF ORDER):		
30 calendar days (but not later than 23 March 2015)	ITEM 1	

NOTE – UNOPS reserves the right to increase or decrease the quantity of goods.

Date

Authorized Signature

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

Annex B

RFQ – Quotation Form

The 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 undersigned, having read the terms and conditions of Quotation No. RFQ-(UNOPS-HSTF-2015-G-001 set out in the attached document, hereby 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 bid document.

I, the undersigned, declare that:

- a) Our firm and our personnel have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS.
- b) Our firm confirms that the offeror and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation.
- c) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UNOPS, in accordance with clause 2, Eligibility.
- d) We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this RFQ and will not engage in any such activity during the performance of any contract awarded.

I, _____ (name of signing official), certify that I am
_____ (position) of _____ (legal name of company);
that by signing this RFQ bid for and on behalf of _____ (legal name of company)

I am certifying that all information contained herein is accurate and truthful and that the signing of this bid is within the scope of my powers.

(Signature)

(Name)

(Title)

_____(Date)

Provide the name and contact information for the primary contact from your company for this quotation:

Name: _____ Title: _____

Mailing address (street name/number/city/town/province/state): _____

Tel.no: _____ Fax no: _____

Email address: _____

Offer valid until: _____ Must be at least 60 days

Currency of offer: _____ (state currency)

Payment terms 30 days accepted: YES / NO

Are you a UNOPS registered vendor? Yes No If yes, provide vendor number: _____

Quotation to be addressed to:

Reference RFQ UNOPS-HSTF-2015-G-001

UNOPS

Procurement Unit,

Sumatovacka 59, 11 000 Belgrade, Republic of Serbia

E-mail: srpc.bids@unops.org

BIDDERS ARE RESPONSIBLE FOR THE TIMELY DELIVER OF THE QUOTATION.

Quotes are due on 16 February 2015, 12:00h noon, CET





UNOPS Headquarters
Marmorvej 51
P.O. Box 2695
2100 Copenhagen
Denmark
Tel: +45 45 33 75 00
Fax: +45 45 33 75 01