

**Request for quotation (RFQ) for
Purchase of home appliances for
beneficiaries in Jabucki Rit,
Orlovsko naselje and Mislodjin**

RFQ No: UNOPS-LBHT-2015-G-003

**Request for quotation (RFQ)
for Purchase of home appliances for beneficiaries in Jabucki Rit,
Orlovsko naselje and Mislodjin
RFQ UNOPS-LBHT-2015-G-003**

Date: 17 August 2015

UNOPS is accepting quotations from suppliers for purchasing of home appliances.
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, Sumatovacka 59, 11 000 Belgrade.

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. Partial quotations are allowed and UNOPS reserves the right to make one or multiple contractual arrangements

5 Delivery

All items shall be delivered ASAP.

6 Quotations due

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

Date: 24 August 2015

Time: 12:00 CET

Address: UNOPS RSOC, Šumatovačka 59, 11000 Beograd

E-mail: srpc.bids@unops.org

Contact person: Bozidar Radivojevic

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.

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.

7 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>

8 Clarifications

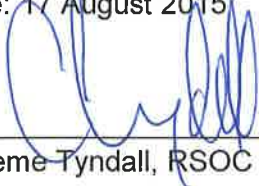
Suppliers with questions or requests for more information are encouraged to send them to the email address srpc.procurement@unops.org promptly in order to allow time for the provision of a written response. Explanations or interpretations provided by personnel other than the above will not be considered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

9 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: 17 August 2015



Graeme Tyndall, RSOC Manager

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**ANNEX A
Requirements**

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

Please also provide:

4. Company registration documents
5. Catalogue, brochure or similar document that will prove the required technical characteristics of the offered equipment – if available

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**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.

UNOPSGeneralConditions of Contract willapplytoanyresultingpurchaseorder.
A link to the UNOPS General Conditions of Contract is included in the RFQ document.

The undersigned, having read the terms and conditions of RFQ-UNOPS-LBHT-2015-G-003 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 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 Beograd
Tel.: 011/243-5703; 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.

Our minimum requirements:		Your offer: (Please fill in technical specification offered)
Item 1: Electric stove/ Električni šporet	QTY: 59 pcs	Offered model:
Electric stove with 4 plates without cover, with oven Dimensions (WxHxD): 50 x 85 x 60 cm / Električni šporet sa 4 ringle bez poklopca, sa rernom Dimenzije (ŠxVxD): 50 x 85 x 60 cm		
Item 2: Freezer / Zamrzivač	QTY: 59 pcs	Offered model:
Type: Vertical Energy efficiency class: A Gross volume: 210 l Volume net: 186 l Dimensions (WxHxD): 54 x 144 x 60 cm/ Tip: vertikalni Energetska klasa: A Zapremina bruto: 210 l Zapremina neto: 186 l Dimenzije (ŠxVxD): 54 x 144 x 60 cm		
Item 3: Oil radiator/ Uljani radiator	QTY: 63 pcs	Offered model:
Number of ribs: 11 Power: 2500 W two heaters thermostat moveable Protection against overheating/ Broj rebara: 11 Snaga: 2500 W Dva grejača Termostat Pokretan Zaštita od pregrevanja		

Item 4: Air-conditioner (installation included)/ Klima uređaj sa ugradnjom	QTY: 4 pcs	Offered model:
Air-conditioning split system (heating and cooling) Energy class: A Cooling capacity: 12000 BTU Heating Capacity: 13500 BTU / Klima uređaj split sistem (grejanje i hlađenje) Energetski razred: A Kapacitet hlađenja: 12000 BTU Kapacitet grejanja: 13500 BTU		

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 and the offeror to cover the fee of custom clearance agency if needed - offloading and installation to be included					
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.	<i>Electric stove/ Električni šporet</i>	59			
2.	<i>Freezer / Zamrzivač</i>	59			
3.	<i>Oil radiator/ Uljani radijator</i>	63			
4.	<i>Air-conditioner (installation included)/ Klima uređaj sa ugradnjom</i>	4			
				TOTAL:	

**Offered prices shall include offloading to each apartment and installation*

Delivery places				
No	Item	City/Municipality	Delivery Place	Pcs
1	<i>Electric stove/ Električni šporet</i>	Belgrade	Orlovsko Naselje, Belgrade	12
			Jabucki Rit, Belgrade	15
			Mislodjin, Belgrade	32
2	<i>Freezer / Zamrzivač</i>	Belgrade	Orlovsko Naselje, Belgrade	12
			Jabucki Rit, Belgrade	15
			Mislodjin, Belgrade	32
3	<i>Oil radiator/ Uljani radijator</i>	Belgrade	Orlovsko Naselje, Belgrade	13
			Jabucki Rit, Belgrade	16
			Mislodjin, Belgrade	34
4	<i>Air-conditioner (installation included)/ Klima uređaj sa ugradnjom</i>	Belgrade	Orlovsko Naselje, Belgrade	1
			Jabucki Rit, Belgrade	1
			Mislodjin, Belgrade	2

Bidder's delivery data		
DELIVERY TIME (DAP FROM DATE OF ORDER): NOT MORE THAN 20 DAYS FROM THE DATE OF ORDER Delivery of equipment will be completed in 3 tranches. 1 st – Jabucki Rit – 15 September 2015 2 nd – Orlovsko Naselje – 30 September 2015 3 rd – Mislodjin – 30 November 2015 Detailed Delivery schedule is attached – Attachment I	ITEM 1	
	ITEM 2	
	ITEM 3	
	ITEM 4	

Date _____

Authorized Signature _____

3: Previous experience form

Previous Experience				
Description of goods	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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