

Request for Quotation (RFQ) for Goods/Services

Provision of maintenance services for UNOPS Skoda vehicles

RFQ Ref No: UNOPS-RSOC-2017-S-020

Version: v2017.1

Invitation letter

Dear Sir/Madam,

Subject: Request for Quotations for the Provision of maintenance services for UNOPS Skoda vehicles – RFQ Case No.: UNOPS-RSOC-2017-S-020

The United Nations Office for Project Services (hereinafter referred to as UNOPS) is pleased to invite prospective bidders to submit a quotation for the provision of goods/services in accordance with the UNOPS General Conditions of Contract and the Schedule of Requirements as set out in this Request for Quotation (RFQ).

The RFQ consists of the following:

- This RFQ Invitation Letter
- Section I: RFQ Particulars
- Section II: Instructions to Bidders
- Section III: Schedule of Requirements
- Section IV: Returnable Bidding Forms
 - Form A: Quotation Submission Form
 - Form B: Price Schedule Form
 - Form C: Technical Quotation Form
 - Form D: Previous Experience Form

If you are interested in submitting a quotation in response to this RFQ, please prepare your quotation in accordance with the requirements and process as set out in this RFQ and submit it to UNOPS by the deadline for quotation submission set out in the Section I: RFQ Particulars.

We look forward to receiving your quotation.

Approved by:



Name: Daliborka Kolar
Title: UNOPS RSOC Operations Specialist
Date: 28 December 2017

Evaluation method and criteria	<p>Quotations shall be evaluated to determine the lowest price most technically acceptable offer. Evaluation shall be conducted as follows:</p> <ol style="list-style-type: none"> 1. Preliminary Examination. The following eligibility and formal criteria will be reviewed for compliance: <ul style="list-style-type: none"> • Bidder is eligible as defined in Instructions to Bidders, Article 3 • Completeness of the Quotation. All Returnable Bidding Forms and other documentation requested have been provided and are complete • Bidder accepts UNOPS General Conditions of Contract • Official authorization for the maintenance of Skoda vehicles. 2. Qualifications of the Bidder will be assessed as per below qualification criteria: <ul style="list-style-type: none"> • Bidder should be in continuous business of supplying similar goods for the last 3 (three) years. • Bidder should list 3 similar contracts in the Form D. • Bidder must also identify and disclose all information regarding any associated entity/s, if any, by providing full legal name and address of those entity/s. Should there be no related entities, the Bidder must provide a statement to that effect. 3. Technical compliance of the offered goods/services. The following technical criteria will be reviewed for compliance compared to UNOPS requirements: <ul style="list-style-type: none"> • Goods/services offered in the quotation are compliant compared to the requirements in Section III: Schedule of Requirements. 4. Financial evaluation. Quotations that are found to be technically acceptable shall be evaluated based on price and UNOPS will award the contract as per the lowest priced, most technically acceptable offer evaluation methodology. <p>At any time during the evaluation process UNOPS may request clarification or further information in writing from Bidders. The Bidder's responses shall not contain any changes regarding the substance, including the technical and financial part of their quotation. UNOPS may use such information in interpreting and evaluating the relevant quotation.</p>
Partial quotations	<p>Partial quotations shall not be allowed. Bidders must quote prices for the total goods and/or services for the total requirement requested under Section III: Schedule of Requirements. Evaluation will be done for the total requirement.</p>
Alternative quotations	<p>Alternative quotations are not accepted.</p>
Documents comprising the Quotation	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> • Form A: Quotation Submission Form • Form B: Price Schedule Form • Form C: Technical Quotation Form • Form D: Previous Experience Form • Registration, financial and legal documents: <ul style="list-style-type: none"> - Document from Business Registers Agency; - Official authorization for maintenance of Skoda vehicles
Type of Contract to be awarded	<p>UNOPS will sign the following contract with the awarded Bidder(s): Contract for small services</p>

General Conditions of Contract	In the event of an order, the following conditions of contract will apply: UNOPS General Conditions of Contract The General Conditions of Contract are available at: http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx
Signing of Contract	UNOPS plans to award the Contract by 15 January 2018
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier registration on United Nations Global Marketplace (UNGM) website. Vendors can register their company by accessing the website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to Contract signature

General Conditions of Contract	In the event of an order, the following conditions of contract will apply: UNOPS General Conditions of Contract The General Conditions of Contract are available at: http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx
Signing of Contract	UNOPS plans to award the Contract by 15 January 2018
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier registration on United Nations Global Marketplace (UNGM) website. Vendors can register their company by accessing the website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to Contract signature

Section II: Instructions to Bidders

1. SCOPE OF QUOTATION

Bidders are invited to submit a quotation for the goods and/or services specified in Section III: Schedule of Requirements, in accordance with this RFQ.

2. INTERPRETATION OF THE RFQ

This RFQ is an invitation to treat and shall not be construed as an offer capable of being accepted or as creating any contractual, other legal or restitutionary rights.

This RFQ is conducted in accordance with the applicable provisions of UNOPS Procurement Manual (latest version of which can be accessed at: <https://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx>) and other relevant Organisational Directives and Administrative Instructions that are referred to in the Procurement Manual. In case of contradictions between this RFQ and the UNOPS Procurement Manual, the UNOPS Procurement Manual shall prevail.

3. BIDDER ELIGIBILITY

Bidders may be a private, public or government-owned legal entity or any association with legal capacity to enter into a binding Contract with UNOPS.

A Bidder, and all parties constituting the bidder, may have the nationality of any country with the exception of the nationalities, if any, listed in **Section I: RFQ Particulars**. A Bidder shall be deemed to have the nationality of a country if the Bidder is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.

A Bidder shall not have a conflict of interest. A bidder shall be considered to have a conflict of interest if:

- A Bidder has a close business or family relationship with a UNOPS personnel who: (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract;
- A Bidder is associated, or has 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, services or works required in the present procurement process;
- A Bidder has an interest in other bidders, including when they have common ownership and/or management. Bidders shall not submit more than one bid, except for alternative offers, if permitted. This will result in the disqualification of all bids in which the Bidder is involved. This includes situations where a firm is the Bidder in one bid and a sub-contractor on another; however, this does not limit the inclusion of a firm as a sub-contractor in more than one bid.

Bidders must disclose any actual or potential conflict of interest in the Quotation Submission Form and they shall be deemed ineligible for this procurement process unless such conflict of interest is resolved in a manner acceptable to UNOPS. Failure to disclose any actual or potential conflict of interest may lead to the Bidder being sanctioned further to UNOPS policy on vendor sanctions.

A Bidder shall not be eligible to submit a quotation if and when at the time of quotation submission, the Bidder:

- is included in the Ineligibility List, hosted by UNGM, that aggregates information disclosed by UNOPS (UNOPS Ineligibility List) and other Agencies, Funds or Programs of the UN System;
- is included in the Consolidated United Nations Security Council Sanctions List, including the UN Security Council Resolution 1267/1989 list;
- is included in the World Bank Corporate Procurement Listing of Non-Responsible Vendors and World Bank Listing of Ineligible Firms and Individuals.
- is included in any other Ineligibility List from a UNOPS partner and if so listed in **Section I: RFQ Particulars**.
- is currently suspended from doing business with UNOPS and removed from its vendor database(s), for reasons other than engaging in proscribed practices as defined in the UNOPS Procurement Manual.

All Bidders 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.

4. CLARIFICATION OF THE RFQ

Bidders may request clarification in relation to the RFQ by submitting a written request to the contact stated in the **Section I: RFQ Particulars**, until the time stated in **Section I: RFQ Particulars**. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official.

5. REMUNERATION FOR AND COSTS OF QUOTATIONS

Bidders shall not be entitled to any remuneration or compensation for the preparation and submission of their quotation.

6. QUOTATION CURRENC(IES)

The quotation shall be made in the currenc(ies) stated in **Section I: RFQ Particulars**. If applicable, for comparison and evaluation purposes, UNOPS will convert the quotations into USD at the official United Nations rate of exchange in force at the time of the deadline for quotation Submission.

UNOPS reserves the right not to reject any quotation submitted in a currency other than the mandatory bidding currenc(ies). UNOPS may accept quotations submitted in another currency than stated above if the Bidder confirms during clarification of quotations in writing that it will accept a Contract issued in the mandatory quotation currency and that for conversion the official United Nations operational rate of exchange of the day of RFQ deadline as stated in Section I: RFQ Particulars shall apply. Regardless of the currency of quotations received, the Contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

Rates in quotations shall be fixed. Quotations with adjustable rates shall be disqualified.

7. DUTIES AND TAXES

Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNOPS as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in **Section I: RFQ Particulars**.

8. PAYMENT TERMS

UNOPS will ordinarily effect payment within 30 days after receipt of the goods/services and on submission of payment documentation. Time in connection with discounts offered for accelerated payment will be computed from the date of receipt of payment documents by UNOPS. Payment discounts will not be considered in the financial evaluation.

9. PUBLICATION OF CONTRACT AWARD

UNOPS shall publish in its website (<https://data.unops.org>) information regarding the purchase order(s) awarded as a result of this RFQ.

10. ETHICS AND PROSCRIBED PRACTICES

UNOPS requires that all Bidders observe the highest standard of ethics during the entire RFQ process, as well as the duration of any Contract that may be signed as a result of this process. Therefore, all Bidders shall represent and warrant that they:

- (i) have not unduly obtained, or attempted to unduly obtain, any confidential information in connection with the RFQ process and any Contract that may be signed as a result of this RFQ process;
- (ii) have no conflict of interest that would prevent them from entering into a Contract with UNOPS, and shall have no interest in other parties involved in this RFQ process or in the project underlying this RFQ process;

- (iii) have not engaged, or attempted to engage, in any Proscribed Practices in connection with this RFQ process or the Contract that may be awarded as a result of this RFQ process. For the purposes of this provision, Proscribed Practices are defined in the UNOPS Vendor Sanctions Procedures, and include: corrupt practice, fraudulent practice, coercive practice, collusive practice, unethical practice and obstruction.

11. AUDIT

UNOPS may conduct investigations relating to any aspect of the Contract award at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract. The Contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNOPS access to the Contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Contractor's personnel and relevant documentation. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNOPS hereunder

12. BID PROTEST

Any Bidder that believes to have been unjustly treated in connection with this RFQ process or any Contract that may be awarded as a result of such RFQ process may submit a complaint to UNOPS' General Counsel. More information about bid protests can be found on UNOPS' website at www.unops.org.

Section III: Schedule of Requirements

List of Goods and services:

#	Description
1	Working hour - labor (price for one working hour)
2	Working hours for regular service (oil and filters replacement)
3	Working hours for big service - timing belt set replacement (timing belt, tensioner bearing, idle bearing, water pump, ribbed belt)
4	Replacement of front brake discs
5	Replacement of front brake pads
6	Replacement of rear brake discs
7	Replacement of rear brake pads
8	Replacement of front shock absorbers (L+R)
9	Replacement of rear shock absorbers (L+R)
10	Replacement of front wheel bearing
11	Replacement of rear wheel bearing
12	Replacement of wheel ball joint
13	Replacement of front suspension stabilizer
14	Replacement of gearbox fluid
15	Replacement of brake system fluid
16	Replacement of clutch set
17	Replacement of flying wheel
18	A/C regular service (gas check/fill up, oil check - replacement)
19	Replacement of A/C compressor
20	Replacement of cooling system radiator
21	Replacement of DPF Filter
22	Engine Oil (Price per liter)
23	Gearbox fluid (Price per liter)
24	Break system fluid (Price per liter)
25	Engine Oil Filter
26	Fuel Filter
27	Air Filter
28	A/C filter
29	Set of parts for big service (timing belt, tensioner bearing, idle bearing, water pump, ribbed belt)
30	Clutch set
31	Flying wheel
32	Front brake disks for both wheels
33	Rear brake disks for both wheels
34	Front brake pads for both wheels
35	Rear brake pads for both wheels
36	Front stabilizer
37	Front wheel bearing
38	Rear wheel bearing
39	Front wheel ball joint
40	Front shock absorber
41	Rear shock absorber
42	Cooling system radiator
43	Front Differential fluid
44	Rear Differential fluid
45	Battery
46	Set of wiper blades - front (L+R)
47	Rear wiper blade
48	Light bulb H1
49	Light bulb H4
50	Light bulb H7
51	A/C compressor
52	Freon A/C gas

53	DPF Filter
54	ADD BLUE additive
55	Antifreeze cooling liquid
56	Wheel alignment service
57	Towing service cost per one kilometer

NOTE:

- 1) Partial quotations shall not be allowed. Bidders must quote prices for the total goods and/or services for the total requirement requested under Section III: Schedule of Requirements. Evaluation will be done for the total requirement.
- 2) List of goods and service is a list of most common parts and service that could be asked for an intervention and represents provisional list which will be used for an evaluation of offers.
- 3) The bidder warrants that all offered parts are unused and new and produced for the specific Skoda model.
- 4) Where applicable, all offered items must be in compliance with the Law on health safety of products for general use of the Republic of Serbia.
- 5) UNOPS Serbia has several models of Skoda vehicles distributed between offices in Vranje, Nis, Novi Pazar and Belgrade. UNOPS reserves the right to award contract to more than one company based on the offered prices, potential travel cost for a service interventions for up to 5 travels per vehicle for the total duration of the contract.
- 6) UNOPS will issue the contract with "up to" clause but the utilization of the contract will depend on the mileage of cars and actual need for service interventions for each vehicle.
- 7) Interventions and/or parts that are not listed in this list can be asked from the contracted company/ies but additional check up of the prices will be conducted.

Section IV: Returnable Bidding Forms

Note to Bidders: Instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Bidding Forms as instructed and return them as part of your quotation.

The following returnable forms are part of this RFQ and must be completed and returned by bidders as part of their Quotation.

Form A: Quotation submission form

Bidders are requested to complete this form, sign it and return it as part of their bid submission. The bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Date: [Insert submission date]

Subject: Quotation for the supply of [Insert a brief description of goods/services] in [Name of country/city], RFQ Case No. [Insert RFQ ref. number], dated [insert date]

We, the undersigned, declare that:

- a. We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract;
- b. Our quotation shall be valid for the period of time of [insert number of days which shall not be less than the specified in Section I: RFQ Particulars, Period of Validity of Quotations] from the date fixed for the submission deadline as set out in the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- c. We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS. [If you have any actual or potential conflict of interest as defined in Article 3 of Section II: Instructions to Bidders, please disclose it here];
- d. 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;
- e. Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the Contract—has not been declared ineligible by UNOPS, nor is included in the suspended/ineligibility list of the UN/DP, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Bidders Article 3, Eligibility;
- f. We embrace the UN Supplier Code of Conduct and adhere to the principles of the UN Global Compact;
- g. We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- h. 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, the undersigned, certify that I am duly authorized by [insert full name of bidder] to sign this quotation and bind [insert full name of bidder] should UNOPS accept this quotation:

Name: [complete]

Title: [complete]

Date: [complete]

Signature: _____

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

Name: [complete]

Title: [complete]

Email address: [complete]
Telephone: [complete]

2

Form B: Price Schedule Form

Bidders shall fill in this Price Schedule Form in accordance with the instructions indicated.

RFQ reference no: [insert RFQ reference No.]

Currency	
-----------------	--

#	Description	Unit	Skoda Superb 2.0 TDI 4X4	Skoda Octavia 2.0 TDI	Skoda Yeti 2.0 TDI 4x4	Skoda Fabia 1.6 TDI	Skoda Kodiaz 2.0 TDI 4x4	Skoda Karoq 2.0 TDI 4x4
1	Working hour - labor (price for one working hour)	Hour						
2	Working hours for regular service (oil and filters replacement)	Price						
3	Working hours for big service - timing belt set replacement (timing belt, tensioner bearing, idle bearing, water pump, ribbed belt)	Price						
4	Replacement of front brake discs	Price						
5	Replacement of front brake pads	Price						
6	Replacement of rear brake discs	Price						
7	Replacement of rear brake pads	Price						
8	Replacement of front shock absorbers (L+R)	Price						
9	Replacement of rear shock absorbers (L+R)	Price						
10	Replacement of front wheel bearing	Price						
11	Replacement of rear wheel bearing	Price						
12	Replacement of wheel ball joint	Price						
13	Replacement of front suspension stabilizer	Price						

14	Replacement of gearbox fluid	Price						
15	Replacement of brake system fluid	Price						
16	Replacement of clutch set	Price						
17	Replacement of flying wheel	Price						
18	A/C regular service (gas check/fill up, oil check - replacement)	Price						
19	Replacement of A/C compressor	Price						
20	Replacement of cooling system radiator	Price						
21	Replacement of DPF Filter	Price						
22	Engine Oil (Price per liter)	Liter						
23	Gearbox fluid (Price per liter)	Liter						
24	Break system fluid (Price per liter)	Liter						
25	Engine Oil Filter	Pcs						
26	Fuel Filter	Pcs						
27	Air Filter	Pcs						
28	A/C filter	Pcs						
29	Set of parts for big service (timing belt, tensioner bearing, idle bearing, water pump, ribbed belt)	Set						
30	Clutch set	Set						

31	Flying wheel	Pcs						
32	Front brake disks for both wheels	set						
33	Rear brake disks for both wheels	set						
34	Front brake pads for both wheels	set						
35	Rear brake pads for both wheels	set						
36	Front stabilizer	Pcs						
37	Front wheel bearing	Pcs						
38	Rear wheel bearing	Pcs						
39	Front wheel ball joint	Pcs						
40	Front shock absorber	Pcs						
41	Rear shock absorber	Pcs						
42	Cooling system radiator	Pcs						
43	Front Differential fluid	Liter						
44	Rear Differential fluid	Liter						
45	Battery	Pcs						
46	Set of wiper blades - front (L+R)	Set						
47	Rear wiper blade	Pcs						
48	Light bulb H1	Pcs						

49	Light bulb H4	Pcs						
50	Light bulb H7	Pcs						
51	A/C compressor	Pcs						
52	Freon A/C gas	lit.						
53	DPF Filter	pcs						
54	ADD BLUE additive	Lit.		N/A	N/A	N/A	N/A	N/A
55	Antifreeze cooling liquid	Lit.						
56	Wheel alignment service	Pcs						
57	Towing service cost per one kilometer	Km						

NOTES:

- 1) The offered prices are net of any direct taxes, customs duties and indirect taxes and VAT.
- 2) Partial quotations shall not be allowed. Bidders must quote prices for the total services for the total requirement requested under Section III: Schedule of Requirements. Evaluation will be done for the total requirement.
- 3) Contract(s) will be concluded on the maximum amount, but the utilization of contracts will depend on the actual needs
- 4) The mileage for trip to service will be taken in the financial evaluation of offers.

 Payment terms 30 days accepted: Yes

List of subcontractors or suppliers

Bidder must identify the names of all subcontractors/suppliers who will be providing good/services under this Contract and the type of work being subcontracted, if applicable.

 (A) [Full legal name and address of subcontractors]

(B) _____

(C) _____

List of legal entities associated to the Bidder

Bidder must also identify and disclose any information regarding all legal entity/s associated to it, by providing their full legal name and address:

[Full legal name and address of the associated legal entity]

- (A) _____
- (B) _____
- (C) _____

In case of no related entities, the Bidder must sign the following statement to that effect:

[Delete or cross out if not applicable]:

I, the undersigned, certify that there are no legal entities associated to the [insert full name of Bidder]

I, the undersigned, certify that I am duly authorized by [insert full name of Bidder] to sign this quotation and bind [insert full name of Bidder] should UNOPS accept this quotation:

Name : _____
Title : _____
Date : _____
Signature : _____

Form C: Technical Quotation Form

RFQ reference no: [insert RFQ reference No.]

Name of Bidder: [insert name of Bidder]

Delivery requirements — Comparative Data Table

UNOPS Requirements		Is quotation compliant? Bidder to complete	Details Bidder to complete Insert details
Delivery time	The contract with the implementer will start in January 2018 and it will end in January 2020. The exact date and time for the organisation of services will be subsequently communicated by the UNOPS representatives.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Prices and payment	Prices are net of any direct taxes, customs duties and indirect taxes and VAT. Advance payments are NOT allowed.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Consignee details	UNOPS RSOC Skerliceva 4 11000 Belgrade Serbia	<input type="checkbox"/> Yes <input type="checkbox"/> No	
UNOPS Right to vary requirements	At the time the Contract is awarded, UNOPS reserves the right to vary the quantity of the associated services specified above, as per the official service plan for project vehicles and actual mileage travelled by each of the project vehicles.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

The offered goods and related services (if applicable) are in accordance with the required specifications and requirements specified in **Section III: Schedule of Requirements**.

Yes No

ANY DEVIATION MUST BE LISTED BELOW:

Name : _____

Title : _____

Date : _____

Signature : _____

Form D: Previous experience form

RFQ reference no: [insert RFQ reference No.]

Name of Bidder: [insert name of Bidder]

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

Name : _____

Title : _____

Date : _____

Signature : _____

