



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: IRNUNDP21010	Date: 08 February 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

- Section 1: This request letter
- Section 2: RFQ Instructions and Data
- Annex 1: Schedule of Requirements
- Annex 2: Quotation Submission Form
- Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature: 

Name: Mazen Gharzeddine

Title: Deputy Resident Representative

Date: 08 February 2021

NA

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SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>22 February 2021 – 16:30 Tehran local time</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering</p> <p><input type="checkbox"/> Dedicated Email Address</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Click the link https://etendering.partneragencies.org and insert Event ID information</p> <ul style="list-style-type: none"> ▪ Insert BU Code and Event ID number IRN10-0000008493 ▪ Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/
Cost of preparation of quotation	<p>UNDP shall not 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.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</p>
Gifts and Hospitality	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or</p>

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	for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Conflict of Interest	<p>UNDP requires every prospective Supplier 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. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 45 days</p> <p><input type="checkbox"/> Others [pls. specify]</p>
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative</p>
Currency of Quotation	Quotations shall be quoted in Iranian Rial
Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p>

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	Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, 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 below:</p> <p>All prices must:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Language of quotation	<p>English or Farsi</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Company Profile. <input checked="" type="checkbox"/> Registration certificate; <input checked="" type="checkbox"/> List and value of projects performed for the last 5 years plus client's contact details who may be contacted for further information on those contracts; <input type="checkbox"/> List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project; <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 2 clients in terms of Contract value in similar field; <input type="checkbox"/> Completed and signed CVs for the proposed key Personnel; <input type="checkbox"/> Other Click or tap here to enter text.
Quotation validity period	Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.

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Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"
Payment Terms	<input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input checked="" type="checkbox"/> Other <ul style="list-style-type: none"> - Prepayment: 20% of the total contract amount will be paid as a pre-payment within 10 days after signing the Purchase Order. If the prepayment is above USD 30,000, the prepayment is payable only upon submission of bank guarantee or bank certified cheque. <p>Please refer to below website for the updated exchange rates: https://treasury.un.org/operationalrates/OperationalRates.php</p> <ul style="list-style-type: none"> - Second/final Installment: 80% of total contract amount is payable after receiving the vehicles' ownership documents and after pre-shipment inspection conducted by UNDP. <p>Note: the final payment will be paid by two organizations as detailed bellow; - The remaining cost of vehicles, insurance and plating will be transferred by UNDP to the supplier's account; - The cost of Value Added Tax, Municipality Tax and other related taxes will be directly transferred by Ministry of Health and Medical Education of Iran to the supplier's account.</p>
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection of goods by UNDP <input type="checkbox"/> Passing all Testing <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input checked="" type="checkbox"/> Others [Receiving the vehicles' Ownership documents which is in the name of WO and MoHME]
Contact Person for correspondence, notifications and clarifications	E-mail address: gagik.gevorkian@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. 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.
Clarifications	Requests for clarification from bidders will not be accepted any later than 5 days before the submission deadline. Responses to request for clarification will be communicated through email by 18 February 2021
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1

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	<input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	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.
Type of Contract to be awarded	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	As soon as possible
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) 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.



ANNEX 1: SCHEDULE OF REQUIREMENTS

item	spec.		مشخصات فنی مورد نیاز		ردیف
1	Engine	cylinders in line ٦	٦ سیلندر خطی	موتور	١
2	Fuel System	Injection	انژکتور	سیستم سوخت رسانی	٢
3	Fuel Heating System	Required	الزامی	سیستم گرم کن سوخت	٣
4	Engine Emission System	Iranian Minimum standard	حداقل استاندارد ایران	استاندارد آلایندگی موتور	٤
5	Exhaust Emissions	DPF	فیلتر ذرات گازوئیل	کنترل گازهای خروجی موتور	٥
6	Engine Capacity	10000 cc	10000 cc	حداکثر حجم موتور (cc)	٦
7	Minimum Engine Power	280 hp	٢٨٠ hp	حداقل توان موتور (hp)	٧
8	Minimum Engine Torque	1200 N.m	١٢٠٠ N.m	حداقل گشتاور (Nm)	٨
9	Intercooler	Required	الزامی	اینترکولر	٩
10	Turbo charger	Required	الزامی	توربو شارژر	١٠
11	Fuel Type	DIESEL	دیزل	نوع سوخت	١١
12	Fuel-Water Separator Filter	Required	الزامی	فیلتر جدا کننده آب از سوخت	١٢
13	Minimum Capacity of Fuel Tank (Lit)	350 Lit	350 Lit	حداقل گنجایش مخزن سوخت (Lit)	١٣
14	Unlaoded Fuel Fuel Consumption Lit/100km	18 Lit/100km	18 Lit/100km	مصرف سوخت بدون بار (Lit/100 km)	١٤
15	Loaded Fuel Consumption Lit/100km	26 Lit/100km	26 Lit/100km	مصرف سوخت با بار (Lit/100 km)	١٥
16	Combined Fuel Consumption Lit/100km	24 Lit/100km	24 Lit/100km	مصرف سوخت ترکیبی (Lit/100 km)	١٦
17	Minimum Speed in Loaded Condition (Km/h)	110 Km/h	110 Km/h	حداقل سرعت با بار (km/h)	١٧
18	Transmission System	MANUAL	دستی	سیستم انتقال قدرت	١٨
19	Clutch Type	Clutch Dry	مکانیکی	نوع کلاچ	١٩
20	Gearbox Oil Cooling System	Required	الزامی	سیستم خنک کننده روغن گیربکس	٢٠
21	Gearbox Retarder	ELC.	برقی	ریتاردر گیربکس	٢١
22	Differential	differential Rear	عقب	دیفرانسیل	٢٢
23	Steering System	Hydraulic	هیدرولیک	سیستم فرمان	٢٣

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24	Front Suspension	air chamber 2 suspension + shock integrated absorber / stabilizer	کیسه باد ۲ خمره ای + کمک فتر	سیستم تعلیق جلو	۲۴
25	Rear suspension	air chamber ۳ suspension + shock integrated absorber / stabilizer	کیسه باد ۲ خمره ای + کمک فتر	سیستم تعلیق عقب	۲۵
26	Front brake system	pneumatic	بادی	سیستم ترمز جلو	۲۶
27	Rear brake system	pneumatic	بادی	سیستم ترمز عقب	۲۷
28	Auxiliary brake system	air chamber ۲/ shock suspension absorber	ABS	حداقل سیستم های کمکی ترمز	۲۸
29	Retarder	Required	الزامی	ترمز اگزوز	۲۹
30	Parking brake	Required	الزامی	ترمز پارک (دستی)	۳۰
31	Wheel rims size	8.25x22.5	8.25x22.5	سایز رینگ چرخ	۳۱
32	Wheel tire size	80 R22.5/295	۸۰R۲۲,۵/۲۹۵	سایز تایر چرخ ها	۳۲
33	Type of required tire	Tubeless	تیوبلس	نوع تایر مورد نیاز	۳۳
34	Minimum Alternator	2x140A	۲x۱۴۰A	حداقل دینام	۳۴
35	Minimum Battery	2x150 Ah	۲x۱۸۰ Ah	حداقل باتری	۳۵
36	Minimum vehicle length (mm)	12000	۱۲۰۰۰	حداقل طول خودرو (mm)	۳۶
37	Minimum vehicle width (mm)	2300	۲۳۰۰	حداقل عرض داخلی کابین خودرو (mm)	۳۷
38	Minimum Vehicle height (mm)	3500	۳۵۰۰	حداقل ارتفاع اتاق خودرو (mm)	۳۸
39	Minimum width of vehicle chassis Lenght (mm)	3500	۳۵۰۰	حداقل طول بارخور شاسی خودرو (mm)	۳۹
40	Minimum car load volume (Lti)	4000	۴۰۰۰	حداقل حجم بار خور خودرو لیتر	۴۰
41	Maximum cabin width excluding mirrors (mm)	2500	۲۵۰۰	حداکثر عرض اتاق بدون احتساب آینه ها (mm)	۴۱
42	Minimum Wheel base (mm)	6000	۶۰۰۰	حداقل فاصله بین دو محور جلو و عقب (mm)	۴۲
43	Minimum Vehicle height on the ground (mm)	350	۳۵۰	حداقل فاصله زمین تا کف خودرو (mm)	۴۳
44	Minimum required space for U turn	25m (diameter)	۲۵ متر قطر	حداقل فضا برای دور زدن M	۴۴
45	Maximum allowable Gross weight (kg)	14000	۱۴۰۰۰	حداکثر وزن خودرو بدون سرنشین با مخزن سوخت پر و بدون تجهیزات اضافی (kg)	۴۵
46	Minimum load (kg)	5000	۵۰۰۰	حداقل وزن بار مجاز (kg)	۴۶

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47	Maximum load weight allowed on front axle (kg)	7000	۷۰۰۰	حداکثر وزن بار مجاز روی محور جلو (kg)	۴۷
48	Maximum load weight allowed on rear axle (kg)	11000	۱۱۰۰۰	حداکثر وزن بار مجاز روی محور عقب (kg)	۴۸
49	Total weight (kg)	18000	۱۸۰۰۰	حداکثر وزن مجاز خودرو (kg)	۴۹
item	Equipment Vehicle		تجهیزات خودرو		
1	A/C	Required	الزامی	سیستم تهویه	۱
2	windows Slide	ELC.	برقی	شیشه با لایرها	۲
3	Navigation control systems	GPRS / تاخوگراف	تاخوگراف / GPRS	سیستم های کنترل ناوبری	۳
4	Inflatable door safety system	Required	الزامی	سیستم ایمنی درهای بادی	۴
5	Digital video broadcasting satellite	Required	الزامی	DVB-T	۵
6	Driver's seat	Adjustable	قابل تنظیم	صندلی راننده	۶
7	Driver Cool Box	Required	الزامی	کول باکس راننده	۷
8	Rear gear alarm	Required	الزامی	بوق دنده عقب	۸
9	Driver Health Camera	Required	الزامی	دوربین سلامت راننده	۹
10	Heater in place	Required	الزامی	بخاری درجا	۱۰
11	W.C	Required	الزامی	سرویس بهداشتی	۱۱
12	Internet modem	Required	الزامی	اینترنت	۱۲
13	Cruise control	Required	الزامی	کروز کنترل	۱۳
14	Remote troubleshooting system	Required	الزامی	سیستم عیب یابی از راه دور	۱۴
15	Automatic sun visor	Required	الزامی	آفتابگیر برقی	۱۵
16	Between the lines Radar	Required	الزامی	رادار بین خطوط	۱۶
item	& after sales service warranty		گارانتی و خدمات بعد از فروش		
1	Minimum warranty	Two years or 200,000 km	دو سال یا ۲۰۰۰۰۰ کیلومتر	حداقل گارانتی	۱

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2	In-country after sales service network	Required	الزامی	شبکه نمایندگی یا خدمات بعد فروش در دسترس	۲
3	Road vehicle Service (SOS)	Required	الزامی	سرویس امداد سیار جاده ای	۳
4	Guarantee for 10 years	Required	الزامی	شرکت فروشنده خودرو میبایست تا ۱۰ سال پشتیبانی خدمات و قطعات را انجام دهد	۴
5	Availability of consumable parts	Required	الزامی	دسترسی آسان به اقلام مصرفی خودرو	۵
6	Foreign suppliers have to be exclusive representative of their brand http://www.mimt.gov.ir	Required	الزامی	برای تامین کنندگان خارجی خودرو ضروری است تا نماینده رسمی برند باشند http://www.mimt.gov.ir	۶
7	Foreign Suppliers must have required standards and permissions for vehicle plating http://www.isiri.gov.ir http://rahvar120.ir	Required	الزامی	برای تامین کنندگان خارجی خودرو ضروری است تا مجوز های لازم جهت استاندارد و شماره گذاری را دارا باشند http://www.isiri.gov.ir http://rahvar120.ir	۷
8	Insurance	Required	الزامی	بیمه شخص ثالث	۸

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Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods maximum 30 days after Contract signature.
Delivery Terms (INCOTERMS 2020)	N/A
Customs clearance (must be linked to INCOTERM)	<input checked="" type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation (where applicable) <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	The vehicle will be picked up by Ministry of Health and Medical Education representative from the manufacturer/contractor's site.
Distribution of shipping documents (if using freight forwarder)	N/A
Packing Requirements	N/A
Training on Operations and Maintenance	N/A
Warranty Period	2-year or 200,000 Km guarantee
After-sales service and local service support requirements	10-year after sale service is required.
Preferred Mode of Transport	Not Applicable

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder’s Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. 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.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	IRNUNDP21010	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade	<input type="checkbox"/> Yes <input type="checkbox"/> No

institutions promoting such issues (If yes, provide a Copy)				
Is your company a member of the UN Global Compact		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Bank Information		Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.		
Previous relevant experience: during last five years				
Type of Supplied Vehicle	Quantity of Supplied Vehicle	Year of the contract	Client & Reference Contact Details including e-mail	Contract Value

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/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.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. 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.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	IRNUNDP21010	Date: Click or tap to enter a date.

Currency of the Quotation: Iranian Rial INCOTERMS: N/A						
Item No	Description of Item	Offered brand & model/ Specification of items	Guarantee duration	Qty	Unit price	Total price - IRR
1.	Bus			1		
Value Added Tax						
Third-party Insurance Cost						
Plating Cost						
Other Charges (if any, please specify)						
Total Final and All-inclusive Price - IRR						

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty and After-Sales Requirements	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
Exact name and address of company Company NameClick or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.:Click or tap here to enter text. Email Address:Click or tap here to enter text.	Authorized Signature: Date:Click or tap here to enter text. Name:Click or tap here to enter text. Functional Title of Authorised Signatory:Click or tap here to enter text. Email Address: Click or tap here to enter text.