

Procurement
Cover Page

To:	From: UN-HABITAT Lebanon
Attention:	Date: 03-Feb-2022
Fax: Email:	Email: unon-rfq@un.org

Total Number of Pages including this page: 13

Attached is Request for Quotation No.: 3200027079 and all related documentation. Please notify the United Nations immediately if any part of this Request for Quotation is missing and/or illegible at the above facsimile number. Please be advised that this facsimile number may be used only to send queries.

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REQUEST FOR QUOTATION

3200027079

SUBJECT:

Supply and deliver Mini Backhoe Loader, Farm Tractor and Water Tank Trailer for the Municipality in Tyre District in the South Governorate of Lebanon

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1. The United Nations (UN) hereby requests your price quotation for the item(s) specified in this Request for Quotation (RFQ), which consists of this document and the following annexes:

Annex A: Price Quotation
Annex B: Specifications
Annex C: Commercial Sheet
Annex D: Evaluation Criteria
Annex E: Supplier Registration Form

2. Quotations are required to be submitted to the UN in English language and in **ONE COPY**, no later than **21-Feb-2022 at 04:00 PM (Beirut Time)** (the ClosingTime), by E-mail: **unon-rfq@un.org**. Quotations received after the Closing Time may be considered or evaluated only in exceptional circumstances.
3. Please note that submissions by e-tendering will be rejected.

Validity of Quotations

4. Your Quotation shall be irrevocable and remain valid for acceptance for at least **120** calendar days, commencing on the Closing Time.
5. If deemed necessary by the UN, Bidders may be requested to extend the validity of their Quotations for an additional period(s), in order to finalize the solicitation process. If the extension of the validity period is accepted by a Bidder, the Bidder will not be permitted to otherwise modify or consequently withdraw its Quotation.

Evaluation Criteria and Contract Award

6. All Quotations will be evaluated, and the Quotation which is technically compliant and offers the lowest price may be selected.
7. The UN reserves the right, at its sole discretion, to:
 - 7.1. Award separate or multiple Contracts for same or different elements covered by this RFQ in any combination it may deem appropriate, or only a portion of the requirements. If a Quotation is submitted on an "all or none" basis, it should be clearly stated as such;
 - 7.2. Reject any or all Quotations received in response to this RFQ and negotiate with any of the Bidders in any manner deemed to be in the best interest of the UN;
 - 7.3. Add new considerations, information or requirements at any stage of the process.
8. In exceptional situations, the UN may cancel this RFQ through written notification to all Bidders.

Notice of Award

9. The selected Bidder(s) will be notified in writing that the UN considers an award of the Contract. No legal obligation exists until the issuance of a Contract or Purchase Order (PO) by the UN.
10. Unsuccessful Bidders will be notified in writing. The UN has the right to retain unsuccessful Quotations.

Unsuccessful Bidders having questions about the name of the selected Bidder(s), the Contract/Purchase Order value(s), or the reasons for non-selection of their Quotation, may contact the Procurement Officer at the email/fax number provided for submission of Quotations.

11. Any Contract or Purchase Order entered into with the successful Bidder will be subject to the UN General Conditions of Contract (UNGCC). You will find the link to the UNGCC at https://www.un.org/Depts/ptd/pdf/general_condition_goods_services.pdf. A Draft Form of Contract may also be included in this RFQ. By submitting a Quotation, the Bidder confirms that it has accessed, read, understood, agreed and accepted the UNGCC and the Draft Form of Contract, if applicable and if provided herein.

Commercial Instructions

Bidders shall provide all the required information as detailed herein, in accordance to the following terms:

12. **Payment Terms.** The standard UN terms of payment are net **30** calendar days following satisfactory delivery of goods, performance of services and the submission of an invoice, whichever is later. Payment for any goods or services by the UN shall not be deemed an acceptance of the goods or services. The provisions of Incoterms 2010 shall apply to any delivery terms specified in this RFQ.
13. The UN policy is to preclude advance payments or payment by Letters of Credit. Such provisions in a Quotation will be prejudicial to its evaluation by the UN.
14. **Currency.** Prices may be quoted in a currency other than the US Dollar. However, for the purposes of comparison of all Quotations, the UN will convert the currency quoted in the Quotation to US Dollar in accordance with the prevailing UN Operational Rate of Exchange at the Closing Time.
15. The Contract/Purchase Order, Bidder's invoices and the UN payments will be made in the currency as originally quoted by the Bidder in their Quotation.
16. **Price.** The offered price should be all inclusive. If the price excludes certain fees and/or charges, the Bidder must provide a detailed list of excluded fees, with a complete explanation of the nature of those fees. Unless otherwise provided in this RFQ, the Contract or the Purchase Order shall be concluded on a Firm Fixed Price basis, and shall not be subject to any adjustment, including the actual cost incurred by the Bidder in performing the Contract or any market price changes.
17. **GSA Clause (for USA vendors only).** The UN is officially eligible, under the United States Foreign Assistance Act of 1961, to receive full benefits under General Services Administration (GSA) Contracts. Accordingly, Quotation must specify whether or not items quoted by the Bidder are currently subject to GSA Federal Supply pricing and indicate the GSA Contract Number and Expiration Date, wherever applicable.

Liquidated Damages

18. Not Applicable

Miscellaneous

19. This RFQ does not commit the UN to award a Contract or to issue a Purchase Order. Any Quotation submitted will be regarded as a proposal by the Bidder and not as an acceptance by the Bidder of any proposal by the UN.
20. Bidders shall bear any and all costs and expenses related to the preparation and/or submission of a Quotation, regardless of whether the Bidder's Quotation is selected or not.
21. Bidders may find the UN Procurement Manual and the UN Financial Rules and Regulations, which are applied to this RFQ, at <https://www.un.org/Depts/ptd/pdf/pm.pdf>.
22. **Vendor registration and update of information:** Only vendors registered with the UN Secretariat in the United

Nations Global Marketplace (UNGM) can participate in this solicitation. Vendors must be registered at the appropriate level in UNGM in order to be considered for award. In the event that a vendor fails to achieve the required registration level by the time the UN is ready to make an award, the UN reserves the right to award an alternative vendor. Vendors are responsible to ascertain their registration level at <http://www.ungm.org> and, if in doubt, contact the UN Secretariat at register@un.org. For UNGM account-related issues, please contact: registry@ungm.org. Vendors are responsible for keeping their information up-to-date in UNGM. More information can be found at <https://www.un.org/Depts/ptd/vendor-registration>.

23. Code of Conduct: By submitting a Quotation, the Bidder confirms that he/she has accessed, read, understood and agrees to comply with the UN Supplier Code of Conduct, which, amongst others, prohibits collusive bidding, anti-competitive conduct, improper assistance and corrupt practices. Bidders should refer to the UN Supplier Code of Conduct at: https://www.un.org/Depts/ptd/pdf/conduct_english.pdf
24. The procurement of goods and/or services by the United Nations shall be in compliance with Security Council resolutions, and the rules, regulations and policies promulgated by the United Nations' principal organs.
25. If so requested, the Contractor shall furnish to the UN, within 5 business days of the UN's request, an electronic copy of the applicable price list(s) including item identification references, which shall serve as a catalogue of goods and/or services that can be ordered by the UN.

Independent Price Determination

26. Consistent with the UN Supplier Code of Conduct, by submitting a Quotation, the Bidder certifies that:
- 1) the prices offered in the Quotation have been arrived at independently, without any consultation, communication, or agreement in any manner that would result in restriction of competition with any other Bidder or competitor relating to (a) those prices, (b) the intention to submit a Quotation, and/or (c) the methods or factors used to calculate the prices offered;
 - 2) the prices in the Quotation have not been and will not be knowingly disclosed by the Bidder, directly or indirectly, to any other Bidder or competitor before the UN issues an award under this solicitation; and
 - 3) no attempt has been made or will be made by the Bidder to induce any other entity to submit or not to submit a Quotation for the purpose of restricting competition.

Failure to comply with the above Independent Price Determination provisions shall result in the rejection of the Quotation(s). In addition, the UN reserves the right to exercise any other rights and remedies available to it.

27. Supplementary Information

All the attachments, terms and conditions indicated in the solicitation document are part of this RFQ.

Your quotation should be submitted on or before 21-Feb-2022 not later than at 16:00 (Beirut local time), by E-mail to unon-rfq@un.org clearly marked the above reference number with validity at least 120 days clearly stated in the financial proposal or a separate letter.

You are invited to check, fill, sign and stamp all the Annexes as attached in the RFx taking note that vendors are required to provide material data-sheets for the proposed machinery.

Your offer should take into consideration and detail any duty or VAT charges separate from the unit price item or service. The invoiced VAT will be paid separate in Lebanese pound accordingly to the official exchange rate of BDL(Bank of Lebanon) on the date of invoice while the materials/services prices will be paid in quotation Currency, as per designated Annex A.

UN-Habitat reserves the right to accept the whole or part of your offer. UN-Habitat has the full right to accept or reject any offered item(s) not mentioned in the Items specifications.

The deliverables should be presented in a delivery time schedule, specifying start and end date along with all required actions to deliver the required goods/services.

Information provided by the bidder will constitute the basis for any eventual award of contract and/or purchase order (PO). Purchase order/contract will be awarded to the bidder who has met all technical and administrative requirements according to Annex D.

Bidder shall present their copies of company registration form(s), VAT registration (if any), commercial circular, ID copies of the company owner(s) or shareholders, any related docs that would facilitate and clarify ownership and any associated relations in addition to any affiliated or sister companies.

Bidder shall provide an official letter from the Bank containing Account Number, Beneficiary Name, IBAN and Swift Code along the required annexes for the supplier registration form and commercial and non-commercial bank details form.

We look forward to your Quotation and thank you in advance for your interest in UN procurement opportunities.



OIC, 04 Feb 2022

for **Chief, UNON Procurement Section**

ANNEX A

Please indicate Currency: _____

Price Quotation

LINE No	ITEM ID	Quantity	U/M	UNIT PRICE	DISCOUNT	TOTAL PRICE
1	2100000334	1	EA			
ITEM DESCRIPTION: Backhoe Loader Mini BACKHO LOADER with minimum specifications listed in Annex B.						
2	2100000466	1	EA			
ITEM DESCRIPTION: Tractor:Agricultural FARM TRACTOR with minimum specifications listed in Annex B.						
3	1500008926	1	EA			
ITEM DESCRIPTION: Tank:Water WATER TANK TRAILER for tractor with minimum specifications listed in Annex B.						
4	1500009064	1	EA			
ITEM DESCRIPTION: Atch:Tiller FURROW PLOUGH attachment for Tractor above specifications listed in Annex B.						

Delivery costs (based on delivery term stated below, if any): _____

VAT (11% will be paid in LBP based on Bank of Lebanon rate): _____

Grand Total: _____

Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UN-Habitat. Bidders are required to fill, sign & submit the financial bid annexed form along with their offers.

(* Prices must be all-inclusive, based on the delivery term indicated below, excluding all taxes from which the UN is exempt, as per the Tax Exemption section of the General Conditions of Contract.

Delivery Term

DDP Incoterms, _____ 88 KM from Beirut, Lebanon

Payment Terms (see paragraph 12 above and confirm the standard UN payment term net 30 days): _____

Shipping Mode: _____

Delivery Date :(No. of calendar days after receipt of Order) _____

Currency Stated in: _____

Vendor Comments (if any): _____

In compliance with this RFQ, and subject to all the conditions thereof, the undersigned, offers to furnish any or all items in accordance with the above quoted price, for the period stated in this RFQ, to be delivered to the point as specified, if the contract is awarded to.

Vendor Name and Vendor ID: _____

Name of the Authorized Officer: _____

Signature: _____

Date: _____

Procurement

Annex B: Specifications

Supply and deliver Mini Backhoe Loader with minimum specifications

Brand New Basic Model with standard bucket attachment.

Dimensions:

Length	4,000 – 5000 mm
Height	2,000 – 3500 mm canopy; minimum 2,000 mm cab
Width	1,200 – 2,500 mm
Approximate Weight	Operator's weight: 2,800 – 3400 kgf
Ground Clearance	250 – 320 mm
Fuel Tank Capacity	Min. 45 L

Drivetrain:

Track Length	Min. 1,800 mm
Track Width	Min. 250 mm

Engine:

Engine Make	Japanese or USA or EU
Engine Model	Mini Excavator
Horsepower	22 – 26 hp
Fuel Type	Diesel
Engine Emission	Min. Euro 2

Operational:

Travel Speed Forward	2 – 6 km/h
Arm Force	Min. 1,500 kgf
Blade Height	300 – 350 cm
Blade Width	1,350 – 1700 mm
Bucket Breakout Force	2,800 – 4000 kgf
Approximate Boom Swing Radius Left	80
Approximate Boom Swing Radius Right	60°

Warranty and after sales support:

Minimum warranty coverage of 12 months

The awarded vendor shall be required to schedule minimum 3 site inspection visits per year and provide all the guides, catalogue and service manuals.

Delivery Location: Village in the Tyre District in the South Governorate (88 kilometers south of Beirut).

Additional features:

Parking brakes, Rpm/hour meter and all Standard equipment included.

2 kg fire extinguisher, Toolbox with necessary tools for everyday maintenance

Certificate of manufacturer and data sheets required to be submitted.

Farm Tractor with minimum specifications

Brand New Basic Model with standard Ploughing attachment.

Engine:

Engine Make	Japanese or USA or EU
Number of cylinders	4 cy
Horsepower	85 – 95 hp
Torque	250 – 300 Nm
Fuel Type	Diesel
Fuel Tank Capacity	Min. 95 L
Engine Emission	Min. Euro 2

Transmission:

No. of speeds forward/reverse	12/12
Traction	4 WD
Top speed forward	Min. 45 km/h
Shuttle control - front/reverse	Yes

Additional Features

Lifting capacity	Min. 1500 kg
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Clutch: Standard configuration 10–11-inch dual clutch is equipped with a friction disk made of special ceramic material with high reliability.

Tires: Paddy land tires

FURROW PLOUGH attachment (price separate from the tractor) included:

Disc plough made from steel

Number of furrows: minimum number to meet the horsepower of the machinery

Blade thickness – minimum 7 mm

Mold board thickness – minimum 6 mm

Tractor power output - HP: compatible with the above machinery

Cut depth and width - mm: standard

Warranty and after sales support:

Minimum warranty coverage of 12 months

The awarded vendor shall be required to schedule minimum 3 site inspection visits per year and provide all the guides, catalogue and service manuals.

Delivery Location: Village in the Tyre District in the South Governorate of Lebanon (88 kilometers south of Beirut).

Additional features

Parking brakes, Rpm/hour meter and all Standard equipment included.

2 kg fire extinguisher and Toolbox with necessary tools for everyday maintenance

Certificate of manufacturer and data sheets required to be submitted.

Water Tank Trailer for tractor with minimum specifications

2,400 liters capacity tank (please state additional capacity if available as optional).

Diesel Water pump 500 l/m open flow, 6.5hp Recoil Start Engine, durable and high quality installed on the chassis along with all related accessories (preferable Twin impellers). Pump installed under hood protection.

Adjustable pressure regulator with return line to tank.

Hose reel with 30 meters of 19mm Rubber hose installed on chassis.

Adjustable twist action nozzle for rubber hose 19mm.

Heavy duty camlock fittings on tank for quick connection made from Aluminum Alloy.

Lever ball valve on tank outlet including lock mechanism.

Preferable 6-meter bottom fill kit supplied. (Fill from any water source).
Tough UV stabilized polyethylene tank with 20-year warranty.
Heavy Duty Galvanized steel trailer frame with approximate dimensions:

- Length: 450 - 500 cm
- Width: 180 – 220 cm

Approximate chassis carrier: 800kgs

Rear pump plates.

15" wheels & All terrain road tires.

Dual axles with heavy duty leaf spring suspension.

LED lights & Electric brakes with Break safe controller fitted to Road Version trailers.

Ball baffles fitted to tank or Baffle bones for improved stability.

Mud flaps, Jockey Wheel and 50mm Tow Hitch to be compatible with the tractor above.

Certificate of manufacturer required to be submitted.



Delivery Location: Village in the Tyre District in the South Governorate of Lebanon (88 kilometers south of Beirut).

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Annex C: Commercial Sheet

No	Description of Evaluation	Evaluation Criteria	Rating
1.	Confirmation of acceptance of UN General Conditions of Contract for Services or if not accepted, an indication in the financial bid specifying any reservations in respect to any of the UNGCC provisions as required.	Bidder to provide written confirmation.	Pass /Fail
2.	Confirmation that the bid shall be valid for 120 days.	Bidder to provide written confirmation.	Pass /Fail
3.	Bidder must be registered and accepted in UNGM at Basic level at the time of bid submission. Please provide UNGM Registration number.	Bidder to provide UNGM Registration number.	Pass /Fail
4.	Bid form (Pricing Schedule) to be fully completed, signed and stamped.	Bidder to provide written confirmation	Pass / Fail
5.	Confirmation that the prices and fees will remain firm and fixed for the entire contract duration and any extensions thereof	Bidder to provide written confirmation	Pass / Fail
6.	Confirmation that the bidder is not on any restricted lists (World Bank, or any other UN Agency).	Bidder to provide written confirmation	Pass / Fail

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Annex D: Evaluation Criteria

#	Criteria	Required from Bidder	Criteria Pass/Fail
1	Copy of Certificate of incorporation or equivalent document verifying experience, legal status/capacity with relevant government agencies or memorandum and article of association within the resident country.	<p>Bidder to submit company profile detailing background, management profile, management organogram.</p> <p>The Bidder must attach Certificate of incorporation or equivalent document verifying legal status/capacity with relevant government agencies or memorandum and article of association within the resident country which confirms that the bidder is a legal business in construction and roads entity with minimum 3 years of experience.</p>	Pass/Fail
2	Copy of TAX registration or equivalent document verifying tax submission to the designated authorities or governmental institutions;	Bidder to submit a valid TAX registration document issued from the respective authorized Ministry/ authority.	Pass/Fail
3	Specifications	The Bidder must submit the related data sheets for the offered goods that confirms the proposed specifications and related description of the machinery provided.	Pass/Fail
4	Clear and detailed delivery schedule plan, reflecting the delivery date of the machinery to the designated location in South Lebanon.	The Bidder must submit a delivery timetable. The proposed schedule should include the activity and corresponding timeline.	Pass/Fail
5	Warranty and after sales support plan	Bidder shall confirm the related warranty terms and conditions for minimum 1 year. In addition, the bidder is required to carry out the maintenance, repair and spare parts-stocking obligations prescribed in a detailed after sales support plan for minimum 3 years (any charges or costs, if any shall be separate from unit costs).	Pass/Fail
6	Financial proposal	Competitive Offer from the Bidders	Lowest compliant offer

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Annex E: Supplier Registration Form

Section 1: General Information

1. Name of Company:		
2. Street Address:	3. Mailing Address:	
Postal Code: City:	P.O. Box	
Country:		
4. Tel:	5. Email:	
6. Fax:	7. Website address:	
8. Full Legal Name of Company		

Section 2: Banking Details

9. Bank	Swift/BIC
Address &	Iban
10. Bank Account	Account
11.	

Certification

12. The undersigned warrant that the information provided in this form is correct and in the event of changes details will be provided as soon as possible.

Name: ----- Functional Title: -----

Signature: ----- Date:-----