**ANNEX 1. FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery)***

We, the undersigned, hereby offer to supply the items listed below in conformity with the technical specifications and requirements of UNDP as per RFQ Reference No. **RFQ/055/22 – Supply of Electric Vehicle (Sedan):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **№** | **Description and specification of goods** | **UOM** | **Q-ty** | **Delivery address** | **Unit price (currency)[[1]](#footnote-1)** | **Total price (currency)** |
| 1 | **Full-size 4-door SEDAN**  Minimum requirements:  - Year of manufacture: no older than 2021  - Condition: new (not used)  - Body type: 4-door SEDAN  - Number of seats: 5 seats  - Color: white  - Steering: left hand  - Engine type: electric engine  - Engine capacity: not less than 40 kVt⋅h  - Torque: not less than 290 Nm  - Engine power: not less than 136 hp (100 kV⋅h)  - Mileage before charging (power reserve): at least 270 km  - Transmission type: Automatic transmission  - Drive: front –wheel drive  - Tire size: R16 or more, all-season tires  - Rims: light alloy  - Cruise control  - Power steering  - Anti-lock braking system (ABS)  - LED fog lights and daytime running lights (DRL)  - Spare wheel, jack and full set of tools to change a flat tire  - Air conditioning (auto) and heater  - Multimedia system with touch screen  - Power windows and door locks  - Front and rear seat belts  - Front and side airbags for driver and passenger  - Warranty: Warranty of at least 20,000 km or one year (minimum)  - Availability of an authorized service center in Uzbekistan | ea | 1 | United Nations Building, 4, Taras Shevchenko street, Tashkent 100029, Uzbekistan |  |  |
| Total price of vehicle | | | | |  |  |
| Transportation price (to destination) | | | | |  |  |
| Insurance cost | | | | |  |  |
| Other costs (if applicable) | | | | |  |  |
| **Total VAT exclusive amount** | | | | |  |  |
| **VAT15% (for local companies registered as VAT payer)** | | | | |  |  |
| **Total price including VAT (for local companies registered as VAT payer)** | | | | |  |  |
| Delivery address: United Nations Building, 4, Taras Shevchenko street, Tashkent 100029, Uzbekistan | | | | | | |

Notes:

1. The bidders must quote genuine, branded products. UNDP may conduct post-delivery inspection at its sole discretions.
2. Sample of all items to be submitted with the bid response (as applicable).
3. Price to include delivery (as applicable)
4. Site survey for post qualification purpose will be arranged on request (as applicable).
5. Brochures and Technical details of the model offered MUST be submitted with the bid offer (catalog with interior and exterior photos) in Russian or English.

The UNDP General Terms and Conditions are an integral part of this RFQ and should be reviewed by all bidders.

<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

In submitting a quotation, bidders expressly accept to be bound by these General Terms and Conditions.

Any Purchase Order resulting from this process shall incorporate them in full.

Please submit your quotation by completing the right column of the form below:

|  |  |
| --- | --- |
| **UNDP Requirements** | **Bidder’s Response** |
| Validity of Offer:  🗹 60 days  In exceptional circumstances, UNDP may request the Offeror to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. In such case the extension shall be confirmed in writing, without any modification whatsoever of the Quotation. | ☐ Yes  ☐ No  ☐ Please explain in case of “No”: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Warranty Period Offered (as applicable):  🗹 12 months or 20,000 km for vehicles | ☐ Yes  ☐ No  ☐ Please explain in case of “No”: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Description of Warranty Coverage (as applicable): | ☐ Yes  ☐ No  ☐ Please explain in case of “No”: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Description of After Sales Service (as applicable):  🗹 Warranty on Parts and Labor for minimum period of 12 moths  🗹 Technical Support  🗹 Provision of Service Unit when pulled out for maintenance/ repair  🗹 Others: exchange for new similar product on any item if found not in operation after delivery by Vendor | ☐ Yes  ☐ No  ☐ Please explain in case of “No”: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Delivery Terms (linked to INCOTERMS 2010):  ☐ FCA  ☐ CPT  ☐ CIP Tashkent  🗹 DAP-Tashkent (delivery address: United Nations Building, 4, Taras Shevchenko street, Tashkent 100029, Uzbekistan), or  🗹 DDP-Tashkent (delivery address: United Nations Building, 4, Taras Shevchenko street, Tashkent 100029, Uzbekistan)  Customs clearance[[2]](#footnote-2), if needed, shall be done by UNDP Uzbekistan | ☐ Yes  ☐ No  ☐ Please explain in case of “No”: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Payment Terms:  **To Local Supplier (registered in Uzbekistan):**  🗹 Will be made in Uzbek Soum as 100% post-payment after delivery of all products to the destination and signature of Acceptance Certificate of Equipment and tax-invoice by the parties.  **To Foreign Suppliers (registered outside Uzbekistan):**  🗹 Will be made in USD/EUR as 100% post-payment after delivery of all the equipment to the destination places and signature of Acceptance Certificate of Equipment by the parties. | ☐ Yes  ☐ No  ☐ Please explain in case of “No”: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Application of Value Added Tax (VAT):  ☒ Applicable to local Bidders registered in Uzbekistan: the offer **must** include VAT\* as a separate line (if the company is registered as a VAT payer);  ☒ Applicable to foreign Bidders registered outside Uzbekistan: the offer **must** **not** include VAT.  \*Only for the purpose of evaluation, price comparison will be carried out exclusive of VAT. | ☐ Yes  ☐ No  ☐ *Please explain in case you chose* “No”:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Delivery terms:  Within 45 calendar days from the date of Contract signature by the sides.  **Attention: If the delivery period, stated in the quotation exceeds the delivery period stated above, the respective offer may be declined!** | ☐ Yes  ☐ No  ☐ Please explain in case of “No”: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| All documentations, including catalogs, instructions and operating manuals, shall be in:  🗹 English  ☐ French  ☐ Spanish  🗹 Russian | ☐ Yes  ☐ No  ☐ Please explain in case of “No”: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Liquidated Damages:  ☐ Will not be imposed  🗹 Will be imposed under the following conditions:  Percentage of contract price per day of delay: 0.5%.  Max. no. of days of delay: 15 calendar days.  After which UNDP may terminate the contract. | ☐ Accept  ☐ Does not accept  ☐ Please explain in case of “Does not accept”:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Please confirm that your company is not included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; | ☐ Not listed  ☐ Listed  ☐ Please explain in case of “Listed”:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Please confirm that you accept the UN Supplier Code of Conduct, available at <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> | ☐ Accept  ☐ Does not accept  ☐ Please explain in case of “Does not accept”:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Alternative Quotes  If multiple/alternative bids are being submitted, they must be clearly marked as “Main Bid” and “Alternative Bid” | Permitted  Not permitted |

**Bidder’s Declaration**

| **Yes** | **No** |  |
| --- | --- | --- |
|  |  | **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. |
|  |  | 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. |
|  |  | **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. |
|  |  | 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 wehave 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. |
|  |  | **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. |
|  |  | **Prohibitions, Sanctions:** l/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. |
|  |  | **Bankruptcy**: l/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. |
|  |  | **Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity. |
|  |  | I/We understand and recognize that you are not bound to accept any Quotation you receive, and wecertify that the goods offered in our Quotation are new and unused. |
|  |  | By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorized by the Organization/s to make this declaration on its/their behalf. |

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| --- | --- |
| 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 Name​Click 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.​ |

1. If the total amount differs from the unit price, the unit price prevails and the total amount will be adjusted according to the unit price [↑](#footnote-ref-1)
2. Must be linked to INCO Terms chosen [↑](#footnote-ref-2)