| **Request for Quotation (RFQ)**  **for the provision of goods** |
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| **Establishment of Blanket Purchase Agreements (BPAs) for the provision of modular vests with ballistic plates, plate carriers, and ballistic helmets for the UNOPS office** |
| RFQ Ref No: **UNOPS-MNGM-UKR-2024-G-040** |

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| Version: v2017.2 |
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**Invitation letter**

Dear Sir/Madam,

**Subject: Request for Quotations for Establishment of Blanket Purchase Agreements (BPAs) for the provision of modular vests with ballistic plates, plate carriers, and ballistic helmets for the UNOPS office, RFQ Case No.: UNOPS E-Sourcing RFQ/2024/53619**

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 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
  + Form E: Vendor Information Form
* Section V: Template of the Blanket Purchase Agreement

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.

**Please immediately confirm by return email acceptance of this RFQ and your intention to submit a quotation.**

We look forward to receiving your quotation.

**Approved by:**

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Name: Marysia Zapasnik

Title: Head of Programmes & Deputy Country Director, UNOPS Ukraine Multi-Country Office

Date: 03 September 2024

**Section I: RFQ Particulars**

| Scope of Quotation | This RFQ refers to the Establishment of Blanket Purchase Agreements (BPAs) for the provision of modular vests with ballistic plates, plate carriers, and ballistic helmets for the UNOPS office as further described in Section II: Schedule of Requirements.  Based on the results of this exercise, UNOPS intends to enter into a non-exclusive Blanket Purchase Agreement (BPA) with the successful Bidder/s to support UNOPS’ operations for a maximum period of 12 months. |
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| Contact person for correspondence, notifications and requests for clarifications | Quotations must be submitted as follows:  X Using the UNOPS eSourcing system, via the UNGM portal. In order to access the full UNOPS tender details, request clarifications on the tender, and submit a vendor response to a tender using the system, vendors need to be registered as UNOPS vendor at the UNGM portal and be logged into UNGM. For guidance on how to register on UNGM and submit responses to UNOPS tenders in the UNOPS eSourcing system, please refer to the user guide and other resources available at:  <https://esourcing.unops.org/#/Help/Guides> |
| Bidder Eligibility | No nationalities are excluded from submitting a bid. |
| Clarifications | Requests for clarification from bidders will not be accepted by any later than  **16 September 2024, 14:00 h Kyiv time.**  Responses to requests for clarification will be communicated: to all Bidders directly. |
| Quotation validity period | Quotations shall remain valid for acceptance by UNOPS for 60 daysfrom the Deadline for Quotation Submission. |
| Quotation Currency(ies) | Quotations shall be quoted in USD (United States Dollars).  UNOPS reserves the right to accept currencies other than USD.  If services are procured for UNOPS’s operational needs, invoices will be paid by UNOPS with VAT included.  If services are procured as part of International Technical Assistance, invoices will be paid by UNOPS without VAT. All VAT exemption documentation will be provided by UNOPS. |
| Duties and Taxes | All quotations shall be submitted net of any direct taxes, customs duties, and indirect taxes, such as sales taxes. |
| Language of quotations | All quotations, information, documents, and correspondence exchanged between UNOPS and the Bidders in relation to this RFQ process shall be in English. |
| Deadline for Quotation Submission | All quotations must be submitted by **18:00 Kyiv time on 20 September 2024** |
| Quotation submission | Quotations must be submitted as follows:  X Using the UNOPS eSourcing system, via the UNGM portal. In order to access the full UNOPS tender details, request clarifications on the tender, and submit a vendor response to a tender using the system, vendors need to be registered as UNOPS vendor at the UNGM portal and be logged into UNGM. For guidance on how to register on UNGM and submit responses to UNOPS tenders in the UNOPS eSourcing system, please refer to the user guide and other resources available at:  <https://esourcing.unops.org/#/Help/Guides> |
| Evaluation method and criteria | Quotations shall be evaluated to determine the lowest price most technically acceptable offer. The evaluation shall be conducted as follows:  **1**. **Preliminary Examination.** The following eligibility and formal criteria will be reviewed for compliance compared to minimum UNOPS requirements:  ● 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  ● Bidder provided Company registration certificate or equivalent document  ● Bidder should be in the continuous business of manufacturing / supplying the specific products as specified in Section III: Schedule of requirements during the last 3 (three) years prior to bid opening.  **2. Qualification criteria.** The following qualification criteria will be reviewed for compliance compared to minimum UNOPS requirements:  ● Bidder should be in the continuous business of manufacturing / supplying the specific products as specified in Section III: Schedule of requirements during the last 3 (three) years prior to bid opening.  ● Bidder must provide evidence (contract, PO, etc) of at least 2 successfully executed contracts for the sale of the offered or equivalent equipment realized in the previous three years (relevant to Form D: Previous Experience Form).  ● Bidder must provide at least 2 references from previous clients (relevant to Form D: Previous Experience Form).  **3. Technical compliance of the offered goods/services.** The following technical criteria will be reviewed for compliance compared to minimum UNOPS requirements:  ● Goods and services offered in the quotation are compliant with the requirements in Section III: Schedule of Requirements  ● The bid’s Delivery Requirements (including Incoterms rule(s) requested) are substantially compliant and do not contain any material deviation(s) from the minimum required as included in Section III: Schedule of Requirements  ● Bid includes brand/model of the goods (equipment) and manufacturer's technical literature/catalog, all confirming that the offered items comply with required specifications.  ● Bidder shall ensure the best international packing standards of goods supplied, including use of eco-friendly packing materials.  ● **Bidder provided the following certificates:**  **modular vest** - a certificate that confirms protection level NIJ level IV (0101.06) or level of protection “6” in accordance with DSTU 8782:2018, for groin and side protection - “Type IIIa” in accordance with NIJ Standard 0101.06 or level of protection “2” in accordance with DSTU 8782:2018;  **helmets** - a certificate that confirms protection level NIJ level IIIa (0106.01) or level of protection “1” (or higher) in accordance with DSTU 8835:2019;  **plate carriers** - flame resistance - any (preferable according to standard BS 6941:2003), for groin and side protection - “Type IIIa” in accordance with NIJ Standard 0101.06 or level of protection “2” in accordance with DSTU 8782:2018  **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.  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. |
| Partial quotations | Partial quotations are allowed. Bidders must quote prices for the total goods and/or services or for the part of goods and/or services for the total requirement requested under Section III: Schedule of Requirements. Evaluation will be done for the lot requirement.  UNOPS shall have the right to award split contracts to several suppliers. UNOPS shall not have an obligation to obtain a minimum quantity for any of the items listed in Form C. |
| Alternative quotations | Alternative quotations are not accepted. |
| Liquidated damages | Applicable.  UNOPS will deduct from the Contract price, as liquidated damages, a sum equivalent to the percentage of 0.3% of the original total Contract price for each day of delay until the actual delivery or performance. The maximum deduction shall not exceed 10% of the contract price. Once the maximum is reached, UNOPS may terminate the Contract pursuant to the General Conditions of Contract. |
| Documents comprising the Quotation | Bidders shall include the following documents in their quotation:   * Form A: Quotation Submission Form * Form B: Price Schedule Form * Form C: Technical Quotation Form * Form D: Previous Experience Form * Form E: Vendor Information Form * Certificates:   **modular vest** - a certificate that confirms protection level NIJ level IV (0101.06) or level of protection “6” in accordance with DSTU 8782:2018;  **plate carriers** - flame resistance - any (preferable according to standard BS 6941:2003), for groin and side protection - “Type IIIa” in accordance with NIJ Standard 0101.06 or level of protection “2” in accordance with DSTU 8782:2018  **helmets** - a certificate that confirms protection level NIJ level IIIa (0106.01) or level of protection “1” (or higher) in accordance with DSTU 8835:2019   * Company registration certificate or equivalent document * Evidence (contract, PO, etc) of at least 2 successfully executed contracts for the sale of the offered or equivalent equipment realized in the previous three years (relevant to Form D: Previous Experience Form) * At least 2 references from previous clients (relevant to Form D: Previous Experience Form). |
| Type of Contract to be awarded | UNOPS will sign the following contract with the awarded Bidder(s): Blanket Purchase Agreement (BPA) |
| General Conditions of Contract | In the event of an order, the following conditions of contract will apply:  UNOPS Conditions for Contracts less than USD 50,000 in value  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 September 27, 2024. |
| UNGM registration | Any Contract resulting from this RFQ exercise will be subject to supplier registration on the United Nations Global Marketplace (UNGM) website. Vendors can register their company by accessing the website at [www.ungm.org](http://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 the Contract signature. |