



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

VIENNA INTERNATIONAL CENTRE

P. O. BOX 300, A-1400, VIENNA, AUSTRIA

TELEPHONE: 26026-4847 <http://www.unido.org> FAX: 26026-6815 E-MAIL: m.petrovsky@unido.org

REQUEST FOR QUOTATION (RFQ)

Reference: RFQ No. 1100114286/CZ/mp
(RFx no. 7000003285)

Date: 07 November 2018

Project: Delivery and installation of one FYAY
100 x 2 x 0.6 between Wagramer Strasse 5
(Übergabebauwerk) and VIC (G0176)

UNIDO official dealing with this request:
Ms. M. Petrovsky, CMO/OSS/PRO

Fax: +43 1 26026 6815

Telephone: +43 1 26026 Ext. 4847

e-mail: C.Ziniel@unido.org or
M.Petrovsky@unido.org

1. The UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION (UNIDO), Vienna, hereby invites you to submit a written quotation for the **delivery and installation of one (1) FYAY 100 x 2 x 0.6 between Wagramer Strasse 5 (Übergabebauwerk) and the VIC (G0176)**, as per enclosed Specifications of Work and Supply, Appendix 2. Your quotation shall be prepared in accordance with the Instructions for the Preparation and Submission of Quotations (Appendix 1) and shall be **submitted through our ERP system by 27 November 2018, 16:00 hours.**

2. The terms set forth in this RFQ and its appendixes, including the contents of the Specifications of Work and Supply and UNIDO General Terms and Conditions, will form a part of any contract should UNIDO accept your quotation.

3. Any requests for clarifications, additional information, etc., relating to this RFQ must be addressed to the undersigned. If such requests are addressed to others or if additional information is obtained from others, it may lead to disqualification of the offer.

4. **YOU MUST VISIT**, at your own cost, **THE WORK SITE LATEST 3 WORKING DAYS PRIOR TO THE SUBMISSION DEADLINE OF THE QUOTATION (= 23 November 2018)** in order to be acquainted with the work site and to collect information and data required for the preparation of the bid). *[Eine ÖRTLICHE BESICHTIGUNG, auf eigene Kosten, ist bis 23.11.2018 VERPFLICHTEND.]*

Yours truly,

Claudia Ziniel, Procurement Officer
Procurement Services Division
Department of Operational Support Services
Directorate of Corporate Management and Operations

Enclosures

Appendix 1: Instructions for the Preparation and Submission of Quotations
Appendix 2: Specifications of Work and Supply and BMS General Conditions
Appendix 3: Model Contract with UNIDO General Terms and Conditions
Appendix 4: Acknowledgement Form
Appendix 5: Mandatory Statements and Information
Appendix 6: Confirmation of Site Visit form

APPENDIX 1 – INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF QUOTATIONS

1. PREPARATION AND CONTENTS OF QUOTATION

Quotations shall be prepared and submitted in accordance with the following instructions:

PLEASE NOTE:

UNIDO carries out all tender exercises through our new ERP system. To participate in the subject tender, please submit your offer directly through the appropriate SAP Procurement portal.

If you would like to participate in this tender exercise, you must register with UNIDO as follows:

The following link is for users who want to register for a user account, if new to UNIDO, in order to participate in our bidding exercises:

<https://procurement.unido.org/>

Then click on “Request Bidder Account”, complete the request and submit. You will then receive a User ID and Password with which you can enter the SAP Procurement portal.

If you face difficulties in creating / submitting your proposal, please contact our support team tel.: +43 1 260 26 ext. 4608.

2. LANGUAGE OF QUOTATION

Your quotation and all correspondence and documents relating to it shall be written in the English language.

3. SIGNATURE OF THE QUOTATION

An official legally authorized to enter into contracts on behalf of your company/organization must sign your quotation.

4. STATEMENTS / INFORMATION

You must submit together with the Quotation the statements and information mentioned below.

- i) **A statement** that you will execute the services strictly in accordance with the requirements specified in the Specifications of Work and Supply (Leistungsverzeichnis) - Appendix 2. **Any deviation from the Specifications of Work and Supply shall be clearly expressed** (*Bestätigung über Ausführung gemäss beiliegendem Leistungsverzeichnis (als Angebotsformular zu verwenden)*).
- ii) **A statement** that you have carefully reviewed the Model Contract (Appendix 3) and **are in agreement with its terms and conditions** (*Bestätigung der Akzeptierung des Mustervertrages*).
- iii) **A statement** that your quotation is **valid for a minimum period of 6 months** from the date of the quotation. Once your quotation is accepted during this period, the price quoted must remain unchanged for the entire period of the resulting contract unless otherwise specified in this RFQ (*Bestätigung der Angebotsgültigkeit von 6 Monaten*).

5. ACKNOWLEDGEMENT FORM

You are kindly requested to return the attached Appendix 4, Acknowledgment Form, duly signed by an authorized representative, to UNIDO via facsimile or e-mail advising whether or not your company/organization intends to submit a quotation prior to the designated closing date for receipt of quotations (*Bitte Antwortformular (Appendix 4) ausgefüllt retournieren*).

6. **CATALOGUES, TECHNICAL LEAFLETS, MANUALS ETC. (if applicable).**
You should include in your quotation catalogues, leaflets, manuals etc., pertinent to the services subject to this RFQ and any other information you may consider appropriate.
7. **TOTAL PRICE AND UNIT PRICES**
i) You should indicate **your best firm fixed total price and unit prices in EURO** strictly in the format indicated in Appendix 2. (Please complete, sign, stamp and return.)
ii) Please indicate separately discounts, if any, which you may grant to UNIDO and the terms of such discounts.
iii) The quotations not expressed in Euro will be converted to this currency, using the United Nations Rate of exchange prevailing on the date of opening of your quotation and resulting Euro price will be used for price comparison and in the contract.
8. **TYPE OF CONTRACT**
A firm, fixed price is contemplated for the Contract, covering all the inputs required as stated in the Specifications of Work and Supply, Appendix 2, and in the Contract, Appendix 3.
9. **EVALUATION PROCEDURE, ACCEPTANCE OF QUOTATIONS**
Your quotation and any others which are submitted in response to this RFQ will be reviewed and evaluated by UNIDO in a fair and impartial way in accordance with the provisions of the UNIDO Financial Regulations and Rules and Procurement Procedures applying. The best quotation submitted (**lowest cost, technically acceptable**), all factors considered, will receive the award.
10. **NO COMMITMENT**
This RFQ does not commit UNIDO to award a Contract. UNIDO reserves the right to accept or reject any quotation(s), or annul this RFQ and reject all quotations, at any time prior to award of contract, without thereby incurring any liability to the affected invitee(s) or any obligation to inform the affected invitee(s) of the grounds for UNIDO action. This RFQ contains no contractual offer of any kind; any quotation submitted will be regarded as an offer by the invitee and not as an acceptance by the invitee of any offer by UNIDO. No contractual relationship will exist except pursuant to a written contract document signed by the authorized official of UNIDO and by the successful invitee(s) chosen by UNIDO.
11. **CONTRACT BASIC TERMS AND CONDITIONS**
Except as otherwise required by the circumstances of the case, the contract for the services subject to this RFQ will be based upon the terms and conditions of the following Contract and Annexes, attached to the RFQ as Appendix 3:
Model Contract
Annex A: UNIDO General Conditions of Contract
Annex B: Specifications of Work and Supply and BMS General Conditions
12. **PAYMENT**
The normal terms of payment by UNIDO are 30 days upon satisfactory performance of services and acceptance thereof by UNIDO, progress payments being allowed upon agreement of the Parties.
13. **PROPRIETARY INFORMATION**
It is understood that this RFQ is confidential and proprietary to UNIDO, contains privileged information, part of which may be copyrighted, and is received by suppliers on the condition that no part thereof, or any information concerning it may be copied, exhibited, or furnished to others without the prior written consent of UNIDO, except that the suppliers may exhibit the specifications to prospective sub-contractors for the sole purpose of obtaining proposals from them. Notwithstanding the other provisions of this RFQ, suppliers will be bound by the contents of this paragraph whether or not their company submits a quotation or responds in any other way to this RFQ.



14. REJECTION OF QUOTATIONS AND SPLIT AWARDS

UNIDO reserves the right to reject any and all quotations if they are, inter alia:

- Received after the deadline stipulated in the RFQ;
- Not properly marked or addressed as required in the RFQ;
- Delivered to another UNIDO office than the one required in the RFQ;
- Or not otherwise in compliance with this RFQ.

UNIDO also reserves the right to split an award between any suppliers in any combination, as it may deem appropriate. If the quotation is submitted on an "all or none" basis, it should be clearly stated as such in your response to this RFQ.

15. VALIDITY OF QUOTATIONS

Quotation shall remain valid for no less than 6 months from closing date of this RFQ.

16. COSTS FOR PREPARATION OF THE QUOTATION

This RFQ does not commit UNIDO to pay any costs incurred in the preparation or submission of quotations, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or supplies. The suppliers shall bear all the costs associated with the preparation and submission of the quotations, and UNIDO will not in any case be responsible or liable for those costs, regardless of the conduct or outcome of this competitive exercise.

