



### REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: <b>10 May, 2010</b>
	REFERENCE: <b>RFQ/UNDP/HAI/10/017</b>

Dear Sir / Madam :

UNDP Haiti on behalf of the Ministry of Justice is seeking qualified suppliers to quote for PREFABRICATED OFFICE SPACE.

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 25 May, 2010.**

Item	Generic Description	Quality
1.	PREFABRICATED OFFICE SPACE	<ul style="list-style-type: none"><li>• The construction should be solid and suitable to tropical conditions,</li><li>• The construction should be suitable for office accommodation/conference facility, space needs to be expandable.</li><li>• Standard room height of 230-250cm.</li><li>• If electrical wiring included in quotation, wiring at 110V is standard for Haiti.</li><li>• Withstand tropical storm winds,</li><li>• Anti seismic, up to 7points in R.Scale,</li><li>• Proof that all materials need to be termite and other insect resistant,</li><li>• All fittings (windows - one window, minimum size 70x70cm per each 10square meters of construction, 1 external doors per each 10square meter – outwards opening, standard outdoor size (90-100cm width x 205cm height), durable floor finishing, roofing - suitable for tropical conditions) should be included in the quotation,</li><li>• The erection of the prefabricated should be possible with little/no training; heavy load cranes will not be available during the construction.</li><li>• All materials need to comply with ISO9000 standards and certified in country of origin. Certification documents must accompany the offer.</li><li>• Preference is given to flexible office solutions where space can be expanded as required.</li><li>• The bidder must provide proof of lifespan of prefabricated structure (i.e. solutions that have short lifespan will not be considered as valid)</li><li>• The bidder must provide full technical description of the product with clear</li></ul>

		instruction manuals on erection process (these documents must accompany the offer) <ul style="list-style-type: none"> <li>• UNDP has active "green procurement" policy; certified environmentally sound structures will</li> </ul>
--	--	---

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input checked="" type="checkbox"/> CIF Port-au-Prince
Delivery Place	UNDP Country Office, MINUSTAH Log Base, Port-au-Prince, Haïti
Payment Terms	100% upon delivery
Quality	
Validity of Quotation	<input type="checkbox"/> 30 DAYS <input checked="" type="checkbox"/> 60 DAYS
Preliminary Examination - Completeness of quotation.	<input type="checkbox"/> Partial bids permitted <input checked="" type="checkbox"/> Partial bids not permitted
General Terms and Conditions	UNDP General Terms and Conditions for Goods/Services <a href="http://www.undp.org/procurement/operate.shtml">http://www.undp.org/procurement/operate.shtml</a>

Please state
Quantity discount and early payment discount
Details on any warranty/guarantee conditions
Details on after-sales and post-warranty services
Details on delivery period
<b>Important Note: UNDP Haiti will consider quotations for immediate/short-term delivery.</b>

REQUIREMENTS
<u>Language:</u> All documentation, including installation and operating manuals shall be in: <input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> <b>French</b> <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others: Creole
<b>QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:</b> The quotation/offer shall contain the following documents (not subject to return upon evaluation): <ul style="list-style-type: none"> <li>• Company profile (short info up to 2 pages);</li> <li>• Detailed description of the quoted items;</li> <li>• Quotation in USD or HTG exclusive of TCA, excise and other duties or taxes (other currencies shall be converted into HTG at the UN Operational Rate of Exchange on the day of competition deadline);</li> <li>• Statement on adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above;</li> <li>• Additional information as requested under the "Please state" section;</li> <li>• Offers shall be presented in French, English or Creole.</li> </ul>
<b>MINIMUM COMPANY QUALIFICATION REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>• Minimum 2 years experience in the field;</li> <li>• Adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above;</li> </ul>
<b>EVALUATION CRITERIA:</b> <ul style="list-style-type: none"> <li>• Delivery lead-time for Port-au-Prince;</li> </ul>

- Quality of construction materials (including material certifications);
- Number of square meters (or square feet) that can be constructed for each increment of \$US 10,000 of cost of prefabricated, delivered at Port-au-Prince;
- Prices should be quoted CIF Port-au-Prince;
- UNDP has active "green procurement" policy; certified environmentally sound products will be given priority in evaluation of offers;
- Long lifespan products will be viewed favourably by UNDP.

Offers will be evaluated based on their responsiveness to the technical specifications and the minimum qualification requirements, within the "either in or out" rule.

NAME, FUNCTIONAL TITLE: **Jose Medina, Deputy Country Director**

Signature: 

DATE: 10/05/2010

CONTACT PERSON:

**SUBMISSION OF OFFERS:**

Offers shall be marked with the note **"RFQ/UNDP/HAI/10/017: "PREFABRICATED OFFICE SPACE"**

Offers shall reach the UNDP office not later than **25 May , 16:30 (local time)**.

Offers can be submitted either in hard copy, or electronically. Offers received by fax will be rejected. Incomplete offers shall not be examined.

a) Documents/offers in hard copy need to be submitted in a sealed envelope and addressed to:  
UNDP Haiti  
MINUSTAH Log Base  
Sector 5  
Port-au-Prince, Haïti

b) Offers sent electronically need to be addressed to the following e-mail address:  
**procurement.ht@undp.org**