



REQUEST FOR QUOTATION (RFQ) (Goods)

NAME & ADDRESS OF FIRM	DATE: October 9, 2019
	REFERENCE: UNDP projects: Fostering Decentralization and Good Governance at the Local Level in Georgia; Scaling-up Multi-Hazard Early Warning System and the Use of Climate Information in Georgia

Dear Sir / Madam:

We kindly request you to submit your quotation for **Purchase of 2 hybrid 4WD Vehicle for the above-mention projects**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Signed and stamped quotations in sealed and stamped envelopes (with reference to the tender – “Purchase of 2 hybrid 4WD Vehicle”) may be submitted on or before 04:00 p.m. October 21, 2019 via courier mail, to the address below:

United Nations Development Programme
9, R. Eristavi St,
Tbilisi, 0179, Georgia

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

Delivery Terms [INCOTERMS 2010] <i>(Pls. link this to price schedule)</i>	<input checked="" type="checkbox"/> CIP Tbilisi Vehicle shall not be customs cleared
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> UNDP
Exact Address/es of Delivery Location/s (identify all, if multiple)	UN House, 9 Eristavi Street Tbilisi, Georgia
UNDP Preferred Freight Forwarder, if any	n/a
Distribution of shipping documents <i>(if using freight forwarder)</i>	n/a
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> Up to two months from issuance of the Purchase Order

Delivery Schedule	<input checked="" type="checkbox"/> Not Required
Packing Requirements	N/a
Mode of Transport	N/A
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars Payment to local companies will be made in GEL according to UN official exchange rate at the date of payment
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 2 years or 100 000 km whichever comes first <input checked="" type="checkbox"/> Technical Support –availability of after sales service in Tbilisi, Georgia
Deadline for the Submission of Quotation	Monday, October 21, 2019 04:00 PM
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Manufacturer, year of manufactured, model of the offered vehicle <input checked="" type="checkbox"/> Detailed additional technical Specifications of the proposed vehicle (with brochure of a photo of the vehicle) <input checked="" type="checkbox"/> Details on warranty conditions
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of goods Payment to local companies will be made in GEL according to UN official exchange rate at the date of payment
Liquidated Damages	<i>1% of contract for every day of delay, up to a maximum duration of 1 calendar month. Thereafter, the contract may be terminated.</i>

Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price¹ <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criterion and cannot be deleted regardless of the nature of services required]</i>
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection of technical specifications in accordance with RFQ and PO requirements <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3). Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only)	<i>Salome Murvanidze</i> <i>Administrative and Finance Assistant</i> Salome.murvanidze@undp.org or <i>Nino Sherozia</i> <i>Administrative and Finance Associate</i> nino.sherozia@undp.org Any delay in UNDP's response shall not be used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail, and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and

insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.


Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/procurement/protest.shtml>.

UNDP encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your quotation.

Sincerely yours,


Ketevan Skhireli
Project Coordinator
Scaling-up Multi-Hazard Early Warning
System and the Use of Climate
Information in Georgia

Technical Specifications of Hybrid vehicle

Items to be Supplied	Quantity	Description / Specifications of Goods	Latest Delivery Date
SUV 4x4	2 (two)	Fuel: Hybrid	Up to 2 months from issuance of the Purchase Order
		Minimum 5 doors	
		Transmission - Automatic	
		ABS, Traction Control	
		Multi-Info Display	
		USB port	
		Rear view camera	
		4-wheel drive	
		Color: preferable white/gray/silver	
		Outside mirrors, el. retractable	
		Front Fog lights	
		Minimum 5 seats, including driver	
		Remote control central lock	
		Power door Lock, Power windows	
		Minimum 5 safety belts	
		Air conditioner	
		Vehicle must have left hand driving wheel	
		Engine capacity: minimum 2.4 L	
Vehicle must have minimum of 2 airbags			
Ground clearance minimum 19 cm			
Production Year: 2019			

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION²

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery³)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the Vehicle given below in conformity with the specification and requirements of UNDP as per RFQ requirements:

TABLE 1 : Offer to Supply Vehicle Compliant with Technical Specifications and Requirements

Manufacturer:

Year manufactured:

Model of the proposed vehicle:

Item No.	Description/Specification of Goods	Quantity	Unit Price	Total Price
SUV 4x4	Fuel: Hybrid	2 (two)		
	Minimum 5 doors			
	Transmission - Automatic			
	ABS, Traction Control			
	Multi-Info Display			
	USB port			
	Rear view camera			
	4-wheel drive			
	Color: preferable white/gray/silver			
	Outside mirrors, el. retractable			
	Front Fog lights			
	Minimum 5 seats, including driver			
	Remote control central lock			
	Power door Lock, Power windows			
	Minimum 5 safety belts			
	Air conditioner			
	Vehicle must have left hand driving wheel			
	Engine capacity: minimum 2.4 L			
	Vehicle must have minimum of 2 airbags			
Ground clearance minimum 19 cm				
Production Year: 2019				

² This serves as a guide to the Supplier in preparing the quotation and price schedule.

³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

TABLE 2 : Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Warranty and After-Sales Requirements			
a) Minimum two (2) years warranty or 100 000 km warranty whichever comes first on both parts and labor			
b) Technical support-availability of after sales service in Tbilisi, Georgia.			
c) Please indicate the address of service center in Tbilisi, Georgia			
Validity of Quotation (90 days)			
Delivery time: Up to two months from issuance of the Purchase Order			
Compliance with Technical Specifications			
All Provisions of the UNDP General Terms and Conditions			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier's Authorized Person]
[Designation]
[Date]

