

REQUEST FOR QUOTATION (RFQ)

Date: 19 October 2012

Dear Sir/Madam,

Subject: Request for Quotation for purchase of Collection points (Containers)**Project: SWIFT3 00080291****Case reference: UNOPS-SWIFT-RFQ-2012-G-017**

The United Nations Office for Project Services (hereinafter "UNOPS") is pleased to invite you to submit a quotation for purchase of Office and Wardrobe/Sanitary Containers described in Annex I to this Request for Quotation.

1. We would appreciate receiving your quotation not later than **30 October 2012, 10:00** in a sealed envelope at UNOPS/WHO premises, Šumatovačka 78-80, 11 000 Beograd or to secure email progres.bids@unops.org to the attention of Procurement Unit. Please specify above project and reference number on your quotation.
2. Any requests for clarification should be referred to:
Contact Person: Procurement Unit
Office: UNOPS/WHO
Address: Šumatovačka 78-80, 11 000 Beograd, Serbia
Telephone: +381 11 2442-666, 2449-565
E-Mail: swift.registry@unops.org
3. Your quotation shall include the following:
 - Completed Comparative Data, Bid Price and Delivery Form (see Annex I)
 - Completed Previous Experience Form (see Annex II)
4. UNOPS evaluates the quotations based on best value, i.e. best quality and cost-effectiveness of the proposed offers. The following aspects will be considered for the evaluation:
 - (a) Compliance with all requirements as specified in Annex I
 - (b) Cost-effectiveness of price quotation
 - (c) Delivery Time
5. A contract may be awarded to the bidder having submitted the quotation representing the best value for UNOPS. However, UNOPS reserves the right to accept or reject any quotation, and to cancel the process and reject all quotations, at any time prior to the award of contract, without thereby incurring any liability to the Bidders or any obligation to inform the Bidders of the grounds for such action.
6. In the event of a Contract the UNOPS General Conditions will apply. The conditions are available at <http://www.unops.org/english/whatweneed/Pages/Guidelinesforsuppliers.aspx> under "UNOPS general conditions of contract":
 - UNOPS General Conditions for Goods



7. UNOPS reserves the right to make multiple arrangements for any item or items.
8. **Supplier eligibility.** Suppliers shall not be eligible to submit an offer and to be awarded a contract when at the time of bid submission:
 - (a) Suppliers are already suspended by UNOPS, or,
 - (b) Supplier's names are mentioned in the UN 1267 list of Terrorists issued by the Security Council resolution 1267, which establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban, or,
 - (c) Suppliers are suspended by the UN Procurement Division (UN/PD), or,
 - (d) Suppliers have been declared ineligible by the World Bank.

Furthermore, as a condition of doing business with UNOPS it is necessary that suppliers, their subsidiaries, agents, intermediaries and principals cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations, UNOPS Internal Audit and Investigations Group (IAIG) as well as with other investigations authorized by the Executive Director and with the UNOPS Ethics Officer (during preliminary reviews in line with UNOPS whistle blower policy) as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives, agents and assignees of the supplier; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNOPS to repudiate and terminate the contract, and to debar and remove the supplier from UNOPS's list of registered suppliers.

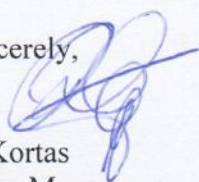
9. **Information regarding Bid Protest can be found at:**

<http://www.unops.org/english/whatwedo/services/procurement/Pages/Procurementpolicies.aspx>

10. UNOPS will effect payment within 30 days after receipt of original payment documentation.

We look forward to receiving your quotation.

Yours sincerely,



Roeland Kortas
Programme Manager

ANNEX I: COMPARATIVE DATA, BID PRICE & DELIVERY FORM

QUOTATION			
BIDDER'S TOTAL PRICES including offloading , installation and concrete slab surface			
TOTAL FIRM DAP PRICE WITH VAT (PDV) EXCLUDED - wider area of Belgrade			EUR:
Requested delivery period: maximum 20 days			Offered delivery period:
REQUESTED OFFER VALIDITY PERIOD FROM DATE OF OFFER SUBMISSION			Days 120
DESCRIPTION	QTY	CURRENCY: EUR	
		UNIT PRICE DAP	TOTAL PRICE DAP
Collection point (container)	5		
Concrete slab surface (20m2)	5		

Bidders are required to complete the following with detailed offered specification or "Yes" or "No" for the items being supplied.

LOT 1
Collection point (container):

Our requirements:	Your offer (Please fill in):
Dimensions: Container according to ISO 1161 standard dimensions (LxWxH) 6 m x 2.4 m x 2.6 m Office space (4,32 m2) and storage part (9,72 m2)	
Basic construction: Zinced steel profiles (minimum thickness of 3mm, 8 corner piece, rain water pipe in the framework)	
Walls, roof and floor: Made of thermo isolated panels d=5 cm, layered from both sides with plasticized shallow profiled sheets (colour RAL 9002), and filled with mineral wool (non-combustible panels). Floor should be layered with PVC floor surface.	
Windows and doors: Made of thee chamber PVC profiles, white colour and with thermo isolated glass 4-15-4 or with full panel filling. Window: 1 pcs Glass thickness 4 – 15 -4 mm thermo isolated. Dimensions 80 x 80 mm with tilt mechanism Doors: 2 pcs – 100cm x 200cm with step in front 100 x 10 cm. 1 pcs – 70 x 200 200cm with step in front 70 x 10 cm. Positioned in accordance with Annex II.	



Equipment: Electrical inside installations (European regulations from 01/06/2006), inside lighting in both parts of container (office and storage) and three outside lights above entrance doors. Voltage: 230/380V, 50Hz Inner distribution system: electric distribution box, cables dimensions 6,0mm ² between automatic fuses Earthing: All sockets, switches, with earthing All electrical installations, switches and sockets is surface-mounted (on the wall) trough PVC cable tray according to IEC standards, and with one central cable tray in/on wall with UKO/UTO socket.	
PACKAGING: Container is to be delivered as ACCOMPLISHED UNIT	
CARRYING: Container is to be equipped with elements for lifting and putting the container on the location. Transport and positioning of containers must be done with vehicle/equipment provided by vendor and with possibility of easy access to any paved surface.	
Guarantee period: 24 months	
Local representation for after sale service for repairs and maintenance	
Engineering study for product certified by licensed engineer would be preferable	
All necessary EU standards fulfilled	
Relevant product quality certificates (built-in materials, welding technology and ISO) issued by relevant institution (TUV or similar)	
ISO standard 9001 for supplier	
Name of manufacturer	
Country of origin	

LOT2
Concrete slab surface

Our requirements:	Your offer (Please fill in):
Preparatory Works (20m ²) - Site Cleaning and Ground Soil Layer Removal	
Gravel Layer (20m ²) Spreading 20cm	
Concrete Slab (20m ²) with gutters	

THE PRODUCTS OFFERED ARE IN ACCORDANCE WITH THE SPECIFICATIONS AND REQUIREMENTS
 YES

 NO



ANY DEVIATION MUST BE LISTED BELOW:

BIDDER'S DELIVERY DATA	
<p>DELIVERY TIME (FROM DATE OF ORDER) - IMPORTANT</p> <p>Please indicate earliest date of completion of requested delivery and installation. Number of calendar days from notification of award of contract.</p> <p>NOTE: Only offers stating a completion date of 20 calendar days or shorter will be considered for evaluation purposes</p>	

DELIVERY SCHEDULE:

Item N°	Description of Goods	Quantity	Delivery Schedule from date of Contract
1	container	1	ASAP
2	container	2	middle of December 2012
3	container	2	middle of February 2013

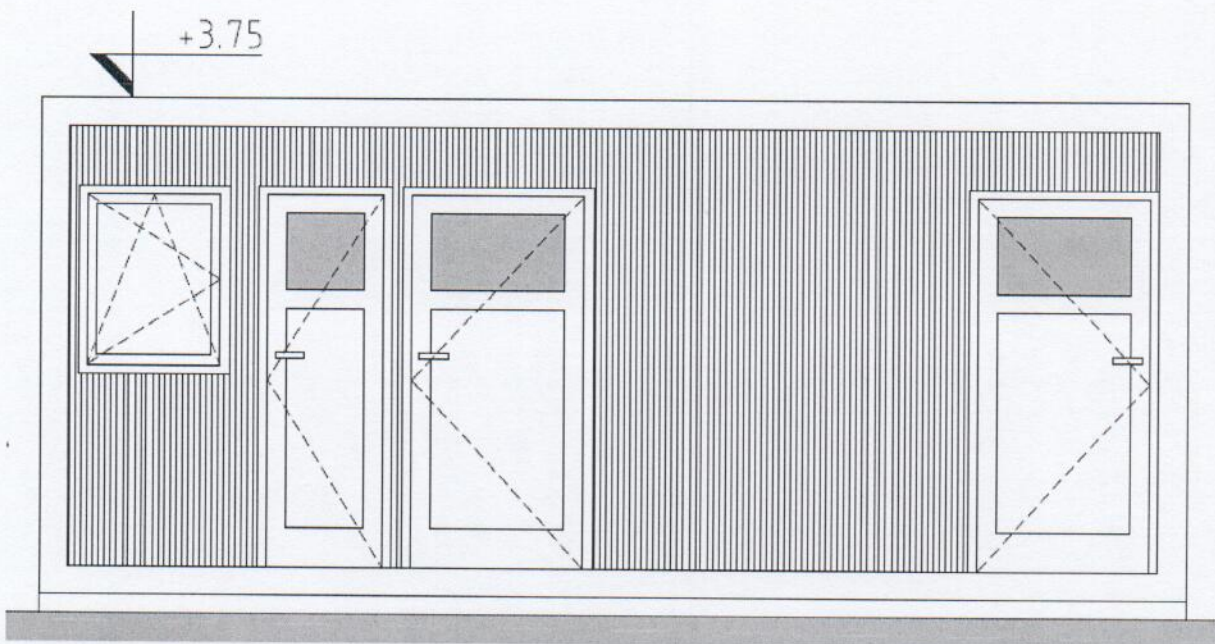
Note: Please specify how many days before delivery, purchase order needs to be received: _____ days

Date

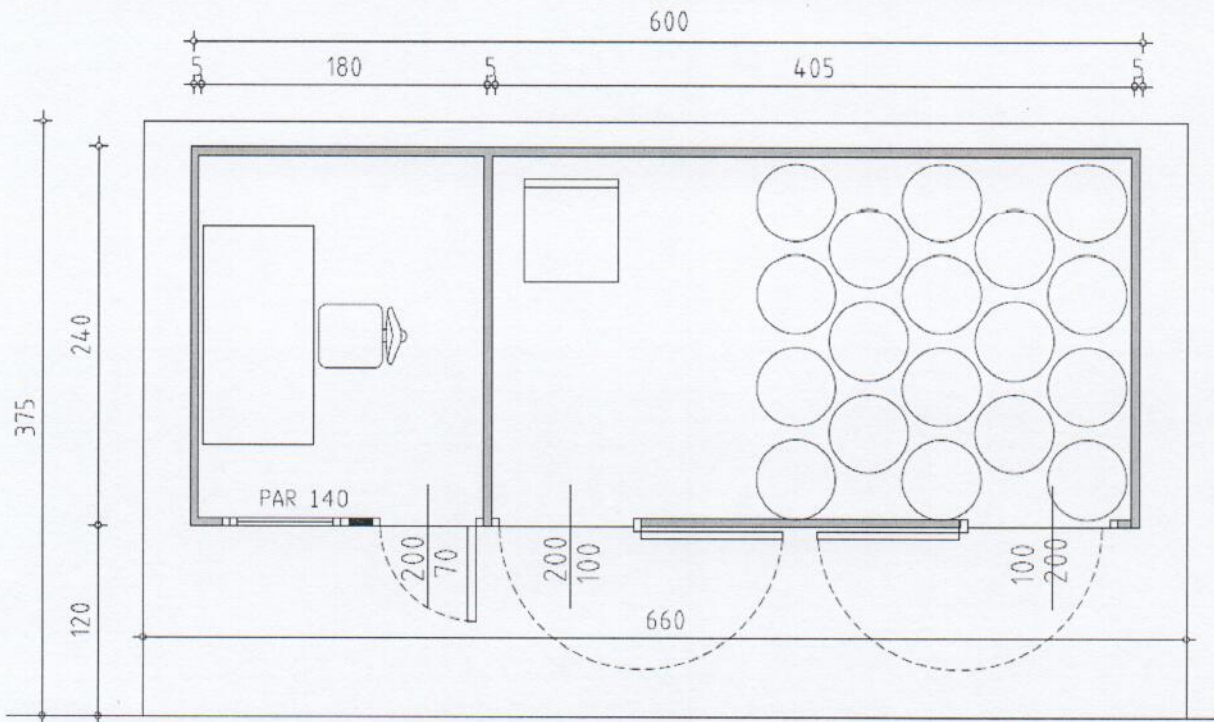
Authorized Signature



ANNEX II:



Collection points (wardrobe/sanitary containers)



ANNEX III: PREVIOUS EXPERIENCE FORM

Previous Experience				
Description of services/goods/works/	Country	Total amount of contract	Contract Identification and Title and Contact details of Client: (Name, Address, telephone, email, fax)	Year project was undertaken

Authorized Signature: _____

Date: _____

