



UNODC

United Nations Office on Drugs and Crime

**REQUEST FOR QUOTATION (RFQ)
(Goods)**

NAME & ADDRESS OF FIRM	DATE: 05 th March 2014
	REFERENCE: RFQ/GEN/CBT/006

Dear Sir / Madam:

We kindly request you to submit your quotation for **2 Ton Floor Standing AC (Reversible)**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before March 24, 2014 and via **courier mail to the address below:**

**United Nations Office on Drugs & Crimes
Country Office Pakistan
United Nations Office on Drugs and Crime
Plot 5-11, G 5, Diplomatic Enclave
Islamabad, 44000 Pakistan
Bid Opening Panel**

PABX:+92- 51-260-1462 (Ext: 123) Fax: +92-51-260-1469 Email: procurement.pk @unodc.org

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 UNODC 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

Delivery Terms [INCOTERMS 2010]	<input type="checkbox"/> Delivery and installation at below locations
Delivery Locations and Quantity	4 at Karachi, & Islamabad and Two each at Khairpur, Jam nawaz (Sindh) Sarkand (Sindh), Larkana, , Lahore, Peshawar and Quetta
UNODC/UNDP Preferred Freight Forwarder, if an	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 UNODC/UNDP)</i>	<input type="checkbox"/> 30 days from the issuance of the Purchase Order (PO)
Mode of Transport	LAND
Preferred Currency of Quotation ¹	Pak Rupees
Value Added Tax on Price Quotation	<input type="checkbox"/> Must be exclusive of GST and other applicable indirect taxes
After-sales services required	<input type="checkbox"/> The selected company must have response time of 24 hours for any issues related to AC in above mentioned locations <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <ul style="list-style-type: none"> • Year parts/service warranty
Deadline for the Submission of Quotation	COB, Monday, March 24, 2014

¹ Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNODC/UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNODC/UNDP's issuance of Purchase Order.



All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input type="checkbox"/> English
Documents to be submitted ²	<ul style="list-style-type: none"> • Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; • A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users; • Confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected; • Latest Business Registration Certificate ; • Latest Internal Revenue Certificate / Tax Clearance; • Manufacturer’s Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); • Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); • Complete documentation, information and declaration of any goods classified or may be classified as “Dangerous Goods”. • Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; • Company Bank statement for past 3 months • Clint List with contact details
Period of Validity of Quotes starting the Submission Date	<input type="checkbox"/> 90 days In exceptional circumstances, UNODC/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 type="checkbox"/> Permitted Supplier can quote for any of the above locations. This will be UNODC/UNDP decision whether to place the order as a whole to one supplier or split the orders.
	<input type="checkbox"/> 100% upon complete delivery of goods

² First 2 items in this list are mandatory for the supply of imported goods



Payment Terms	
Liquidated Damages	If the Supplier fails to supply the specified goods within the time period(s) stipulated by the purchase order, the Purchaser shall, without prejudice to its other remedies under the contract, deduct from the Purchase Order price, as liquidated damages, a sum equivalent to 0.5 percent of the delivered price of the delayed goods for each week of delay until actual delivery, up to a maximum deduction of 10 percent of the delayed goods Purchase Order price. Once the maximum is reached, the Purchaser may consider termination of the Purchase Order
Evaluation Criteria	<ul style="list-style-type: none"> • Technical responsiveness/Full compliance to requirements and lowest price³, Comprehensiveness of after-sales services • Full acceptance of the PO/Contract General Terms and Conditions • Compliance with pricing conditions set in the RFQ • Demonstrated ability to comply with critical provisions such as execution of the Purchase Order by honoring the tax-free status of the UN. • Proof of after-sales service capacity and appropriateness of service network throughout Pakistan • Price validity for ONE YEAR duration and execution of LTA. • Submission of unconditional quote in compliance with RFQ Compliance for acceptance of payment terms i.e. 30 days net after delivery, installation and acceptance • Minimum 01 year Warranty required. • Delivery Time
UNODC/UNDP will award to:	One and only one supplier
Special conditions of Contract	Cancellation of PO/Contract if the delivery/completion is delayed by 60 days
Conditions for Release of	Passing Inspection

³ UNODC/UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term “more superior” as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.



Payment	<p>Complete Installation</p> <p><input type="checkbox"/> Passing all Testing</p> <p><input type="checkbox"/> Completion of Training on Operation and Maintenance</p> <p><input type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements</p> <p><input type="checkbox"/> Others <i>[pls. specify]</i></p>
Annexes to this RFQ ⁴	<p><input type="checkbox"/> Specifications of the Goods Required (Annex 1)</p> <p><input type="checkbox"/> Form for Submission of Quotation (Annex 2)</p> <p><input type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3).</p> <p><input type="checkbox"/> LTA Format (Annex 4)</p> <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>
Contact Person for Inquiries (Written inquiries only) ⁵	<p><i>Abdul Rauf babar</i></p> <p><i>Procurement Officer</i></p> <p><i>Procurement.pk@unodc.org</i></p> <p>Any delay in UNODC response shall be not used as a reason for extending the deadline for submission, unless UNODC determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

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 UNODC/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 UNODC/UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNODC/UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNODC/UNDP has identified the lowest price offer, UNODC/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 UNODC/UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

⁴ Where the information is available in the web, a URL for the information may simply be provided.

⁵ This contact person and address is officially designated by UNODC/UNDP. If inquiries are sent to other person/s or address/es, even if they are UNODC/UNDP staff, UNODC/UNDP shall have no obligation to respond nor can UNODC/UNDP confirm that the query was received.



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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 UNODC/UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNODC/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 UNODC/UNDP herein attached as Annex 3.

UNODC/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 UNODC/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.UNODC/UNDP.org/procurement/protest.shtml> .

UNODC/UNDP encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UNODC/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.

UNODC/UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNODC/UNDP, as well as third parties involved in UNODC/UNDP activities. UNODC/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,

Abdul rauf babar
Procurement Officer
March 4, 2014



Annex 1

SCHEDULE OF REQUIREMENTS

S.#	Description	Quantity	Delivery/Installation Time	Remarks
1	2 Ton Floor standing AC (Reversible)	22	30 days	<input type="checkbox"/> AC must be new & of a reputable brand <input type="checkbox"/> Spare parts and aftercare services need to be readily available

Note:

- The selected company must have response time of 24 hours for any issues related to AC in above mentioned locations
- Kindly Note that multiple visit before installation is possible. The company must have local representative in these locations as UNODC will not pay for multiple visits.
- 1 Year parts/service warranty



Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁶

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁷)

We, the undersigned, hereby accept in full the UNODC/UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNODC/UNDP as per RFQ Reference No. _____:

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

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
	2 Ton Floor standing Air condition (Reversible) One Year Warranty with Parts other than Electric	22			
	Copper Pipe				
	PVC Duct				
	Drain Pipe				
	Iron Floor stand				
	Electric Cable				
	All Installation Services				
	Other Cost				
	Total Prices of Goods⁸				
	Add : Cost of Transportation				
	Add : Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation				

⁶ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁷ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

⁸ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ



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>
Delivery Lead Time			
Estimated weight/volume/dimension of the Consignment:			
Country/ies Of Origin ⁹ :			
Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance			
b) Minimum one (1) year warranty on both parts and labor			
c) Service Unit to be Provided when the Purchased Unit is Under Repair			
d) Brand new replacement if Purchased Unit is beyond repair			
e) Others			
Validity of Quotation			
All Provisions of the UNODC/UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>			

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]

⁹ *If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UNODC/UNDP if awarded the PO/contract.*



General Terms and Conditions

1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind UNODC/UNDP unless agreed to in writing by a duly authorized official of UNODC/UNDP.

2. PAYMENT

- 2.1 UNODC/UNDP shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.
- 2.2 Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.
- 2.3 Unless authorized by UNODC/UNDP, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
- 2.4 The prices shown in this Purchase Order may not be increased except by express written agreement of UNODC/UNDP.

3. TAX EXEMPTION

- 3.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNODC/UNDP's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNODC/UNDP to determine a mutually acceptable procedure.
- 3.2 Accordingly, the Supplier authorizes UNODC/UNDP to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNODC/UNDP before the payment thereof and UNODC/UNDP has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNODC/UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

4. RISK OF LOSS

Risk of loss, damage to or destruction of the goods shall be governed in accordance with Incoterms 2010, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.

5. EXPORT LICENCES



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Notwithstanding any INCOTERM 2010 used in this Purchase Order, the Supplier shall obtain any export licences required for the goods.

6. FITNESS OF GOODS/PACKAGING

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by UNODC/UNDP, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

7. INSPECTION

7.1 UNODC/UNDP shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.

7.2 Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

8. INTELLECTUAL PROPERTY INFRINGEMENT

The Supplier warrants that the use or supply by UNODC/UNDP of the goods sold under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold UNODC/UNDP and the United Nations harmless from any actions or claims brought against UNODC/UNDP or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

9. RIGHTS OF UNODC/UNDP

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNODC/UNDP may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

9.1 Procure all or part of the goods from other sources, in which event UNODC/UNDP may hold the Supplier responsible for any excess cost occasioned thereby.

9.2 Refuse to accept delivery of all or part of the goods.

9.3 Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of UNODC/UNDP.

10. LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with UNODC/UNDP to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by UNODC/UNDP.

11. ASSIGNMENT AND INSOLVENCY



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- 11.1. The Supplier shall not, except after obtaining the written consent of UNODC/UNDP, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.
- 11.2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNODC/UNDP may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

12. USE OF UNODC/UNDP OR UNITED NATIONS NAME OR EMBLEM

The Supplier shall not use the name, emblem or official seal of UNODC/UNDP or the United Nations for any purpose.

13. PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to UNODC/UNDP without specific permission of UNODC/UNDP in each instance.

14. CHILD LABOUR

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

Any breach of this representation and warranty shall entitle UNODC/UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNODC/UNDP.

15. MINES

The Supplier represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

Any breach of this representation and warranty shall entitle UNODC/UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNODC/UNDP.

16. SETTLEMENT OF DISPUTES

16.1 Amicable Settlement. The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.



16.2 Arbitration. Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. PRIVILEGES AND IMMUNITIES

Nothing in or related to these General Terms and Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18. SEXUAL EXPLOITATION:

18.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNODC/UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

18.2 UNODC/UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

19.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNODC/UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

20. AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNODC/UNDP, only the UNODC/UNDP Authorized Official possess the authority to agree on behalf of UNODC/UNDP to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNODC/UNDP unless provided by an amendment to this Agreement signed by the Contractor and jointly by the UNODC/UNDP Authorized Official.