



## REQUEST FOR QUOTATION (RFQ)

ADVERTISEMENT	DATE: September 26, 2016
	REFERENCE: <b>RFQ/09/2016 – Solar Park</b>

Dear Sir / Madam:

We kindly request you to submit your quotation for **Design, Supply, Installation, Training, minor Civil Works, Testing, and Commissioning for a Photovoltaic Power Generation System in self-consumption regime to feed Water Pumping Station, on Turnkey basis**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2 and Annex 3.

Quotations may be submitted on or before **October 21, 2016, 15:30H Cabo Verde time**, via  e-mail, or  courier mail, including hand delivery (one hard copy and one soft copy – USB stick or CD) to the address below:

**The Joint Office of UNDP, UNFPA and UNICEF**  
**Av. OUA, Achada Santo António – C.P. 62, Praia, Cape Verde**  
**Attn: Operations Unit**  
**Tel. 238 2609600, Fax. 238 262 1404**

**Email address for electronic submissions: [procurement.cv@cv.jo.un.org](mailto:procurement.cv@cv.jo.un.org)**

**Marking of Quotations:** Quotations submitted via email or in sealed envelopes should be marked in the subject of email and Quotations as follows: **“Company’s name, RFQ/09/2016 – Solar Park”**.

Quotations submitted by email must be limited to a maximum of **8MB**, virus-free and no more than 3 (three) email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

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. If you are submitting your quotation by email, kindly ensure that they are **signed and in the .pdf format**, and free from any virus or corrupted files.

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

<p>Delivery Terms [INCOTERMS 2010]</p>	<p><input type="checkbox"/> DAP LOT 1 Location  <input type="checkbox"/> DAP LOT 2 Location  <input type="checkbox"/> DAP LOT 3 Location  <input type="checkbox"/> DAP LOT 4 Location</p> <p>Price should not include CUSTOMS Duties (NOTE that the quotations have to include all charges, including fees for custom clearances of goods entering Cabo Verde from other countries, transport to the installation site of the LOTS, etc.)</p>
<p>Customs clearance, if needed, shall be done by:</p>	<p><input type="checkbox"/> Supplier/Offeror</p> <p>(Section 7 of the Convention on the Privileges and Immunities of the United Nations is applicable. The Section 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). The Local UN office will provide the documentation for the exemption.</p>
<p>Exact Address/es of Delivery Location/s (identify all, if multiple)</p>	<p><b>LOT 1:</b> Estação de Bombagem de Achada Porto – FST 193 Concelho de Tarrafal - Ilha de Santiago</p> <p><b>LOT 2:</b> Estação de Bombagem de Flamengos Baixo - FBE 210 Concelho de São Miguel - Ilha de Santiago</p> <p><b>LOT 3:</b> Estação de Bombagem de Ribereta - FBE 181 Concelho de São Miguel - Ilha de Santiago</p> <p><b>LOT 4:</b> Estação de Bombagem de Ponte Sul (FA 97) – Ilha de Santo Antão</p>
<p>UNDP Preferred Freight Forwarder, if any</p>	<p>N/A</p>
<p>Distribution of shipping documents (if using freight forwarder)</p>	<p>N/A</p>
<p>Latest Expected Delivery Date and Time</p>	<p><input type="checkbox"/> The overall term of execution of this contract is effective from contract signature date until three <b>(3) months</b></p>
<p>Delivery Schedule</p>	<p><input type="checkbox"/> Required</p>
<p>Packing Requirements</p>	<p><input type="checkbox"/> Environmental friendly packing, as per International Standard for shipment and handling of solar panels or related equipment, including Markings.</p> <p><input type="checkbox"/> All packaging and wastes associated with the installations shall be carefully disposed of in accordance with the laws of Cabo Verde.</p> <p><input type="checkbox"/> The contractor shall be responsible for ensuring that waste materials, packaging, and any other items associated with these installations, do not get blown or otherwise distributed around the site. They shall also be careful not to create excessive dust or debris in any area. Any costs incurred in cleaning wastes or debris generated by the contractor shall be charged to the contractor.</p>

Mode of Transport	<input type="checkbox"/> SEA	<input type="checkbox"/> LAND
Preferred Currency of Quotation	<input type="checkbox"/> United States Dollars <input type="checkbox"/> or any convertible currency; however local suppliers will be paid in local currency (CVE). Local suppliers who choose to submit offers in USD will be paid in local currency at the UN Exchange rate at the time of payment.	
Value Added Tax on Price Quotation	<input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	<input type="checkbox"/> Warranty on Parts (Equipment) for minimum period of 10 Years <input type="checkbox"/> Warranty of Labor for minimum period of 3 Years <input type="checkbox"/> Technical Support	
Deadline for the Submission of Quotation	<b>15:30H, <i>Friday, October 21, 2016 and Cabo Verde Time</i></b>	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input type="checkbox"/> English, or <input type="checkbox"/> Portuguese <input type="checkbox"/> Bidders are requested to provide a detail description and technical brochures of materials to be supplied. Please provide this quotation based on ability to provide original and good quality.	
Documents to be submitted	<input type="checkbox"/> Duly Accomplished Form as provided in Annex 2 and 3, and in accordance with the list of requirements in each attached LOTS; <input type="checkbox"/> Company Profile (no more than 5 pages); <input type="checkbox"/> 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; <input type="checkbox"/> Quality Certificates for the Goods (ISO, etc.); <input type="checkbox"/> Latest Business Registration Certificate; <input type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input type="checkbox"/> Latest INPS Certificate; <input type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; <input type="checkbox"/> List and value of projects performed for the last 2 years with similar nature and complexity, plus client's contact details who may be contacted for further information on those contracts; <input checked="" type="checkbox"/> Information regarding any litigation, current or during the last two years, in which the Bidder was/is involved, the parties concerned, and the disputed amounts and awards thereof; <input checked="" type="checkbox"/> CVs for key personal proposed for this project: Team Composition and Task Assignments; <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value in the past 2 years.	
Period of Validity of Quotes starting the Submission Date	<input type="checkbox"/> 90 days  In exceptional circumstances, UNDP may request the Vendor to	

	<p>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.</p>
Partial Quotes	<p><input type="checkbox"/> Permitted: Quotations can be submitted per LOT</p> <p>The requirements of this RFQ, have been divided into <b>4 LOTS</b>, respectively:</p> <p><b>LOT 1:</b> Estação de Bombagem de Achada Porto - FST 193 Concelho de Tarrafal - Ilha de Santiago</p> <p><b>LOT 2:</b> Estação de Bombagem de Flamengos Baixo - FBE 210 Concelho de São Miguel - Ilha de Santiago</p> <p><b>LOT 3:</b> Estação de Bombagem de Ribereta - FBE 181 Concelho de São Miguel - Ilha de Santiago</p> <p><b>LOT 4:</b> Estação de Bombagem de Ponte Sul (FA 97) – Ilha de Santo Antão</p> <p>Bidders can bid for all the LOTs or just one. However, a complete BID should be submitted for each LOT. UNDP reserve the right to award the contract to the most responsive offer per LOT.</p>
Payment Terms	<p><input type="checkbox"/> 20% upon submission and approval of the system drawings (design)</p> <p><input type="checkbox"/> 40% upon acceptance of the shipping documents and quality certification of the equipments</p> <p><input type="checkbox"/> 20% upon completion of the civil works for the site preparation, the Installation, Commissioning, and Training (upon final validation from the Joint Office partner ECREE)</p> <p><input type="checkbox"/> 20 %percent after One month's successful operation of the system and receipt on certificate of acceptance signed by Head of UN Office in Cape Verde, and ECREE</p>
Liquidated Damages	<p>0.5% of the total Purchase order amount for every day of delay, up to a maximum duration of 1 calendar month. Thereafter, the contract may be terminated by UNDP without additional notice.</p>

Evaluation Criteria	<p>The evaluation will be undertaken for each <b>lot separately</b>.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price<sup>1</sup>;</li> </ul> <p><b>Mandatory</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Minimum of <b>3 years</b> of experience in similar contracts;</li> <li><input type="checkbox"/> Full acceptance of the Contract General Terms and Conditions</li> </ul> <p><b>Pass/Fail</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Non-discretionary “Pass” or “Fail” rating on the detailed contents of the Schedule of Requirements and Technical Specifications;</li> <li><input type="checkbox"/> Comprehensiveness of after-sales services;</li> <li><input type="checkbox"/> User’s Training for a minimum of 2 <i>persons</i> to be conducted at Each Location indicated in the LOTS.</li> <li><input checked="" type="checkbox"/> Relevant experience in executing similar projects in Cabo Verde;</li> </ul>
UNDP will award to:	<ul style="list-style-type: none"> <li><input type="checkbox"/> One or more Supplier, depending on the following factors:</li> </ul> <p>Each lot will be awarded <b>individually to the supplier</b> whose tender complied with the Evaluation Criteria.</p>
Type of Contract to be Signed	<ul style="list-style-type: none"> <li><input type="checkbox"/> Professional service contract</li> </ul>
Special conditions of Contract	<ul style="list-style-type: none"> <li><input type="checkbox"/> Cancellation of Contract if the delivery/completion is delayed by 30 Days</li> </ul>
Conditions for Release of Payment	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete Delivery and Installation of the goods as requested</li> <li><input type="checkbox"/> Passing all Testing/Commissioning</li> <li><input type="checkbox"/> Completion of Training on Operation and Maintenance</li> <li><input type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements</li> </ul>
Annexes to this RFQ	<ul style="list-style-type: none"> <li><input type="checkbox"/> Specifications of the Goods Required (Annex 1)</li> <li><input type="checkbox"/> Technical Bid Form (Annex 2)</li> <li><input type="checkbox"/> Form for Submission of Quotation (Annex 3)</li> <li><input type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3).</li> </ul> <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>

<sup>1</sup> 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.

A pre-Bid conference will be held on:	Time: 10:00 Date: 3/10/2016 Place: UN Office , Achada Santo António, Praia, Cabo Verde Contact Person: Pedro Gomes Telephone: +238 2609600 Email: <a href="mailto:unoffice.cv@one.un.org">unoffice.cv@one.un.org</a>
Deadline for submitting requests for clarifications/ questions	<b>Five (5) working days</b> before the submission date.
Contact Person for Inquiries (Written inquiries only)	<i>Pedro Gomes, Procurement Associate</i> <a href="mailto:unoffice.cv@one.un.org">unoffice.cv@one.un.org</a>  Any delay in UNDP's response shall be not 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.
Site Visit:	<b>LOT 1:</b> Estação de Bombagem de Achada Porto - FST 193 Concelho de Tarrafal - Ilha de Santiago - <b>Date: 7.10.2016</b>  <b>LOT 2:</b> Estação de Bombagem de Flamengos Baixo - FBE 210 Concelho de São Miguel - Ilha de Santiago - <b>Date: 7.10.2016</b>  <b>LOT 3:</b> Estação de Bombagem de Ribereta - FBE 181 Concelho de São Miguel - Ilha de Santiago - <b>Date: 7.10.2016</b>  <b>LOT 4:</b> Estação de Bombagem de Ponte Sul (FA 97) – Ilha de Santo Antão - <b>Date: 10.10.2016</b>

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/content/undp/en/home/operations/procurement/protestandsanctions/>

**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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

**Thank you and we look forward to receiving your quotation.**

**Sincerely yours,**

*Ilaria Carnevali*

*Deputy Resident Representative*  
September 26, 2016

## Technical Bid Form<sup>2</sup>

RFQ/09/2016 – Solar Park

<b>Name of Bidding Organization / Firm:</b>	
<b>Country of Registration:</b>	
<b>Name of Contact Person for this Bid:</b>	
<b>Address:</b>	
<b>Phone / Fax:</b>	
<b>Email:</b>	

### SECTION 1: EXPERTISE OF FIRM/ ORGANISATION

*This section should fully explain the Bidder's resources in terms of personnel and facilities necessary for the performance of this requirement.*

**1.1 Brief Description of Bidder as an Entity:** Provide a brief description of the organization / firm submitting the Bid, its legal mandates/authorized business activities, the year and country of incorporation, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the delivery of goods and/or performance of related services, indicating the status/result of such litigation/arbitration.

**1.2. Financial Capacity:** Based on the latest Audited Financial Statement (Income Statement and Balance Sheet) describe the financial capacity (liquidity, stand-by credit lines, etc.) of the bidder to engage into the contract. Include any indication of credit rating, industry rating, etc.

**1.3. Track Record and Experiences:** Provide the following information regarding corporate experience within at least the last five (5) years which are related or relevant to those required for this Contract.

Name of project	Client	Contract Value	Period of activity	Types of activities undertaken	Status or Date Completed	References Contact Details (Name, Phone, Email)

### SECTION 2 - SCOPE OF SUPPLY, TECHNICAL SPECIFICATIONS, AND RELATED SERVICES

*This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the specifications.*

<sup>2</sup> Technical Bids not submitted in this format may be rejected.



**2.1. Scope of Supply:** Please provide a detailed description of the goods to be supplied, indicating clearly how they comply with the technical specifications required by the RFQ (see below table); describe how the organisation/firm will supply the goods and any related services, keeping in mind the appropriateness to local conditions and project environment.

<b>Item No.</b>	<b>Description/ Specification of Goods</b>	<b>Source/ Manufacturer</b>	<b>Country of Origin</b>	<b>Qty</b>	<b>Quality Certificate/ Export Licences, etc. (indicate all that applies and if attached)</b>

*A supporting document with full details may be annexed to this section*

**2.2. Technical Quality Assurance Mechanisms:** The bid shall also include details of the Bidder's internal technical and quality assurance review mechanisms, all the appropriate quality certificates, export licenses and other documents attesting to the superiority of the quality of the goods and technologies to be supplied.

**2.3. Reporting and Monitoring:** Please provide a brief description of the mechanisms proposed for this project for reporting to the UNDP and partners, including a reporting schedule.

**2.4. Subcontracting:** Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.

**2.5. Risks / Mitigation Measures:** Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.

**2.6 Implementation Timelines:** The Bidder shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

**2.7 Other:** Any other comments or information regarding the bid and its implementation.

**SECTION 3: PERSONNEL**

**3.1 Management Structure:** Describe the overall management approach toward planning and implementing the contract. Include an organization chart for the management of the contract, if awarded.

**3.2 Staff Time Allocation:** Provide a spreadsheet to show the activities of each personnel involved in the implementation of the contract. Where the expertise of the personnel is critical to the success of the contract, UNDP will not allow substitution of personnel whose qualifications had been reviewed and accepted during the bid evaluation. (If substitution of such a personnel is unavoidable, substitution or replacement will be subject to the approval of UNDP. No increase in costs will be considered as a result of any substitution).

**3.3 Qualifications of Key Personnel.** Provide the CVs for key personnel (Team Leader, Managerial and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in area of expertise relevant to the Contract. Please use the format below:

<b>Name:</b>		
<b>Role in Contract Implementation:</b>		
<b>Nationality:</b>		
<b>Contact information:</b>		
<b>Countries of Relevant Work Experience:</b>		
<b>Language Skills:</b>		
<b>Education and other Qualifications:</b>		
<b>Summary of Experience:</b> <i>Highlight experience in the region and on similar projects.</i>		
<b>Relevant Experience (From most recent):</b>		
<b>Period: From – To</b>	<b>Name of activity/ Project/ funding organisation, if applicable:</b>	<b>Job Title and Activities undertaken/Description of actual role performed:</b>
<i>e.g. June 2010-January 2011</i>		
<i>Etc.</i>		
<i>Etc.</i>		
<b>References (minimum of 3):</b>	<i>Name Designation Organization Contact Information – Address; Phone; Email; etc.</i>	
<b>Declaration:</b>		
I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.		
_____		
Signature of the Nominated Team Leader/Member		Date Signed

**FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>3</sup>**  
*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>4</sup>)*

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. **RFQ/09/2016 – Solar Park\_LOT X**:

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

Item	Descrição	Unidade	Quant.	Preço Unitário	Preço Total
				(ECV)	(ECV)
<b>1.</b>	<b>Módulos Fotovoltaicos</b>	<b>Und.</b>			
1.1	Marca				
1.2	Modelo				
1.3	Tipo				
1.4	Potência				
1.5	Quantidade				
1.6	Acessórios de Fixação				
<b>2.</b>	<b>Estrutura de Suporte</b>	<b>Und.</b>			
2.1	Marca				
2.2	Modelo				
2.3	Tipo de Material				
2.4	Quantidade				
2.5	Acessórios de Fixação				
<b>3.</b>	<b>Inversor de Rede Trifásico</b>	<b>Und.</b>			
3.1	Marca				
3.2	Modelo				
3.3	Tipo				
3.4	Potência				
3.5	Acessórios				
<b>4.</b>	<b>Sistema de Aquisição de Dados</b>	<b>Und.</b>			
4.1	Marca				
4.2	Modelo				
4.3	Tipo				
4.4	Acessórios				
<b>5.</b>	<b>Condutores e Cabos</b>				
5.1	Condutor de Corrente Contínua (CC)	<b>mts</b>			
5.1.1	Marca				
5.1.2	Modelo				
5.1.3	Tipo				

<sup>3</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>4</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

5.1.4	Seccção				
5.1.5	Quantidades				
<b>5.2</b>	<b>Condutor Corrente Alternada (CA)</b>	<b>mts</b>			
5.2.1	Marca				
5.2.2	Modelo				
5.2.3	Tipo				
5.2.4	Seccção				
5.2.5	Quantidades				

<b>5.3</b>	<b>Condutores de Terra (Verde-Amarelo)</b>	<b>mts</b>			
5.3.1	Marca				
5.3.2	Modelo				
5.3.3	Tipo				
5.3.4	Seccção				
5.3.5	Quantidades				

<b>5.4</b>	<b>Condutores Descarregadores (Verde-Amarelo)</b>	<b>mts</b>			
5.4.1	Marca				
5.4.2	Modelo				
5.4.3	Tipo				
5.4.4	Seccção				
5.4.5	Quantidades				
5.5	Rede de Cabo Torçada em BT e LXS				
5.5.1	Marca				
5.5.2	Modelo				
5.5.3	Tipo				
5.5.4	Seccção				
5.5.5	Quantidades				
5.5.6	Acessórios				
<b>6.</b>	<b>Quadro de Corrente Continua Completamente Equipado</b>	<b>Uni.</b>			
<b>7.</b>	<b>Quadro de Corrente Alternada Completamente Equipado</b>	<b>Und.</b>			
<b>8.</b>	<b>Quadro de Corrente Alterna e Reabilitação de Sistema de Terra da Estação de Bombagem</b>				
<b>9.</b>	<b>Quadro de Bomba</b>				
<b>10.</b>	<b>Calha/ Esteira Metálica e Acessórios</b>	<b>mts</b>			
<b>11.</b>	<b>Contador Bidireccional Trifásico</b>	<b>Uni.</b>			
<b>12.</b>	<b>Portinhola Equipado</b>	<b>Uni.</b>			
<b>13.</b>	<b>Caixa de Medição de Terra Equipado</b>	<b>Uni.</b>			
<b>14.</b>	<b>Obras Civas ( preparação de terreno, pilaretes, valas, vedações, a Sala Técnica para Abrigo de Inversores e Quadros Eléctricos etc.)</b>	<b>ff</b>			

**TABLE 2 : Estimated Operating Costs (if applicable)**

List of Consumable Item/s (Include fast moving parts, if any)	Estimated Average Consumption	Unit of Measure	Unit Price	Total Price per Item

**TABLE 3 : 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 <sup>5</sup> :			
Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance			
b) Minimum one (10) years warranty on both parts and three (3) years on 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 UNDP General Terms and Conditions			
Other requirements [pls. specify]			

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]*

<sup>5</sup> 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 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 UNDP unless agreed to in writing by a duly authorized official of UNDP.

### **2. PAYMENT**

- 2.1 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 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 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 UNDP's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP to determine a mutually acceptable procedure.
- 3.2 Accordingly, the Supplier authorizes UNDP to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNDP before the payment thereof and 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 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**

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 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 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 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 UNDP and the United Nations harmless from any actions or claims brought against 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 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, 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 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 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 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 UNDP.

## **11. ASSIGNMENT AND INSOLVENCY**

11.1. The Supplier shall not, except after obtaining the written consent of 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, 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 UNDP OR UNITED NATIONS NAME OR EMBLEM**

The Supplier shall not use the name, emblem or official seal of 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 UNDP without specific permission of 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 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 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 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 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 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 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 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 UNDP, only the UNDP Authorized Official possess the authority to agree on behalf of 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 UNDP unless provided by an amendment to this Agreement signed by the Contractor and jointly by the UNDP Authorized Official.