

**REQUEST FOR QUOTATION (RFQ)**

Date: 09 April 2014

Dear Sir/Madam,

**Subject: Request for Quotation for provision of service for maintenance of UNOPS vehicles****Projects: 00080065 – EU-HIS****00085495 – “Let’s Build a Home Together”****Case reference: UNOPS-LBHT-2014-S-001**

1. The United Nations Office for Project Services (hereinafter “UNOPS”) is pleased to invite you to submit a quotation for provision of services/goods described in Annex I to this Request for Quotation.
2. We would appreciate receiving your quotation in a sealed envelope on or before **21 April 2014, 12:00 hrs noon, CET** on address UNOPS/SRPC, Sumatovačka 59, 11000 Belgrade or via e-mail [srpc.bids@unops.org](mailto:srpc.bids@unops.org) to the attention of Procurement Unit. Please specify above project and reference number on your quotation.
3. Any requests for clarification should be referred to:  
Contact Person: Procurement Unit  
Office: UNOPS SRPC  
Address: Šumatovačka 59, 11 000 Beograd  
E-Mail: [srpc.procurement@unops.org](mailto:srpc.procurement@unops.org)  
**NOTE: This e mail address is for clarifications only. Please do not send your quotation or it will not be opened.**
4. Your quotation shall include the following:
  - Completed Bid Price (see Annex I)
  - Completed Previous Experience Form (see Annex II)
  - Manufacturer Authorization from Peugeot to provide services on Peugeot vehicles
  - Company registration documents
5. 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
6. 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.
7. UNOPS reserves the right to make multiple arrangements for any item or items.

8. 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 Conditions of Services - For contracts of a value of less than USD 50,000

9. **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.

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

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

11. UNOPS strongly encourages all Bidders to subscribe to the Tender Alert Service available on the United Nations Global Market Place ([www.ungm.org](http://www.ungm.org)). This will allow Bidders to be notified automatically of all UNOPS business opportunities for the products and services for which they have registered. Instructions on how to subscribe to the Tender Alert Service can be found in the UNGM Interactive Guide for Suppliers.

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

We look forward to receiving your quotation.

Yours sincerely,



Graeme Tyndall  
Programme Manager

**ANNEX I - BID PRICE for:**

Service Provider is obliged to conduct regular service for UNOPS following vehicles:

- Peugeot 301 4P ACTIVE 1.6HDI 92 – 2 vehicles
- Peugeot 308 SEDAN access 5 door 1.6 petrol – 2 vehicles

Service should be provided based on tables below under Bid Price, as per request of UNOPS designated officers and in accordance to warranty and service booklet for each vehicle.

**Peugeot 301 4P ACTIVE 1.6HDI 92**

Regular Service	QTY	Unit Price	TOTAL
Engine Oil 5W30 (Total – Eco Synthetic) (Quantity - As per vehicle requirement)	Liter (_____)		
Engine Oil Filter	1 pcs		
Fuel Filter	1 pcs		
Air Filter	1 pcs		
A/C filter	1 pcs		
Set of front brake pads	1 set		
Gearbox fluid 75W80 (Quantity - As per vehicle requirement)	Liter (_____)		
Set of front windshield wipers	1 set		
Labor (maintenance as required in the service booklet for standard and regular services). Price per working hour and total for one vehicle.	Hour (_____)		
<b>Parts + Labor (for one vehicle)</b>			

**Peugeot 308 SEDAN access 5 door 1.6 petrol**

Regular Service	QTY	Unit Price	TOTAL
Engine Oil 5W30 (Total – Eco Synthetic) (Quantity - As per vehicle requirement)	Liter (_____)		
Engine Oil Filter	1 pcs		
Fuel Filter	1 pcs		
Air Filter	1 pcs		
A/C filter	1 pcs		
Set of front brake pads	1 set		
Gearbox fluid 75W80 (Quantity - As per vehicle requirement)	Liter (_____)		
Set of front and back windshield wipers	1 set		
Labor (maintenance as required in the service booklet for standard and regular services). Price per working hour and total for one vehicle.	Hour (_____)		
<b>Parts + Labor (for one vehicle)</b>			

**THE OFFERED GOODS AND SERVICES ARE IN ACCORDANCE WITH THE SPECIFICATIONS AND REQUIREMENTS**

\_\_\_ YES

\_\_\_ NO

ANY DEVIATION MUST BE LISTED BELOW:

\_\_\_\_\_

\_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ANNEX II: 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: \_\_\_\_\_

