



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: United Nations Development Programme 3, United Nations 50th Anniversary str., Baku, AZ 1001, Azerbaijan	RFQ for Purchasing of HVAC, Plumbing and Electronic Equipment for TV Studio. Date: 08 November 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Subhan Ahmadov

Signature: _____

Name: Subhan Ahmadov

Title: Operations Manager UNDP, Azerbaijan

Date: 08.11.2021

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>19 November 2021 18:00 Baku time</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: procurement.aze@undp.org</p> <ul style="list-style-type: none"> ▪ File Format: pdf, word, excel ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 20 MB, if size is more than indicated, then please submit files separately ▪ Mandatory subject of email: Procurement of goods and Services for Dron/Robotics workshops ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y.” ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt. <p>[For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information]</p> <ul style="list-style-type: none"> • Insert BU Code and Event ID number <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
Cost of preparation of quotation	<p>UNDP shall not 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.</p>
Supplier Code of Conduct,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p>




Fraud, Corruption,	Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti
Gifts and Hospitality	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Conflict of Interest	<p>UNDP requires every prospective Supplier 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. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [30 days]</p> <p><input type="checkbox"/> Others [pls. specify]</p>
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative</p>
Currency of Quotation	Quotations shall be quoted in USD (United States Dollars)


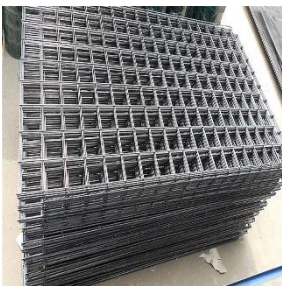

Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Language of quotation	<p>English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Company Profile. <input checked="" type="checkbox"/> Registration certificate; <input checked="" type="checkbox"/> List and value of projects performed for the last 5 years plus client's contact details who may be contacted for further information on those contracts; <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates)/letters from the top 2 clients; <input checked="" type="checkbox"/> Standard manufacturer warranty <input checked="" type="checkbox"/> Quality Certificates (ISO, etc.), if any <input checked="" type="checkbox"/> Other Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; <p>Submission of samples of previously works carried out in the relevant field</p> <p><input checked="" type="checkbox"/> Minimum 2 years of experience.</p>
Quotation validity period	<p>Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.</p>

Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted each bidder is allowed to submit separate bids per each lot indicated in the RFQ
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"
Payment Terms	<input checked="" type="checkbox"/> 40 % payment upon delivery of HVAC equipment as indicated in the RFQ <input checked="" type="checkbox"/> 30% payment upon delivery of Plumbing equipment as indicated in the RFQ <input checked="" type="checkbox"/> 30% payment upon delivery of Electronic equipment as indicated in the RFQ <input type="checkbox"/> <input checked="" type="checkbox"/> Other Click or tap here to enter text.
Conditions for Release of Payment	<input type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements
Contact Person for correspondence, notifications and clarifications	E-mail address: procurement.aze@undp.org 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.
Clarifications and questions	Requests for clarification from bidders will not be accepted any later than 5 days before the submission deadline.
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
Pre Bid Meeting	n/a
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others Click or tap here to enter text.
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	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.
Type of Contract to be awarded	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)


	<input type="checkbox"/> Contract for Works <input checked="" type="checkbox"/> Other Type/s of Contract (Model contract for goods and/or Services)
Expected date for contract award.	01 December 2021
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.


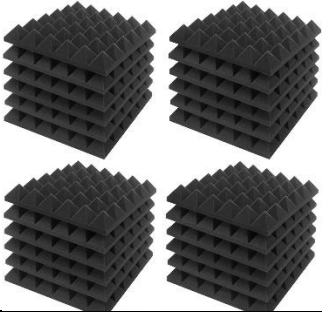

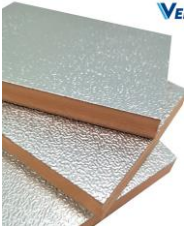
ANNEX 1: SCHEDULE OF REQUIREMENTS**Procurement of HVAC, Plumbing and Electrical Equipment for TV Studio****1. HVAC Equipment****Underfloor heating system materials**

SS	Item	UOM	Quantity
1	Heating (gas) boiler Max. Heat Output CH (Pn)40 kW Max. Heat Output DHW (Pn)40 kW Temperature Range (Heating)30-80 °C Temperature Range (Water)30-60 °C 	ea	1.00
2	White PEX pipe Can be used for either hot or cold water. Diameter should be 3/4-inch Inside Diameter 3/4, outside diameter 0.875, wall thickness 0.097 	mt	840.00
3	Manifold, 26 (13-in, 13-out) distribution valves for the heating system above, high quality 	set	26.00
4	Acoustic foam sound treatment Panels Dimensions: 500x500 mm Hardness: 120-160 N; Tensile strength: 90 kPa min. Colour: Charcoal; Elongation at break: 120% min.	M2	140.00


	Density: 30kg/m ³ ; Thickness: 140 mm 		
5	Reinforcing iron mesh Thickness 12 mm 	M2	140.00
6	Manometer set with fittings included, high quality 	set	1.00
7	Installation of acoustic panels underfloor	M2	140

Air-ventilation system materials

SS	Item	UOM	Quantity
1	Chanel Blower Ventilation motor 1900 metr ³ /h, H=100 Pa, acoustic insulated Double galvanized panels with nonflammable, sound and heat insulated, mineral wool (20 mm) 	ea	2.00
2	Chanel Exhaust Ventilation motor, acoustic insulated 1900 metr ³ /h, H=100 Pa	ea	2.00

	<p>Double galvanized panels with nonflammable, sound and heat insulated, mineral wool (20 mm)</p> 		
3	<p>Acoustic foam sound treatment Panels Dimensions: 500x500 mm Hardness: 120-160 N; Tensile strength: 90 kPa min. Colour: Charcoal; Elongation at break: 120% min. Density: 30kg/m3; Thickness: 140 mm</p> 	M2	140
4	<p>Brass pipe, cable, drain pipe and insulation board set (incl. brass pipe VRV 9,52 mm (3/8"), VRV 15,88 mm (5/8"), Brass pipe insulating board- 10/09, 15/09, signal cables- 4*2,5 mm, drain pipes DN20)</p> 	set	19.00
5	<p>Foil backed Rubber plate insulating boards $\delta=13$ mm</p> 	m2	8.00
6	Installation of acoustic panels on the ceiling	M2	140



Air-conditioning system materials


SS	Item	UOM	Quantity
1	Chanel Air conditioner 42,000 BTU/hours, 80 Pa inverter, with drain pump, insulated, high quality 	set	2.00
2	Air Ducts (galvanized) and its connection and distribution fittings, $\delta=0,5$ mm for Chanel Air conditioner, insulated, high quality 	m ²	78.00
3	Brass pipe, cable, drain pipe and insulation board set (incl. brass pipe VRV 9,52 mm (3/8"), VRV 15,88 mm (5/8"), Brass pipe insulating board- 10/09, 15/09, signal cables- 4*2,5 mm, drain pipes DN20) 	p.m	12.00
4	Foil backed Rubber plate insulating boards $\delta=13$ mm 	m ²	90.00
5	Double raw air-vent Air pass 0.105mm ² Connected air duct size 600x250mm Adjustment adjustable- Design adjustable, double-row- Form rectangular- Width 600mm Height 250mm Material aluminum (profile)	ea	16.00

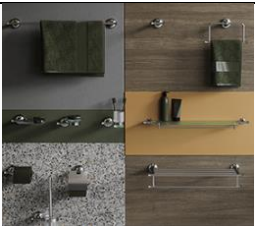




			
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2. Plumbing equipment





NN	Item	Quantity, ea
1	Handicapped 50x60 cm Washbasin Material: ceramic, high quality With tap platform 650 mm Standards: EN 14688, DIN 18040 	2
2	Handicapped S-Trap Pan Standards: EN 14688, DIN 18040 Product Weight: at least 27 kg With Duroplast Metal Hinge White Seat&Cover, slow close, with at least 2 of product weight 	4
3	Handicapped Grab Bar (Washbasin&Pan) Stainless steel, AISI 304 standard for PwDs 	4
4	Handicapped Mirror Product weight: 1.1 kg 	2
5	Handicapped washbasin Grab Bar Antibacterial Nylon Coating Product Weight: 7,7 kg	2




		
6	Handicapped Folding Seat Antibacterial Nylon Coating Product Weight: 4,9 kg 	2
7	Handicapped Basin Faucet Long lasting 40 mm ceramic cartridge Long and ergonomic handle for easy control Flowrate is 8 l/min. Working pressure is 3-4 bar Product Weight: at least 1,01 kg 	8

8	Double basket bathroom sink Size: 50x120 cm Materials: Ceramic wall mounted or vessel bathroom sink features: two basins and two faucet holes Each sink includes an overflow 	2
11	High quality drop set, included a) Glass Shelf 50 cmX50 smX70 SM with MDF cover panels b) Soap Holder c) Long Towel Bar d) Towel Ring e) Towel Holder f) Double Robe Hook g) Single Toilet Roll Holder	4 pieces per each item

		
12	Trash Can (5 L, pedal bin) Stainless steel 	4
13	Mirror 55x75 cm with metallic framework, well designed and fitted to the interior design of the venue 	2
14	Stainless steel holders set, included <ul style="list-style-type: none"> a) Liquid Soap Holder b) Tissue Dispenser c) Towel Bar, d) Pan Seat e) Single Toilet Roll f) Holder Cover g) Clothes Line 	4 pieces of each item
15	Basin fitment set, included: <ul style="list-style-type: none"> a) Valves b) Flushes c) Siphons d) check-valves e) pipes f) hoses g) barometers 	10 pieces per each item

3. Lighting (electrical) materials

NN	Item	Q-ty	Picture
1	Fluorescent lamp unit Frequency 50 to 60 Hz, Nominal Lifetime (Nom) 15000 h, Voltage (Nom) 220-240 V, Power Rated (Nom) 20 W, Connection: dedicated male/female push-in, Material: housing polycarbonate; Color: white; Installation: in-line, screw mounting; Accessories: power cable, jack cable, 1 spare 20w Fluorescent lamp	10	
2	LED spot lamp Frequency 50 to 60 Hz, Nominal Lifetime (Nom) 15000 h Voltage (Nom) 220-240 V, Power Rated (Nom) 10 W	20	
3	LED floodlight Frequency 50 to 60 Hz, Voltage (Nom) 220-240 V, Power Rated (Nom) 30W, replaceable light source, 1 extra lamp-30W, Connection- Flying leads/wires, Mounting bracket adjustable	4	
4	Track Light Rails Single Circuit Track System for installation on the ceiling or on the wall. Install as one 1 m long track, using the End Connector attached to one side of the track.	120	
5	Multi core cable 4x2.5 mm ² 0.6/1 kV PVC insulated, multi core cables with copper conductor	500	
6	Multi core cable 4x6mm ² 0.6/1 kV XLPE insulated steel wire armoured multi-core cables with copper conductor	300	
7	Metal electrical panel with circuit breakers 800x600x250mm (included 6 ea circuit breakers 1x25A 6kA 6 ea circuit breakers 1x16A 6kA)	3	
8	Fireproof pipes for cabling 25 mm UPVC fireproof pipe for isolation of electric cables	600 meter	
9	Plastic cable trunk 60x60mm	200	
10	Plastik switch box Plastik switch box with circuit breakers, 300x400x165mm (included 10 ea circuit breakers 1x16A 6kA)	2	
11	Electrical panel (industrial) plugs 1x16A	15	
12	Electrical panel (industrial) plugs 3x16A	15	

13	<p>Wall electrical sockets/switches set</p> <p>a) Switch, Rocker, 4 Gang, 250V AC 16AX - 1 Way</p> <p>b) Switch, Rocker, 2 Gang, 250V AC 16AX - 1 Way</p> <p>c) TV Socket, Two Gang, FTA TV, PAY TV</p> <p>d) Power Outlet, Quadro Socket, Rocker Switched, 250V AC 10A</p> <p>e) Swith rocker, one gang with Light Dimmer Mechanisms</p>	14 per each item	
14	<p>Photoelectric (electric eye) device set</p> <p>Detection Type: Retroreflective</p> <p>Detection Range: 0 → 700 mm</p> <p>Response Time: 500 μs</p> <p>Housing Material: ABS, PBT</p>	3	
15	<p>Electrical grounding hardware set</p> <p>Electrical grounding hardware set (included grounding clamps, terminal, ground fault circuit interrupter, grounding cable, copper ground bus, Ground Block, grounding-plate))</p>	3	

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall handover all works at latest 10 December 2021
Delivery Terms (INCOTERMS 2020)	DAP: Ünvan/Address: Xəzər rayonu, Buzovna qəsəbəsi, Heydər Eyvazov küç. 28 (Khazar, Buzovna, Heydar Eyvazov str.)
Customs clearance (must be linked to INCOTERM)	<input checked="" type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation (where applicable) <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	Address: Ünvan: Bakı ş, Xəzər rayonu, Buzovna qəsəbəsi, Heydər Eyvazov küç. 28 (Baku, Khazar, Buzovna, Heydar Eyvazov str.)
Distribution of shipping documents (if using freight forwarder)	N/A
Packing Requirements	N/A
Training on Operations and Maintenance	N/A
Warranty Period	1 year standard manufacturing warranty for the goods and services
After-sales service and local service support requirements	N/A
Preferred Mode of Transport	N/A

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.



Date: Click or tap to enter a date.



ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS

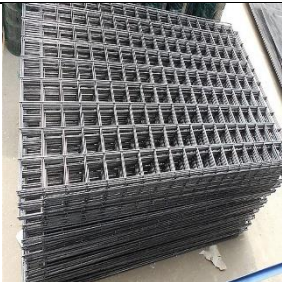

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.


Procurement of HVAC, Plumbing and Electrical Equipment for TV Studio**1. HVAC Equipment****Underfloor heating system materials**




SS	Item	UOM	Quantity	Price USD	Total USD
1	Heating (gas) boiler Max. Heat Output CH (Pn)40 kW Max. Heat Output DHW (Pn)40 kW Temperature Range (Heating)30-80 °C Temperature Range (Water)30-60 °C 	ea	1.00		
2	White PEX pipe Can be used for either hot or cold water. Diameter should be 3/4-inch Inside Diameter 3/4, outside diameter 0.875, wall thickness 0.097 	mt	840.00		

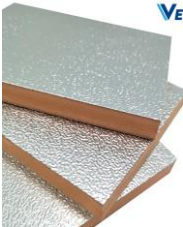
3	<p>Manifold, 26 (13-in, 13-out) distribution valves for the heating system above, high quality</p> 	set	26.00		
4	<p>Acoustic foam sound treatment Panels</p> <p>Dimensions: 500x500 mm</p> <p>Hardness: 120-160 N;</p> <p>Tensile strength: 90 kPa min.</p> <p>Colour: Charcoal;</p> <p>Elongation at break: 120% min.</p> <p>Density: 30kg/m3;</p> <p>Thickness: 140 mm</p> 	M2	140.00		
5	<p>Reinforcing iron mesh</p> <p>Thickness 12 mm</p>	M2	140.00		

					
6	Manometer set with fittings included, high quality 	set	1.00		
7	Installation of acoustic panels underfloor	M2	140		
Total USD					



Air-ventilation system materials


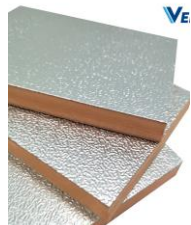

SS	Item	UOM	Quantity	Price USD	Total USD
1	Chanel Blower Ventilation motor 1900 metr ³ /h, H=100 Pa, acoustic insulated Double galvanized panels with nonflammable, sound and heat insulated, mineral wool (20 mm) 	ea	2.00		
2	Chanel Exhaust Ventilation motor, acoustic insulated 1900 metr ³ /h, H=100 Pa Double galvanized panels with nonflammable, sound and heat insulated, mineral wool (20 mm)	ea	2.00		

					
3	Acoustic foam sound treatment Panels Dimensions: 500x500 mm Hardness: 120-160 N; Tensile strength: 90 kPa min. Colour: Charcoal; Elongation at break: 120% min. Density: 30kg/m3; Thickness: 140 mm 	M2	140		
4	Brass pipe, cable, drain pipe and insulation board set (incl. brass pipe VRV 9,52 mm (3/8"), VRV 15,88 mm (5/8"), Brass pipe insulating board- 10/09, 15/09, signal cables- 4*2,5 mm, drain pipes DN20) 	set	19.00		
5	Foil backed Rubber plate insulating boards $\delta=13$ mm	m2	8.00		

					
6	Installation of acoustic panels on the ceiling	M2	140		
Total USD:					






Air-conditioning system materials



SS	Item	UOM	Quantity	Price USD	Total USD
1	Chanel Air conditioner 42,000 BTU/hours, 80 Pa inverter, with drain pump, insulated, high quality 	set	2.00		
2	Air Ducts (galvanized) and its connection and distribution fittings, $\delta=0,5$ mm for Chanel Air conditioner, insulated, high quality 	m ²	78.00		
3	Brass pipe, cable, drain pipe and insulation board set (incl. brass pipe VRV 9,52 mm (3/8"), VRV 15,88 mm (5/8"), Brass pipe insulating board- 10/09, 15/09, signal cables- 4*2,5 mm, drain pipes DN20	p.m	12.00		


					
4	Foil backed Rubber plate insulating boards $\delta=13$ mm 	m ²	90.00		
5	Double raw air-vent Air pass 0.105mm ² Connected air duct size 600x250mm Adjustment adjustable- Design adjustable, double-row- Form rectangular- Width 600mm Height 250mm Material aluminum (profile) 	ea	16.00		
Total USD:					
Subtotal USD for HVAC Equipment:					

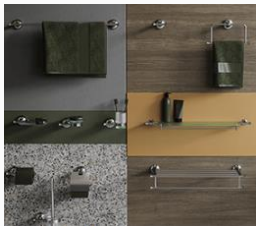


2. Plumbing equipment



NN	Item	Quantity, ea	Item price, USD	Total price USD
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1	Handicapped 50x60 cm Washbasin Material: ceramic, high quality With tap platform 650 mm Standards: EN 14688, DIN 18040 	2		
2	Handicapped S-Trap Pan Standards: EN 14688, DIN 18040 Product Weight: at least 27 kg With Duroplast Metal Hinge White Seat&Cover, slow close, with at least 2 of product weight 	4		
3	Handicapped Grab Bar (Washbasin&Pan) Stainless steel, AISI 304 standard for PwDs 	4		
4	Handicapped Mirror Product weight: 1.1 kg 	2		
5	Handicapped washbasin Grab Bar Antibacterial Nylon Coating Product Weight: 7,7 kg 	2		


6	Handicapped Folding Seat Antibacterial Nylon Coating Product Weight: 4,9 kg 	2		
7	Handicapped Basin Faucet Long lasting 40 mm ceramic cartridge Long and ergonomic handle for easy control Flowrate is 8 l/min. Working pressure is 3-4 bar Product Weight: at least 1,01 kg 	8		










8	Double basket bathroom sink Size: 50x120 cm Materials: Ceramic wall mounted or vessel bathroom sink features: two basins and two faucet holes Each sink includes an overflow 	2		
11	High quality drop set, included h) Glass Shelf 50 cmX50 smX70 SM with MDF cover panels	4 pieces per each item		







	<p>i) Soap Holder</p> <p>j) Long Towel Bar</p> <p>k) Towel Ring</p> <p>l) Towel Holder</p> <p>m) Double Robe Hook</p> <p>n) Single Toilet Roll Holder</p> 			
12	<p>Trash Can (5 L, pedal bin) Stainless steel</p> 	4		
13	<p>Mirror 55x75 cm with metallic framework, well designed and fitted to the interior design of the venue</p> 	2		

14	<i>Stainless steel holders set, included</i> <ul style="list-style-type: none"> h) Liquid Soap Holder i) Tissue Dispenser j) Towel Bar, k) Pan Seat l) Single Toilet Roll m) Holder Cover n) Clothes Line 	4 pieces of each item		
15	<i>Basin fitment set, included:</i> <ul style="list-style-type: none"> h) Valves i) Flushes j) Siphons k) check-valves l) pipes m) hoses n) barometers 	10 pieces per each item		
Total USD:				
Subtotal USD for Plumbing Equipment:				

3. Lighting (electrical) materials

NN	Item	Q-ty	Price USD	Total USD	Picture
1	<i>Fluorescent lamp unit</i> Frequency 50 to 60 Hz, Nominal Lifetime (Nom) 15000 h, Voltage (Nom) 220-240 V,	10			

	Power Rated (Nom) 20 W, Connection: dedicated male/female push-in, Material: housing polycarbonate; Color: white; Installation: in-line, screw mounting; Accessories: power cable, jack cable, 1 spare 20w Fluorescent lamp				
2	LED spot lamp Frequency 50 to 60 Hz, Nominal Lifetime (Nom) 15000 h Voltage (Nom) 220-240 V, Power Rated (Nom) 10 W	20			
3	LED floodlight Frequency 50 to 60 Hz, Voltage (Nom) 220-240 V, Power Rated (Nom) 30W, replaceable light source, 1 extra lamp-30W, Connection- Flying leads/wires, Mounting bracket adjustable	4			
4	Track Light Rails Single Circuit Track System for installation on the ceiling or on the wall. Install as one 1 m long track, using the End Connector attached to one side of the track.	120			
5	Multi core cable 4x2.5 mm ² 0.6/1 kV PVC insulated, multi core cables with copper conductor	500			
6	Multi core cable 4x6mm ² 0.6/1 kV XLPE insulated steel wire armoured multi-core cables with copper conductor	300			
7	Metal electrical panel with circuit breakers 800x600x250mm (included 6 ea circuit breakers 1x25A 6kA 6 ea circuit breakers 1x16A 6kA)	3			
8	Fireproof pipes for cabling 25 mm UPVC fireproof pipe for isolation of electric cables	600 meter			
9	Plastic cable trunk 60x60mm	200			

10	Plastik switch box Plastik switch box with circuit breakers, 300x400x165mm (included 10 ea circuit breakers 1x16A 6kA)	2			
11	Electrical panel (industrial) plugs 1x16A	15			
12	Electrical panel (industrial) plugs 3x16A	15			
13	Wall electrical sockets/switches set f) Switch, Rocker, 4 Gang, 250V AC 16AX - 1 Way g) Switch, Rocker, 2 Gang, 250V AC 16AX - 1 Way h) TV Socket, Two Gang, FTA TV, PAY TV i) Power Outlet, Quadro Socket, Rocker Switched, 250V AC 10A j) Swith rocker, one gang with Light Dimmer Mechanisms	14 per each item			
14	Photoelectric (electric eye) device set Detection Type: Retroreflective Detection Range: 0 → 700 mm Response Time: 500 μs Housing Material: ABS, PBT	3			
15	Electrical grounding hardware set Electrical grounding hardware set (included grounding clamps, terminal, ground fault circuit interrupter, grounding cable, copper ground bus, Ground Block, grounding- plate))	3			
Total USD:					
Subtotal for Electrical Equipment:					
Grand Total for HVAC, Plumbing and Electrical Equipment:					

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty and After-Sales Requirements	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements <i>[pls. specify]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Other Information:

Estimated weight/volume/dimension of the Consignment:	Click or tap here to enter text.
Country/ies of Origin: <i>(if export licence required this must be submitted if awarded the contract)</i>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company Name Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.