



REQUEST FOR QUOTATION (RFQ) (Goods and Services)

ADVERTISEMENT	DATE: December 20, 2018
	REFERENCE: RFQ/03/2018 – Repairs/Upgrade UNDP Residence

Dear Sir / Madam:

We kindly request you to submit your quotation for **Repairs/Upgrade UNDP Residence (Reparações/Atualização Residência PNUD)**, 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 **January 18, 2019, 16:00H Cabo Verde time** via ☒ e-mail, and ☒ courier mail to the address below:

The Joint office of UNDP, UNFPA and UNICEF
Av. OUA, Achada Santo António, Praia, Ilha de Santiago
Attn: Operations Unit
Email Address: procurement.cv@cv.jo.un.org

Marking of Quotations: Quotations should be marked in the subject of email or mail as follows: **"Company's name, RFQ/03/2018 - Repairs/Upgrade UNDP Residence"**.

Quotations submitted by email must be limited to a maximum of 8MB, and no more than two (2) 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 the Joint Office 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/services:

A site visit will be held on:	A site visit is scheduled on 7 January 2018 at 11:00 AM. Interested bidders should confirm their attendance including the names of their representatives by email on or before 4 January 2019 to the following contact details: E-mail address: procurement.cv@cv.jo.un.org
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> N/A

Exact Address/es of Delivery Location/s (identify all, if multiple)	Residência PNUD, Achada Santo António Lado do Centro Recreativo da Embaixada dos EUA Praia, Ilha de Santiago
UNDP Preferred Freight Forwarder, if any	N/A
Distribution of shipping documents	N/A
Latest Expected Delivery Date and Time (<i>if delivery time exceeds this, quote may be rejected by UNDP</i>)	<input checked="" type="checkbox"/> 3 Months
Delivery Schedule	<input checked="" type="checkbox"/> Required
Packing Requirements	N/A
Mode of Transport	<input checked="" type="checkbox"/> LAND
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Local Currency: CVE
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes (VAT-IVA should be clearly separated)
After-sales services required	<input checked="" type="checkbox"/> Warranty on materials and Labor for minimum period of 5 Years <input checked="" type="checkbox"/> Technical Support <input checked="" type="checkbox"/> Performance Guarantee for at least 1 year after completion of civil works, and this will be deducted from the payment to the value equal to 5% of contract price.
Deadline for the Submission of Quotation	<u>16:00H, Friday, January 18, 2019 and Cabo Verde Time</u>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English or <input checked="" type="checkbox"/> French or <input checked="" type="checkbox"/> Portuguese
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Declaration / Tax payment status <input checked="" type="checkbox"/> Alvéra; <input checked="" type="checkbox"/> Company Profile, experience and qualification (Must have at least three (3) years of experience in the construction works); <input checked="" 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 checked="" type="checkbox"/> Reference letter of satisfaction from top three clients in the past 3 years <input checked="" type="checkbox"/> INPS Declaration <input checked="" type="checkbox"/> Proposed Organization and Methodology. The Bidder shall also describe the organizational unit(s) that will become responsible for the Contract, and the general management approach towards a project of this kind; <input checked="" type="checkbox"/> Team Composition and Task Assignments (design and implementation), including CVs of the Key Staff (engineers, supervisors); <input checked="" type="checkbox"/> List of Equipment
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 days In exceptional circumstances, 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 checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 20% Upon approval of the workplan <input checked="" type="checkbox"/> Remaining payment will be made on deliverable basis (performance measurement report), Monthly, and upon approval by the Joint Office designated Engineer
Liquidated Damages	<input checked="" type="checkbox"/> Delay in service would be 0.5% of the contract amount for every day of delay, up to a maximum duration of 15 days. Thereafter, the contract may be terminated by UNDP without additional notice.
Evaluation Criteria	<input checked="" type="checkbox"/> Full compliance of Bid to the Scope of Works and Technical Requirements and Standards, and lowest price <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions <input checked="" type="checkbox"/> Proposed resources, manpower, machinery and equipment etc... to perform the required works in a proper, safe and timely manner; <input checked="" type="checkbox"/> The technical description of materials, supply and equipment are in line with or exceed the requirements of performance and size of the RFQ; <input checked="" type="checkbox"/> Work plan/methodology and procedures in line with requirements to meet deliverables; <input checked="" type="checkbox"/> At least 3 years of experience in similar works; <input checked="" type="checkbox"/> Number and profile of personnel in line with requirements; <input checked="" type="checkbox"/> Lowest Price Technically compliant
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)

	Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of Contract if the delivery/completion is delayed by 15 days <input checked="" type="checkbox"/> Performance Guarantee confirmation, and group insurance certificate for the workers involved in this project must be submitted to the Joint Office prior to sign off final contract documents.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Payment will be linked to the stages of works (performance measurement report). The Joint office shall affect payment only after successful completion of works and submission of acceptance signed by the Joint Office designated Engineer; <input checked="" type="checkbox"/> Contractor will take responsibility to maintain all defects which might not be identified at the moment of submission or final handover over and may occur for 5 years; <input checked="" type="checkbox"/> Guarantees: The complete works shall be tested, commissioned and handed over complete and in perfect condition and shall be covered under a defects liability (parts and labor) for a minimum period of 5 years from the date of commissioning, including any possible hidden defect.
Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (BoQ) (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3). <input checked="" type="checkbox"/> Drawings Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only)	Procurement Unit : humanresources.cv@cv.io.un.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.

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

Thank you and we look forward to receiving your quotation.

Sincerely yours,

Salette Bettencourt
Operations Manager
December 20, 2018



PROGRAMA DO CONCURSO

VISITA AO LOCAL DA OBRA

Para que haja um perfeito conhecimento do local e das condições de trabalho o Escritório Comum do PNUD, UNFPA e UNICEF organizará uma visita ao local dos trabalhos, no dia e hora fixado no RFQ, visita essa em que poderão participar representantes de todas as empresas convidadas a participar no concurso.

Todas as despesas resultantes dessa visita (viagens, deslocações internas, estadias, seguros, etc.) serão por conta das empresas interessadas.

Para além da visita organizada, as empresas poderão, durante o prazo do concurso, sob sua responsabilidade e por sua conta, inspecionar os locais dos trabalhos e realizar os reconhecimentos que entenderem indispensáveis à elaboração das suas propostas.

REGIME DE EXECUÇÃO DA EMPREITADA E FORMA DA PROPOSTA

A empreitada será executada por Preço Global, não revisível.

A proposta será rubricada e assinada pelo concorrente ou seu representante legal. Sempre que seja assinada por procurador, juntar-se-á a procuração que confira a este último poder para o efeito, ou pública forma da mesma, devidamente legalizada.

A proposta de preço será expressa em ESCUDOS CABOVERDIANOS.

VALOR DA PROPOSTA

O valor global da proposta cobrirá o conjunto dos trabalhos constantes da empreitada, incluindo todos os encargos necessários à sua completa execução.

VALOR DO CONTRATO

O valor do contrato é o que ficar definido no contrato.

Caso houver necessidade de execução de trabalhos a mais, terão quer ser previamente autorizado pelo Dono da Obra e assinada uma adenda ao contrato.

DESCONTO PARA GARANTIA

Das importâncias que o empreiteiro tiver a receber em cada um dos pagamentos parciais serão deduzidas, para garantia do contrato, 5% das mesmas importâncias.

SUBEMPREITADAS E TAREFAS

O empreiteiro não poderá subempreitar parte da empreitada sem acordo prévio do Escritório Comum do PNUD, UNFPA e UNICEF. Os subempreiteiros e tarefeiros trabalharão sob inteira responsabilidade da empresa adjudicatária e deverão satisfazer as mesmas condições que são impostas ao empreiteiro.

Em qualquer caso, a subempreitada deverá ser inferior a vinte (20) porcentos do montante total.

DIRECÇÃO TÉCNICA DA OBRA

Empreiteiro obriga-se, sob reserva de aceitação pelo dono da obra, a confiar a direcção técnica da empreitada a um técnico com a qualificação mínima para a execução dos trabalhos constantes da empreitada.

As ordens, avisos e notificações que se relacionem com os aspetos técnicos de execução da empreitada poderão ser dirigidos diretamente ao diretor técnico.

O diretor técnico da empreitada deverá acompanhar assiduamente os trabalhos e estar presente no local da obra sempre que para tal seja convocado.

PESSOAL AO SERVIÇO DO EMPREITEIRO

São de exclusiva responsabilidade do empreiteiro as obrigações relativas ao pessoal empregado na execução da empreitada, a sua aptidão profissional e a sua disciplina.

O empreiteiro obriga-se a ter patente no local da obra o horário normal de trabalho em vigor.

O empreiteiro fica sujeito ao cumprimento das disposições legais e regulamentares em vigor sobre acidentes de trabalho e medicina no trabalho relativamente a todo o pessoal empregado na obra, sendo de sua conta os encargos que de tal resultem.

O empreiteiro é ainda obrigado a acautelar, em conformidade com as disposições legais e regulamentares aplicáveis, a vida e a segurança do pessoal empregado na obra e a prestar-lhe assistência médica de que careça por motivo de acidente no trabalho.

O empreiteiro, apresentará, antes do início dos trabalhos e, posteriormente, sempre que a fiscalização o exija, apólices de seguro, celebradas com entidades seguradoras legalmente estabelecidas em Cabo Verde, contra acidentes de trabalho relativamente a todo o pessoal.

FISCALIZAÇÃO E CONTROLO

O dono da obra notificará o empreiteiro da identidade dos agentes que designe para fiscalização local dos trabalhos.

A fiscalização da obra deverá dispor de poderes bastantes e estar habilitada com os elementos indispensáveis para resolver todas as questões que lhe sejam postas pelo empreiteiro para o efeito da normal prossecução dos trabalhos.

MANUTENÇÃO DAS OBRAS DURANTE O PRAZO DE GARANTIA

Durante o prazo de garantia, o empreiteiro deverá manter as obras em bom estado de conservação e refazer as partes que se apresentarem com defeitos de execução. Esta obrigação, se necessário, será prolongada para além do prazo de garantia até que as obras estejam em condições de serem objeto da receção definitiva.

Os trabalhos de manutenção e de re-execução das partes defeituosas serão feitos por conta e sob responsabilidade do empreiteiro que deverá iniciá-los no prazo máximo de vinte (20) dias, a contar da data da notificação, por ordem de serviço, ordenando a sua execução.

Durante o prazo de garantia, o empreiteiro será diretamente responsável, para com terceiros pelos acidentes que eventualmente possam resultar da deficiente manutenção das obras, mesmo se essas deficiências não tiverem sido assinaladas pelo IIPC.

RECEPÇÃO DEFINITIVA

Findo o prazo de garantia, e por iniciativa do dono da obra ou a pedido do empreiteiro, proceder-se-á á nova vistoria das obras de toda a empreitada.

Se pela vistoria se verificar que as obras não apresentam deficiências, deteriorações, indícios de ruína ou falta de solidez pelos quais deva responsabilizar-se o empreiteiro, proceder-se-á recepção definitiva.

DOCUMENTOS QUE DEVERÃO FAZER PARTE DA PROPOSTA

- Anexo 2 preenchido conforme os requisitos no anexo 1;
- Registo da Empresa e NIF;
- Declaração de não dívida às finanças
- Cópia do Alvará;
- Declaração de não dívida às finanças;
- Carta de Apresentação, perfil da empresa, experiencia e qualificação (pelo menos 5 anos de experiencia na área);
- Auto declaração que a empresa não consta na lista do UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;
- Declaração Abonatória dos três principais clientes nos últimos 3 anos;
- Comprovativo de pagamentos em dia ao INPS;
- Descrição da Organização e Metodologia dos trabalhos. Descrevendo a unidade organizacional que vai ser responsável pelo contrato e a abordagem da administração para este tipo de trabalho;
- Composição da equipa e listagem de mão de obra, CV dos principais técnicos;
- Listagem de equipamentos a utilizar. Relação de materiais a aplicar.