



## REQUEST FOR QUOTATION (RFQ)

COMPANY'S NAME AND ADDRESS	DATE: 12 June 2018
	REFERENCE: RFQ/034/18 – Supply of cold room equipment to Karakalpakstan

Dear Sir / Madam:

We kindly request you to submit your Quotation for supply of cold room equipment for storing vegetables and fruits to Karakalpakstan, including installation and training, as detailed in Annexes to this RFQ. When preparing your quotation, please be guided by the form attached hereto as **Annex 2**.

Quotations may be submitted on or before 18.00 (GMT +5), 26 June 2018 and via *e-mail, or courier mail* to the address below:

**United Nations Development Programme**  
4, Taras Shevchenko Street, Tashkent city, 100029, Republic of Uzbekistan  
Procurement Unit

Electronic version of your quotation must be sent *ONLY* to [bids.uz@undp.org](mailto:bids.uz@undp.org)

Quotations submitted to other emails will not be accepted and will be declined!

Quotations submitted by email must be limited to a maximum of 5 MB, virus-free and no more than 2 email transmissions. They must be free from any form of virus or corrupted contents, otherwise such quotations shall be rejected. The following must be on the subject of email with your quotation being sent to [bids.uz@undp.org](mailto:bids.uz@undp.org):

### **RFQ/034/18 – Supply of cold room equipment**

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:

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DDP-Nukus, Karakalpakstan, or <input checked="" type="checkbox"/> DAP-Nukus, Karakalpakstan	
Customs clearance, if needed, shall be done by	<input checked="" type="checkbox"/> UNDP (if necessary)	
Exact Address of Delivery Location	47, Navoi street, Shumanay district, Republic of Karakalpakstan	
Distribution of shipping documents	<p>For foreign suppliers (in case of delivery on DAP-Karakalpakstan terms): the cargo shall be delivered to Nukus city to the address of UNDP in Uzbekistan. Transportation to the final destinations shall be accomplished by the Supplier (on their own cost) upon completion of customs clearance.</p> <p>Minimum list of shipping documents to be accompanying the cargo: invoice (2 originals), packing list (2 originals), certificate of origin (2 originals) as well as other origin and quality confirmation documents in accordance with Incoterms 2010 required for customs clearance.</p>	
Latest Expected Delivery Date and Time	<input checked="" type="checkbox"/> 60 calendar days from the date of receipt of advance payment (applicable to local companies) or from the date of signature of contract for supply by both parties (applicable to foreign companies). <b>Attention: If the delivery period, stated in the quotation exceeds the delivery period stated above, the respective offer may be declined!</b>	
Delivery Schedule	<input checked="" type="checkbox"/> Required	
Packing requirements	<input checked="" type="checkbox"/> The supplier shall ensure that all the equipment is qualitatively and properly packaged in order to ensure safe air and/or land transportation to the final destination place.	
Mode of Transport	<input checked="" type="checkbox"/> AIR	<input checked="" type="checkbox"/> LAND
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Local Currency: Uzbekistan Sum (UZS) for local-resident companies registered in the Republic of Uzbekistan; <input checked="" type="checkbox"/> United States Dollars: for foreign companies registered outside the Republic of Uzbekistan	
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	<input checked="" type="checkbox"/> Minimum 12 months warranty on equipment and parts	
Deadline for the Submission of Quotation	26 June 2018, Tashkent time 18:00 (GMT +5)	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English; and/or <input checked="" type="checkbox"/> Russian Bids and supporting documents in other than English or Russian languages must have translation into English or Russian language.	
List of mandatory documents to be submitted by Offeror's together with their Quotations by the deadline set above	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in <b>Part 1 of Annex 2</b> , and in accordance with the list of requirements in <b>Annex 1</b> ; <input checked="" type="checkbox"/> Declaration of owners' interest in other companies using form provided in <b>Part 2 of Annex 2</b> ;	

	<input checked="" type="checkbox"/> Company's profile with detailed information (name of the company, address, contact details etc.) using form provided in <b>Part 3 of Annex 2</b> ; <input checked="" type="checkbox"/> Contact details (email, telephone, website) of clients whom the bidder rendered similar supplies during the last 3 years, using form provided in <b>Part 4 of Annex 2</b> ; <input checked="" type="checkbox"/> Copies of at least 3 contracts for supply of similar Goods implemented during the last 3 years; <input checked="" 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 <sup>1</sup> ; <input checked="" type="checkbox"/> Manufacturer's Authorization Letter issued in favour of the bidder allowing selling their product to UNDP (if Supplier is not the manufacturer). The same document must demonstrate that the manufacturer takes an obligation to reserve required quantity of goods offered by the bidder for the tender should the bidder selected; <input checked="" type="checkbox"/> An official letter of appointment as a local representative if the Offeror submits a Bid on behalf of a business entity located outside of Uzbekistan (if applicable); <input checked="" type="checkbox"/> A document confirming the availability of a service center in the territory of the Republic of Uzbekistan or a manual on the application of the guarantee in the event that this occurs during the warranty period; <input checked="" type="checkbox"/> Certified copy of the latest valid business registration certificate of the Offeror's company <sup>2</sup> ; <input checked="" type="checkbox"/> Certified copy of the Offeror's company Charter; <input checked="" type="checkbox"/> Quality Certificates (ISO, etc.), Catalogue with details description of offered product with pictures; <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.
List of documents to be requested by UNDP additionally from the three lowest priced bid Offerors <sup>3</sup>	<input checked="" type="checkbox"/> (a) Copy of Financial Reports, certified by a third party (tax agency or other authorized body), for the last two years, OR (b) a bank statement from Offeror's bank, issued not more than 30 days prior the bid submission or quotation date, confirming that company has available or has access to liquid assets (asset that can be readily converted into cash), to meet the construction/supply cash flow for the contract of not less than Offeror's bid value.
Period of Validity of Quotes starting from the Bid Opening Date	<input checked="" type="checkbox"/> <b>60 calendar days</b> ; 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 Offeror shall then confirm the extension of their quotation in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted. Partial quotation(s) will be rejected during the preliminary evaluation.
Payment Terms	<p><b><u>To Local Supplier (registered in Uzbekistan):</u></b></p> <input checked="" type="checkbox"/> Will be made in Uzbek Soum: 15% advance payment and 85% final payment after delivery of equipment to the final destination place, installation and signature of Acceptance Act and Tax-invoice by the parties. <p><b><u>To Foreign Suppliers (registered outside Uzbekistan):</u></b></p> <input checked="" type="checkbox"/> Will be made in USD as 100% post-payment upon delivery of equipment to the final destination place, installation and signature of Acceptance Act by the parties.

<sup>1</sup> Mandatory for the supply of imported goods

<sup>2</sup> Verified by the signature of the authorized Offeror's representative and Offeror's company stamp/seal

<sup>3</sup> Non-provision of any of additionally requested documents provided in this section will serve as a ground for disqualification of the Offer

Liquidated Damages	<p>Will be imposed under the following conditions:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Penalty will be applied as percentage of contract price per day of delay: 0.5%, but up to maximum 20% of total contract value;</li> <li><input checked="" type="checkbox"/> Next course of action: penalty and termination of contract and return of advance payment (if applicable).</li> </ul>
Evaluation Criteria	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Technical responsiveness/Full compliance to the requirements and lowest price;</li> <li><input checked="" type="checkbox"/> Strong financial position: (a) Liquidity ratio for the last two years not less than 1 if financial statements are presented OR (b) Confirmation from bank on financial strength of the Offeror as per requirement outlined above;</li> <li><input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions;</li> <li><input checked="" type="checkbox"/> At least 3 contracts for supply of similar Goods successfully performed in the last 3 years;</li> <li><input checked="" type="checkbox"/> Demonstrated availability of a permanent office reachable via landline telephone and permanent staff of at least 5 persons and service center.</li> </ul>
UNDP will award to	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> One and only one supplier</li> </ul> <p>UNDP will not consider offers, which include subcontracting.</p>
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP
Contract General Terms and Conditions	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</li> </ul> <p>Applicable Terms and Conditions are available at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p> <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process</p>
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if amount of penalty for delay in delivery exceeds 20% from total contract value
Conditions for Release of Payment	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Written Acceptance based on full compliance with RFQ requirements;</li> <li><input checked="" type="checkbox"/> Provision/obtaining of Certificate of Conformity, quality and warranty.</li> </ul>
Annexes to this RFQ	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1);</li> <li><input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2);</li> <li><input checked="" type="checkbox"/> Contract Template (Annex 3)</li> </ul>
Contact Person for Inquiries (Written inquiries only)	<p>UNDP CO Uzbekistan, Procurement Unit 4, Taras Shevchenko Street, Tashkent city, 100029; Fax: (+998 71) 1203485; <a href="mailto:pu.uz@undp.org">pu.uz@undp.org</a></p> <p>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.</p>
Post-qualification Actions	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted;</li> <li><input checked="" type="checkbox"/> Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder;</li> <li><input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed; <input checked="" type="checkbox"/> UNDP may conduct physical inspection of the bidder's plant, factory, branches or other places where business transpires, with or without notice to the bidder;</li> </ul>

Other	<p>Offers submitted by two (2) or more Offerors shall all be rejected if they are found to have <u>any</u> of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this RFQ;</li> <li>d) 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</li> <li>e) influence on the Offer of, another Offeror regarding this RFQ process;</li> <li>f) they are subcontractors to each other's Offer, or a subcontractor to one Offer also submits another Proposal under its name as lead Offeror; or an expert proposed to be in the team of one Offeror participates in more than one Offer received for this RFQ process. This condition does not apply to subcontractors being included in more than one Offer.</li> </ul>
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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/business/protest-and-sanctions/>. 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: [https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/2014/February%202014/conduct\\_russian.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/2014/February%202014/conduct_russian.pdf).

Thank you and we look forward to receiving your quotation.

## LIST OF REQUIRMENTS AND TECHNICAL SPECIFICATIONS

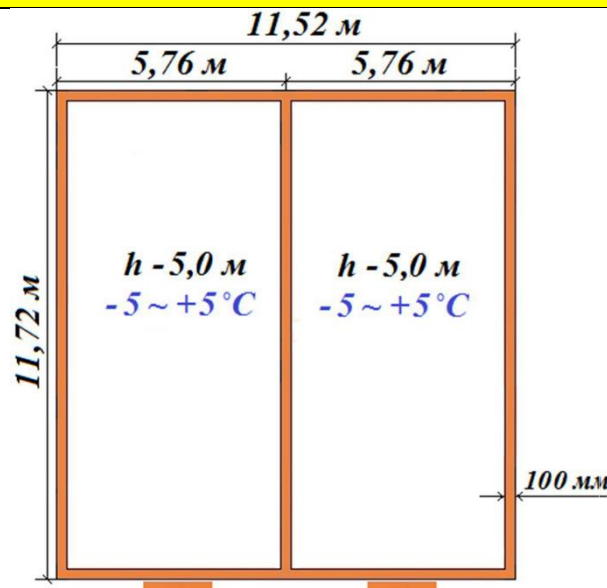
## TERMS OF REFERENCE FOR THE DESIGN AND INSTALLATION OF A REFRIGERATOR FOR STORING FRUITS AND VEGETABLES WITH A CAPACITY OF 100 TONS

Cold room consists of 2 consecutive chambers for cooling and storing fruits and vegetable in the temperature range -5 +5°C.

Overall dimensions: length 11,52m; width 11,72m, height (internal side of premise) 5,0m;

Size of cold rooms: length 5,76m; width 11,72m; height (internal side of premise) 5,0m (2 chambers).

## PROJECT SKETCH:



## WALL AND CEILING INSULATING STRUCTURE:

Sandwich panels	373,8m <sup>2</sup>	Sandwich panels with polyurethane foam base (FRP), refrigeration, filled with polyurethane foam 42-45 kg/m <sup>3</sup> (length from 2000mm to 11000 mm, working width 960 mm, panel thickness 100 mm, metal thickness 0.4mm-0.7mm)
Thermal doors, recoiling	2pcs	Thermo door recoiling for refrigerating chambers 2200mm to 1600mm, thickness 100mm polyurethane, with a set of rail accessories
Thermal insulation of the floor	120m <sup>2</sup>	Polystyrene foam polystyrene foam, 18-25 kg/m <sup>3</sup> (with a length of 2000mm to 4000mm, a width of 1000mm, a panel thickness of 100mm)
Additional elements	set	Additional elements for sandwich panels: external and internal simple angles, profile (angle bar) under the sandwich panel, as well as other necessary elements for the construction of sandwich panels and rooms and doors.

## COOLING SYSTEM:

Cold room	2 sets	<p>A complete refrigeration system based on refrigerant R404A or R407c, R134a, with the following parameters for the refrigerating chamber:</p> <ul style="list-style-type: none"> <li>• Cooling temperature: up to -5 C°;</li> <li>• Compressor-condenser, semi-hermetic, or analogue, with oil separator, mirror for monitoring the state of the refrigerant in the system;</li> <li>• Evaporator (air cooler), difference (Delta) of the temperature in the heat exchanger and air in the chamber is not more than 6 C°;</li> <li>• Full package of fittings, thermoregulating screw and copper piping,</li> </ul>
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		combining hardware part and cooler; <ul style="list-style-type: none"> <li>• Electronic control unit;</li> </ul> The set should contain electric wires and refrigerant in sufficient quantity for the operation of the system.
<b>INSTALLATION AND START-UP OPERATIONS:</b>		
Installation works	site	Installation, commissioning works and training for users

## BID SUBMISSION FORMS

## Part 1: FORM FOR SUBMITTING SUPPLIER'S QUOTATION

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

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/034/18

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

Cold room consists of 2 consecutive chambers for cooling and storing fruits and vegetable in the temperature range -5 +5°C. Overall dimensions: length 11,52m; width 11,72m, height (internal side of premise) 5,0m; Size of cold rooms: length 5,76m; width 11,72m; height (internal side of premise) 5,0m (2 chambers).				
WALL AND CEILING INSULATING STRUCTURE:			Unit price (currency) <sup>4</sup>	Total price (currency)
Sandwich panels	373,8m <sup>2</sup>	Sandwich panels with polyurethane foam base (FRP), refrigeration, filled with polyurethane foam 42-45 kg/m <sup>3</sup> (length from 2000mm to 11000 mm, working width 960 mm, panel thickness 100 mm, metal thickness 0.4mm-0.7mm)		
Thermal doors, recoiling	2pcs	Thermo door recoiling for refrigerating chambers 2200mm to 1600mm, thickness 100mm polyurethane, with a set of rail accessories		
Thermal insulation of the floor	120m <sup>2</sup>	Polystyrene foam polystyrene foam, 18-25 kg/m <sup>3</sup> (with a length of 2000mm to 4000mm, a width of 1000mm, a panel thickness of 100mm)		
Additional elements	set	Additional elements for sandwich panels: external and internal simple angles, profile (angle bar) under the sandwich panel, as well as other necessary elements for the construction of sandwich panels and rooms and doors.		
COOLING SYSTEM:			Unit price (currency)	Total price (currency)
Cold room	2 sets	A complete refrigeration system based on refrigerant R404A or R407c, R134a, with the following parameters for the refrigerating chamber: <ul style="list-style-type: none"> <li>• Cooling temperature: up to -5 C°;</li> <li>• Compressor-condenser, semi-hermetic, or analogue, with oil separator, mirror for monitoring the state of the refrigerant in the system;</li> <li>• Evaporator (air cooler), difference (Delta) of the temperature in the heat exchanger and air in the chamber is not more than 6 C°;</li> <li>• Full package of fittings, thermoregulating screw and copper piping, combining hardware part and cooler;</li> <li>• Electronic control unit;</li> </ul> The set should contain electric wires and refrigerant in		

<sup>4</sup> If the total amount differs from the unit price, the unit price prevails and the total amount will be adjusted according to the unit price.



		sufficient quantity for the operation of the system.		
<b>INSTALLATION AND START-UP OPERATIONS:</b>			<b>Unit price (currency)</b>	<b>Total price (currency)</b>
Installation works	site	Installation and commissioning works		
<b>Total price of equipment</b>				
Cost of transportation (to the destination place)				
Cost of insurance (if applicable)				
Other costs (specify)				
<b>Total amount of the Offer, including all the costs</b>				

*[Name and Signature of the Supplier's Authorized Person]*

*[Designation]*

*[Stamp]*

*[Date]*

**TABLE 2: Offer to Comply with Other Conditions and Related Requirements**

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time within 60 calendar days from the date of prepayment (applicable to local companies) or signing of the Contract (applicable to foreign companies)			
Full compliance with the technical specifications requested			
Country/ies Of Origin <sup>5</sup> :			
Warranty and After-Sales Requirements			
a) Minimum 12 months warranty on goods			
b) Equipment installation and organization of an on-site training on exploitation			
c) Services are rendered when it is necessary to repair the delivered equipment on the territory of the Republic of Uzbekistan			
d) Elimination of incompliances during the whole warranty period:			
Option a) Replacement with a completely new material(s) if the previously delivered does not meet the standards, norms and is not subject to repair			
Option b) Other ( <i>pls, describe</i> )			
Validity of Quotation: 60 calendars days from the date of bid opening			
All Provisions of the UNDP General Terms and Conditions			

All other information that was not provided by us in the respective Offer, automatically means full compliance with the requirements, deadlines and terms of the Request for Quotation.

*[Name and Signature of the Supplier's Authorized Person]*  
*[Designation]*  
*[Stamp]*  
*[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.

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**PART 2: DECLARATION OF INTEREST**

Dear Sir/Madam,

We/I, \_\_\_\_\_ (Name and Title), as shareholder(s)/owner(s) of \_\_\_\_\_ Company, declare that:

- a) Have no financial and other interests in, association or relationship with, are not employed and do not have relatives (i.e. spouse, parents, children or siblings) employed by the United Nations Development Programme (UNDP) or the Government of Uzbekistan that announced the RFQ; and do not have access to information about, or influence on the selection process for this RFQ;
- b) Have no common controlling partner, director, shareholder, legal representative for the purposes of this RFQ with any other entity submitting its Quotation under this RFQ; are not subcontracting or are subcontractors to other entities for the purposes of this RFQ; and that the experts proposed in the team do not participate in more than one Quotation for this RFQ;
- c) Are not involved in activities that could have an impact on the objectivity and independence of the Contractor's team in carrying out its duties under the contract or can affect the image of the United Nations and the Government of Uzbekistan.

We certify that the information stated is true, correct and complete to the best of our knowledge and belief. We are obliged to comply with all requests for additional information, documentation, clarification and/or verification concerning the Declaration of Interest statement.

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]*  
*[Stamp]*  
*[Date]*

**PART 3: COMPANY PROFILE**

1. Offeror's Legal Name <i>[insert Bidder's legal name]</i>		
2. In case of Joint Venture (JV), legal name of each party: <i>[insert legal name of each party in JV]</i>		
3. Actual or intended Country/ies of Registration/Operation: <i>[insert actual or intended Country of Registration]</i>		
4. Year of Registration in its Location: <i>[insert Bidder's year of registration]</i>		
5. Countries of Operation	6. No. of permanent staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation with contact details <sup>6</sup> : <i>[insert Bidder's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contracts for the past three (3) years		
10. Latest Credit Rating (Score and Source, if any)		
11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
12. Offeror's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>		
13. Are you in the UNPD List 1267.1989 or UN Ineligibility List? <input type="checkbox"/> YES or <input type="checkbox"/> NO		

*[Name and Signature of the Supplier's Authorized Person]*  
*[Designation]*  
*[Stamp]*  
*[Date]*

<sup>6</sup> You must specify address of permanent office, landline telephone numbers

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**PART 4: EXPERIENCE IN SIMILAR NATURE\***

Name of the good supplied	Delivery period (month, year)	Amount of the contract	Client (Name, contact person, telephone, e-mail)

\* - At least 3 contracts for the last 3 years for supply of similar goods

*[Name and Signature of the Supplier's Authorized Person]*  
*[Designation]*  
*[Stamp]*  
*[Date]*

**ANNEX 3 (Contract template)**

<b>Contract for Goods and/or Services Between the United Nations Development Programme and [insert name of the Contractor]</b>		<b>Договор на закупку Товаров и / или оказание Услуг между Программой Развития Организации Объединенных Наций и [укажите имя Поставщика/Подрядчика]</b>	
<b>1. Country Where Goods Will be Delivered and/or Services Will be Provided:</b> Uzbekistan		<b>1. Страна, в которой будут поставляться Товары и / или предоставляться Услуги:</b> Узбекистан	
<b>2. UNDP</b> <input type="checkbox"/> Request for Quotation <input type="checkbox"/> Request for Proposal <input type="checkbox"/> Invitation to Bid <input type="checkbox"/> direct contracting  Number and Date:		<b>2. ПРООН:</b> <input type="checkbox"/> запрос цен <input type="checkbox"/> запрос предложения <input type="checkbox"/> Приглашение на участие в тендере <input type="checkbox"/> заключение договора без конкурсного отбора  Номер и дата:	
<b>3. Contract Reference (e.g. Contract Award Number):</b>		<b>3. Номер Договора (напр. Номер присуждения договора):</b>	
<b>4. Long Term Agreement:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No [indicate as appropriate]		<b>4. Долгосрочное соглашение:</b> [Да] [Нет] [укажите соответствующее]	
<b>5. Subject Matter of the Contract:</b> <input type="checkbox"/> goods <input type="checkbox"/> services <input type="checkbox"/> goods and services		<b>5. Предмет Договора:</b> <input type="checkbox"/> товары <input type="checkbox"/> услуги <input type="checkbox"/> товары и услуги	
<b>6. Type of Services:</b>		<b>6. Тип услуг:</b>	
<b>7. Contract Starting Date:</b>	<b>8. Contract Ending Date:</b>	<b>7. Дата начала Договора:</b>	<b>8. Дата окончания Договора:</b>
<b>9. Total Contract Amount:</b> [insert currency and amount in figures and words]		<b>9. Общая сумма Договора:</b> [укажите валюту и сумму в цифрах и прописью]	
<b>9a. Advance Payment:</b> [insert currency and amount in figures and words or indicate "not applicable"]		<b>9a. Предоплата:</b> [укажите валюту и сумму в цифрах и словах или указать «неприменимо»]	
<b>10. Total Value of Goods and/or Services:</b>  <input type="checkbox"/> below US\$50,000 (Services only) – UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply  <input type="checkbox"/> below US\$50,000 (Goods or Goods and Services) – UNDP General Terms and Conditions for Contracts apply  <input type="checkbox"/> equal to or above US\$50,000 (Goods and/or Services) – UNDP General Terms and Conditions for Contracts apply		<b>10. Общая стоимость Товаров и / или Услуг:</b>  <input type="checkbox"/> <b>Меньше 50.000 долл. США (только Услуги)</b> - применяются Общие условия ПРООН для базовых (незначительных) договоров <input type="checkbox"/> <b>Меньше 50.000 долл. США (Товары или Товары и Услуги)</b> - применяются Общие условия для договоров ПРООН <input type="checkbox"/> <b>50 000 долл. США или больше (товары и / или услуги)</b> - применяются Общие условия для договоров ПРООН	
<b>11. Payment Method:</b> <input type="checkbox"/> fixed price <input type="checkbox"/> cost reimbursement		<b>11. Способ оплаты:</b> <input type="checkbox"/> фиксированная цена <input type="checkbox"/> возмещение расходов	
<b>12. Contractor's Name:</b>  Address: Country of incorporation: Website:		<b>12. Название (имя) Подрядчика:</b>  Адрес: Страна регистрации: Веб-страница:	
<b>13. Contractor's Contact Person's Name:</b> Title: Address: Telephone number: Fax: Email:		<b>13. Контактное лицо Подрядчика:</b> Должность: Адрес: Телефон: Факс: Электронная почта:	
<b>14. UNDP Contact Person's Name:</b> Procurement Unit Title: UNDP Uzbekistan Address: 4, taras Shevchenko str. Tashkent 100029, Uzbekistan		<b>14. Контактное лицо ПРООН:</b> Отдел закупок Должность: ПРООН в Узбекистане Адрес: Ул. Тараса Шевченко, 4, Ташкент 100029, Узбекистан	

<p>Bank account: 2029 6000 2006 0013 6001  Bank name: Central Operational Branch of State People's Bank of Uzbekistan, Tashkent  MFO: 00883  INN: 202 676 480  Telephone number: 120-34-50  Fax: 120-34-85  Email: <a href="mailto:pu.uz@undp.org">pu.uz@undp.org</a></p>	<p>P/c: 20296000200600136001  В банке ЦОФ Народного Банка РУз    МФО: 00883  ИНН: 202676480  Телефон: 120-34-50  Факс: 120-34-85  Электронная почта: <a href="mailto:pu.uz@undp.org">pu.uz@undp.org</a></p>
<p><b>15. Contractor's Bank Account to which payments will be transferred:</b>  Beneficiary:  Account number:  Bank name:  Bank address:  Bank Code:  INN:  ОКЭД:</p>	<p><b>15. Банковский счет Подрядчика, на который будут осуществляться платежи:</b>  Получатель:  Номер счета:  Название банка:  Адрес банка:  МФО  ИНН  ОКЭД</p>
<p>This Contract consists of the following documents, which in case of conflict shall take precedence over one another in the following order:</p> <ol style="list-style-type: none"> <li>1. This face sheet ("Face Sheet").</li> <li>2. UNDP Special Conditions <del>[delete if not applicable]</del></li> <li>3. [UNDP General Terms and Conditions for Contracts] [UNDP General Terms and Conditions for Institutional (de minimis) Contracts] <del>[delete if not applicable and remove square brackets]</del></li> <li>4. Terms of Reference (TORs) and Schedule of Payments, incorporating the description of services, deliverables and performance targets, time frames, schedule of payments, and total contract amount <del>[delete if not applicable]</del>.</li> <li>5. Technical Specifications for Goods <del>[delete if not applicable]</del></li> <li>6. The Contractor's Technical Proposal and Financial Proposal, dated <del>[insert date]</del>, as clarified by the agreed minutes of the negotiations meeting, dated <del>[insert date]</del>; these documents not attached hereto but known to and in the possession of the Parties, and forming an integral part of this Contract.</li> <li>7. Discount Prices <del>[to be used in cases where the Contractor is engaged on the basis of an LTA; delete if not applicable]</del>.</li> </ol> <p>All the above, hereby incorporated by reference, shall form the entire agreement between the Parties (the "Contract"), superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.</p> <p>This Contract shall enter into force on the date of the last signature of the Face Sheet by the duly authorized representatives of the Parties, and terminate on the Contract</p>	<p>Настоящий Договор состоит из следующих документов, которые, в случае возникновения несоответствия, имеют преимущество друг перед другом в следующем порядке:</p> <ol style="list-style-type: none"> <li>1. Данная титульная страница («Титульная страница»).</li> <li>2. Особые условия ПРООН <del>[удалите если неприменимо]</del></li> <li>3. [Общие условия ПРООН для договоров] [Общие условия ПРООН для базовых (незначительных) договоров] <del>[удалите если неприменимо, и удалите квадратные скобки]</del></li> <li>4. Техническое задание (ТЗ) и График платежей, включающий описание услуг, результатов и целевых показателей эффективности, временных рамок, графика платежей и общей суммы контракта <del>[удалите если неприменимо]</del>.</li> <li>5. Технические спецификации для товаров <del>[удалите если неприменимо]</del></li> <li>6. Техническое и финансовое предложения Подрядчика, датированное <del>[укажите дату]</del>, согласованными протоколами переговорного совещания, датировано <del>[укажите дату]</del>; эти документы не прилагаются к настоящему договору, но известны и находятся в распоряжении Сторон и являются неотъемлемой частью настоящего Контракта.</li> <li>7. Представленные скидки <del>[будут использоваться в случаях, когда Подрядчик нанимается на основе долгосрочного контракта; удалите, если неприменимо]</del>.</li> </ol> <p>Все вышеперечисленное, включая все, на что ссылается этот документ, являет собой полный объем договоренностей («Договор») между Сторонами, при этом все предыдущие переговоры и / или договоренности, имеющие отношение к предмету настоящего Договора, теряют силу независимо от того, выполнены они в устной или в письменной форме.</p> <p>Настоящий Договор вступает в силу со дня проставления надлежащим образом уполномоченными представителями Сторон последней подписи на Титульной странице и прекращает</p>

<p>Ending Date indicated on the Face Sheet. This Contract may be amended only by written agreement between the duly authorized representatives of the Parties.</p>	<p>свое действие в дату завершения Договора, указанную на Титульной странице. Внесение изменений и / или дополнений к настоящему Договору возможно лишь в случае оформления письменного соглашения надлежащим образом уполномоченными представителями Сторон.</p>
<p>This Contract and all Annexes thereto including General Conditions are executed in English and Russian. In case of discrepancy between the English and Russian texts of the Contract and all Annexes thereto, the parties agree that the English text will prevail.</p>	<p>Контракт и все Приложения к нему, включая Общие условия, выполнены на английском и русском языках. Стороны соглашаются что, в случае расхождения между английским и русским текстами преимущественной силой обладает текст на английском языке.</p>
<p><b>IN WITNESS WHEREOF</b>, the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed this Contract at the place and on the day set forth below.</p>	<p><b>Настоящим удостоверяется</b>, что должным образом уполномоченные на это представители Сторон подписали настоящий Договор от имени Сторон в месте и в день, указанные ниже.</p>

<b>For the Contractor / От имени Подрядчика</b>	
Signature / Подпись:	
Name / Имя:	
Title / Должность:	
Date / Дата:	
<b>For UNDP / От имени ПРООН</b>	
Signature / Подпись:	
Name / Имя:	
Title / Должность:	
Date / Дата:	

*[Имя и подпись уполномоченного лица]*  
*[Должность]*  
*[Печать]*  
*[Дата]*