



*Date : 17/11/2021*

## **REQUEST FOR QUOTATION (RFQ) : *PAINTING THE UNDP OFFICES***

UNDP kindly requests your quotation for Painting the UNDP Main building, NRA building, UN WOMEN and block of Procurement and Logistics Offices, Prefabrique offices and its sheets as detailed in this RFQ : The site visit is planned on 22 November at 10 am

**Please prepare** and submit at [offers.rw@undp.org](mailto:offers.rw@undp.org) on or before 23 November 2021.

Thank you and we look forward to receiving your quotations.

Issued by:

Name: Shelagh Rwitare

Title: Operations Manager

I.TECHNICAL SPECIFICATIONS

<b>ITEMS</b>	<b>UNIT</b>	<b>QTY</b>	<b>P/U</b>	<b>Total price</b>
<b>REPAINT OF BUILDINGS (SILK AND WETHER GARD PAINT) NRA BUILDING</b>				
Exterior surface for NRA building and cafeteria	m <sup>2</sup>	1,043.04		
Interior surface 1 <sup>st</sup> floor	m <sup>2</sup>	402,3		
Interior surface 2 <sup>nd</sup> floor	m <sup>2</sup>	404,65		
Interior surface for the 3 floor	m <sup>2</sup>	404,65		
Interior surface for the 4 floor	m <sup>2</sup>	489,65		
<b>REPAINT OF UNWOMEN BUILDING, PROCUREMENT BLOCK,</b>				
Exterior surface UNWOM and OCHA conference room	m <sup>2</sup>	691,95		

Interior surface UNWOMEN and OCHA conference room	m <sup>2</sup>	542,72		
Interior Procurement block	m <sup>2</sup>	516,08		
exterior Procurement block	m <sup>2</sup>	284,65		
Black wall near OCHA Conference room	m <sup>2</sup>	46		
<b>MAIN BUILDING UNDP BLOCK</b>				
Interior surface first floor	m <sup>2</sup>	2905,22		
Exterior surface 2 <sup>nd</sup> floor	m <sup>2</sup>	797,32		
Out door Tiles which do not slip at entrance of main building	m <sup>2</sup>	54,06		

<b>UNDP DRIVER'S BLOCK AND PREFABRIQUE IRON SHEET</b>				
Interior surface	m <sup>2</sup>	435,22		
Exterior surface	m <sup>2</sup>	297,32		
Painting iron sheets for the prefabrique	32	610.95		
Subtotal				
VAT (18%)				
Grand Total				

## **II. Delivery Requirements**

<b>Delivery Requirements</b>	
<b>Delivery date and time</b>	
<b>Delivery Terms (INCOTERMS 2020)</b>	DAP (Delivery At Place)
<b>Customs clearance (must be linked to INCOTERM)</b>	<input 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
<b>Exact Address(es) of Delivery Location(s)</b>	Bid submission address: <b>United Nations Development Program</b> <b>P.O Box 445 Kigali, Rwanda, 12 Avenue de l'Armée, Kigali, Rwanda</b> <b>Attn: Head of Procurement Unit</b> <b>Email: offers.rw@undp.org</b>
<b>Distribution of shipping documents (if using freight forwarder)</b>	Click or tap here to enter text.
<b>Packing Requirements</b>	Click or tap here to enter text.
<b>Training on Operations and Maintenance</b>	Click or tap here to enter text.
<b>Warranty Period</b>	Non Applicable
<b>After-sales service and local service support requirements</b>	Not Applicable
<b>Preferred Mode of Transport</b>	Choose an item. -
<b>Documents to be submitted</b>	Bidders shall include the following documents in their quotation: <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 type="checkbox"/> List and value of projects performed for the last XXXX years plus client's contact details who may be contacted for further information on those contracts; <input type="checkbox"/> List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project; <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top clients in terms of Contract value in similar field; <input type="checkbox"/> Completed and signed CVs for the proposed key Personnel; <input type="checkbox"/> Other Click or tap here to enter text.

<b>Duties and taxes</b>	<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 checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
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### III. TECHNICAL AND FINANCIAL OFFER - GOODS

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.

#### 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 – 14 days	<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 (30 days)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms ( 30 days after completion)	<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.

**Administrative MANDATORY documents required:**

- 1. Copy of the Company RDB Registration**
- 2. 3 (three) Certificates of Completion of similar Works**
- 3. Company Profile**
- 4. CV with Certificate of Lead Engineer/ Site Manager ( A0)**
- 5. Delivery/ painting time line ( 2 weeks)**

**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.

<p><b><i>Exact name and address of company</i></b></p> <p>Company Name Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature: _____</p> <p>_____</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>
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