

# **Request for quotation (RFQ) for goods**

Purchase and delivery of Fuel

RFQ-HTOC-91537-15-24382(WE)

**Request for quotation (RFQ)****Purchase and delivery of Fuel  
RFQ-HTOC-91537-15-24382(WE)**

Date: 13 November 2015

UNOPS is accepting quotations from suppliers for the purchase of the above mentioned requirements. All interested parties must complete and return prior the specified deadline the attached price sheet and technical data form to the following email address: [Htocproc@unops.org](mailto:Htocproc@unops.org).

## 1. Requirements and price list (Annex A)

Quotations need to be submitted by using the Requirements and Price List contained in Annex A below.

## 2. Eligibility

Bidders must not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNOPS to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this request for quotation.

Bidders must not be under a declaration of ineligibility for corrupt and fraudulent practices published by UNOPS on its website. Bidders must meet the eligibility criteria as published on the [UNOPS website](#).

## 3. Currency

All prices shall be quoted in **Haitian Gourdes (HTG)**.

UNOPS reserves the right not to reject any bids submitted in another currency than the mandatory bidding currency stated above. UNOPS may accept bids submitted in another currency than stated above if the bidder confirms during clarification of bids (1.18) in writing that it will accept a contract issued in the mandatory bid currency and that for conversion the official United Nations operational rate of exchange of the day of RFQ deadline as stated in the RFQ letter shall apply.

Regardless of the currency of bids received, the contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

## 4. Evaluation

UNOPS evaluates quotations based on lowest priced most technically acceptable quotation received.

## 5. Delivery (for goods)

Goods shall be delivered and shipped Incoterms (**DAP**) as and when required as follows;

- Hôpital communautaire de Bon Repos,
- Hôpital communautaire de Beudet,
- Hôpital communautaire de Carrefour,

## 6. Quotations due

All quotations must be received at the email address stated below no later than:

Date: 19 November 2015  
Time: 12:00 hrs (Haiti local time)  
E-mail: [Htocproc@unops.org](mailto:Htocproc@unops.org)  
Contact person: Procurement Unit

Quotations submitted shall be binding and valid for a period of thirty (30) days from the due date stated herein. Any prices accepted during this period will be considered firm/fixed for the resulting purchase order.

UNOPS will award this requirement in total and will not accept any partial quotations. The supplier agrees to acknowledge the purchase order in the form provided upon award, under the terms and conditions stated therein, and for the agreed amount.

## 7. UNOPS General Conditions of Contract

Any order resulting from this RFQ exercise will be subject to the UNOPS General Conditions of Contract available for goods, small services and services at the following addresses:  
<http://www.unops.org/SiteCollectionDocuments/Procurement/UNOPS%20General%20Conditions%20for%20Goods.pdf>  
<http://www.unops.org/SiteCollectionDocuments/Procurement/GCCs%20For%20Professional%20Services.pdf>  
<http://www.unops.org/SiteCollectionDocuments/Procurement/Conditions-of-services-below50K.pdf>

## 8. Clarifications

Suppliers with questions or requests for more information are encouraged to send them to the email address above promptly in order to allow time for the provision of a written response. Explanations or interpretations provided by personnel other than the above will not be considered binding or official.

## 9. Quotation form (Annex A)

The attached Quotation Form needs to be completed and signed. Suppliers shall return the completed and signed Quotation Form with their quotation.

  
**Michel BONENFANT**  
Director & Representative  
HTOC - UNOPS



## ANNEX A – Requirements and price list

The following documents form part of this RFQ and must be completed and returned with your offer:

SUBMISSION						
BIDDER'S TOTAL PRICES ( Price & Currency to be entered by Bidder ) :						
Total Price DAP (Delivery At Place) : 3, rue Marion, Peguy-Ville,						
FREIGHT COST (state "N/A" if NO additional freight)						
REQUESTED OFFER VALIDITY PERIOD FROM DATE OF OFFER SUBMISSION: <b>30 Days</b>						
BIDDER'S UNIT PRICES (Price & Currency to be entered by Bidder):						
Item	DESCRIPTION	QTY	CURRENCY :			
			Unit of Measure	UNIT PRICE DAP	TOTAL PRICE DAP	DELIVERY TIMEFRAME
<b>A.1</b>	<b>FUEL - DIESEL</b>	10,000.00	Gallons			
<i>Costs are all inclusive, Fuel and delivery to the HCRs</i>						
					<b>Total cost HTG</b>	

### **Important:**

- *The vendor shall be able to deliver a minimum of 1000 Gallons per delivery. Please any delivery less than 1000 gallons will not be accepted.*
- *Goods shall be delivered and shipped Incoterms (DAP) as and when required by UNOPS as follows;*
  - a. Hôpital communautaire de Bon Repos : 4500 Gallons,*
  - b. Hôpital communautaire de Beudet : 1000 gallons,*
  - c. Hôpital communautaire de Carrefour : 4500 Gallons*

### RFQ - Quotation form

Quotation form must be completed, signed and returned to UNOPS. The quotations must be made in accordance with the instructions contained in this request.

UNOPS General Conditions of Contract will apply to any resulting purchase order/contract. A link to the UNOPS General Conditions of Contract is included in the RFQ document.

The undersigned, having read the terms and conditions set out in this RFQ document, hereby offers to supply the goods specified in the RFQ at the price or prices quoted, in accordance with any specifications stated and subject to the terms and conditions set out or specified in the document.

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

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

Name and title: \_\_\_\_\_

Company: \_\_\_\_\_

Postal address: \_\_\_\_\_  
Tel. no: \_\_\_\_\_  
Fax no: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Validity of offer: \_\_\_\_\_  
Currency of offer: \_\_\_\_\_

Payment terms 30 days accepted:

Quotation to be addressed to:

UNOPS  
Procurement Unit  
3, rue Marion, Péguy-Ville, Pétion-Ville, Haiti  
Tel.: +509 2816-0982  
E-mail: [htocproc@unops.org](mailto:htocproc@unops.org)



**UNOPS HTOC**  
**3, Rue Marion, Peguy-Ville**  
**Petion-Ville,**  
**Port-au-Prince, HAITI**  
**Tel: +2816-0982**