**Price Quotation for a Vehicle Valuation Services**

Date: 17 June, 2024

Annex 1 - WWF Fraud and Corruption Prevention and Investigation Policy

# Price Quotation for Purchase of a Vehicle Valuation Services

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# INTRODUCTION

WWF Caucasus Programme Office (Id. Code 203845964) (referred to as the “CLIENT”) is announcing a price quotation and inviting qualified and certified suppliers (companies and individuals) (hereinafter referred to as “BIDDER”) to submit proposals for provision of valuation service of an organisation vehicle (hereinafter referred to as “Proposal”).

# GENERAL CONDITIONS

1) The participants of the current Price Quotation shall submit the proposal (“PROPOSAL”) based on terms and conditions defined in the present Price Quotation requirements. Proposal shall cover valuation methodology, price proposal and commercial terms.

2) The CLIENT reserves the right to reject or accept any proposal.

3) The CLIENT reserves the right to engage in discussions with any SUPPLIER to clarify responses or discuss certain issues with regards to the proposal or services requested. The CLIENT has no obligation to notify the other SUPPLIERS of the discussions, clarifications, or other information provided by a SUPPLIER. Any additional information required for preparation of the Proposal shall be distributed to all participants at the same time.

4) The CLIENT reserves the right to award the proposal based on experience, qualification, commercial offer and other criteria.

5) The CLIENT shall conduct negotiations with Price Quotation participant to achieve the full compliance to the requirements.

6) The issuance of this Price Quotation or any negotiations with a participant SUPPLIER after the closing date does not bind or commit the CLIENT to enter into negotiations or place an order with the SUPPLIER who submits the PROPOSAL.

7) The CLIENT reserves the right in the event the successful SUPPLIER fails to comply with the terms and conditions as listed, to cancel this contract and award it to another SUPPLIER without penalty or action against the CLIENT. The Proposal does not constitute an agreement or order.

8) The Proposal is not a binding agreement between the parties, submission of a proposal or response by a proponent is voluntary.

9) By submitting a proposal, the Supplier is deemed to have acknowledged all of the undertakings, specifications, terms and conditions, **WWF Fraud and Corruption Prevention and Investigation Policy** **(Annex 1)** contained in the present document, and to be bound by them if the Proposal is accepted. All expenses incurred by the participant in connection with the preparation of its proposal are to be borne by the price quotation participant, and the CLIENT shall not incur any obligation whatsoever toward the Supplier regardless of whether such proposal is accepted or rejected.

10) An authorized signing officer must sign all Proposals. The Proposal must indicate an individual who is authorized to negotiate and sign on behalf of the proponent if other than the signature found on the proposal submission.

11) Price Quotation is one-stage selection process and submitted Proposal shall include as commercial as qualification, methodology and approach information.

# PRICE QUOTATION PROPOSAL

* 1. Submission of the PQ proposal shall correspond to the instructions below, by submitting the el. Version.
  2. The proposal submission deadline is: 27 June, 2024 by 18:00. The Proposal shall be submitted to the following mail: [procurement@wwfcaucasus.org](mailto:procurement@wwfcaucasus.org)

# Communication and enquires

* 1. All enquires and communication regarding this tender are to be submitted in electronically to the following e-mail: dbichelashvili@wwfcaucasus.org. All questions shall be submitted prior 3 (three) working days till expiry of Tender submission deadline.
  2. Any information and responses to enquiries will be made in writing and distributed by email to all proponents. Enquiries after the foregoing deadline will not receive a response.
  3. The Price Quotation Proposal shall be valid within 30 (thirty) calendar days.

# FORMAT of THE Proposal

The Proposal submitted by the participant must be structured as per the below provided instructions:

1. General Information about the supplier, company profile, qualification, certification, experience (minimum 3 three years).
2. Methodology and Approach of Valuation process
3. Corresponding Certification
4. Service Provision Timeline
5. Commercial Offer in GEL, proposal shall include all costs considered by local legislation
6. The payment shall be made after completion of services and provision of relevant valuation report, via bank transfer after supply within 10 (ten) calendar DAYS.
7. The Proposal documentation shall be provided in the English Language.

# General Requirements FOR Scope of Supply

**Description of the Vehicle:**

Brand:Toyota

Type: High Passability

Model: Landcruiser LC150

Year of Manufacture: 2021

Location of the vehicle: 11 Merab Aleqsidze str. Tbilisi, WWF Caupo Programme Office

# Evaluation Process

During Procurement Meeting the evaluation process shall envisage the following criteria:

* The Supplier experience and qualification
* Methodology and Approach
* The Commercial Proposal
* Service Provision Timeline

After the initial evaluation of the proposals, the CLIENT may conduct additional communication with Suppliers for further clarifications.

# ADDENDUM

In the event the CLIENT is required to issue notifications of changes or corrections to the proposal package, such addendums shall be emailed. Each addendum shall contain a notification which requires the Supplier to sign and include each addendum with the proposal. It is mandatory that the CLIENT receives confirmation (email) that the Price Quotation Participant has indeed received the addendum. Failure to comply with the instructions on an addendum may result in rejection of the Price Proposal.

# DOCUMENTS and confidentiality

All documents completed based on requirements of the present price quotation shall be the property of the CLIENT, and shall not without the consent of the CLIENT be used, reproduced or made available to third parties beyond what is necessary in respect of the fulfilment of the Project. All documents issued and information given to the Supplier shall be treated as confidential.

# additional requirements

The Price Quotation participant shall provide additional information and below listed documentation **upon additional request**:

* Updated extract from the public registry
* The official confirming statements/letters from the relevant services (public registry and revenue services) that:
* reorganization or liquidation of the company is not in process;
* the bankruptcy or financial resolution/assistance procedures are not in progress;
* the company does not have any arrears towards the state budget;
* the legal entity is not imposed by mortgage/the property is not arrested or confined by court decisions;
* the statement by the serving bank that accounts are not arrested and there is no encashment;