

REQUEST FOR QUOTATION (RFQ)



NAME & ADDRESS OF FIRM:	DATE: 20 April 2017
	REFERENCE: 2017-PROC-UNDP-MMR-RFQ-015

Dear Sir/Madam,

You are kindly requested to submit a quotation for the provision of the following services not later than **10 May 2017**.


Item	Description	Q'ty
1	Provision of Common UN Messenger Service (Yangon-Nay Pyi Taw-Yangon) for UN agencies in Myanmar Please see attached Terms of Reference (TOR).	
2	<ol style="list-style-type: none"> 1. The purpose of this Request for Quotation is to solicit and select the most qualified service provider with the best-balanced proposal for services, expertise and competitive cost to provide the services. 2. Your proposal could form the basis for a 3-year Long Term Agreement between your firm and UNDP. 3. Your proposal shall include the following information. <ul style="list-style-type: none"> • Your company profile • Past track record for similar services • Company registration documents including the Certificate of Incorporation; Form VI; Form XXVI; etc. • Audited financial statements for the past two years • Evidence of your registration as service provider with Myanmar Post and Telecommunication (MPT) • Your banking information including the following <ul style="list-style-type: none"> ▪ Account Name ▪ Account No. ▪ Bank Name ▪ Bank Address ▪ For Kyat: any bank <p style="margin-left: 20px;">Please be informed that UNDP can only issue cheques in the name of the company.</p> <ul style="list-style-type: none"> • Proposed team for the services (name, title, functions, etc.), and CVs 	

	<ul style="list-style-type: none"> • A financial proposal <ul style="list-style-type: none"> ▪ Quoted monthly charges must be fixed for 3 years ▪ Price quoted must be exclusive of all taxes since UN agencies are exempt from taxes <p>4. Your proposal must be sent to Operations Manager, UNDP Myanmar, No. 6 Natmauk Road, Tamwe Township, Yangon in a sealed envelope mentioning the RFQ reference 2017-PROC-UNDP-MMR-RFQ-015 and your company name on the envelope.</p>	
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CONDITIONS	
Payment Terms	Monthly basis within 2 weeks from acceptance of invoice.
Validity of Quotation	<input type="checkbox"/> 30 DAYS <input checked="" type="checkbox"/> 60 DAYS
Preliminary Examination - Completeness of quotation.	<input type="checkbox"/> Partial bids permitted. <input checked="" type="checkbox"/> Partial bids not permitted
General Terms and Conditions	Copy enclosed
Award of Contract	UNDP reserves the right to accept or reject any proposal received in response to this RFQ and to negotiate with any of the proposers or other firms in any manner deemed to be in the best interest of UNDP.

Quotation should be in a sealed envelope and sent to Operations Manager, UNDP Myanmar Office at No. 6 Natmauk Road, Tamwe Township, Yangon mentioning the RFQ 2017-PROC-UNDP-MMR-RFQ-015 and your company name on the envelope.

NAME, FUNCTIONAL TITLE: Nasantuya Chulum, Operations Manager

Signature:  DATE: 20/04/2017

CONTACT ADDRESS:
United Nations Development Programme
No. 6, Natmauk Road, Tamwe Township
Fax: +95 1 544531 & 545634 or Email: bids.mm@undp.org