

REQUEST FOR QUOTATION (RFQ) SEU Corporate Catering Services

NAME & ADDRESS OF FIRM	DATE: March 18, 2018
	REFERENCE:

Dear Sir / Madam:

We kindly request you to submit your quotation for the development of a branding and communication strategy (including graphic design), in parallel with the production of a website and content management, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2

Quotations may be submitted on or before April 1, 2018 and via
☒ e-mail, ☐ courier mail or ☒ facsimile to the address below:

E-mail: procurement.bh@undp.org

And

United Nations Development Programme[UN House 69, Road 1901, Hooraa 319, kingdom of Bahrain]

[Jehan Restam, Procurement Associate Tel: +973 17319405, Fax: +973 17311500, email: procurement.bh@undp.org]

Quotations submitted by email must be limited to a maximum of 5MB, virus-free and no more than one email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

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.

Exact Address/es of Delivery Location/s (identify all, if multiple)	UN House 69, Road 1901, Hooraa 319
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Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	Between 1 - 2 Weeks
Preferred Currency of Quotation	USD
Deadline for the Submission of Quotation	April 4 th , 2018 (12:00 midnight Bahrain Time)
All documentations, including catalogs, instructions and operating manuals, shall be in this language	English
Documents to be submitted	<p>vendors must include the following information in their submission under the appropriate letter-headings identified below:</p> <ol style="list-style-type: none"> a. Organization: Description of vendor capability, size, general reputation and experience in providing catering services. b. Set menus: the vendor should set at least two set menus within the following category: <ul style="list-style-type: none"> ○ Executive Menu – Lunch or Dinner ○ Executive Menu – Snacks and Coffee Breaks ○ Mid-Level Menu ○ Mid-Level Menu – Snacks and Coffee Breaks ▪ Pricing: The vendor shall provide the pricing per pack i.e.: <ul style="list-style-type: none"> ○ under each category \ menu up to 25 guests @ xxx ○ under each category \ menu 26 – 50 guests @ xxx ○ Etc. up to a maximum of 500 guests.
Period of Validity of Quotes starting the Submission Date	<p>1 year</p> <p>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 Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.</p>
Payment Terms	Up to 30days Upon satisfactory completion of services and\or production of goods and receiving the Original Invoice
Evaluation Criteria	<ul style="list-style-type: none"> • Quality • Variety • Expected responsiveness to deliver requested products and \ services • Value for money • Full acceptance of the PO/Contract General Terms and Conditions

UNDP will award to:	<ul style="list-style-type: none"> • Supplier(s) meeting the evaluation criteria
Type of Contract to be Signed	<ul style="list-style-type: none"> • Long Term Agreement
Conditions for Release of Payment	<ul style="list-style-type: none"> • After satisfactory production of goods and service as per the TOR and receiving the Original Invoice signed by the Project Manager
Annexes to this RFQ	<ul style="list-style-type: none"> • Description of service Required (Annex 1) • Form for Submission of Quotation (Annex 2) • General Terms and Conditions / Special Conditions (Annex 3) <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>
Contact Person for Inquiries (Written inquiries only)	<p><i>Email: procurement.bh@undp.org</i></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>

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.

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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/procurement/protest.shtml>

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 : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your quotation.

Sincerely yours,

for 

Amin El Sharkawi
Resident Representative
March 15, 2018


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