



REQUEST FOR QUOTATION (RFQ) Rental of Heavy Equipment

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| NAME & ADDRESS OF FIRM | DATE: September 14, 2018 |
| | REFERENCE: PHL-RFQ-2018-198 |

Dear Sir / Madam:

UNDP would like to enter into a Long-Term Agreement (LTA) with entities that can deploy **heavy equipment to UNDP-designated project sites on an “on-call” basis**, formalized through the issuance of a Purchase Order (PO) when needed. As a company known to have this capability, we are therefore writing you to invite you to participate in this opportunity.

We kindly request you to submit your quotation for **Rental of Heavy Equipment**, 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 **September 17, 2018** and via (choose appropriate box) ☒ **e-mail**, ☐ *courier mail* or ☐ *facsimile* to the address below:

United Nations Development Programme
United Nations Development Programme Philippines
Rockwell Business Center Sheridan, North Tower,
15th Floor Sheridan St. corner, United St.,
Brgy. Highway Hills, Mandaluyong, 1554, Metro Manila
The Procurement Unit
Procurement.ph@undp.org

Quotations submitted by email must be limited to a maximum of **4MB**, virus-free and no more than **3 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/s:

| | | |
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| Exact Address/es of Delivery Location/s (identify all, if multiple) | To be determined, when the need arise | |
| UNDP Preferred Freight Forwarder, if any ¹ | Not applicable | |
| Distribution of shipping documents <i>(if using freight forwarder)</i> | Not applicable | |
| Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i> | <input checked="" type="checkbox"/> 3-5 days from the issuance of the Purchase Order (PO) <input type="checkbox"/> As per Delivery Schedule attached <i>[if delivery will be staggered]</i> Time : As soon as called Time Zone of Reference : GMT+8 | |
| Delivery Schedule | <input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required | |
| Mode of Transport | <input type="checkbox"/> AIR <input type="checkbox"/> SEA | <input type="checkbox"/> LAND <input checked="" type="checkbox"/> OTHER to be determined |
| Preferred Currency of Quotation ² | <input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency : Philippine Peso | |
| Value Added Tax on Price Quotation ³ | <input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes | |
| After-sales services required | <input type="checkbox"/> Warranty on Parts and Labor for minimum period of Click to type <input checked="" type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others [pls. specify] | |
| Deadline for the Submission of Quotation | 4PM COB, Monday, September 17, 2018 and Manila time | |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language | <input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others [pls. specify, including dialects, if needed] | |

¹Depends on INCO Terms. The suggestion to use a UNDP preferred courier is only for purposes of familiarity with procedures and documentary requirements applicable to the UNDP when clearing with customs.

² Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

³ This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

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| Documents to be submitted ⁴ | <input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Latest Business Registration Certificate ; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance ; <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List ; <input type="checkbox"/> Others <i>[pls. specify as many as required]</i> |
| Period of Validity of Quotes starting the Submission Date | <input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days <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> |
| Partial Quotes | <input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i> |
| Payment Terms ⁵ | <input checked="" type="checkbox"/> 100% upon completion of services as certified by UNDP <input type="checkbox"/> Others <i>[pls. specify]</i> |
| Evaluation Criteria <i>[check as many as applicable]</i> | <input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price⁶ Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</i> <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time⁷ <input type="checkbox"/> Others <i>[pls. specify]</i> |
| UNDP will award to: | <input type="checkbox"/> One and only one supplier <input checked="" type="checkbox"/> One or more Supplier, depending on the following factors: Pricing of the services/rental of equipment; |

⁴ First 2 items in this list are mandatory for the supply of imported goods

⁵ UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

⁶ UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

⁷ This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).

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| | <i>Quantity and Strategic Location of network where the equipment can be easily accessed/made available when called to service</i> |
| Type of Contract to be Signed | <input checked="" type="checkbox"/> Long-Term Agreement valid for a minimum period of 12 months, which may be extended upon satisfactory performance of service provider. Each call off of the LTA shall be done through the issuance of a Purchase Order |
| Contract General Terms and Conditions | <input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html |
| Special conditions of Contract | <input checked="" type="checkbox"/> Cancellation of PO/Contract if the deployment/completion is delayed by 5 days |
| Conditions for Release of Payment | <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements |
| Annexes to this RFQ ⁸ | <input type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process. |
| Contact Person for Inquiries (Written inquiries only) ⁹ | Trisha Anne Mendoza/ Rose Ann Rivera Procurement Assistant Trisha.mendoza@undp.org/rose.rivera@undp.org 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. |

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.

⁸ Where the information is available in the web, a URL for the information may simply be provided.

⁹ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

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 indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

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.

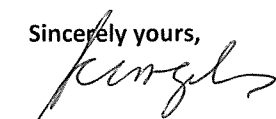
Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:
<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

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,



Karyll Angeles
Procurement Associate

14 September 2018

Schedule of Requirements and Specifications

| Items to be Supplied* | Description/Specifications of Goods |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <p>Backhoe 320E L / PC200-8 or equivalent</p> <p><u>Engine</u> Gross Power (hp) : 155 hp – 164.0 hp Net Power (hp) : 148 hp – 153.0 hp Bore : 4.1 in. - 4.21 in. Stroke : 4.88 in. - 5.0 in.</p> <p><u>Operational</u> Operating Weight (lbs.) : 42,770 lbs. – 54450.0 lbs.</p> <p><u>Mechanism</u> Swing Speed : 11.2 rpm - 12.4 rpm Travel Speed (High) : 3.4 mph - 3.5 mph</p> <p><u>Hydraulics</u> Maximum Flow : 113 gal/min - 116 gal/min</p> |
| 2 | <p>Trucks</p> <p>6 wheeler; (3 - 6 cu. m)</p> <p>10 wheeler; (10 - 20 cu. m)</p> |
| 3 | <p>Payloader CAT 930 / W90-3 or equivalent</p> <p><u>Engine</u> Horsepower : 100 hp - 157 hp</p> <p><u>Operating specifications</u> Operating weight : 21208.5 lb - 27116.9 lb</p> <p><u>Hydraulics</u> Raise Time : 5.3 sec - 6.4 sec Dump Time : 1.8 sec - 2.5 sec Lower Time : 2.5 sec - 3.7 sec</p> <p><u>Bucket</u> Breakout force : 19190 lb - 26230 lb Dump clearance at max. raise : 9.2 ft in - 9.3 ft in</p> |
| 4 | <p>Boom Truck Prime Mover Low-bed trailer 3-5 tons lifting capacity</p> |

Important Instructions as part of Quotation:

Please provide list of other heavy equipment that may be made available by you indicating available number of units for each item with fixed daily and monthly rates. Rental is on an on-call arrangement as needed by UNDP projects.

Daily and monthly rates should be **inclusive** of the following:

- a) daily meals of the driver;
- b) accommodation of the driver at the site of work;
- c) compensation of the driver for work per hour;
- d) all benefits and entitlements of the driver;
- e) parking of the vehicles when not in use;
- f) fuel and lubricant consumption cost of the equipment while leased by UNDP;
- g) cost per hour of deploying vehicles to the sites where they are needed;
- h) cost of third party liabilities or any other form of insurance that the Service Provider may opt to obtain; and
- i) all taxes related to the provision of the services. In the event that the vehicles require security services when not in use, the said cost shall be borne by the Service Provider.

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹⁰

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹¹)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. **RFQ-2018-198**:

TABLE 1 : Offer to Supply Goods Compliant with Technical Specifications and Requirements

| Items to be Supplied* | Description/Specifications of Goods | No. of Units that can be made available as needed | Location of the Units prior to deployment | All-inclusive daily rate w/ driver | All-inclusive Monthly Rate | One-time Deployment and Re-deployment cost (if any) |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|-------------------------------------------|------------------------------------|----------------------------|-----------------------------------------------------|
| 1 | <p>Backhoe 320E L / PC200-8 or equivalent</p> <p><u>Engine</u> Gross Power (hp) : 155 hp – 164.0 hp Net Power (hp) : 148 hp – 153.0 hp Bore : 4.1 in. - 4.21 in. Stroke : 4.88 in. - 5.0 in.</p> <p><u>Operational</u> Operating Weight (lbs.) : 42,770 lbs. – 54450.0 lbs.</p> <p><u>Mechanism</u> Swing Speed : 11.2 rpm - 12.4 rpm Travel Speed (High) : 3.4 mph - 3.5 mph</p> <p><u>Hydraulics</u> Maximum Flow : 113 gal/min - 116 gal/min</p> | | | | | |
| 2 | <p>Trucks</p> <p>6 wheeler; (3 - 6 cu. m)</p> <p>10 wheeler; (10 - 20 cu. m)</p> | | | | | |

¹⁰ This serves as a guide to the Supplier in preparing the quotation and price schedule.

¹¹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

| | | | | | | |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|
| 3 | Payloader CAT 930 / W90-3 or equivalent <u>Engine</u> Horsepower : 100 hp - 157 hp <u>Operating specifications</u> Operating weight : 21208.5 lb - 27116.9 lb <u>Hydraulics</u> Raise Time : 5.3 sec - 6.4 sec Dump Time : 1.8 sec - 2.5 sec Lower Time : 2.5 sec - 3.7 sec <u>Bucket</u> Breakout force : 19190 lb - 26230 lb Dump clearance at max. raise : 9.2 ft in - 9.3 ft in | | | | | |
| 4 | Boom Truck Prime Mover Low-bed trailer 3-5 tons lifting capacity | | | | | |
| 5 | Other Equipment that can be made available on an on-call basis | | | | | |

TABLE 2 : Estimated Operating Costs (if applicable)

| List of Consumable Item/s (Include fast moving parts, if any) | Estimated Average Consumption | Unit of Measure | Unit Price | Total Price per Item |
|---------------------------------------------------------------------|----------------------------------|--------------------|------------|-------------------------|
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TABLE 3 : Offer to Comply with Other Conditions and Related Requirements (Please put a check mark)

| Other Information pertaining to our Quotation are as follows : | Your Responses | | |
|------------------------------------------------------------------------|----------------------------|-----------------------------|-------------------------------------------------------------|
| | <i>Yes, we will comply</i> | <i>No, we cannot comply</i> | <i>If you cannot comply, pls. indicate counter proposal</i> |
| Delivery Lead Time | | | |
| Estimated weight/volume/dimension of the Consignment: | | | |
| Country/ies Of Origin ¹² : | | | |
| Warranty and After-Sales Requirements | | | |
| a) Training on Operations and Maintenance | | | |
| b) Minimum one (1) year warranty on both parts and labor | | | |
| c) Service Unit to be Provided when the Purchased Unit is Under Repair | | | |
| d) Brand new replacement if Purchased Unit is beyond repair | | | |
| e) Others | | | |
| Validity of Quotation | | | |
| All Provisions of the UNDP General Terms and Conditions | | | |
| Other requirements <i>[pls. specify]</i> | | | |

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier's Authorized Person]
[Designation]
[Date]

¹² *If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UNDP if awarded the PO/contract.*