



**REQUEST FOR QUOTATION (RFQ)
(Service)**

To: All Interested Hotels	DATE: September 24, 2018
	REFERENCE: 2018/PROC/UNDP-MMR/PN/102

Dear Sir / Madam:

We kindly request you to submit your quotation for **Provision of Conference Package for UNODC in Nay Pyi Taw**, 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 October 11, 2018 and via courier services, hand deliver or email to the address below: (choose appropriate box) ☒ e-mail, ☒ courier mail or ☐ facsimile to the address below:

United Nations Development Programme
NO.6, Natmauk Road, Tamwe Township
Ref: 2018/PROC/UNDP-MMR/PN/027
Attention: Programme Support Team Leader
bids.mm@undp.org

- For hard copy quotations, please send your quotations in sealed envelopes to **The United Nations Development Programme, No. 6 Natmauk Road, Tamwe Township, Yangon, PO Box. 650, 11211 Yangon** as early as possible before the deadline of **October 11, 2018**;
- For electronic submission, please send only the duly completed Quotation Documents with above-mentioned RFP No. to bids.mm@undp.org (Please protect the Quotations with password and send the password within 24 hours after closing the deadline for submission;
- UNDP takes no responsibility for effective delivery of the electronic document.
- Please note, if your file was successfully sent to bids.mm@undp.org you should receive the message subjected 'Success! Your proposal was sent to the secured e-mail'. If upon submission you do not receive the confirmation message, please contact min.min.thein@undp.org for clarifications.

Quotations submitted by email must be limited to a maximum of **2 MB**, virus-free and no more than two 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 service/s:

Latest Expected Delivery Date and Time	<input checked="" type="checkbox"/> Please refer to Annex 1
Delivery Schedule	<input checked="" type="checkbox"/> Required
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Local Currency: Kyat
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes
Deadline for the Submission of Quotation	COB, <i>Thursday, October 11, 2018</i> and Yangon Time
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted	<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"/> Quality Certificates (ISO, etc.), if applicable; <input checked="" type="checkbox"/> Latest Business Registration Certificate;
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 days 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.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% upon completion of service
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is mandatory criteria and cannot be deleted regardless of the nature of services required]</i> <input checked="" type="checkbox"/> Others: Please refer to Annex 1
UNDP will award to:	<input checked="" type="checkbox"/> Only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract/Purchase Order
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing all inspection of service <input checked="" type="checkbox"/> Written Acceptance of Goods/Services based on full compliance with RFQ requirements

Annexes to this RFQ	<input checked="" 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 (Annex 3). 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)	Min Min Thein, Procurement Analyst, mmr.procurement@undp.org with copy to aye.thidar.kyaw@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.

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.

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,



Krishna Raj Adhikari

Head of Common Services and Transaction Services

September 24, 2018

Specification and Criteria of the Required service

No.	Item	Description
1	General Requirements	<ul style="list-style-type: none"> ▪ Location: Nay Pyi Taw, Myanmar ▪ Requirement: Minimum 4 stars Hotel with high standard function rooms and ballrooms of meeting space for 170 persons ▪ Good security system: The hotel security management must have a good relationship with the closest police station: have 24 hours reception/night porter and security guard on duty. ▪ The hotel should have many spacious and comfortable guest room
2	Meeting From 6 November 2018 to 10 November 2018	<ol style="list-style-type: none"> 1. Room Accommodation Single standard room, 40 rooms Check in 6 November 2018, check out 10 November 2018 Airport transfer (Pickup/drop off) 2. Dinner arrangement Quantity: 80 pax 3 days, 7 November 2018 to 9 November 2018 3. Meeting Package from <u>7 November 2018 to 9 November 2018</u> <ul style="list-style-type: none"> • Number of participants: 80 pax • Inclusion: <ul style="list-style-type: none"> 2 Coffee breaks and 1 Lunch for 3 days 7 to 9 November 2018 • Venue: meeting room with capacity of min. 80 participants • 20 Additional Coffee/Tea for opening ceremony on 7 November 2018 • Seating arrangement: Room Tables • Secretariat Table • 1 Laptop • 1 LCD Projector & 1 LCD Screen • 1 microphone and Postrum/Podium • 1 table microphone for every 2 persons • 3-5 cordless microphones • 5 flipcharts with stand, flipchart papers and Markers • 2 Backdrops (Design and wording to be advised) • Free usage and Open WIFI in the meeting room • Standard meeting kits (conference notepad, pencils, mints and distilled water /meeting equipment • Name tag/badges with holder & belt • Printing Desk nameplate • Standard sound system • Contingencies (Printing, Beverage etc.) (500 USD)