

REQUEST FOR QUOTATION (RFQ) (Generator)

NAME & ADDRESS OF FIRM	DATE: October 9, 2018		
	REFERENCE: 2018/PROC/UNDP-MMR/RFQ/116		

Dear Sir / Madam:

We kindly request you to submit your quotation for **Supply and Installation of 10 KVA** generator 6 units at Township General Administration Department Offices in Bilin Township (1 unit), Mudon Township (1 unit), Kuaikmaraw Township (1 unit), Ye Township (1 unit), Chaung Sone Township (1 unit), Thanpyuzayat Township (1 unit), Mon State 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 19, 2018** and via courier services, hand deliver or email to the address below:

United Nations Development Programme No.6, Natmauk Road, Tamwe Township Reference: 2018/PROC/UNDP-MMR/RFQ/116 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 (Ref: 2018/PROC/UNDP-MMR/RFQ/116) as early as possible before the deadline of 19 October 2017.
- For electronic submission, please send only the duly completed Quotation Documents with above-mentioned RFQ No. to bids.mm@undp.org
- 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 kyaw.win.htun@undp.org immediately for clarifications.

Quotations submitted by email must be limited to a maximum of 2MB, 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.

Please take note of the following additional requirements and conditions pertaining to the supply of the abovementioned good/s:

Delivery Terms Customs clearance, if needed, shall be done by: Exact Address/es of Delivery	 DAP (Delivered at Place) One Generator to each towns General Administration Department Office as follows: Bilin Township (1 No.) Mudon Township (1 No.) Kyaikmaraw Township (1 No.) Ye(1 No.) Chaung Sone (1 No.) Thanpyuzayat (1 No.) Supplier/Offeror Generator to each Township GAD office as follows: 	hip
Location	Address Detail	Lini
	Address DetailTownship General Administration DepartmentOfficeCorner of Sayar San Road & Bokyoke road, SayarWard Bilin Township, Mon State	Uni 1 un
	Township General Administration Department Office Myoma ward (3) , Bogyoke Street, Mudon Township, Mon State	1 un
	Township General Administration Department Office Yan Myo Aung 4 Quarter, Main Street, Kyaikmaraw Township, Mon State	1 un
	Township General Administration Department Office Thanintharyi Road , Nanthar Ward, Ye Township, Mon State	1 un
	Township General Administration Department Office Toe Chae Quarter, Chaung Sone Township, Mon State	1 un
	Township General Administration Department Office, Toe Chae Quarter, Thanphyuzayat, Mon State	1 un
Latest Expected Delivery Date and Time	Within 30 days from the issuance of the Purchase Orde	er (PO)
Delivery Schedule	⊠Required	
Preferred Currency of Quotation	⊠Local currency : Myanmar Kyat	
Value Added Tax on Price Quotation	\boxtimes must be exclusive of VAT and other applicable indirect	taxes

After-sales services required	⊠Warranty on Parts and service for minimum period of 1 year ⊠Technical Support
Deadline for the Submission of Quotation	17:00 hour, October 19, 2018
All documentations, including catalogs, instructions and operating manuals, shall be in this language	⊠ English
Documents to be submitted	 Duly Accomplished Forms as provided in Annex 2, and in accordance with the list of requirements in Annex 1; Latest Business Registration Certificate Quality Certificates (ISO, etc.) (if applicable) Detailed product specification
Period of Validity of Quotes starting the Submission Date	60 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	⊠ Not permitted
Payment Terms	Within 30 days from receipt and inspection of goods and acceptance of invoice.
Liquidated Damages	0.3% of the contract (PO) price per day for delay, up to a maximum of 10% of the final price of the Contract (PO) price. Next course of action, thereafter, the contract may be terminated.
Evaluation Criteria	 Technical responsiveness/Full compliance to requirements Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	⊠ Only one Supplier
Type of Contract to be Signed	⊠ Purchase Order
Conditions for Release of Payment	☑ Written Acceptance of Goods based on full compliance with RFQ requirements/technical specifications

Annexes to this RFQ	 ☑ Specifications of the Goods Required (Annex 1) ☑ Form for Submission of Quotation (Annex 2) ☑ 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	Kyaw Win Htun, Procurement Associate,
(Written inquiries only)	kyaw.win.htun@undp.org and copy to Moung Kee Aung,
	Procurement Analyst, <u>moung.kee.aung@undp.org</u>
	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 : <u>http://www.un.org/depts/ptd/pdf/conduct_english.pdf</u>

Thank you and we look forward to receiving your quotation.

Sincerely yours,

Nasantuya Chulunn Programme Support Team Leader 9 October 2018

Annex 1

			Technical Spe	cifications		
Sr No.	Items to be Supplied	Qty	Descri	Latest Delivery Date		
1	Supply and	6	Specifications for Generator			Within 30
	Installation of		Engine:	4–cycle (Brand new, please indica	te	days upon receipt of
	Generator		country of origin)			РО
			Fuel:	Diesel		
			Cooling Method:	Air/water Minimum 25 Litres		
			Fuel Tank Capacity: Noise Level:		IDA at 7	
			Metres	Sound proof type. Maximum 75 c	IDA di 7	
			Power Generation:	Brushless alternator with AVR (B	and new.	
			please indicate country	-	and new,	
			AVR:	Regulates the output voltage to ±	2%	
			prevents damaging vo			
			Power :	10 kW /10 kVA (Prime output), 12	1kW/11	
			KVA (Standby Output)			
			Power Factor:	1		
			Phase Voltage:	Single Phase 230 Volt		
			Frequency:	50 Hertz		
			Starter System:	Manual Key		
			LCD Display:	Volts - Hertz - Hours		
			Circuit Breaker:	Yes		
			Overload Protection:	Yes		
			Low Oil Protection: Overheat Protection:	Yes Yes		
			Battery:	Auto recharge/cutoff system and	Inclusivo	
			battery pack (Mainten		inclusive	
			User Manual: Copy Parts List	Hard Copy Manual (English) and I	Hard	
				cations: Six (6) Townships in Mon	State as	
				Address Detail	Unit	
				Administration Department		
			Office		1	
			Corner of Sayar San Road & Bokyoke road, Sayar unit Ward Bilin Township, Mon State			
			Township General Administration Department			
I				l (3) , Bogyoke Street, Mudon	1	
			Township, Mon Stat		unit	

Township General Administration Department Office Yan Myo Aung 4 Quarter, Main Street, Kyaikmaraw Township, Mon State	1 unit
Township General Administration Department Office Thanintharyi Road, Nanthar Ward, Ye Township, Mon State	1 unit
Township General Administration Department Office Toe Chae Quarter, Chaung Sone Township, Mon State	1 unit
Township General Administration Department Office, Toe Chae Quarter, Thanphyuzayat, Mon State	1 unit

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION (This Form must be submitted only using the Supplier's Official Letterhead/Stationery)

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. 2017/PROC/UNDP-MMR/RFQ/023:

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

ltem	Doccrintic	n/Spacification of Goods	0	Latest Delivery	Unit	Total
No.	Descriptio	n/Specification of Goods	Quan tity	Delivery	Price	Price per
NO.			uty	Date	(MMK)	Item
						(MMK)
	Engine:	4–cycle (Brand new, please				
1	indicate country of ori	gin)	6			
	Fuel:	Diesel				
	Cooling Method:	Air/water				
	Fuel Tank Capacity:	Minimum 25 Litres				
	Noise Level:	Sound proof type. Maximum 75				
	dBA at 7 Metres					
	Power Generation:	Brushless alternator with AVR				
	(Brand new, please in	dicate country of origin)				
	AVR:	Regulates the output voltage to				
	±2% prevents damaging voltage spikes					
	Power :	10 kW /10 kVA (Prime output),				
	11kW/11 KVA (Standl	by Output)				
	Power Factor:	1				
	Phase Voltage:	Single Phase 230 Volt				
	Frequency:	50 Hertz				
	Starter System:	Manual Key				
	LCD Display:	Volts - Hertz - Hours				
	Circuit Breaker:	Yes				
	Overload Protection:	Yes				
	Low Oil Protection:	Yes				
	Overheat Protection:	Yes				
	Battery:	Auto recharge/cutoff system and				
	Inclusive battery pack					
	User Manual:	Hard Copy Manual (English) and				
	Hard Copy Parts List					
	Total Prices of Goods		1	<u> </u>	<u> </u>	
	Add : Cost of Transpor	tation				

Add : Cost of Insurance	
Add : Cost of Installation and Accessories	
Add : Other Charges (pls. specify)	
Total Final and All-Inclusive Price Quotation	

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

]

[Designation:]

[Date:

TABLE 2 : Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our		Your Respo	nses
Quotation are as follows :	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter
			proposal

Delivery Lead Time (Within 3 weeks after issuance of Purchase Order)		
Country/ies of Origin:		
Warranty and After-Sales Requirements		
 a) Immediately replace with supplier own cost for the new one if newly procured item is mal-functioning on test run 		
 b) Minimum one (1) year warranty on both parts and labour 		
 c) Service Unit to be Provided when the Purchased Unit is Under Repair 		
Validity of Quotation (60 days)		
All Provisions of the UNDP General Terms and Conditions		

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:

Annex 3

General Terms and Conditions

1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of

this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind UNDP unless agreed to in writing by a duly authorized official of UNDP.

2. PAYMENT

- 2.1 UNDP shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.
- 2.2 Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.
- 2.3 Unless authorized by UNDP, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
- 2.4 The prices shown in this Purchase Order may not be increased except by express written agreement of UNDP.

3. TAX EXEMPTION

- 3.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNDP's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP to determine a mutually acceptable procedure.
 - 3.2 Accordingly, the Supplier authorizes UNDP to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

4. RISK OF LOSS

Risk of loss, damage to or destruction of the goods shall be governed in accordance with Incoterms 2010, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.

5. EXPORT LICENCES

Notwithstanding any INCOTERM 2010 used in this Purchase Order, the Supplier shall obtain any export licences required for the goods.

6. FITNESS OF GOODS/PACKAGING

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by UNDP, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

7. INSPECTION

- 7.1 UNDP shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.
- 7.2 Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

8. INTELLECTUAL PROPERTY INFRINGEMENT

The Supplier warrants that the use or supply by UNDP of the goods sold under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold UNDP and the United Nations harmless from any actions or claims brought against UNDP or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

9. RIGHTS OF UNDP

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNDP may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- 9.1 Procure all or part of the goods from other sources, in which event UNDP may hold the Supplier responsible for any excess cost occasioned thereby.
- 9.2 Refuse to accept delivery of all or part of the goods.
- 9.3 Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of UNDP.

10. LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with UNDP to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to <u>Force Majeure</u>), if reasonably so requested by UNDP.

11. ASSIGNMENT AND INSOLVENCY

- 11.1. The Supplier shall not, except after obtaining the written consent of UNDP, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.
- 11.2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNDP may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

12. USE OF UNDP OR UNITED NATIONS NAME OR EMBLEM

The Supplier shall not use the name, emblem or official seal of UNDP or the United Nations for any purpose.

13. PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to UNDP without specific permission of UNDP in each instance.

14. CHILD LABOUR

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

15. MINES

The Supplier represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

16. SETTLEMENT OF DISPUTES

16.1 Amicable Settlement. The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance

with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.

16.2 Arbitration. Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. PRIVILEGES AND IMMUNITIES

Nothing in or related to these General Terms and Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18. SEXUAL EXPLOITATION:

- 18.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.
- 18.2 UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

19.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

20. AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possess the authority to agree on behalf of UNDP to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Agreement signed by the Contractor and jointly by the UNDP Authorized Official.