



## REQUEST FOR QUOTATION (RFQ) (Goods)

To: All interested Bidders	DATE: October 12, 2018
	REFERENCE: RFQ/UNDP/EU-CRT/070/2018 – PPE and Handtools Equipment

Dear Sir / Madam:

We kindly request you to submit your quotation for PPE and Handtools 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 Tuesday, October 16, 2018 at 0900 hour (GMT+7) and via ☒e-mail, ☐courier mail or ☐facsimile to the address below:

**United Nations Development Programme**  
Menara Thamrin Building, 7th Floor  
Jl. MH Thamrin Kav.3  
Jakarta 10250, Indonesia  
Attn: Yusef Milah  
Email: bids.id@undp.org

Quotations submitted by email must be limited to a maximum of 8MB pertransmission , virus-free and no more than *[indicate number]*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: *[check the condition that applies to this RFQ, delete the entire row if condition is not applicable to the goods being procured]*

Delivery Terms [INCOTERMS 2010]	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input type="checkbox"/> DAP <input checked="" type="checkbox"/> Other DDP	
Customs clearance <sup>1</sup> , if needed, shall be done by:	<input type="checkbox"/> UNDP <input checked="" type="checkbox"/> Supplier/Offeror <input type="checkbox"/> Freight Forwarder	
Exact Address/es of Delivery Location/s (identify all, if multiple)	Jalan Samratulangi No.101, Besusu Barat, Palu Timur, Besusu Bar., Palu Tim., Kota Palu, Sulawesi Tengah 94118	
UNDP Preferred Freight Forwarder, if any <sup>2</sup>	n/a	
Distribution of shipping documents <i>(if using freight forwarder)</i>	n/a	
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> 3 (three) 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 : COB Time Zone of Reference : GMT +7	
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required	
Packing Requirements		
Mode of Transport	<input type="checkbox"/> AIR <input type="checkbox"/> SEA	<input type="checkbox"/> LAND <input checked="" type="checkbox"/> OTHER any transportation mode proposed by bidder
Preferred Currency of Quotation <sup>3</sup>	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency : <i>[pls. specify]</i>	

<sup>1</sup> Must be linked to INCO Terms chosen.

<sup>2</sup> Depends 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.

<sup>3</sup> 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.

Value Added Tax on Price Quotation <sup>4</sup>	<input type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of <a href="#">Click to type</a> <input type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input checked="" type="checkbox"/> Others: any warranty provided by bidders or manufacture
Deadline for the Submission of Quotation	0900 hour, Tuesday, October 16, 2018 and GMT+7
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 <a href="#">[pls. specify, including dialects, if needed]</a>
Documents to be submitted <sup>5</sup>	<input checked="" type="checkbox"/> <b>Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;</b> <input type="checkbox"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users; <input type="checkbox"/> Confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected; <input type="checkbox"/> Quality Certificates (ISO, etc.); <input checked="" type="checkbox"/> <b>Latest Business Registration Certificate ;</b> <input type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied ; <input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods". <input type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); <input checked="" type="checkbox"/> <b>Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;</b> <input type="checkbox"/> Others <a href="#">[pls. specify as many as required]</a>
	<input checked="" type="checkbox"/> 60 days <input type="checkbox"/> 90 days

<sup>4</sup> 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.

<sup>5</sup> First 2 items in this list are mandatory for the supply of imported goods



Period of Validity of Quotes starting the Submission Date	<input type="checkbox"/> 120 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 type="checkbox"/> Not permitted <input checked="" 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 <sup>6</sup>	<input checked="" type="checkbox"/> 100% upon complete delivery of goods <input type="checkbox"/> Others <i>[pls. specify]</i>
Liquidated Damages	Any delay by one day will be charge 0.3% and maximum up to 1 (one) week where PO will be terminated
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <sup>7</sup> 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 Time <sup>8</sup> <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: <i>bidders will be selected based on the compliance to technical requirement mentioned above and the proposed price</i>
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Long-Term Agreement <sup>9</sup> <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i>

<sup>6</sup> 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.

<sup>7</sup> 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.

<sup>8</sup> This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).

<sup>9</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

	<input type="checkbox"/> Other Type/s of Contract <i>[pls. specify]</i>
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 7 days <input type="checkbox"/> Others <i>[pls. specify]</i>
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection <i>[specify method, if possible]</i> Complete Installation <input type="checkbox"/> Passing all Testing <i>[specify standard, if possible]</i> <input type="checkbox"/> Completion of Training on Operation and Maintenance <i>[specify no. of trainees, and location of training, if possible]</i> <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements <input type="checkbox"/> Others <i>[pls. specify]</i>
Annexes to this RFQ <sup>10</sup>	<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). <input type="checkbox"/> Others <i>[pls. specify, if any]</i>  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) <sup>11</sup>	Rida Trisna / Yusef Saiful Millah Procurement Unit Rida.trisna@undp.org/yusef.millah@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.

<sup>10</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>11</sup> 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.



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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

**Thank you and we look forward to receiving your quotation.**

**Sincerely yours,**



*Yusef Saiful Millah  
Procurement Associate  
12 October 2018*

### Technical Specifications

Items to be Supplied*	Quantity	UoM	Description / Specifications of Goods	Latest Delivery Date
	500	Piece	Safety/Protective helmet Materials: PVC or ABS resin; with mount for earmuffs inner 6-8 point suspension space 30mm (1.2 inch) between the helmet shell and the head; Standard ANSI Z89.1 or EN397	
	500	Piece	Safety Glasses Materials: Polycarbonate; eye coverage with side shield, anti-fog and anti-scratch coatings; Flexible fitting frames Standard ANSI Z87.1-2010	
	500	Piece	Respiratory mask Disposable, Filter class N95, NIOSH approved; Type AS/NZS 1715 for organic vapor, fumes, thinner; Class P1 or P2 dust mask standard	
	10	Piece	Earmuffs Reusable, cap-mounted; Materials: molded plastic, with soft ear cushion; Noise Reduction Rating (NRR) 30 dB	
	2500	Pair	Gloves, Construction Materials: Soft leather hand gloves for Construction works; Full Palm leather front and back; Safety rubberizes cuff for wrist protection; Sizes: 8", 11", 14", 16", 18"	
	2500	Pair	Gloves, Chemical waste, disposable Materials: Standard EN374 Nitrile for Chemical waste and Hazardous materials; Sizes: 8", 11", 14", 16", 18"	

	1000	piece	Work clothing Type: Overalls; Materials: cotton, polyester; Elasticated waist; Adjustable braces; 6 pockets	
	1000	Piece	Work vest Materials: polyester; High visibility with reflective bands; 2 pockets;	
	500	Pair	Boots Materials: Nitrile rubber; anti-abrasion, anti-cut, oil-resistant, chemical-resistant	
	50	Piece	Long /surveyor's tape Minimum 100 ft / 30 m blade long, 3/4" blade width; Measurement scale in Metric, SAE, decimal foot Materials: ABS case, stainless steel crank arm, fiberglass blade; with automatic blade retract and stopper	
	50	Piece	Measuring tape 26 ft / 8 m blade long, 1/2 to 3/4" blade width; Measurement scale in Metric, SAE, decimal foot Materials: Metal/ABS case, fiberglass blade; with automatic blade retract and stopper	
	50	Piece	Levels 3 vials magnetic I-Beam type; Materials: high impact ABS	
	50	Roll	String Minimum 500 ft with reel; Materials: nylon	
	50	Piece	Pinch point / digging bar, 60" Heavy duty design; Materials: drop forged steel with enamel finishes	
	50	Piece	Long straight alignment pry bar, 30" 7/8" diameter; Materials: forged high carbon steel, enamel finishes	
	50	Piece	Wrecking / pry / crow bar, 42" Materials: forged high carbon steel, enamel finishes	



	50	Piece	Wrecking / pry / crow bar, 24" Materials: forged high carbon steel, enamel finishes	
	50	piece	Flat bar, half round 15" Materials: forged high carbon steel, enamel finishes	
	50	Piece	Nail puller / claw Size 10" Materials: forged, heat treated, tempered steel, enamel finishes	
	50	Set	Cold chisel kit of minimum 3 pieces: 5/16", 5/8", and 3/4" cut sizes; Materials: forged, heat treated, tempered steel, enamel finishes	
	50	Piece	Hammer, claw 20 oz / 0.6 kg weight; 1 piece forged steel head and handle; fiberglass-jacketed handle with ribbed grip	
	50	Piece	Hammer, blacksmith 64 oz / 1.8 kg weight; Materials: forged, heat treated, tempered steel head; fiberglass-jacketed handle with ribbed grip	
	50	Piece	Hammer, sledge 12 lbs / 5.5 kg weight; Materials: forged, heat treated, tempered steel head; fiberglass-jacketed handle with ribbed grip	
	50	Piece	Concrete mesh cutter, 24" Materials: Blades - chrome vanadium steel, forged, Handle - steel tube with comfort grip; Cutting-edge hardness up to 48 HRC	
	50	Nos	Wheelbarrow Materials: Tray - heavy-duty steel, Handle - steel tubes with comfort grip; Load capacity: 6 cu. ft. Dimensions: approx. 25 in. W x 58 in. D x 27 in. H	
	50	Set	Hacksaw Approx. 10" standard, adjustable blade w/ wingnut; Materials: heavy-duty steel bar frame;	

	50	Piece	Shovel, digging, round point approx. 26" length; with D-handle Materials: tempered steel blade, hardwood handle	
	50	piece	Shovel, trenching spade approx. 46" length; Materials: tempered steel blade, hardwood handle	
	50	Piece	Shovel, square point approx. 26" length; with D-handle Materials: tempered steel blade, hardwood handle	
	50	Pieceset	Hoe Blade / head dimension approx. 8"x8.5"; length approx. 40" Materials: tempered steel head	
	50	Piece	Mutt Blade / head dimension approx. 8"x4", length approx. 64" Materials: tempered steel head	
	50	Piece	Pick Approx. weight 6 lbs / 2.7 kg; approx. length with handle 36" Materials: tempered steel blade/tip, enamel coated, hardwood handle	
	50	Piece	Mattock Approx. weight 6 lbs / 2.7 kg; approx. length with handle 36" Materials: tempered steel blade/tip, enamel coated, hardwood handle	
	50	Piece	Rake 5-16 tine; approx 60" length Materials: tempered steel head, hardwood handle	
		Piece	Machette Approx 18"-22" length; Materials: Blade - Carbon spring steel blade, Handle - wooden/plastic;	
	50	Piece	Axe, single tip Approx. 38" length, 3.5 lbs / 1.6 kg weight; Materials: drop-forged, heat treated steel head, hardwood handle	
	50	Piece	Hatchet, single tip 'Approx. 12" length, 1.5 lbs / 0.7 kg weight; Materials: drop-forged, heat treated steel head, hardwood handle	

	50	Piece	Utility knife / cutter with retractable blades; Dimension: approx 6" length	
	250	Piece	Bucket Materials: plastic-rubber; Cap. 5L	
	50	Piece	Trowel, mason's / bricklayer's Approx. blade size 10"x4-3/4"; Materials: steel blade, wooden/plastic handle	
	50	Piece	Trowel, gauging Approx. blade size 10"x4-3/4"; Materials: steel blade, wooden/plastic handle	
	50	Piece	Trowel, margin Approx. blade size 8"x2"; Materials: steel blade, wooden/plastic handle	
	50	Piece	Trowel, pool Approx. blade size 16"x4"; Materials: steel blade, wooden/plastic handle	
	50	Piece	Trowel, concrete finishing Approx. blade size 16"x4"; Materials: steel blade, wooden/plastic handle	
	50	Piece	Rebar cutter and bender Approx. 52" length; Materials: hardened steel alloy; cuts and bends to 90 and 180 degrees; max. cap. 5/8", hardness 60	
	50	piece	Handsaw, crosscut approx. 24" length x 9 tooth per inch; Hardened and tempered polished steel blade, wooden/plastic handle	
	20	Set	Hand/manual drill keyless chuck for up to 1/4" bits; Materials: Metal and wood construction; package including drill bits	
	20	Piece	Wood chisel with grip; Materials: Hardened, tempered high- chrome carbon alloy steel blade; minimum set of 6, tip sizes 1/4", 1/2", 3/4", 1", 1-1/4", 1-1/2".	



	20	Set	Wooden plane, block Approx. up to 6" length, with 1-3/8" blade width; Materials: hardwood	
	20	set	Wooden plane, smoothing Approx. up to 11" length, with 2" blade width; Materials: hardwood	
	20	Set	Screwdriver set 6-piece set, 1/8", 3/16", 1/4" slotted head, #0, #1, #2 philips head; Materials: chrome-vanadium steel	
	20	Piece	Plier, linesman Approx. 8" length; insulated, slip resistant handle; Materials: drop forged chrome-vanadium steel; Meets ANSI specifications	
	20	Piece	Plier, long-nose Approx. 8" length; insulated, slip resistant handle; Materials: drop forged chrome-vanadium steel; Meets ANSI specifications	
	20	Piece	Plier, diagonal/side cutting Approx. 8" length; insulated, slip resistant handle; Materials: drop forged chrome-vanadium steel; Meets ANSI specifications	
	20	Piece	Plier, slip joint Approx. 8" length; insulated, slip resistant handle; Materials: drop forged chrome-vanadium steel; Meets ANSI specifications	
	20	piece	Plier, groove joint Approx. 12" length; insulated, slip resistant handle; Materials: drop forged chrome-vanadium steel; Meets ANSI specifications	

	20	Piece	Wire Cutter and Stripper Approx. 7"length; insulated, slip resistant handle; Jacket/wire cap: 10-18 AWG Solid and 12-20 AWG Stranded	
	20	Piece	Voltage tester/detector with led indicator; detection 50 -1000 V AC 50-60Hz; Materials: heavy-duty polycarbonate plastic resins; Class B FCC rules; Dimension: approx. length 5"	
	20	Set	Adjustable wrench, set 6"and 10"length; slip resistant handle; Materials: drop-forged chrome vanadium steel	
	20	Set	Wrench, ratchet SAE sockets, set minimum set of 13 SAE socket (inch): 1/4, 5/16, 3/8, 7/16, 1/2, 9/16, 5/8, 11/16, 3/4, 13/16, 7/8, 15/16, and 1 in.; Materials: drop forged chrome-vanadium steel; Package including storage rack/bag/box	
	20	set	Wrench, ratchet Metric sockets, set minimum set of 15 Metric socket (mm): 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22 Materials: drop forged chrome-vanadium steel; Package including storage rack/bag/box	
	20	Set	Wrench, deep socket, set minimum set of 3/8, 1/4, and 1/2 in. drives, with flex handles and extensions; minimum 30 combination of SAE and Metric sockets; Materials: drop forged chrome-vanadium steel; Package including storage rack/bag/box	
	20	Piece	Wrench, pipe Approx. 24" length; Materials: steel jaw, iron-cast handle	
	20	Piece	Plier, self-adjusting pipe clamping Approx. 10"length; Materials: steel alloy	

	20	Set	Hacksaw, mini, for PVC Approx. 6" frame and blades; Materials: steel alloy frame, carbon steel blade	
	20	Piece	PVC and Tube Cutter Materials: heavy duty aluminium; Cutting capacity up to 1-1/4"PVC, CPVC, PEX, PE, PB and rubber hose	

*\*Pls. attach delivery schedule, if relevant, and cluster by lot, if partial bids will be allowed. Specify delivery locations if goods multiple destinations.*

*[Enter name of authorized staff]*

*[Designation]*

*[Click here to enter a date]*



**FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>12</sup>***(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>13</sup>)*

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. \_\_\_\_\_:

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

No.	QTY	UoM	Description / Specifications of Goods	Latest Delivery Date	Latest Delivery Date	Unit Price (IDR)	Total Price per Item (IDR)
	500	Piece	Safety/Protective helmet Materials: PVC or ABS resin; with mount for earmuffs inner 6-8 point suspension space 30mm (1.2 inch) between the helmet shell and the head; Standard ANSI Z89.1 or EN397				
	500	Piece	Safety Glasses Materials: Polycarbonate; eye coverage with side shield, anti-fog and anti-scratch coatings; Flexible fitting frames Standard ANSI Z87.1-2010				

<sup>12</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>13</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

	500	Piece	Respiratory mask Disposable, Filter class N95, NIOSH approved; Type AS/NZS 1715 for organic vapor, fumes, thinner; Class P1 or P2 dust mask standard				
	10	Piece	Earmuffs Reusable, cap- mounted; Materials: molded plastic, with soft ear cushion; Noise Reduction Rating (NRR) 30 dB				
	2500	Pair	Gloves, Construction Materials: Soft leather hand gloves for Construction works; Full Palm leather front and back; Safety rubberizes cuff for wrist protection; Sizes: 8", 11", 14", 16", 18"				
	2500	Pair	Gloves, Chemical waste, disposable Materials: Standard EN374 Nitrile for Chemical waste and Hazardous materials; Sizes: 8", 11", 14", 16", 18"				
	1000	Piece	Work clothing Type: Overalls; Materials: cotton, polyester; Elasticated waist; Adjustable braces; 6 pockets				

	1000	Piece	Work vest Materials: polyester; High visibility with reflective bands; 2 pockets;				
	500	Pair	Boots Materials: Nitrile rubber; anti-abrasion, anti- cut, oil-resistant, chemical-resistant				
	50	Piece	Long /surveyor's tape Minimum 100 ft / 30 m blade long, 3/4" blade width; Measurement scale in Metric, SAE, decimal foot Materials: ABS case, stainless steel crank arm, fiberglass blade; with automatic blade retract and stopper				
	50	Piece	Measuring tape 26 ft / 8 m blade long, 1/2 to 3/4" blade width; Measurement scale in Metric, SAE, decimal foot Materials: Metal/ABS case, fiberglass blade; with automatic blade retract and stopper				
	50	Piece	Levels 3 vials magnetic I- Beam type; Materials: high impact ABS				



50	roll	String Minimum 500 ft with reel; Materials: nylon				
50	Piece	Pinch point / digging bar, 60" Heavy duty design; Materials: drop forged steel with enamel finishes				
50	Piece	Long straight alignment pry bar, 30" 7/8" diameter; Materials: forged high carbon steel, enamel finishes				
50	Piece	Wrecking / pry / crow bar, 42" Materials: forged high carbon steel, enamel finishes				
50	Piece	Wrecking / pry / crow bar, 24" Materials: forged high carbon steel, enamel finishes				
50	Piece	Flat bar, half round 15" Materials: forged high carbon steel, enamel finishes				
50	Piece	Nail puller / claw Size 10" Materials: forged, heat treated, tempered steel, enamel finishes				
50	Set	Cold chisel kit of minimum 3 pieces: 5/16", 5/8", and 3/4" cut sizes; Materials: forged, heat treated, tempered steel, enamel finishes				

50	piece	Hammer, claw 20 oz / 0.6 kg weight; 1 piece forged steel head and handle; fiberglass-jacketed handle with ribbed grip				
50	Piece	Hammer, blacksmith 64 oz / 1.8 kg weight; Materials: forged, heat treated, tempered steel head; fiberglass-jacketed handle with ribbed grip				
50	Piece	Hammer, sledge 12 lbs / 5.5 kg weight; Materials: forged, heat treated, tempered steel head; fiberglass-jacketed handle with ribbed grip				
50	piece	Concrete mesh cutter, 24" Materials: Blades - chrome vanadium steel, forged, Handle - steel tube with comfort grip; Cutting-edge hardness up to 48 HRC				
50	Nos	Wheelbarrow Materials: Tray - heavy-duty steel, Handle - steel tubes with comfort grip; Load capacity: 6 cu. ft. Dimensions: approx. 25 in. W x 58 in. D x 27 in. H				

	50	set	Hacksaw Approx. 10" standard, adjustable blade w/ wingnut; Materials: heavy- duty steel bar frame;				
	50	Piece	Shovel, digging, round point approx. 26" length; with D-handle Materials: tempered steel blade, hardwood handle				
	50	Piece	Shovel, trenching spade approx. 46" length; Materials: tempered steel blade, hardwood handle				
	50	Piece	Shovel, square point approx. 26" length; with D-handle Materials: tempered steel blade, hardwood handle				
	50	Piece	Hoe Blade / head dimension approx. 8"x8.5"; length approx. 40" Materials: tempered steel head				
	50	Piece	Mutt Blade / head dimension approx. 8"x4", length approx. 64" Materials: tempered steel head				



50	piece	Pick Approx. weight 6 lbs / 2.7 kg; approx. length with handle 36" Materials: tempered steel blade/tip, enamel coated, hardwood handle				
50	piece	Mattock Approx. weight 6 lbs / 2.7 kg; approx. length with handle 36" Materials: tempered steel blade/tip, enamel coated, hardwood handle				
50	Piece	Rake 5-16 tine; approx 60" length Materials: tempered steel head, hardwood handle				
	Piece	Machette Approx 18"-22" length; Materials: Blade - Carbon spring steel blade, Handle - wooden/plastic;				
50	piece	Axe, single tip Approx. 38" length, 3.5 lbs / 1.6 kg weight; Materials: drop-forged, heat treated steel head, hardwood handle				
50	piece	Hatchet, single tip 'Approx. 12" length, 1.5 lbs / 0.7 kg weight; Materials: drop-forged, heat treated steel head, hardwood handle				

	50	Piece	Utility knife / cutter with retractable blades; Dimension: approx 6" length				
	250	piece	Bucket Materials: plastic- rubber; Cap. 5L				
	50	piece	Trowel, mason's / bricklayer's Approx. blade size 10"x4-3/4"; Materials: steel blade, wooden/plastic handle				
	50	Piece	Trowel, gauging Approx. blade size 10"x4-3/4"; Materials: steel blade, wooden/plastic handle				
	50	Piece	Trowel, margin Approx. blade size 8"x2"; Materials: steel blade, wooden/plastic handle				
	50	Piece	Trowel, pool Approx. blade size 16"x4"; Materials: steel blade, wooden/plastic handle				
	50	Piece	Trowel, concrete finishing Approx. blade size 16"x4"; Materials: steel blade, wooden/plastic handle				

50	Piece	Rebar cutter and bender Approx. 52" length; Materials: hardened steel alloy; cuts and bends to 90 and 180 degrees; max. cap. 5/8", hardness 60				
50	piece	Handsaw, crosscut approx. 24" length x 9 tooth per inch; Hardened and tempered polished steel blade, wooden/plastic handle				
20	Set	Hand/manual drill keyless chuck for up to 1/4" bits; Materials: Metal and wood construction; package including drill bits				
20	Piece	Wood chisel with grip; Materials: Hardened, tempered high-chrome carbon alloy steel blade; minimum set of 6, tip sizes 1/4", 1/2", 3/4", 1", 1-1/4", 1-1/2".				
20	Set	Wooden plane, block Approx. up to 6" length, with 1-3/8" blade width; Materials: hardwood				
20	Set	Wooden plane, smoothing Approx. up to 11" length, with 2" blade width; Materials: hardwood				

	20	set	Screwdriver set 6-piece set, 1/8", 3/16", 1/4" slotted head, #0, #1, #2 philips head; Materials: chrome- vanadium steel				
	20	piece	Plier, linesman Approx. 8" length; insulated, slip resistant handle; Materials: drop forged chrome- vanadium steel; Meets ANSI specifications				
	20	Piece	Plier, long-nose Approx. 8" length; insulated, slip resistant handle; Materials: drop forged chrome- vanadium steel; Meets ANSI specifications				
	20	Piece	Plier, diagonal/side cutting Approx. 8" length; insulated, slip resistant handle; Materials: drop forged chrome- vanadium steel; Meets ANSI specifications				
	20	Piece	Plier, slip joint Approx. 8" length; insulated, slip resistant handle; Materials: drop forged chrome- vanadium steel; Meets ANSI specifications				



	20	piece	Plier, groove joint Approx. 12" length; insulated, slip resistant handle; Materials: drop forged chrome- vanadium steel; Meets ANSI specifications				
	20	piece	Wire Cutter and Stripper Approx. 7"length; insulated, slip resistant handle; Jacket/wire cap: 10- 18 AWG Solid and 12-20 AWG Stranded				
	20	piece	Voltage tester/detector with led indicator; detection 50 -1000 V AC 50-60Hz; Materials: heavy- duty polycarbonate plastic resins; Class B FCC rules; Dimension: approx. length 5"				
	20	Set	Adjustable wrench, set 6"and 10"length; slip resistant handle; Materials: drop- forged chrome vanadium steel				

	20	Set	Wrench, ratchet SAE sockets, set minimum set of 13 SAE socket (inch): 1/4, 5/16, 3/8, 7/16, 1/2, 9/16, 5/8, 11/16, 3/4, 13/16, 7/8, 15/16, and 1 in.; Materials: drop forged chrome-vanadium steel; Package including storage rack/bag/box				
	20	set	Wrench, ratchet Metric sockets, set minimum set of 15 Metric socket (mm): 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22 Materials: drop forged chrome-vanadium steel; Package including storage rack/bag/box				
	20	set	Wrench, deep socket, set minimum set of 3/8, 1/4, and 1/2 in. drives, with flex handles and extensions; minimum 30 combination of SAE and Metric sockets; Materials: drop forged chrome-vanadium steel; Package including storage rack/bag/box				
	20	piece	Wrench, pipe Approx. 24" length; Materials: steel jaw, iron-cast handle				

	20	Piece	Plier, self-adjusting pipe clamping Approx. 10" length; Materials: steel alloy				
	20	set	Hacksaw, mini, for PVC Approx. 6" frame and blades; Materials: steel alloy frame, carbon steel blade				
	20	piece	PVC and Tube Cutter Materials: heavy duty aluminium; Cutting capacity up to 1-1/4" PVC, CPVC, PEX, PE, PB and rubber hose				
	Total Prices of Goods						
	Add : Cost of Transportation						
	Add : Cost of Insurance						
	Add : Other Charges (pls. specify)						
	<b>Total Final and All – Inclusive Price Quotation</b>						

**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

**TABLE 3 : Offer to Comply with Other Conditions and Related Requirements**

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

Delivery Lead Time			
Estimated weight/volume/dimension of the Consignment:			
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]*



## 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 Force Majeure), 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.