



REQUEST FOR QUOTATION (RFQ)

	DATE: October 30, 2018
	REFERENCE: PHL-RFQ-2018-227

Dear Sir / Madame:

We kindly request you to submit your quotation for the supply and delivery of **Water Refilling 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 **November 14, 2018**, via e-mail or courier mail to the address below:

**United Nations Development Programme
15th Floor North Tower, Rockwell Business Center Sheridan
Sheridan Street Corner United Street
Highway Hills, 1550 Mandaluyong City
procurement.ph@undp.org**

Quotations submitted by email must be limited to a maximum of 4 MB, 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:

Delivery Terms [INCOTERMS 2010] <i>(Pls. link this to price schedule)</i>	<input checked="" type="checkbox"/> DAP (Delivered at Place)
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Exact Address/es of Delivery Location/s (identify all, if multiple)	<ol style="list-style-type: none"> 1. Barangay Poblacion, Bayugan City, Agusan del Sur 2. Barangay Ata-atahon, Nasipit, Agusan del Norte 3. Barangay Talisay, Nasipit, Agusan del Norte
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> 1-30 days upon receipt of the Purchase Order (PO)
Mode of Transport	<input checked="" type="checkbox"/> LAND
Preferred Currency of Quotation ¹	<input checked="" type="checkbox"/> Local Currency : Philippine Peso
Value Added Tax on Price Quotation ²	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes for goods component <input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes for service component
After-sales services required	<input checked="" type="checkbox"/> Minimum 1 year warranty for parts and service
Deadline for the Submission of Quotation	COB, Wednesday, November 14, 2018
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted ³	<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;
Period of Validity of Quotes starting the Submission Date	<input checked="" 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 checked="" type="checkbox"/> Permitted
Payment Terms ⁴	<input checked="" type="checkbox"/> 100% payment upon complete delivery of goods and UNDP's receipt of Certificate of Acceptance of Goods and Invoice; or <input checked="" type="checkbox"/> Check payment upon delivery
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



UNDP will award to:	<input checked="" type="checkbox"/> One or more Supplier, depending on the following factors: <ul style="list-style-type: none"> • Lowest compliant bid; • Agreement to UNDP payment terms
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) 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 delivery/completion is delayed as per the agreed timeframe
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ ⁵	<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: 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) ⁶	<i>Lindsey Sajonas</i> <i>Procurement Associate</i> <i>procurement.ph@undp.org</i> 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 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

Technical Specifications

Lot 1 – Brgy. Poblacion, Bayugan City, Agusan del Sur

Item No.	Specifications	Unit	Quantity
1	<p>WATER REFILLING EQUIPMENT</p> <p>PACKAGE SPECIFICATIONS AND INCLUSIONS:</p> <ul style="list-style-type: none"> • 28- stages Purified Water Refilling System • Minimum of 1.5HP Reverse Osmosis pump • Minimum 6,000 Gallons per day capacity • 4 pcs Fibre-reinforced Plastic Tanks (FRP) at least 10x54 • 2 pcs Stainless Tank, minimum 1000 Liters capacity • 2 pcs Membrane • 400 pcs gallon 20L capacity • 500 pcs plastic bottles 500ml with cap • Heat gun for bottle or gallon sealing <p>Free Installation and minimum of 1 year warranty for parts and service</p>	Unit	1

Lot 2 – Brgy. Ata-atahon, Nasipit, Agusan del Norte

Item No.	Specifications	Unit	Quantity
1	<p>WATER REFILLING EQUIPMENT</p> <p>PACKAGE SPECIFICATIONS AND INCLUSIONS:</p> <ul style="list-style-type: none"> • 28- stages Purified Water Refilling System • Minimum of 1.5HP Reverse Osmosis pump • Minimum 6,000 Gallons per day capacity • 3 pcs Fibre-reinforced Plastic Tanks (FRP) at least 10x54 • 2 pcs Stainless Tank, minimum 1000 Liters capacity • 2 pcs Membrane • 400 pcs gallon 20L capacity • 500 pcs plastic bottles 500ml with cap • Heat gun for bottle or gallon sealing <p>Free Installation and minimum of 1 year warranty for parts and service</p>	Unit	1



Lot 3- Brgy. Talisay, Nasipit, Agusan del Norte

Item No.	Specifications	Unit	Quantity
1	<p>WATER REFILLING EQUIPMENT</p> <p>PACKAGE SPECIFICATIONS AND INCLUSIONS:</p> <ul style="list-style-type: none"> • 28- stages Purified Water Refilling System • Minimum of 1.5HP Reverse Osmosis pump • Minimum 6,000 Gallons per day capacity • 3 pcs Fibre-reinforced Plastic Tanks (FRP) at least 10x54 • 2 pcs Stainless Tank, minimum 1000 Liters capacity • 2 pcs Membrane • 400 pcs gallon 20L capacity • 500 pcs plastic bottles 500ml with cap • Heat gun for bottle or gallon sealing <p>Free Installation and minimum of 1 year warranty for parts and service</p>	Unit	1

Karyll Angeles
 Procurement Associate
 October 30, 2018

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁷
(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁸)

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. PHL-RFQ-2018-227.

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

Lot 1 – Brgy. Poblacion, Bayugan City, Agusan del Sur

Item No.	Description/Specification of Goods	Pls. check (✓) this box if you will comply with the specifications on the left	Quantity		Latest Delivery Date	Unit Price	Total Price per Item
1	WATER REFILLING EQUIPMENT PACKAGE SPECIFICATIONS AND INCLUSIONS: <ul style="list-style-type: none"> • 28- stages Purified Water Refilling System • Minimum of 1.5HP Reverse Osmosis pump • Minimum 6,000 Gallons per day capacity • 4 pcs Fibre-reinforced Plastic Tanks (FRP) at least 10x54 • 2 pcs Stainless Tank, minimum 1000 Liters capacity • 2 pcs Membrane • 400 pcs gallon 20L capacity • 500 pcs plastic bottles 500ml with cap • Heat gun for bottle or gallon sealing Free Installation and minimum of 1 year warranty for parts and service		Unit	1			
			Add : Cost of Transportation				
			Add : Cost of Insurance				
			Total Final and All-Inclusive Price Quotation				

⁷ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes



Lot 2 – Brgy. Ata-atahon, Nasipit, Agusan del Norte

Item No.	Description/Specification of Goods	Pls. check (✓) this box if you will comply with the specifications on the left	Quantity		Latest Delivery Date	Unit Price	Total Price per Item
1	<p>WATER REFILLING EQUIPMENT</p> <p>PACKAGE SPECIFICATIONS AND INCLUSIONS:</p> <ul style="list-style-type: none"> • 28- stages Purified Water Refilling System • Minimum of 1.5HP Reverse Osmosis pump • Minimum 6,000 Gallons per day capacity • 4 pcs Fibre-reinforced Plastic Tanks (FRP) at least 10x54 • 2 pcs Stainless Tank, minimum 1000 Liters capacity • 2 pcs Membrane • 400 pcs gallon 20L capacity • 500 pcs plastic bottles 500ml with cap • Heat gun for bottle or gallon sealing <p>Free Installation and minimum of 1 year warranty for parts and service</p>		Unit	1			
			Add : Cost of Transportation				
			Add : Cost of Insurance				
			Total Final and All-Inclusive Price Quotation				



Lot 3- Brgy. Talisay, Nasipit, Agusan del Norte

Item No.	Description/Specification of Goods	Pls. check (✓) this box if you will comply with the specifications on the left	Quantity		Latest Delivery Date	Unit Price	Total Price per Item
1	<p>WATER REFILLING EQUIPMENT</p> <p>PACKAGE SPECIFICATIONS AND INCLUSIONS:</p> <ul style="list-style-type: none"> • 28- stages Purified Water Refilling System • Minimum of 1.5HP Reverse Osmosis pump • Minimum 6,000 Gallons per day capacity • 4 pcs Fibre-reinforced Plastic Tanks (FRP) at least 10x54 • 2 pcs Stainless Tank, minimum 1000 Liters capacity • 2 pcs Membrane • 400 pcs gallon 20L capacity • 500 pcs plastic bottles 500ml with cap • Heat gun for bottle or gallon sealing <p>Free Installation and minimum of 1 year warranty for parts and service</p>		Unit	1			
			Add : Cost of Transportation				
			Add : Cost of Insurance				
			Total Final and All-Inclusive Price Quotation				



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

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: (1-30 days upon receipt of the Purchase Order)			
Warranty/Replacement Requirements: Minimum 1 year warranty for parts and service			
Validity of Quotation: (120 days)			
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]

