



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM	DATE: November 7, 2018
	REFERENCE: : <u>2018/PROC/UNDP-MMR/PN/136</u>

Dear Sir / Madam:

We kindly request you to submit your quotation for "Graphic Designing and Printing of Situation Analysis of Region and State Hluttaw Report", 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 15, 2018 and via (choose appropriate box)

☒ e-mail, ☒ courier mail to the address below:

United Nations Development Programme
Ms. Nasantuya Chuluun
(Programme Support Team Leader)
Address - 6, Nat Mauk Street, Tarmwe Township, Yangon, Myanmar.
Bids.mm@undp.org

Quotations submitted by email must be limited to a maximum of 7MB, virus-free and no more than 5 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] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> DAP
Exact Address/es of Delivery Location/s (identify all, if multiple)	UNDP Myanmar Yangon Office
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	10 January 2019
Delivery Schedule	<input checked="" type="checkbox"/> Not Required
Packing Requirements	
Preferred Currency of Quotation	<input checked="" type="checkbox"/> local Currency : MMK
Deadline for the Submission of Quotation	COB, Thursday, November 15, 2018 and Yangon
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"/> CVs of proposed Graphic Designers <input checked="" type="checkbox"/> Financial Quotation <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Proposed timeline for this assignment <input checked="" type="checkbox"/> At least 2 samples each of relevant previous design and printing work performed by the bidder; <input checked="" type="checkbox"/> Professional references for the bidder
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 days
Partial Quotes	<input type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted [if bidder cannot quote for all 4 township, bidder is allowed to bids complete sets of all required quantity for it's prefer township as required by technical specification)]
Payment Terms	<input checked="" type="checkbox"/> Others (Install payment as per ToR)

Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay:0.5% Max. no. of days of delay:30 days Next course of action: Cancellation
Evaluation Criteria	Proposals will be evaluated based on the combined scoring methods, whereby the technical proposal will be weighted 70% and the financial proposal will be weighted 30%. The formula for scoring will be as follows. <div style="border: 1px solid black; padding: 5px;"> <u>Rating the Technical Proposal (TP):</u> TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100 <u>Rating the Financial Proposal (FP):</u> FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100 <u>Total Combined Score:</u> (TP Rating) x (Weight of TP, 70%) + (FP Rating) x (Weight of FP, 30%) Total Combined and Final Rating of the Proposal </div>
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Goods and Services
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days
Annexes to this RFQ	<input checked="" type="checkbox"/> Term of Reference (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)	<i>Moung Kee Aung</i> <i>Procurement Analyst</i> <i>Moung.kee.aung@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.
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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/>

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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,

**Nasantuya Chuluun
Programme Support Team Leader
November 7, 2018**