

Bid Bulletin (1)

Title: "Storage, Delivery and Installation of ICT Equipment at Region and State Hluttaw"
Type of solicitation: Request for Proposal
Reference: 2018/PROC/UNDP-MMR/RFP/123
Country: Myanmar

Dear Sir/ Madams,

With reference to the above Request for Proposal made published on 15 October 2018, please be informed for the following amendments;

Proposal submission Deadline : 18 November 2018 (12:00_Midnight)

Preproposal meeting will be organized as per the following;

Time: 1.30Pm (Yangon time)
Date: 13 November 2018
Venue: UNDP Myanmar Country Office

Yours Sincerely,


Nasantuya Chuluun 27/11/2018
Programme Support Team Leader



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: 15 October 2018
	REFERENCE: 2018/PROC/UNDP-MMR/RFP/123

Dear Sir / Madam:

We kindly request you to submit your Proposal for Storage, Delivery and Installation of ICT Equipment at Region and State Hluttaw.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before 8 November 2018 (17:00 Yangon time) and via email, hand deliver or courier service to the address below:

United Nations Development Programme
No. 6, Natmauk Road, Tamwe Township,
Yangon, Myanmar
Reference: 2018/PROC/UNDP-MMR/RFP/123
bids.mm@undp.org

Your Proposal must be expressed in the English Language, and valid for a minimum period of 120 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

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 Proposal. 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 Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

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 Service Provider to prevent and avoid 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, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers 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 Proposal.

Sincerely yours,



Nasantuya Chuluun
Programme Support Team Leader

Description of Requirements

Context of the Requirement	Storage, Delivery and Installation of ICT Equipment at Region and State Hluttaw
Implementing Partner of UNDP	N/A
Brief Description of the Required Services	Storage, Delivery and Installation of ICT Equipment at Region and State Hluttaw as per attached Terms of Reference (TORs).
List and Description of Expected Outputs to be Delivered	As per attached TORs.
Person to Supervise the Work/Performance of the Service Provider	<i>Sub-national Parliament Specialist, UNDP</i>
Frequency of Reporting	<ul style="list-style-type: none"> • <i>After completion of service</i> • <i>Upon request</i>
Progress Reporting Requirements	As and when required
Location of work	As per attached TORs.
Expected duration of work	Please see attached TORs.
Target start date	After received Purchase Order/Contract
Travels Expected	14 Region and State Hluttaws
A pre-proposal conference will be held on:	Time: 11.00am Yangon time Date: 1 November 2018 Venue: UNDP Myanmar Country Office, and/or via Skype

	<p>The UNDP focal point for the arrangement is: Moung Kee Aung Address: UNDP Myanmar, 6 Nat Mauk Street, Tamwe Township, Yangon, PO Box. 650, 11211, Yangon E-mail: moung.kee.aung@undp.org</p> <p>Interested bidders should email register at least 2 days in advance to the proposed conference date. Name, Title, Company name and Skype ID for who want to attend through Skype and Mobile phone number for who want to attend in person.</p>
Names and curriculum vitae of individuals who will be involved in completing the services	<p><input checked="" type="checkbox"/> Required</p> <p><i>CVs and copies of certificates for at least three key staff that will be engaged on the Contract meeting the qualifications and experiences indicated in the TORs should be submitted with the proposal. The CVs should clearly indicate the qualifications, experience and relevant previous projects undertaken by the staff.</i></p>
Currency of Proposal	<p><input checked="" type="checkbox"/> Myanmar Kyats</p>
Validity Period of Proposals (Counting for the last day of submission of quotes)	<p><input checked="" type="checkbox"/> 120 days</p> <p>In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</p>
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted</p>
Payment Terms	<p>Please see in attached TORs Delivery and Payment Schedule clause</p>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<p>Sub-national Parliament Specialist, UNDP Myanmar</p>
Criteria for Contract Award	<p><input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</p> <p><input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of</p>

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	services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <p><i>For more detail please see TOR in appendix</i></p> <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP (see ToR in appendic.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order/Contract
Contract General Terms and Conditions ¹	<p><input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Annexes to this RFP	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> Detailed TOR</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for Contracts</p>
Contact Person for Inquiries (Written inquiries only)	<p><i>Moung Kee Aung (Mr.), Procurement Analyst, moung.kee.aung@undp.org</i></p> <p>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.</p>

¹ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.