REQUEST FOR QUOTATION (RFQ)
Heavy Equipment Rental

	DATE: November 19, 2018
	REFERENCE: PHL-RFQ-2018-236

Dear Sir / Madam:

UNDP would like to enter into a Long-Term Agreement (LTA) with entities that can deploy **heavy equipment to UNDP-designated project sites on an "on-call" basis**, formalized through the issuance of a Purchase Order (PO) when needed. As a company known to have this capability, we are therefore writing you to invite you to participate in this opportunity.

We kindly request you to submit your quotation for **Rental of Heavy 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 **December 5, 2018** and via (choose appropriate box) ☒***e-mail,*** ☐*courier mail or* ☐*facsimile* to the address below:

United Nations Development Programme
United Nations Development Programme Philippines
Rockwell Business Center Sheridan, North Tower,
15th Floor Sheridan St. corner, United St.,
Brgy. Highway Hills, Mandaluyong, 1554, Metro Manila
The Procurement Unit
Procurement.ph@undp.org

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

Exact Address/es of Delivery Location/s (identify all, if multiple)	**To be determined, when the need arises**	
UNDP Preferred Freight Forwarder, if any	**Not applicable**	
Distribution of shipping documents *(if using freight forwarder)*	**Not applicable**	
Latest Expected Delivery Date and Time *(if delivery time exceeds this, quote may be rejected by UNDP)*	☒ **3-5 days from the issuance of the Purchase Order (PO)** ☐ As per Delivery Schedule attached *[if delivery will be staggered]* Time : **As soon as called** Time Zone of Reference : **GMT+8**	
Delivery Schedule	☐Required ☒Not Required	
Mode of Transport	☐ AIR	☐LAND
	☐SEA	☒**OTHER to be determined**
Preferred Currency of Quotation	☐United States Dollars ☐Euro ☒**Local Currency : Philippine Peso**	
Value Added Tax on Price Quotation	☒ **Must be inclusive of VAT and other applicable indirect taxes** ☐ Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	☐Warranty on Parts and Labor for minimum period of Click to type ☒**Technical Support** ☐Provision of Service Unit when pulled out for maintenance/ repair ☐ Others *[pls. specify]*	
Deadline for the Submission of Quotation	**4PM COB, *Wednesday, December 05, 2018 and Manila time***	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	☒ **English** ☐ French ☐ Spanish ☐ Others *[pls. specify, including dialects, if needed]*	
Documents to be submitted[1]	☒ **Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;** ☒ **Latest Business Registration Certificate ;** ☒ **Latest Internal Revenue Certificate / Tax Clearance;** ☒ **Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;**	

[1] *First 2 items in this list are mandatory for the supply of imported goods*

	☐ Others *[pls. specify as many as required]*
Period of Validity of Quotes starting the Submission Date	☐ 60 days ☐ 90 days ☒ **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	☐ Not permitted ☒ **Permitted [*please provide quotation for equipment lines that the company has on-hand/available*]**
Payment Terms	☒ **100% upon completion of services as certified by UNDP** ☐ Others *[pls. specify]*
Evaluation Criteria *[check as many as applicable]*	☒ **Technical responsiveness/Full compliance to requirements and lowest price** **Comprehensiveness of after-sales services** ☒ **Full acceptance of the PO/Contract General Terms and Conditions *[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]*** ☒ **Earliest Delivery / Shortest Lead Time** ☐ Others *[pls. specify]*
UNDP will award to:	☐ One and only one supplier ☒ **One or more Supplier, depending on the following factors:** ***Pricing of the services/rental of equipment;*** ***Quantity and Strategic Location of network where the equipment can be easily accessed/made available when called to service***
Type of Contract to be Signed	☒ **Long-Term Agreement** valid for a minimum period of 12 months, which may be extended up to 1 +1 years, upon satisfactory performance of service provider. Each call off of the LTA shall be done through the issuance of a Purchase Order
Contract General Terms and Conditions	☒ **General Terms and Conditions for contracts (goods and/or services)** ☐ General Terms and Conditions for de minimi contracts (services only, less than $50,000) 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	☒ **Cancellation of PO/Contract if the deployment/completion is delayed by 5 days**

Conditions for Release of Payment	☒ **Written Acceptance of Goods based on full compliance with RFQ requirements**
Annexes to this RFQ	☒ **Specifications of the Goods Required (Annex 1)** ☒ **Form for Submission of Quotation (Annex 2)** ☒ **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)	***Trisha Anne Mendoza/ Rose Ann Rivera*** ***Procurement Assistant*** ***Trisha.mendoza@undp.org/rose.rivera@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.

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,

Alka K. Aneja
Procurement Specialist
20 November 2018

Annex 1

Schedule of Requirements and Specifications

Items to be Supplied*	Description/Specifications of Goods
1	**Backhoe** 320E L / PC200-8 or equivalent Engine Gross Power (hp) : 155 hp – 164.0 hp Net Power (hp) : 148 hp – 153.0 hp Bore : 4.1 in. - 4.21 in. Stroke : 4.88 in. - 5.0 in. Operational Operating Weight (lbs.) : 42,770 lbs. – 54450.0 lbs. Mechanism Swing Speed : 11.2 rpm - 12.4 rpm Travel Speed (High) : 3.4 mph - 3.5 mph Hydraulics Maximum Flow : 113 gal/min - 116 gal/min
2	**Trucks** 6 wheeler; (3 - 6 cu. m)
3	10 wheeler; (10 - 20 cu. m)
4	**Payloader** CAT 930 / W90-3 or equivalent Engine Horsepower : 100 hp - 157 hp Operating specifications Operating weight : 21208.5 lb - 27116.9 lb Hydraulics Raise Time : 5.3 sec - 6.4 sec Dump Time : 1.8 sec - 2.5 sec Lower Time : 2.5 sec - 3.7 sec Bucket Breakout force : 19190 lb - 26230 lb Dump clearance at max. raise : 9.2 ft in - 9.3 ft in
5	**Boom Truck** Prime Mover Low-bed trailer 3-5 tons lifting capacity

Important Instructions as part of Quotation:

Please provide list of other heavy equipment that may be made available by you indicating available number of units for each item with fixed daily and monthly rates. Rental is on an on-call arrangement as needed by UNDP projects.

Daily and monthly rates should be **inclusive** of the following:

a) daily meals of the driver;
b) accommodation of the driver at the site of work;
c) compensation of the driver for work per hour;
d) all benefits and entitlements of the driver;
e) parking of the vehicles when not in use;
f) fuel and lubricant consumption cost of the equipment while leased by UNDP;
g) cost per hour of deploying vehicles to the sites where they are needed;
h) cost of third party liabilities or any other form of insurance that the Service Provider may opt to obtain; and
i) all taxes related to the provision of the services. In the event that the vehicles require security services when not in use, the said cost shall be borne by the Service Provider.

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION[2]

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery[3])

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. **RFQ-2018-**:

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

Items to be Supplied*	Description/Specifications of Goods	No. of Units that can be made available as needed	Location of the Units	All-inclusive daily rate	All-inclusive Monthly Rate	One-time Deployment and Re-deployment cost (if any)
1	**Backhoe** 320E L / PC200-8 or equivalent Engine Gross Power (hp) : 155 hp – 164.0 hp Net Power (hp) : 148 hp – 153.0 hp Bore : 4.1 in. - 4.21 in. Stroke : 4.88 in. - 5.0 in. Operational Operating Weight (lbs.) : 42,770 lbs. – 54450.0 lbs. Mechanism Swing Speed : 11.2 rpm - 12.4 rpm Travel Speed (High) : 3.4 mph - 3.5 mph Hydraulics Maximum Flow : 113 gal/min - 116 gal/min					
2	**Trucks** 6 wheeler; (3 - 6 cu. m)					
	10 wheeler; (10 - 20 cu. m)					

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[2] *This serves as a guide to the Supplier in preparing the quotation and price schedule.*

[3] *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*

3	**Payloader** CAT 930 / W90-3 or equivalent Engine Horsepower : 100 hp - 157 hp Operating specifications Operating weight : 21208.5 lb - 27116.9 lb Hydraulics Raise Time : 5.3 sec - 6.4 sec Dump Time : 1.8 sec - 2.5 sec Lower Time : 2.5 sec - 3.7 sec Bucket Breakout force : 19190 lb - 26230 lb Dump clearance at max. raise : 9.2 ft in - 9.3 ft in					
4	**Boom Truck** Prime Mover Low-bed trailer 3-5 tons lifting capacity					
5	**Other Equipment that can be made available on an on-call basis**					

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 (Please put a check mark)

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			
Warranty and After-Sales Requirements			
a) Alternate service unit to be Provided when the Rented Unit is Under Repair			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements *[pls. specify]*			

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]