



REQUEST FOR QUOTATION (RFQ)
Forensic Sciences Laboratory Building Project, Wildlife Conservation Office

To: Bidders	DATE: December 7, 2018
	REFERENCE: RFQ 11/2018

Dear Sir / Madam:

We kindly request you to submit your quotation for **Forensic Sciences Laboratory Building Project, Wildlife Conservation Office**, 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 **5:00 PM (Bangkok time), December 20, 2018** and via ☒ *e-mail* to the address below:

procurement.th@undp.org

Email Subject: **Quotation for RFQ 11/2018 Forensic Sciences Laboratory Building Project, Wildlife Conservation Office**

Focal Point: *Pinyada Janthana*

Email address: procurement.th@undp.org

We also invite you to the **Site Inspection** organized to address questions for clarification on this request for quotation. The time and venue is as follows:

Date: 14th December 2018
Time: 10:00 AM
Venue: National Park, Wildlife and Plant Conservation Department
61 Phaholyothin Road, Latyao Sub-district, Chatuchak District, Bangkok 10900
Meeting Room: TBC

Bidders who wish to attend the above Site Inspection should send a confirmation to the following e-mail address: pinyada.janthana@undp.org as follows:

Company/Bidder Name:
Name of Person attending the Site Inspection:
Phone number:
E-mail address:

Please **DO NOT** send your offer to pinyada.janthana@undp.org otherwise it may be rejected.

It shall remain the Bidders' responsibility to ensure that the quotation will reach **the e-mail address 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.

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, National Park, Wildlife and Plant Conservation Department, No. 61 Paholyothin Road, Ladyao Sub-district, Chatuchak District, Bangkok 10900	
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offorer	
Exact Address of Delivery Location	National Park, Wildlife and Plant Conservation Department, No. 61 Paholyothin Road, Ladyao Sub-district, Chatuchak District, Bangkok 10900	
Latest Expected Delivery and Installation Date and Time: (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> Within 2 months from the date of issuance of the Purchase Order (PO)/Contract	
Delivery Schedule	<input checked="" type="checkbox"/> Required	
Please indicate the Mode of Transport	<input type="checkbox"/> AIR	<input checked="" type="checkbox"/> LAND
	<input type="checkbox"/> SEA	<input type="checkbox"/> OTHER [pls. specify]
Preferred Currency of Quotation ²	<input checked="" type="checkbox"/> Local Currency: THB	
Value Added Tax on Price Quotation ³	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	<input checked="" type="checkbox"/> Warranty for repair and maintenance at site for one year from the date of work completion certified by concerned UNDP authority.	
Deadline for the Submission of Quotation	5:00 PM, Thursday, December 20, 2018	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English	
Documents to be submitted ⁴	<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 Tax (VAT/PAN) Registration Certificate; <input checked="" type="checkbox"/> Latest Tax Clearance Certificate;	

	<input checked="" type="checkbox"/> List of similar projects completed within last 3 years; <input checked="" type="checkbox"/> ISO 14000 version 2015; <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 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"/> Not permitted
Payment Terms ⁵	<input checked="" type="checkbox"/> 100% payment after satisfactory completion of works based on certified running bills, and other supporting documents
Liquidated Damages	Liquidated Damages for delay of service would be: 0.5% of contract for every day of delay, up to a maximum duration of 10 days. Thereafter, the contract may be terminated by UNDP without notice.
Sample Verification	<input checked="" type="checkbox"/> Required Note: As part of the evaluation process, UNDP may notify bidders to submit samples and samples must be submitted within deadline specified in the notification by UNDP. Bidder's name has to be mentioned on every sample submitted. Samples however are subject to approval by the Client/Engineer on site.
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to the Technical requirements and lowest price⁶ <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Must have 3 years of experience on similar goods/services. <input checked="" type="checkbox"/> Latest Tax Clearance Certificate; <input checked="" type="checkbox"/> Minimum no. of similar contracts undertaken over the past 3 years-3 (Three) contracts; <input checked="" type="checkbox"/> Warranty for repair and maintenance at site for one year from the date of work completion. <input checked="" type="checkbox"/> Appropriateness of the implementation Timetable to Project Schedule;
UNDP will award to:	<input checked="" type="checkbox"/> One supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Other Type/s of Contract – Civil Works Contract
Special conditions of Contract	<input checked="" type="checkbox"/> Liquidated damages will be imposed after which cancellation of PO/Contract shall be considered <input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery completion is delayed by 10 days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods and Services based on full compliance with RFQ requirements by the UNDP.

	<input type="checkbox"/> Others <i>[pls. specify]</i>
Annexes to this RFQ	<input checked="" type="checkbox"/> Bill of Quantity 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 checked="" type="checkbox"/> Others- Designs (Annex 4) 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)	<p>Written inquiries must be submitted via the email address Email: procurement.th@undp.org by 5.00 PM (Thailand Standard Time), 17th December 2018.</p> <p>Mandatory subject of Email: RFQ 11/2018: Forensic Sciences Laboratory Building Project, Wildlife Conservation Office</p> <p>Inquiries received after the above date and time shall not be entertained.</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>

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 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/>

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,



Keshini Wijesundera

Manager, Transactional Services Team

Annex 1

Please refer to attached BOQ

Annex 2

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.: RFQ 11/2018

TABLE 1: As stated in the attached BOQ

No.	Description	Quantity	Unit	Material Cost		Wage		Subtotal of Material Cost and Wage
				Unit Price	Subtotal	Unit Price	Subtotal	
1.	Landscape Work -Landscape Gardening -Slate Decoration -Building Signage	1	Task					
2.	Electrical System							
	3.1 DISTRIBUTION BOARD WITH BREAKER	1	Set					
	3.2 CONSUMER UNIT							
	- CONSUMER UNIT 6 CHANNEL WITH BREAKER							
	3.3 Electrical Cable							
	Electrical Cable Type NYY							
	-10 mm2	400.00	meter					
	-25 mm2	15.00	meter					
	-95 mm2	360.00	meter					
	Electrical Cable Type THW							
	-2.5 mm2	-	meter		-		-	-
	-4 mm2	200.00	meter					
	-25 mm2	20.00	meter					
	3.4 Conduit & Raceway							
	HDPE Conduit							
	-HDPE Dia 1 1/4"	-	meter		-		-	-
	-HDPE Dia 3"	90.00	meter					
	IMC Conduit							

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

No.	Description	Quantity	Unit	Material Cost		Wage		Subtotal of Material Cost and Wage
				Unit Price	Subtotal	Unit Price	Subtotal	
	-IMC Dia 1 1/4"	200.00	meter					
3.	Water Supply System							
	4.1Water Pipe and Equipment	90.00	meter					
	4.2Water Pump	1	Set					
	4.3Water Tank	1	Set					
4.	Male / Female Restrooms including large stainless steel washbasin and concrete floor with stone tiles	1	Set					
5.	Furnitures in Forensic Sciences Laboratory							
	5.1 Wall Cabinet-WC) (01 Size3000 x400x600 mm	1	Set			-	-	
	5.2 Wall Laboratory Desk(11-WB) Size 1800x600x800 mm	1	Set			-	-	
	5.3 Wall Laboratory Desk1-WB) 0(Size 30 00x600x800 mm	1	Set			-	-	
	5.4 Wall Laboratory Desk-WB) 09(Size 13 00x600x800 mm	1	Set			-	-	
	5.5 Wall Laboratory Desk-WB) 08(Size 20 00x600x800 mm	1	Set			-	-	
	5.6 Wall Laboratory Desk-WB) 07(Size 41 00x600x800 mm	1	Set			-	-	
	5.7 Wall Laboratory Desk with Wall Cabinet -WB)06(Size 30 00x600x800 mm	1	Set			-	-	

No.	Description	Quantity	Unit	Material Cost		Wage		Subtotal of Material Cost and Wage
				Unit Price	Subtotal	Unit Price	Subtotal	
	5.8 Wall Laboratory Desk(05-WB) Size 2200x600x800 mm	1	Set			-	-	
	5.9 Wall Laboratory Desk(04-WB) Size 3000x600x800 mm	1	Set			-	-	
	5.10 Wall Laboratory Desk(03-WB) Size 3950x600x800 mm	1	Set			-	-	
	5.11 Wall Laboratory Desk(02-WB) Size 4500x600x800 mm	1	Set			-	-	
	5.12 Wall Laboratory Desk(01-WB) Size 2600x600x800 mm	1	Set			-	-	
	5.13 Filing Cabinet (LC-01) Size 800x400x800 mm	1	Set			-	-	
	5.14 Laboratory Chairs (HSC-01) Size 570x570x470-710 mm	11	Set			-	-	
	5.15 Filing Cabinet (HC-01) Size 800x400x1600 mm	1	Set			-	-	
	5.16 Counter Desk -CT) (01 Size 4140x600x750 mm	1	Set			-	-	
	5.17 Laboratory Coats Hunger Cabinet) CLC- (01 Size 700x600x1800 mm	2	Set			-	-	
	5.18 Office Chairs) CH(01- Size 650x610x870-970 mm	3	Set			-	-	

No.	Description	Quantity	Unit	Material Cost		Wage		Subtotal of Material Cost and Wage
				Unit Price	Subtotal	Unit Price	Subtotal	
	5.19 Filing Cabinet (CB-01) Size 3000x400x800 mm	1	Set			-	-	
6	Wastewater Treatment Tank with Piping System	1	Task					
7	CCTV cameras with 30 days memory sever	3	set					
8	Keyless Entry door system with passcode	3	set					
	Material Cost and Wage Total							

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 (Within 2 months from the date of issuance of the Purchase Order (PO)/Contract)			
Warranty and After-Sales Requirements: a) Warranty for repair and maintenance at site for one year from the date of work completion			
Validity of Quotation for 90 days			
All Provisions of the UNDP General Terms and Conditions			
Must have 3 years of experience on similar goods/services If yes, please provide the past records.			
Minimum no. of similar contracts undertaken over the past 3 years-3 (Three) contracts; If yes, please provide the past records.			
Appropriateness of the implementation Timetable to Project Schedule (to attach to the quotation)			

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]

Annex 3



UNDP GTCs for Contracts (Goods and-or Services).pdf

Annex 4

Please refer to attached Design