



## REQUEST FOR QUOTATION (RFQ)

	DATE: February 1, 2019
	REFERENCE: RFQ/024/PHL/2019

Dear Sir / Madam:

We kindly request you to submit your quotation for the rental of vehicles, 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 **18 February 2019, close of business** and via ☒ **e-mail**, ☒ **courier mail** or ☐ **facsimile** to the address below:

**United Nations Development Programme**  
**15<sup>th</sup> Floor, North Tower, Rockwell Business Center Sheridan**  
**Sheridan Street cor United Street, Brgy. Highway Hills,**  
**Mandaluyong City**  
**Email: [procurement.ph@undp.org](mailto:procurement.ph@undp.org)**  
**Telephone: +632.9029784 / +639175983142**

Quotations submitted by email must be limited to a maximum of 10 MB per email. 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 :

Preferred Currency of Quotation	<b>Local Currency: Philippine Peso</b>
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Value Added Tax on Price Quotation	<b>Must be inclusive of VAT and other applicable indirect taxes</b>
Deadline for the Submission of Quotation	<b>COB, Monday, February 18, 2019 and Manila Time</b>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<b>English</b>
Documents to be submitted	<input checked="" type="checkbox"/> <b>Duly Accomplished Form as provided in Annex 2</b> <input checked="" type="checkbox"/> <b>Latest Business Registration Certificate ;</b> <input checked="" type="checkbox"/> <b>Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;</b>
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> <b>120 days</b>  <b>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.</b>
Partial Quotes	<b>Not permitted</b>
Payment Terms	<b>Send Bill – upon submission and acceptance of invoice by UNDP. Payment will be done within 30 calendar days.</b>
Evaluation Criteria [check as many as applicable]	<input checked="" type="checkbox"/> <b>Technical responsiveness/Full compliance to requirements and lowest price per location</b> <input checked="" type="checkbox"/> <b>Full acceptance of the PO/Contract General Terms and Conditions</b>
UNDP will award to:	<input checked="" type="checkbox"/> <b>One or more Supplier, depending on the following factors: lowest price quoted per location</b>
Type of Contract to be Signed	<input checked="" type="checkbox"/> <b>Contract Face Sheet (Goods and-or Services) UNDP for Long-Term Agreement (LTA). LTA is an agreement that has undefined volume of service over a set period in accordance with agreed conditions, including price. It is valid for minimum 12 months, which may be extended upon satisfactory performance of the service provider. Every time the service is needed, UNDP will provide a trip ticket with the details of the trip.</b>
Contract General Terms and Conditions	<input checked="" type="checkbox"/> <b>General Terms and Conditions for contracts (goods and/or services)</b>  Applicable Terms and Conditions are available at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Conditions for Release of Payment	<b>Submission of Invoice along with the following documents for trips outside of Metro Manila:</b>

	<ul style="list-style-type: none"> <li>• Fuel receipt;</li> <li>• Toll fee receipt;</li> <li>• Acknowledgement receipt signed by the passengers indicating the travel date, time and destination</li> </ul>
Annexes to this RFQ	<p><input checked="" type="checkbox"/> Scope of Service (Annex 1)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions:  <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p> <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>
Contact Person for Inquiries (Written inquiries only) <sup>1</sup>	<p>Karyll Anne Angeles  Procurement Associate  Email: <a href="mailto:procurement.ph@undp.org">procurement.ph@undp.org</a></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 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

<sup>1</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

(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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

**Thank you and we look forward to receiving your quotation.**

Sincerely yours,

Alka Aneja (sgd).  
Procurement Team Leader

**Scope of Work**

1. 24x7 service and availability of vehicle in Metro Manila, on short notice of at least 2 hours before time of pick-up of UN-authorized passenger;
2. Reliable, courteous and efficient drivers, properly groomed at all times;
3. All sedan, van, and 4-wheel drive vehicles should not be more 3 years of age. Minimum acceptable are vehicles 2016 and up.
4. Official drop off and pick site: RBC Sheridan Mandaluyong City
5. Rental rates should be valid for minimum of 1 year. Upon satisfactory performance, the agreement may be extended for additional year for maximum of 2 years. The same rental rates should be valid for the duration of extension.
6. Quotations should be inclusive of driver's fee. Overtime fee will be charged after the 8<sup>th</sup> hour.
7. Fuel and toll fee costs for trips outside Metro Manila will be paid through submission:
  - Fuel receipt;
  - Toll fee receipt;
  - Acknowledgement receipt signed by the passengers indicating the travel date, time and destination

## Annex 2

### FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>2</sup>

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>3</sup>)*

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. \_\_\_\_\_:

whole day Rate with Driver and fuel (8AM-5PM)					
UN Frequent Locations	Sedan	Van (min 10 seater)	4-wheel drive	Bus (49 seater)	Overtime rate of driver/ hour
Metro Manila					

whole day Rate with Driver (8AM-5PM)					
UN Frequent Locations	Sedan	Van (min 10 seater)	4-wheel drive	Bus (49 seater)	Overtime rate of driver/ hour
Tagaytay City					
Ternate Cavite					
Sta. Rosa, Laguna					
Cabuyao, Laguna					
Los Banos, Laguna					
San Jose/Obando Bulacan					
Malolos/Paombong Bulacan					
Angat/Norzagaray Bulacan					
Sta.Maria Bulacan					
Lipa, Batangas					
Batangas City					
Lemery Batangas					
Nasugbu, Batangas					
Anilao/Mabini/Calatagan, Batangas					
San Juan, Batangas					
Cainta / Taytay Rizal					

<sup>2</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>3</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Binangonan / Angona Rizal					
Teresa / Antipolo Rizal					
Legaspi City Albay					
Naga, Camarines Sur					
Daet, Camarines Norte					
Vigan, Iloco Sur					
Laoag Ilocos Norte					
Baguio City					
Urdaneta, Pangasinan					
Dagupan, Pangasinan					
Manaoag Pangasinan					
Clark, Pampanga					
San Fernando, Pampanga					
Subic/Olangapo, Zambales					
Cabanatuan, Nueva Ecija					
Tarlac City					
Camiling, Tarlac					
Balanga/Orni Bataan					
Morong, Mariveles					
Lucena, Quezon					
Caliraya Quezon					
Lucban, Quezon					
Infanta, Quezon					
Sariaya, Quezon					

<b>Drop Off and Pick Up (rates should be per way)</b>				
<b>UN Frequent Locations</b>	<b>Sedan</b>	<b>Van (min 10 seater)</b>	<b>4-wheel drive</b>	<b>Bus (49 seater)</b>
Metro Manila				
Tagaytay City				
Ternate Cavite				
Sta. Rosa, Laguna				
Cabuyao, Laguna				
Los Banos, Laguna				
San Jose/Obando Bulacan				
Malolos/Paombong Bulacan				
Angat/Norzagaray Bulacan				
Sta.Maria Bulacan				
Lipa, Batangas				

Batangas City				
Lemery Batangas				
Nasugbu, Batangas				
Anilao/Mabini/Calatagan, Batangas				
San Juan, Batangas				
Cainta / Taytay Rizal				
Binangonan / Angona Rizal				
Teresa / Antipolo Rizal				
Legaspi City Albay				
Naga, Camarines Sur				
Daet, Camarines Norte				
Vigan, Iloco Sur				
Laoag Ilocos Norte				
Baguio City				
Urdaneta, Pangasinan				
Dagupan, Pangasinan				
Manaoag Pangasinan				
Clark, Pampanga				
San Fernando, Pampanga				
Subic/Olangapo, Zambales				
Cabanatuan, Nueva Ecija				
Tarlac City				
Camiling, Tarlac				
Balanga/Orni Bataan				
Morong, Mariveles				
Lucena, Quezon				
Caliraya Quezon				
Lucban, Quezon				
Infanta, Quezon				
Sariaya, Quezon				

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]*