



## REQUEST FOR QUOTATION (RFQ)

United Nations Development Programme 202-204 Bauddhaloka Mawatha, Colombo 07.	DATE: February 15, 2019
	REFERENCE: RFQ/UNDP/RNRA/2019/08

Dear Sir / Madam:

We kindly request you to submit your quotation for **Procurement of Garbage Compactor, Van (15-Seater coach) and Four-wheel tractor with 02-disc plough**, 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 **Friday, March 1, 2019 2.00 pm** and via ☒ Hand Delivery, ☒ courier to the address below:

**Head of Procurement**  
**United Nations Development Programme**  
**202-204, Bauddhaloka Mawatha, Colombo 07, Sri Lanka**  
***procurement.lk@undp.org***

It shall remain your responsibility to ensure that your quotations 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.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

Delivery Terms [INCOTERMS 2010] DDP (Pls. link this to price schedule)	<input checked="" type="checkbox"/> Delivered Duty Paid (DDP) Lot 1: Valikamam North Pradeshiya Sabha, Kankesanthurai, Jaffna Lot 2: District Secretariat, Kachcheri, Jaffna Lot 3: Sampoor, Muthur, Trincomalee
Customs clearance <sup>1</sup> , if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror
Exact Address/es of Delivery Location/s (identify all, if multiple)	Lot 1: Valikamam North Pradeshiya Sabha, Kankesanthurai, Jaffna Lot 2: District Secretariat, Kachcheri, Jaffna Lot 3: Sampoor, Muthur, Trincomalee
UNDP Preferred Freight Forwarder, if any <sup>2</sup>	E B Creasy Logistics Ltd. nawfel@creasy.lk Tel: +94 114766008 /+94773501824

Latest Expected Delivery	<input checked="" type="checkbox"/> 4 weeks from the date of the Purchase order (all three Lots)	
Delivery Schedule	<input checked="" type="checkbox"/> Required	
Mode of Transport	<input type="checkbox"/> AIR	<input checked="" type="checkbox"/> LAND
Preferred Currency of Quotation <sup>3</sup>	<input checked="" type="checkbox"/> Local Currency: LKR	
Value Added Tax on Price Quotation <sup>4</sup>	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes	
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 02 years <input checked="" type="checkbox"/> Technical Support <input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input checked="" type="checkbox"/> Others As quoted by the supplier	
Deadline for the Submission of Quotation	<b>Friday, March 01, 2019 and 2 pm Sri Lanka time</b>	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English	
Documents to be submitted <sup>5</sup>	<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"/> Quality Certificates (ISO, etc.) if any; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer) ; <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"/> 60 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"/> within a LOT Not permitted	
	<input checked="" type="checkbox"/> 100% upon complete delivery of goods	

<sup>3</sup> Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

<sup>4</sup> This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

Payment Terms <sup>6</sup>	<input checked="" type="checkbox"/> 30 days credit
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <sup>7</sup> <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</i>
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier per LOT
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ <sup>8</sup>	<input checked="" type="checkbox"/> Specifications of the Goods 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 type="checkbox"/> Others <i>[pls. specify, if any]</i>  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) <sup>9</sup>	<p>Lot 1 &amp; 2:  Mr. Rasanayagam Sharvanandha  Field Project Specialist-Jaffna  <a href="mailto:rasanayagam.sharvanandha@undp.org">rasanayagam.sharvanandha@undp.org</a>  Telephone: 0212222277</p> <p>Lot 3:  Mr. Kulasegaram Partheepan  Field Project Specialist-Trincomalee  <a href="mailto:kulasegaram.partheepan@undp.org">kulasegaram.partheepan@undp.org</a>  Mobile: 0773261697</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>

<sup>7</sup> UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

<sup>8</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>9</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.

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/>

**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,**

Sripalee De Silva  
Procurement Assistant  
February 15, 2019

### Technical Specifications

#### LOT 01: GARBAGE COMPACTOR

Item / Quantity	Specifications		Yes/No	Deviation
01	<b>Garbage Compactor</b>			
	Engine	H' Series 6 Cylinder Turbocharged Intercooled diesel, 160-200 HP, @ 2400-2600 RPM		
	Engine Capacity	5760-6000 CC		
	Overall Length	7291-7400 mm		
	Steering	Power Steering		
	Fuel tank	165-250 Litters capacity		
	Brakes	Full air, Dual line Brakes Exhaust Brakes (Optional)		
	Battery	24V (2 X12V)		
	Seating capacity	Minimum 02 (Driver & passenger)		
	Others	Ease of spare parts availability and local repair and maintenance services would also be considered		
	<b>Compactor Unit Specifications</b>			
	Hopper Capacity	> 1.1 CBM		
	Operation & Control	Hydraulic Control		
	Discharge System	Horizontal		
	Loading Time	15-20 Second		
	Discharge Time	20-25 Second		
	Compression Ratio	1:4		
	Warranty	02 years		

#### DELIVERY AND TRAINING

- Provide training free of charge on the operation of equipment, handling and maintenance to our site team in Jaffna.
- Registration & delivery charges should be included in the price Schedule.

#### SERVICE AND MAINTENANCE

- Two visits for service and maintenance of the offered unit within the warranty period.
- Service agreement for service, maintenance and training after the warranty period.

<b>LOT 02: VAN (15-SEATER COACH)</b>
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Item / Quantity	Specifications		Yes/No	Deviation
01	<b>Van (15-Seater coach)</b>			
	Engine	90-100 hp @ 4300 rpm (Turbo-charged Inter cooled Engine)		
	Engine Capacity	1900-2000 CC		
	Overall Length	2755 -2850 mm		
	Gross Vehicle Weight	2850-3000 kg		
	Floor Height	480-520 mm		
	Steering	Power Steering		
	Battery	12V, 80 Ah		
	Seating capacity	15		
	Warranty	02 years		
	Others	Ease of spare parts availability and local repair and maintenance services would also be considered		

#### **DELIVERY, SERVICE AND MAINTENANCE**

- Two visits for service and maintenance of the offered unit within the warranty period.
- Service agreement for service and maintenance after the warranty period.
- Registration & delivery charges should be included.

**LOT 03: FOUR-WHEEL TRACTOR WITH 02-DISC PLOUGH**

Item / Quantity	Specifications	Yes/No	Deviation
01	<b>Four-wheel tractor</b>		
	Model	4 WD	
	Type	Vertical 4-cycle water-cooled Diesel, direct injection	
	Operation	Mechanical	
	Number of Cylinder	04	
	Total displacement	2000 cc – 2200 cc	
	Engine Net power (HP)	2500 - 2600 rpm	
	PTO power (HP)	2500- 2600 rpm (power take-off)	
	Clutch	Dry type Single stage	
	Brakes	Mechanical, Wet disk type	
	Fuel pump	Inline pump	
	Steering	Hydrostatic power steering	
	Transmission	Gear shift, 8 forward and 4 reverse	
	Hydraulic control system	Position control	
	Max. Lift force	At lift points (kg): 1000-1300	
	Warranty	2 years	

**DELIVERY**

- All test certificates/country of origin/ catalogues/ brochures/ technical literature/minimum international standards must be including in the quotation.
- All warranties on parts, labour and material must be clearly indicated. Delivery period of Tractor must be indicated with Registration & delivery charges.
- Availability of after sales service and spare parts in delivery location with agents.

Item / Quantity	Specifications	Yes/No	Deviation
01	<b>02-Disc Plough</b>		
	Main body:	6" Seamless tube of 6 to 7mm thick, if required. extra thick pipe up to 10 mm could be used.	
	Legs	4" seamless tube of 6 to 7 mm thick.	
	Hub	Heavy C.I. casting.	
	Bearings	New taper roller bearings of HBL or equivalent make	
	Disc 26":	2 Nos. 2mm thick high carbon steel duly hardened and tempered	
	Stand	Should be Provided	
	Scraper	Should be Provided	
	Weight	Approximately 200-250 kgs	

## DELIVERY

- All test certificates/country of origin/catalogues/brochures/technical literature/minimum international standards must be including in the quotation.
- All warranties on parts, labour and material must be clearly indicated.
- Delivery should be made with tractor.
- Availability of after sales service and spare parts in delivery location with agents.

## Delivery Schedule

Description of Goods/Services	In Weeks from the date of Purchase Order
Garbage Compactor	04 weeks
Van (15-Seater coach)	04 weeks
Four-wheel tractor with 2-disc plough	04 weeks



**FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>10</sup>**  
**(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>11</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. RFQ/UNDP/RNRA/2019/08:

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

**LOT 01: GARBAGE COMPACTOR**

LOT No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
01	GARBAGE COMPACTOR	01			
	<b>Total Prices of Goods<sup>12</sup></b>				
	Add: Cost of Registration				
	Add: Cost of Transportation				
	Add: Other Charges (pls. specify)				
	<b>Total Final and All-Inclusive Price Quotation</b>				

**LOT 02: VAN, 15-SEATER COACH**

LOT No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
01	VAN, 15-SEATER COACH	01			
	<b>Total Prices of Goods<sup>13</sup></b>				
	Add: Cost of Registration				
	Add: Cost of Transportation				
	Add: Other Charges (pls. specify)				
	<b>Total Final and All-Inclusive Price Quotation</b>				

<sup>11</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

<sup>12</sup> Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

<sup>13</sup> Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

<b>LOT 03: FOUR-WHEEL TRACTOR WITH 02-DISC PLOUGH</b>
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LOT No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
01	FOUR-WHEEL TRACTOR WITH 02-DISC PLOUGH	01			
	<b>Total Prices of Goods<sup>14</sup></b>				
	Add: Cost of Registration				
	Add: Cost of Transportation				
	Add: Other Charges (pls. specify)				
	<b>Total Final and All-Inclusive Price Quotation</b>				

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<sup>14</sup> Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

**TABLE 3: 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			
Country/ies Of Origin <sup>15</sup> :			
Warranty and After-Sales Requirements			
a) Minimum Two (2) years warranty on both parts and labor			
b) Service Unit to be Provided when the Purchased Unit is Under Repair			
c) Brand new replacement if Purchased Unit is beyond repair			
d) Others			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>			

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]*

<sup>15</sup> *If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UNDP if awarded the PO/contract.*