



REQUEST FOR QUOTATION (RFQ)

United Nations Development Programme 202-204 Bauddhaloka Mawatha, Colombo 07.	DATE: March 15, 2019
	REFERENCE: RFQ/CSPB/2019/14

Dear Sir / Madam:

We kindly request you to submit your quotation for **Printing & delivery of Provincial Development Plan (English)**, 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 **Thursday, March 28, 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)
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror
Exact Address/es of Delivery Location/s (identify all, if multiple)	Item 01: Uva Provincial Council, Badulla Item 02: Subragamuwa Provincial Council, Rathnapura Item 03: Central Provincial Council, Pallekale, Kandy Item 04: North Western Provincial Council, Kurunegala Item 05: North Central Provincial Council, Anuradhapura
UNDP Preferred Freight Forwarder, if any ²	E B Creasy Logistics Ltd. nawfel@creasy.lk Tel: +94 114766008 /+94773501824

Latest Expected Delivery	<input checked="" type="checkbox"/> As per delivery schedule in annex 1 from the date of the Purchase order	
Delivery Schedule	<input checked="" type="checkbox"/> Required	
Mode of Transport	<input type="checkbox"/> Air	<input checked="" type="checkbox"/> Land
Preferred Currency of Quotation ³	<input checked="" type="checkbox"/> Local Currency: LKR	
Value Added Tax on Price Quotation ⁴	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes	
After-sales services required	<input checked="" type="checkbox"/> Others As quoted by the supplier	
Deadline for the Submission of Quotation	Thursday, March 28, 2019 and 2 pm Sri Lanka time	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English	
Documents to be submitted ⁵	<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"/> Not permitted	
Payment Terms ⁶	<input checked="" type="checkbox"/> 100% upon completion delivery per items <input checked="" type="checkbox"/> 30 days credit	

³ 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.

⁴ 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.

Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁷ <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
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 ⁸	<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) ⁹	<i>Mr. Buddhika Udayajith</i> <i>Project Officer- Result Based Planning</i> buddhika.udayajith@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.

⁷ 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.

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

⁹ 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.

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,

Sripalee De Silva
Procurement Assistant
March 15, 2019

Technical Specifications

Specifications					Compliant Yes / No	Deviation
Book Title	Provincial Development Plan (English Medium)					
Job Size:	A4- Portrait					
Number of page Options 01, 02, 03 & 04	Option 01	Option 02	Option 03	Option 04		
	300 pages	500 pages	600 pages	700 pages		
Cover	Laminated art paper pasted hard cover with 2.5 mm chip board					
	Front four colors Cover					
Back Cover Page	Back four colors Finishing					
Pages	100 gsm matt art paper					
Inner Text/Pictures	Four Colors					
Bounding	Section sewing					
Page /Artwork	Required from the Supplier					

Delivery Schedule

Description of Goods/Services	Quantity	Expected Delivery in Weeks from the date of Purchase Order
Item 01: Printing of Provincial development plan- Uva , Supply of the printed books to Uva Provincial Council, Badulla	300	4 Weeks
Item 02: Printing of Provincial development plan- Sabaragamuwa , Supply of the printed books to Rathnapura	500	6 Weeks
Item 03: Printing of Provincial development plan- Central , Supply of the printed books to Kandy	500	2 Weeks
Item 04: Printing of Provincial development plan- North Western , Supply of the printed books to Kurunegala	500	4 Weeks
Item 05: Printing of Provincial development plan- North Central , Supply of the printed books to Anuradhapura	500	8 Weeks

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹⁰***(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹¹)***

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/CSPB/2019/14:

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

Item No	Description of Goods/Services	Unit	Quantity	Price (LKR)
				Option 04 (700 pages)
01	Printing of Provincial development plan, Uva	No	300	
	Delivery to Uva Provincial Council, Badulla			
	All other expenses including Tax (as applicable) Customs Clearance, Local Handling etc.			
	TOTAL PRICE			

Item No	Description of Goods/Services	Unit	Quantity	Price (LKR)
				Option 02 (500 pages)
02	Printing of Provincial development plan- Sabaragamuwa	No	500	
	Delivery to Sabaragamuwa Provincial Council, Rathnapura			
	All other expenses including Tax (as applicable) Customs Clearance, Local Handling etc.			
	TOTAL PRICE			

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

Item No	Description of Goods/Services	Unit	Quantity	Price (LKR)
				Option 01 (300 pages)
03	Printing of Provincial development plan- Central	No	500	
	Delivery to Central Provincial Council, Pallekale, Kandy			
	All other expenses including Tax (as applicable) Customs Clearance, Local Handling etc.			
	TOTAL PRICE			

Item No	Description of Goods/Services	Unit	Quantity	Price (LKR)
				Option 03 (600 pages)
04	Printing of Provincial development plan- North Western	No	500	
	Delivery to North Western Provincial Council, Kurunegala			
	All other expenses including Tax (as applicable) Customs Clearance, Local Handling etc.			
	TOTAL PRICE			

Item No	Description of Goods/Services	Unit	Quantity	Price (LKR)		
				Option 02 (500 pages)	Option 03 (600 pages)	Option 04 (700 pages)
05	Printing of Provincial development plan- North Central	No	500			
	Delivery to North Central Provincial Council, Anuradhapura					
	All other expenses including Tax (as applicable) Customs Clearance, Local Handling etc.					
	TOTAL PRICE					

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 ¹² :			
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]

¹² *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.*