



**REQUEST FOR QUOTATION (RFQ)
(Goods)**

NAME & ADDRESS OF FIRM	DATE: May 6, 2019
	REFERENCE: RFQ/001/TLS/2019 – Supply and Delivery of Equipment for vocational Training - Carpentry Equipment

Dear Sir / Madam:

We kindly request you to submit your quotation for **Equipment for vocational Training (Carpentry 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 May 27, 2019 and via (choose appropriate box) ☒ e-mail, ☐ courier mail or ☐ facsimile to the address below:

United Nations Development Programme
UN House, Caicoli Street, P.O Box 558 Dili, Timor-Leste
Attn: Mr. Claudio Providas, Resident Representative
Submission by e-mail: bids.tp@undp.org

Quotations submitted by email must be limited to a maximum of 5MB, virus-free and no more than 1 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: *[check the condition that applies to this RFQ, delete the entire row if condition is not applicable to the goods being procured]*

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	☐ FCA ☐ CPT ☐ CIP ☒ DAP ☐ Other [pls. specify]	
Customs clearance ¹ , if needed, shall be done by:	☐ UNDP ☒ Supplier/Offeror ☐ Freight Forwarder	
Exact Address/es of Delivery Location/s (identify all, if multiple)	UN House, Caicoli Street, Dili, Timor-Leste	
UNDP Preferred Freight Forwarder, if any ²	N/A	
Distribution of shipping documents (if using freight forwarder)	N/A	
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	☒ 30 days from the issuance of the Purchase Order (PO) ☐ As per Delivery Schedule attached [if delivery will be staggered] Time: 1730hrs TLS Time Time Zone of Reference: TLS Time	
Delivery Schedule	☒ Required ☐ Not Required	
Packing Requirements	N/A	
Mode of Transport	☒ AIR ☒ SEA	☒ LAND ☐ OTHER [pls. specify]
Preferred Currency of Quotation ³	☒ United States Dollars ☐ Euro ☐ Local Currency : [pls. specify]	
Value Added Tax on Price Quotation ⁴	☐ 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 12 months ☐ Technical Support ☐ Provision of Service Unit when pulled out for maintenance/ repair ☐ Others [pls. specify]	
Deadline for the Submission of Quotation	COB, Monday, May 27, 2019 and GMT +9	

¹ Must be linked to INCO Terms chosen.

² Depends on INCO Terms. The suggestion to use a UNDP preferred courier is only for purposes of familiarity with procedures and documentary requirements applicable to the UNDP when clearing with customs.

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.

All documentations, including catalogs, instructions and operating manuals, shall be in this language	☒ English ☐ French ☐ Spanish ☐ Others <i>[pls. specify, including dialects, if needed]</i>
Documents to be submitted ⁵	☒ Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; ☒ A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users; ☐ Confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected; ☐ Quality Certificates (ISO, etc.); ☒ Latest Business Registration Certificate ; ☒ Latest Internal Revenue Certificate / Tax Clearance; ☐ Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); ☒ Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); ☐ Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied ; ☐ Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods". ☐ Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); ☒ Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; ☐ Others <i>[pls. specify as many as required]</i>
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 <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>
Payment Terms ⁶	☒ 100% upon complete delivery of goods

⁵ First 2 items in this list are mandatory for the supply of imported goods

⁶ UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced

	☐ Others [pls. specify]
Liquidated Damages	☐ Will not be imposed ☒ Will be imposed under the following conditions : Percentage of contract price per day of delay : 1% Max. no. of days of delay: 10 Days After which UNDP may terminate the contract.
Evaluation Criteria [check as many as applicable]	☒ Technical responsiveness/Full compliance to requirements and lowest price ⁷ Comprehensiveness of after-sales services ☒ Full acceptance of the PO/Contract General Terms and Conditions [this is a mandatory criterion and cannot be deleted regardless of the nature of services required] ☒ Earliest Delivery / Shortest Lead Time ⁸ ☐ Others [pls. specify]
UNDP will award to:	☒ One and only one supplier ☐ One or more Supplier, depending on the following factors: [Clarify fully how and why will this be achieved. <u>Please do not choose this option without indicating the parameters for awarding to multiple Suppliers</u>]
Type of Contract to be Signed	☒ Purchase Order ☐ Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement ⁹ and if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) ☐ Other Type/s of Contract [pls. specify]
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 delivery/completion is delayed by 30 calendar days ☐ Others [pls. specify]
Conditions for Release of Payment	Passing Inspection Bank Transfer

payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

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 This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).

⁹ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

	☒ Passing all Testing; Certification of good received note accepted by UNDP TLS ☐ Completion of Training on Operation and Maintenance <i>[specify no. of trainees, and location of training, if possible]</i> ☒ Written Acceptance of Goods based on full compliance with RFQ requirements ☐ Others <i>[pls. specify]</i>
Annexes to this RFQ ¹⁰	☒ 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 ☐ 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) ¹¹	<i>Procurement Unit</i> <i>procurement.staff.tp@undp.org</i> <i>+670 3311220</i> 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.

¹⁰ Where the information is available in the web, a URL for the information may simply be provided.

¹¹ 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.

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,
Diana Lina Bernardo
UNDP Operations Manager
May 6, 2019

Technical Specifications

Items to be Supplied*	Quantity	Description / Specifications of Goods	Latest Delivery Date
1.	1 Unit	JET Wood LATHE Parts 414FzwtvbDL	30 calendar days
2.	1 Unit	JET- 708476 12" Planer Jointer with Helical Head	30 calendar days
3.	2 Unit	JET 70830K JWTS 10 -CW2	30 calendar days
4.	1 Unit	MITRE SAW – 1016MTL	30 calendar days
5.	2 Units	SJ401 Scrool Saw	30 calendar days
6.	6 Units	Power Planer Model#KPO800K	30 calendar days
7.	3 Units	Belt Sander Model#M9400B	30 calendar days
8.	3 Units	Jig Saw Model#4350FCT	30 calendar days
9.	2 Units	Rechargeable Screwdriver Model #DF331DWYE/WAE/Z	30 calendar days
10.	3 Units	Router Model#RP2301 FC2100W	30 calendar days

11.	3 Units	Power Planer Model#1805N	30 calendar days
12.	2 Units	3M Bench Grinder Model#Jssg-10 Wet Grinder	30 calendar days
13.	1 Units	Planner Straight Knife Grinding Machine	30 calendar days

**Pls. attach delivery schedule, if relevant, and cluster by lot, if partial bids will be allowed. Specify delivery locations if goods multiple destinations.*

Ajarie Salilasiri
Programme & Administrative Associate
UNODC Regional Office for Southeast Asia and the Pacific

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹²

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹³)

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. _____:

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

[illegible]

¹² This serves as a guide to the Supplier in preparing the quotation and price schedule.

¹³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

¹⁴ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

	Total Final and All-Inclusive Price Quotation	
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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

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			
Estimated weight/volume/dimension of the Consignment:			
Country/ies Of Origin ¹⁵ :			
Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance			
b) Minimum one (1) year warranty on both parts and labor			
c) Service Unit to be Provided when the Purchased Unit is Under Repair			
d) Brand new replacement if Purchased Unit is beyond repair			
e) Others			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements [pls. specify]			

¹⁵ 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.

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]