



**REQUEST FOR QUOTATION (RFQ)
(Service)**

	DATE: July 24, 2019
	REFERENCE: 2019/UNDP-MMR/RFQ/055

Dear Sir / Madam:

We kindly request you to submit your quotation for "Provision of High Quality of Recruitment Services for UNDP and UN Agencies in Myanmar", 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 **August 13, 2019 17:00 PM** and via courier services, hand deliver or email to the address below:

United Nations Development Programme

No. 6, Natmauk Road, Tamwe Township

Ref. 2019/UNDP-MMR/RFQ/055

Attention: Krishna Raj Adhikari, Head of Common Services and Transaction Services

Email: bids.mm@undp.org

- For hard copy quotations, please send your quotations in sealed envelopes to The United Nations Development Programme, No. 6, Natmauk Road, Tamwe Township, Yangon, PO Box. 650, 11211, Yangon as early as possible before the deadline of **August 13, 2019 17:00 PM**;
- For electronic submission, please send only the duly completed Quotation Documents with above-mentioned RFP No. to bids.mm@undp.org (Please protect the Quotations with password and send the password within 24 hours after closing the deadline for submission);
- UNDP takes no responsibility for effective delivery of the electronic document.
- Please note, if your file was successfully sent to bids.mm@undp.org you should receive the message subjected 'Success! Your proposal was sent to the secured e-mail'. If upon submission you do not receive the confirmation message, please contact Min Min Thein, mmr.procurement@undp.org for clarifications.

Quotations submitted by email must be limited to a maximum of **2 MB**, virus-free and no more than two 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.

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

Exact Address/es of Delivery Location/s (identify all, if multiple)	United Nations Development Programme (Myanmar) 6 Natmauk Road, Tamwe Township Yangon 11211, Myanmar Other UN Agencies can piggyback from UNDP
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> Depend on call Purchase Order after selection for Long Term Agreement Contract
Preferred Currency of Quotation ¹	<input checked="" type="checkbox"/> Local Currency (Kyats)
Value Added Tax on Price Quotation ²	<input checked="" type="checkbox"/> Inclusive price should be proposed
Deadline for the Submission of Quotation	COB, Tuesday, August 13, 2019 and Myanmar Time Zone 17:00 pm
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted ³	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1 Form for submission of Quotation (Annex 3) must be with completed information; <input checked="" type="checkbox"/> Quality Certificates (Accredited by HR Association) and/or other similar certificates, accreditations, awards and citations received by the bidder, if any); <input checked="" type="checkbox"/> Latest Business Registration Certificate and/or License; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance;
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> Not Allowed
Payment Terms ⁴	<input checked="" type="checkbox"/> 100% upon receipt and complete delivery of services and acceptance of invoice within 30 days
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> Several Suppliers (who compliance required specification and reasonable price)

Type of Contract to be Signed	<input checked="" type="checkbox"/> Long Term Agreement (3 years with possible extension)
Conditions for Release of Payment	<input checked="" type="checkbox"/> Satisfaction of completion upon provision of services
Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Services Required (Annex 1, TOR) <input checked="" type="checkbox"/> Check List and Submission (Annex 2) <input checked="" type="checkbox"/> Submission of Quotation (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (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)	Min Min Thein, Procurement Analyst, mmr.procurement@undp.org with copy to aye.wa@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.

Service proposed 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 and requirements and offers the lowest price 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 vendor 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 on ex-works price in the event that the transportation cost is found to be at high side. Any Purchase Order that will be issued shall be subject to the General Terms and Conditions herein attached hereto.

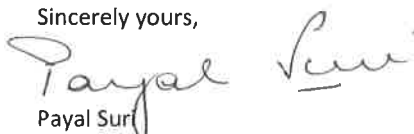
UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with your preparation and submission of a quotation, regardless of the conduct or outcome of the selection process.

Our 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/procurement/protest.shtml> . It is, however, not available to non-responsive or non-timely bidders or when all bids are rejected.

UNDP implements a zero tolerance on fraud and corrupt practices, and is committed to preventing, 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,



Payal Suri

Team Leader, Programme Support Unit

July 24, 2019