



REQUEST FOR QUOTATION (RFQ) (Goods)

	DATE: 23 August 2019
	REFERENCE: RFQ/2019/12

Dear Sir / Madam:

We kindly request you to submit your quotation for species of Bamboo Seedlings, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex2.

Quotations may be submitted on or before August 27, 2019 via (choose appropriate box) ☒ e-mail, ☒ hand deliver or to the address below:

**United Nations Development Programme
The Resident Representative,
REF: RFQ/2019/12
United Nations Road
3RD Floor UN House
P.O Box 301
MASERU, LESOTHO
Email: Rethabile.thipe@undp.org**

Quotations submitted by email must be limited to a maximum of 10MB, virus-free. 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:

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> DAP Lesotho, Mophale's Hoek District
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> UNDP
Exact Address/es of Delivery Location/s (identify all, if multiple)	Mophale's Hoek District, at Thaba Mokhele, Khoelenya and Lithipeng Community Councils
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> 10 days from the issuance of the Purchase Order (PO)
Delivery Schedule	<input checked="" type="checkbox"/> Required the Bidder should submit Work plan/ Gantt chart indicating the supply and delivery of seeds to the delivery locations
Packing Requirements	Packing to be undertaken in such a way as to prevent damage and defects.
Mode of Transport	<input checked="" type="checkbox"/> Land
Preferred Currency of Quotation ²	<input checked="" type="checkbox"/> LSL
Value Added Tax on Price Quotation ³	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	n/a
Deadline for the Submission of Quotation	August 27, 2019
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted ⁴	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2 and in accordance with the list of requirements in Annex 1;

¹ Must be linked to INCO Terms chosen.

² 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.

³ 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.

⁴ First 2 items in this list are mandatory for the supply of imported goods

	<input checked="" type="checkbox"/> Annex 3 -Offer to Comply with Other Conditions and Related Requirements <input checked="" type="checkbox"/> Business Legal Registration Documents <input checked="" type="checkbox"/> Business profile clearly indicating track record and clientele (Maximum 5 pages)
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 30 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 ⁵	<input checked="" type="checkbox"/> 100% upon complete delivery
Liquidated Damages	n/a
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁶ <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criterion and cannot be deleted regardless of the nature of services required]</i>
UNDP will award to:	<input checked="" type="checkbox"/> One bidder
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Contract General Terms and Conditions	UNDP General Terms and Conditions for Contracts. 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	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 15 days

⁵ 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 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.

⁶ 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.

Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ ⁷	<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"/> Offer to Comply with Other Conditions and Related Requirements (Annex 3). 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) ⁸	<i>Rethabile Maope</i> <i>Procurement Associate</i> Rethabile.thipe@undp.org ; 22228127 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.

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

⁷ Where the information is available in the web, a URL for the information may simply be provided.

⁸ 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 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,

Pheea Mafethe
Operations Analyst

Technical Specifications

Item	Description / Specifications of Goods	Quantity	Latest Delivery Date
Bamboo Seedlings	Phyllostachys atrovaginata - Incense Bamboo is supposed to have a smell of incense when the cane is scratched or bruised. Very cold hardy.C1	600	10 Days after issuance of a purchase order
	Phyllostachys aurea - Golden bamboo does take on a golden yellow tint when the grove is in full sun. The swollen, distorted nodes at the base of the canes make a perfect handhold. Often used for fishing poles	600	
	Phyllostachys aureosulcata - Yellow Groove is one of the more cold hardy bamboos and was always a popular choice for northern climates. It makes a dense privacy screen and can be pruned to the desired height	600	
	Phyllostachys edulis - Moso is the largest of the cold hardy bamboos. My grove has some 6 inches plus sized canes and they can get as large as 7 inches in diameter	600	
	Phyllostachys nigra - Black bamboo This is one of my most popular bamboos. I guess the exotic look of the black canes plus the graceful grove it forms are part of the charm	600	
	Psuedosasa amabilis - Tonkin cane has probably the highest quality wood. This is the cane used for traditional bamboo fly rods. Very straight with non-prominent nodes	600	
	Psuedosasa japonica - Arrow Bamboo, so called because of the slim canes with nodes that are not prominent. The culms grow very straight and close together.	600	

Sincerely yours,

Pheea Mafethe
Operations Analyst

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁹

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹⁰)

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

Item	Description/Specification of Goods	Latest Delivery Date	Unit of Measure	Quantity	Unit Price LSL	Total Price per Item
Bamboo Seedlings	Phyllostachys atrovaginata		Each	600		
	Phyllostachys aurea		Each	600		
	Phyllostachys aureosulcata		Each	600		
	Phyllostachys edulis		Each	600		
	Phyllostachys nigra		Each	600		
	Psuedosasa amabilis		Each	600		
	Psuedosasa japonica		Each	600		
	Total Prices of Goods¹¹					
	Add : Cost of Transportation					
	Add : Cost of Insurance					
	Add : Other Charges (pls. specify)					
	Total Final and All-Inclusive Price Quotation					

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]

⁹ This serves as a guide to the Supplier in preparing the quotation and price schedule.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

¹¹ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

Annex 3

Offer to Comply with Other Conditions and Related Requirements

Table 3.1

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				
Validity of Quotation				
All Provisions of the UNDP General Terms and Conditions				
Packaging				
Technical Specifications provided in Annex 1				
Bamboo Seedlings	Phyllostachys atrovaginata			
	Phyllostachys aurea			
	Phyllostachys aureosulcata			
	Phyllostachys edulis			
	Phyllostachys nigra			
	Psuedosasa amabilis			
	Psuedosasa japonica			

[Name and Signature of the Supplier's Authorized Person]

[Designation]

[Date]