



REQUEST FOR QUOTATION (RFQ) (Goods)

NAME & ADDRESS OF FIRM	DATE: October 28, 2019
	REFERENCE: RE-RFQ-BD-2019-016 (Re-ADV)

Dear Sir / Madam:

We kindly request you to submit your quotation for **Supply of (a) 7511 Sets of 25L (1 Blue + 1 Green), (b) 500 Sets of 80L (1 Blue + 1 Green) Plastic Bucket with Lid and Branding Sticker for Solid Waste Management Project of UNDP Cox's Bazar Office, Bangladesh (Re-Advertise)**, as detailed in Annex 2 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 1.

Price Offer shall be submitted on or before 4.30 p.m. (local time) on Tuesday, November 12, 2019

Documents uploaded in the system as part of your quotation 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 is submitted on or before the deadline indicated by UNDP in the eTendering system. Bids must be submitted in the online eTendering system in the following link: <https://etendering.partneragencies.org> using your username and password. If you have not registered in the system before, you can register now by logging in using
username: event.guest
password: why2change
and follow the registration steps as specified in the system user guide.

Please note this is an RFQ Process, where bidders Quote Prices and Disclose all inclusive prices in the RFQ Template.

If you have already registered before, sign in using the username and password. Use the "forgotten password" button if you do not remember your password. Make sure that your password has at least 8 characters, at least one in capital letters, and contains at least 1 number.

You can find detailed user guides and videos on how to use the system following this link:
<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

ANNEX 1

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s: Reference No: RE-RFQ-BD- 2019-016 - **Supply of (a) 7511 Sets of 25L (1 Blue + 1 Green), (b) 500 Sets of 80L (1 Blue + 1 Green) Plastic Bucket with Lid and Branding Sticker for Solid Waste Management Project of UNDP Cox's Bazar Office, Bangladesh (Re-Advertise)**

Delivery Terms [INCOTERMS 2010] <i>(Pls. link this to price schedule)</i>	<input checked="" type="checkbox"/> DAP																						
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror																						
Exact Address/es of Delivery Location/s (identify all, if multiple)	<table border="1"> <thead> <tr> <th>No. of buckets with lids</th> <th>Delivery locations</th> <th>Area</th> </tr> </thead> <tbody> <tr> <td>6100 (25 L)</td> <td>Kutupalong BRAC warehouse</td> <td>Ukhia</td> </tr> <tr> <td>6100 (25L)</td> <td>Ulubunia BRAC warehouse</td> <td>Teknaf</td> </tr> <tr> <td>700 (25L)</td> <td>Practical Action warehouse</td> <td>Teknaf</td> </tr> <tr> <td>2122 (25 L)</td> <td>Practical Action warehouse</td> <td>Teknaf</td> </tr> <tr> <td>500 (80 L)</td> <td>Practical Action warehouse</td> <td>Ukhia</td> </tr> <tr> <td>500 (80 L)</td> <td>Practical Action warehouse</td> <td>Ukhia</td> </tr> </tbody> </table> <p>Refer to Details of Delivery Schedule – Annex-5</p>		No. of buckets with lids	Delivery locations	Area	6100 (25 L)	Kutupalong BRAC warehouse	Ukhia	6100 (25L)	Ulubunia BRAC warehouse	Teknaf	700 (25L)	Practical Action warehouse	Teknaf	2122 (25 L)	Practical Action warehouse	Teknaf	500 (80 L)	Practical Action warehouse	Ukhia	500 (80 L)	Practical Action warehouse	Ukhia
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500 (80 L)	Practical Action warehouse	Ukhia																					
UNDP Preferred Freight Forwarder, if any	N/A																						
Distribution of shipping documents <i>(if using freight forwarder)</i>	N/A																						
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> As per following schedule																						
Delivery Schedule	<input checked="" type="checkbox"/> Required																						
Packing Requirements	<input checked="" type="checkbox"/> Required standard packing is needed to ensure safe transportation. This will be done in consultation with the winning bidder.																						
Mode of Transport	<input type="checkbox"/> AIR <input checked="" type="checkbox"/> LAND <input type="checkbox"/> SEA <input type="checkbox"/> OTHER <i>[pls. specify]</i>																						
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes																						
After-sales services required	<input checked="" type="checkbox"/> Support with Supply at Distribution Point																						
Deadline for the Submission of Quotation	COB, Tuesday, November 12, 2019 and Dhaka, Bangladesh																						
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English																						
Documents to be submitted	<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"/> Latest Business Registration Certificate <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; VAT																						

	<p>and BIN certificate.</p> <p><input checked="" type="checkbox"/> At least 05 years' experience as a firm or organization to operate the business in Bangladesh. Relevant purchase order must be submitted.</p> <p><input checked="" type="checkbox"/> At least 03 years relevant experience for last three years to deal similar nature of jobs. Relevant PO must be attached</p> <p><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;</p> <p><input checked="" type="checkbox"/> Dealership license as evidence of waste bucket (bin) supplier</p> <p><input checked="" type="checkbox"/> Production/factory license as evidence of waste bucket (bin) manufacturer.</p> <p><input checked="" type="checkbox"/> The supplier should be registered manufacturer or authorized dealer having ISO 9001 certification.</p>												
Period of Validity of Quotes starting the Submission Date	<p><input checked="" type="checkbox"/> 120 days</p> <p>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.</p>												
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted</p>												
Payment Terms	<table><tr><th>Installment</th><th>Deliverables</th><th>Target timeline and Condition</th></tr><tr><td>1st Installment 7% of the total PO Amount</td><td>After completion of delivery of 1200 Waste Buckets to specific location</td><td>15 Days upon acceptance and signature of the PO by the winning bidder and approval of the sample and logo by UNDP Project Team. And successful delivery and acceptance at distribution points</td></tr><tr><td>2nd Installment 33% of total PO Amount</td><td>After completion of delivery of 6100 Waste Buckets to specific location</td><td>After successful delivery and acceptance of goods at distribution points</td></tr><tr><td>Final installment 60% of the remaining PO value</td><td>After completion of delivery of 8772 Waste Buckets to specific location</td><td>After successful completion delivery and acceptance of goods at distribution points</td></tr></table>	Installment	Deliverables	Target timeline and Condition	1st Installment 7% of the total PO Amount	After completion of delivery of 1200 Waste Buckets to specific location	15 Days upon acceptance and signature of the PO by the winning bidder and approval of the sample and logo by UNDP Project Team. And successful delivery and acceptance at distribution points	2nd Installment 33% of total PO Amount	After completion of delivery of 6100 Waste Buckets to specific location	After successful delivery and acceptance of goods at distribution points	Final installment 60% of the remaining PO value	After completion of delivery of 8772 Waste Buckets to specific location	After successful completion delivery and acceptance of goods at distribution points
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Liquidated Damages	<p><input checked="" type="checkbox"/> Will be imposed under the following conditions: -</p> <p>Percentage of contract price per day of delay: 1 %</p> <p>Max. no. of days of delay: 20 Days After which UNDP may terminate the contract.</p>												
Evaluation Criteria <i>[check as many as applicable]</i>	<p>Preliminary Evaluation</p> <p><input checked="" type="checkbox"/> Full compliance to general submission requirements</p> <p><input checked="" type="checkbox"/> Submission of minimum documents and forms</p> <p>Technical and Financial Evaluation</p> <p><input checked="" type="checkbox"/> Technical responsiveness of the Bids to the schedule of requirements and technical specifications and lowest price</p> <p><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></p> <p><input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time</p>												

Post-qualification	<input checked="" type="checkbox"/> REQUIRED 3 (three) lowest technically qualified bidders will be requested to submit the sample bins to the UNDP Bangladesh, Dhaka Office and will only be recommended if the quality of the sample bins are approved by the evaluation committee. UNDP will inform details on submission of Sample Location
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
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 20 days after the original schedule <input checked="" type="checkbox"/> Poor quality / unacceptable delivery and failure to do necessary corrections/ replacements as per UNDP request. This will result in cancellation of the PO
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing all Testing spot check as per RFQ <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Contact Person for Inquiries (Written inquiries only)	<i>Ehsanul K. Chowdhury</i> <i>Procurement Cluster</i> <i>bd.procurement@undp.org;</i> Please mention RFQ reference for timely response. 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.

N/B

- 1) 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.
- 2) 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.
- 3) 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. The system automatically calculates the final bid prices by multiplying the unit price by the quantity. In the event when the Bidder put a quantity that is different from the quantity required, provided that the Bid is substantially responsive, UNDP will re-calculate the Bidders total price based on the correct quantity and using the unit prices offered by the Bidder. Unit prices cannot be changed.
- 4) 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.

- 5) 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.
- 6) 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.
- 7) 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/>
- 8) **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.**
- 9) 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.

Yours sincerely,





Sonia Mehzabeen
Operations Manager
UNDP Bangladesh




Technical Specifications

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

Procurement of Supply of (a) 7511 Sets of 25L (Blue and Green – each set), (b) 500 Sets of 80L (Blue and Green – each set) Plastic Bucket with Lids and Branding Sticker				
Sl #	Description	Sample Picture	Technical Specification	Qty/ Remarks
01	Buckets with Lid (25L)		Round/ cylindrical Plastic bucket with lid Capacity: 25 L Min. av. internal Diameter : 240.0mm Min. Internal Height : 250.0mm Min. Wall Thickness : 1.0 mm Min. Bottom thickness : 1.3 mm Material <ul style="list-style-type: none"> • Polypropylene • Min. Density: 0.946 g/cm³ • Melting point: 130-171 °C • Graded with Homopolymer (Max. 70%) & Copolymer (Min. 30%) • Max. filler materials allowed: 5% Color: Blue & Green	7511 sets Total no of Bins 15,022 1 Set = 1 (one) 25L Blue bin and 1 (one) 25L Green bin
02	Buckets with Lid (80L)		Drum/ Cylindrical Plastic Bucket with lid Capacity: 80 L Min. av. internal Dia.: 300mm Min. Internal Height: 400mm Min. <u>Wall thickness</u> : 2.2mm Min. <u>bottom thickness</u> : 2.5mm Material <ul style="list-style-type: none"> • Polypropylene • Min. Density: 0.946 g/cm³ • <u>Melting point</u>: 130-171°C • Graded with Homopolymer (Max. 70%) & Copolymer (Min. 30%) • Max. filler materials allowed: 5% Color: Blue & Green	500 sets Total no of Bins 1000 1 Set = one 80L Blue bin and one 80L Green bin

Procurement of Supply of (a) 7511 Sets of 25L (Blue and Green – each set), (b) 500 Sets of 80L (Blue and Green – each set) Plastic Bucket with Lids and Branding Sticker

SI #	Description	Sample Picture	Technical Specification	Qty/ Remarks
03	Logo: Inject honeycomb sticker Waterproof and night vision with 4 color print	<p>নির্দিষ্ট স্থানে আবর্জনা ফেলুন</p> <p>সুন্দর পরিবেশে সুস্থ থাকুন</p> 	<p>Green and Blue 25 L Bucket: 12 inch × 6 inches</p> <p>Green and Blue 80 L Bucket: 24 inches × 12 inches</p> <p>Vendor should confirm the final sticker print before the delivery. Please follow the attached logo for the sticker.</p>	16022

Important Noted

- The supplier will be responsible for protection of materials, property and equipment before successful delivery, installation and handover to UNDP/ Implementing Partner of the Project.
- The supplier should provide a point person for all related queries for the product. 8. Supplier with regional office in the project area will be preferred.

TABLE 2 : Price Schedule

Price Schedule					
SI #	Description	UOM	Qty	Unit Price (DAP)	Total Price (DAP)
1	25L Plastic Bins with Lid <i>7511 set of bins (1 Blue + 1 Green = 1 Set)</i> <i>Total no of Bins – 15022</i> Round/ cylindrical Plastic bucket with lid Capacity: 25 L Min. av. internal Diameter : 240.0mm Min. Internal Height : 250.0mm Min. Wall Thickness : 1.0 mm Min. Bottom thickness : 1.3 mm Material <ul style="list-style-type: none"> • Polypropylene • Min. Density: 0.946 g/cm³ • Melting point: 130-171 °C • Graded with Homopolymer (Max. 70%) & Copolymer (Min. 30%) • Max. filler materials allowed: 5% Color: Blue & Green. The details are in the attached specification.	EA	15,022		-
2	80L Plastic Bins with Lid <i>500 set of bins (1 Blue + 1 Green = 1 Set)</i> <i>Total no of Bins – 912</i> Drum/ Cylindrical Plastic Bucket with lid Capacity: 80 L Min. av. internal Dia.: 300mm Min. Internal Height: 400mm Min. <u>Wall thickness</u> : 2.2mm Min. <u>bottom thickness</u> : 2.5mm Material <ul style="list-style-type: none"> • Polypropylene • Min. Density: 0.946 g/cm³ • <u>Melting point</u>: 130-171°C • Graded with Homopolymer (Max. 70%) & Copolymer (Min. 30%) • Max. filler materials allowed: 5% Color: Blue & Green. The details are in the attached specification.	EA	1,000		-
3	Logo: Inject honeycomb sticker Waterproof and night vision with 4 color print	EA	16,022		-

	Green and Blue 25 L Bucket: 12 inch × 6 inch Green and Blue 80 L Bucket: 24 inch × 12inch Vendor should confirm the final sticker print before the delivery. Please follow the attached logo for the sticker.				
4	VAT (please mention the percentage)				-
Total Price in BDT inclusive all direct and Indirect Cost-DAP Incoterms apply					-

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: as per below 'Bins Delivery schedule' to the PNGO's			
Delivery Terms: Deliver to the BRAC and Practical Action warehouse.			
Validity of Quotation: 60 days			
Payment terms – As per Payment Schedule (Please refer to Bid Data Sheet)			

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]

General Terms and Conditions (Attached)

Declaration

Date:

United Nations Development Programme
UNDP Registry, IDB Bhaban, Agargaon
Sher-E-Bangla Nagar, Dhaka, Bangladesh

Assignment Name : _____

Reference: RE-RFQ-BD-2019-016

Dear Sir,

I declare that is not in the UN Security Council 1267/1989
List, UN Procurement Division List or Other UN Ineligibility List.

Yours Sincerely,

Bins Delivery Schedule

Organization	No of Bins	Delivery Date	Deliverable locations	Area
BRAC Mr. Shafiq Program Manager	6100 (25 L)	Within 30 days after issuing the purchase order	Kutupalong BRAC warehouse	Ukhiya
	6100 (25L)	Within 45 days after issuing the purchase order	Ulubunia BRAC warehouse	Teknaf
Practical Action Mr. Omar Program Lead	700 (25L)	Within 15 days after issuing the purchase order	Practical Action warehouse H# 01, R# 01, Boro Hazi R/A (opposite of Upazila health complex), Teknaf	Teknaf
	2122 (25 L)	Within 45 days after issuing the purchase order		
	500 (80 L)	Within 15 days after issuing the purchase order	Practical Action warehouse Mr. Mahamudul Hoque, 292 (round floor, Malvitapara, P.O: Ukhiya Sadar, Wala Palong, P.O: 4750. Ukhiya	Ukhiya
	500 (80 L)	Within 45 days after issuing the purchase order		