



**REQUEST FOR QUOTATION (RFQ)**  
**For Printing of Books for Electoral Support Project**

NAME & ADDRESS OF FIRM	DATE: November 12, 2019
	REFERENCE: UNDP/RFQ/40/2019

Dear Sir / Madam:

We kindly request you to submit your quotation for **Printing of Booklets for Electoral Support Project**, 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 **5:00PM, November 19, 2019** in sealed envelope by ***courier mail or hand delivery*** to the address below:

**United Nations Development Programme**  
**Ref: UNDP/RFQ/40/2019**  
**The Registry, Reception, UN House**  
***Pulchowk, Lalitpur, Nepal***

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.

Please take note of the following requirements and conditions pertaining to the above mentioned services:

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> <b>Other: Local delivery price</b>	
Customs clearance <sup>1</sup> , if needed, shall be done by:	<input checked="" type="checkbox"/> <b>Supplier/Offeror</b>	
Exact Address/es of Delivery Location/s (identify all, if multiple)	<b>Electoral Support Project (ESP)/UNDP Chakupat, Lalitpur Nepal.</b>	
UNDP Preferred Freight Forwarder, if any <sup>2</sup>	<b>Not applicable</b>	
Distribution of shipping documents (if using freight forwarder)	<b>Not applicable</b>	
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> <b>25 November 2019</b> <div style="text-align: center;">[pls. indicate] [pls. indicate]</div>	
Delivery Schedule	<input checked="" type="checkbox"/> <b>Required</b>	
Packing Requirements		
Mode of Transport	<input checked="" type="checkbox"/> <b>Road</b> <input type="checkbox"/> <b>OTHER [pls. specify]</b>	
Preferred Currency of Quotation <sup>3</sup>	<input checked="" type="checkbox"/> <b>Local Currency : Nepalese Rupees (NPR.) inclusive of VAT</b>	
Value Added Tax on Price Quotation <sup>4</sup>	<input checked="" type="checkbox"/> <b>Must be inclusive of VAT and other applicable indirect taxes</b>	

<sup>1</sup> Must be linked to INCO Terms chosen.

<sup>2</sup> 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.

<sup>3</sup> 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.

<sup>4</sup> 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.

After-sales services required	<i>[pls. specify]</i>
Deadline for the Submission of Quotation	<b>5:00PM, Tuesday, November 19, 2019 Nepal Standard Time</b>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> <b>English</b> <i>[pls. specify, including dialects, if needed]</i>
Documents to be submitted <sup>5</sup>	<input checked="" type="checkbox"/> <b>Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;</b>  <input checked="" type="checkbox"/> <b>Latest Business Registration Certificate;</b> <input checked="" type="checkbox"/> <b>Latest VAT/PAN Registration Certificate;</b> <input checked="" type="checkbox"/> <b>Latest Tax Clearance Certificate;</b>  <input checked="" type="checkbox"/> <b>Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;</b> <i>[pls. specify as many as required]</i>
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> <b>90 days</b>  In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially

<sup>5</sup> First 2 items in this list are mandatory for the supply of imported goods

	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"/> <b>Not permitted</b>
Payment Terms <sup>6</sup>	<input checked="" type="checkbox"/> <b>Payment will be made after successful completion of delivery Of Books</b>
Liquidated Damages	
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> <b>Technical responsiveness/Full compliance to requirements and lowest price<sup>7</sup></b>  <input checked="" type="checkbox"/> <b>Full acceptance of the PO/Contract General Terms and Conditions</b> <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</i>  <i>[pls. specify]</i>
UNDP will award to:	<input checked="" type="checkbox"/> <b>One and only one supplier</b>
Type of Contract to be Signed	<input checked="" type="checkbox"/> <b>Purchase Order</b>
Special conditions of Contract	<input checked="" type="checkbox"/> <b>Cancellation of PO/Contract if the delivery/completion is delayed by 30 days.</b> <i>[pls. specify]</i>
Conditions for Release of Payment	<i>[specify method, if possible]</i>  <i>[specify standard, if possible]</i>

<sup>6</sup> 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.

<sup>7</sup> 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.

<sup>8</sup> This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).

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

	<p style="text-align: right;"><i>[specify]</i></p> <p><i>no. of trainees, and location of training, if possible</i></p> <p><input checked="" type="checkbox"/> <b>Written Acceptance of completion of the services, based on full compliance with RFQ requirements</b></p> <p><i>[pls. specify]</i></p>
Annexes to this RFQ <sup>10</sup>	<p><input checked="" type="checkbox"/> <b>Schedule of Requirement and Specifications of Books for Electoral Support Project (Annex 1)</b></p> <p><input checked="" type="checkbox"/> <b>Form for Submission of Quotation (Annex 2)</b></p> <p><input checked="" type="checkbox"/> <b>General Terms and Conditions / Special Conditions (Annex 3).</b></p> <p><i>[pls. specify, if any]</i></p> <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>
Contact address for Inquiries (Written inquiries only) <sup>11</sup>	<p><i>Procurement Unit</i>  <i>UNDP Nepal</i>  <i>Email: query.procurement.np@undp.org</i></p> <p>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</p>

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.

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

<sup>11</sup> 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:

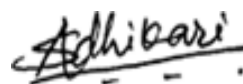
<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

**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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

**Thank you and we look forward to receiving your quotation.**

**Sincerely yours,**



Shiva Prakash Adhikari  
Procurement Associate  
UNDP Nepal  
November 12, 2019

## Annex 1

### **Schedule of Requirements and Specifications for Printing of Books for Electoral Support Project (ESP)**

<b>Schedule of Requirement</b>					
<b>S.no.</b>	<b>Description</b>	<b>No. of Booklet</b>	<b>Unit</b>	<b>Qty</b>	<b>Requirement</b>
1	<b>Printing of Booklet:-</b> Size of Booklet: A5 No. of pages: : 26-30 pages including cover Cover Page: Cover: Art board paper 250 GSM Print 4 color Outside cover lamination Inside pages: Maplitho (wood free) paper 90 GSM, Print Single color Binding: Center stich	17	Copies each booklet	6300	Total Requirement is 17 Booklets X 6300 copies each =  Total 107,100 copies

*Shiva Prakash Adhikari*  
*Procurement Associate*  
*UNDP Nepal*  
November 12, 2019

## Annex 2

### FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>12</sup>

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>13</sup>)*

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer bid for Printing of Books for Electoral Support Project in conformity with the requirements of UNDP as per RFQ Reference No. UNDP/RFQ/29/2018:

**TABLE 1 : Offer for Printing of Books for Electoral Support Project**

Item No.	Description/Specification of Goods	Qty in copies	Unit Price in NPR.	Total Price in NPR.
1	Price for <b>Printing of booklets</b> in accordance with the Specifications provided in Annex 1. Total Booklets – 17 Nos. – 6,300 copies each	107,100		
	TOTAL			
	VAT 13%			
	<b>TOTAL in Nepalese Rupees inclusive of 13% VAT</b>			

**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
NOT APPLICABLE				

**TABLE 3 : Offer to Comply with Other Conditions and Related Requirements**

Other Information pertaining to our Quotation are as follows :	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time			
Estimated weight/volume/dimension of the Consignment:	NA		
Country/ies Of Origin <sup>14</sup> :			

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

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

<sup>14</sup> 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.



Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance	NA		
b) Warranty	NA		
c) Service Unit to be Provided when the Purchased Unit is Under Repair	NA		
d) Brand new replacement if Purchased item is not working at the time of delivery	NA		
e) Others			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>	NA		

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]*

## **Annex 3**

### **General Terms and Conditions**