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**REQUEST FOR QUOTATION (RFQ)**

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| NAME & ADDRESS OF FIRM | DATE: November 19, 2019 |
| REFERENCE: 2019/UNDP-MMR/PN/150 |

Dear Sir / Madam:

We kindly request you to submit your quotation for **Greenhouse-type solar dryer domes (8 Units),** 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 December 8, 2019 and via (choose appropriate box) *e-mail* to the address below:

**United Nations Development Programme**

No.6 Natmauk Road, Yangon, Myanmar

Ms. Payal Suri

***bids.mm@undp.org***

Quotations submitted by email must be limited to a maximum of 7MB, virus-free and no more than 5 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:

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| Delivery and installation Location/s (identify all, if multiple) | As per technical specifications |
| Latest Expected Completion Date and Time *(if delivery time exceeds this, quote may be rejected by UNDP)* | within 90 days from the issuance of the Contract |
| Delivery Schedule | Not Required |
| Packing Requirements | NA |
| Preferred  Currency of Quotation | Local Currency: MMK |
| Value Added Tax on Price Quotation | Must be exclusive of VAT and other applicable indirect taxes |
| After-sales services required | Warranty on Parts and Labor for minimum period of **3 Years**  Technical Support  Provision of Service Unit when pulled out for maintenance/ repair  Others \_ onsite installation and construction of the whole unit |
| Deadline for the Submission of Quotation | COB, *Sunday, December 08, 2019 and Myanmar* |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language | English |
| Documents to be submitted[[1]](#footnote-1) | Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;  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 ;  Manufacturer’s Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);  Evidence/Certification of Environmental Sustainability (“Green” Standards) of the Company or the Product being supplied if applicable;  Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List |
| Period of Validity of Quotes starting the Submission Date | 90 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 |
| Payment Terms | 100% upon complete delivery of goods and installation services  Others (20 % advance , 80% after complete delivery and installation services) |
| Liquidated Damages | Will be imposed under the following conditions :  Percentage of contract price per day of delay : 0.1 %  Max. no. of days of delay : 30 days  After which UNDP may terminate the contract. |
| Evaluation Criteria  *[check as many as applicable]* | Technical responsiveness/Full compliance to requirements and lowest price[[2]](#footnote-2)  Comprehensiveness of after-sales services  Full acceptance of the PO/Contract General Terms and Conditions *[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]*  Others *[pls. specify]* |
| UNDP will award to: | One and only one supplier |
| Type of Contract to be Signed | Contract Face Sheet (Goods and-or Services) UNDP |
| Contract General Terms and Conditions | General Terms and Conditions for contracts (goods and/or services)  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 days |
| Conditions for Release of Payment | Passing Inspection by UNDP staff or third party inspector assigned by UNDP  Complete Installation  Passing all Testing by UNDP staff or third party inspector assigned by UNDP  Completion of Training on Operation and Maintenance by UNDP staff or third party inspector assigned by UNDP |
| Annexes to this RFQ[[3]](#footnote-3) | 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>    Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process. |
| Deadline for submitting requests for clarifications/ questions | 5 days before the submission deadline |
| Contact Person for Inquiries  (Written inquiries only)[[4]](#footnote-4) | *Moung Kee Aung*  *Procurement Unit*  *Procurement.mm@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. |
| Pre-Bid conference | Will be Conducted for interested bidders  Time: Yangon, Myanmar  Date : December 2, 2019 10:00 AM  Venue : UNDP Office, Yangon, Myanmar. (& Skype)  The UNDP focal point for the arrangement is:  Moung Kee Aung  E-mail: procurement.mm@undp.org |

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 (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,**

*Payal Suri*

*Programme Support Unit Team Leader* November 18, 2019

**Annex 1**

**Technical Specifications**

Greenhouse-type solar dryer dome, 8 x 20 m, capacity of 1000kg (of different products ranging from vegetables, fruits, fish, etc), using force convection.

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| Dryer  Chamber | All parts/components should be low weathering design specifications to withstand outdoors weather under local climatic conditions for a minimum period of 10 years. |
| Rust free food grade trays - stainless steel |
| Appropriate sealant on the doors to avoid any air infiltration |
| MS frames coated with anti-rust and rigid enough to avoid any buckling during manual handling or under wind pressure. |
| The outer surface used must be UV stabilized food grade polycarbonate (PC) sheet and must be marked. Food grade certificate ensuring that the food particles exposed to these PC is edible from recognized lab and match International Standard (IS) is mandatory and must be provided. |
| Forced convection | PV is used for forced convection. The solar components must be certified. |
| Service | Existing and available local service provider in Myanmar |
| Spare parts | Supply of main spare parts |
| Warranty | Minimum 3 years |
| Delivery location | Pauktaw Township, Rakhine. Rural areas in 4 village tracts: Poonegyi, Changwa, Pyaing Taung, Sin Thet Maw Village Tracts. Exact locations within each village tract to be confirmed. |
| Number of drying facilities | Two per village tract; total 8 units |

**Specification of Items to be Supplied for each unit**

|  |  |  |
| --- | --- | --- |
| **Items to be Supplied\*** | **Quantity** | **Description / Specifications of Goods** |
| **Concrete Works** | 10 m X 23 m X 150 mm | Floor elevation (earth work excavation, sand filling, 4-inch-thick 1:2:4 concrete works), all complete works |
| **GI Solar Dryer Frame** | 8 m X 20 m X 3.5 m | GI pipe support including all the necessary joining & clamping, all complete works  The design needs to be provided including sizes of all the materials proposed. |
| **Covering Material Polycarbonate Sheets** | 8 m X 20 m X 3.5 m | 1. 6mm Thickness Twin Walls 2. UV Protection Layers on outside wall 3. 1300 g/m3 grammage 4. Light Transmission: 80% 5. Heat Transmission: 60% 6. Appropriate air intake spacing and covering 7. Appropriate sealant to avert the rain water needs to be included 8. Necessary openings to be included along with insect net for air passage when needed. 9. All fabrication cost needs to be included |
|  |  |  |
| **PV Panel W** | 100 W X 4 Nos | 12 V, CE certified |
| **PV Controller, Batteries, Casing, Wire, Frame & Accessories** | 4 Nos | Each system must be able to run 5 fans of 12 V and 25.2 W for 10 hours daily.  The system should have protection against battery overcharge and deep discharge condition.  The systems should have 2 days of battery reserve and still not go below a 50% battery state |
| **12 V DC Fan** | 20 Nos | 25.2 W, 12 V DC, |
| **Stand alone solar PV outside the solar dryer dome** | 50 W X 1 Nos | 12 V, CE certified  The system must be able to support 2 X 5-Watt bulbs able to light up to 12 hours.  Including all the accessories (6 m pole above the ground, casing, batteries, wires) including the installation with concreting (1 m inside the ground). The must be two arms with 2.5m apart to hold both bulbs)  The system should have protection against battery overcharge and deep discharge condition.  The systems should have 2 days of battery reserve and still not go below a 50% battery state |
| **Entrance doors** | 2.1 m (height) x 2m (Length) | 1. Two separate slides doors – one with PC and one with insect net  2. Appropriate sealant on the doors to avoid any air infiltration  3. Aluminum frame |
| **Drying trays** | Minimum size: 400 mm Width x 800 mm Length x 25mm riser height  Maximum size: 500 mm Width x 900 mm Length x 25mm riser height (120 Nos) | Stainless steel |
| **Drying racks** | Size to correspond with drying trays | GI with all fabrication complete  With appropriate walk way inside the solar dryer  Should be of sizes which is easy to take out of the solar dryer when needed.  Must be able to accommodate all the 120 drying trays |
|  |  |  |

**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION[[5]](#footnote-5)**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery[[6]](#footnote-6))***

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 No.** | **Description/Specification of Goods** | **Quantity** | **Latest Delivery Date** | **Unit Price** | **Total Price per Item** |
|  | Greenhouse-type solar dryer dome, 8 x 20 m, capacity of 1000kg (of different products ranging from vegetables, fruits, fish, etc), using force convection. |  |  |  |  |
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|  | **Total Prices** | | | |  |
|  | Add : Cost of Transportation | | | |  |
|  | Add : Cost of Insurance | | | |  |
|  | Add : Other Charges (pls. specify) | | | |  |
|  | **Total Final and All-Inclusive Price Quotation** | | | |  |

**(Please also provide detail breakdown price for each items)**

**TABLE 2 : Estimated Operating Costs (if applicable)**

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| --- | --- | --- | --- | --- |
| **List of Consumable Item/s** *(Include fast moving parts, if any)* | **Estimated Average Consumption** | **Unit of Measure** | **Unit Price** | **Total Price per Item** |
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**TABLE 3 : Offer to Comply with Other Conditions and Related Requirements**

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| --- | --- | --- | --- |
| **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*** |
| Fully meet technical specifications |  |  |  |
| Delivery Lead Time |  |  |  |
| Estimated weight/volume/dimension of the Consignment: |  |  |  |
| Country/ies Of Origin[[7]](#footnote-7): |  |  |  |
| Warranty and After-Sales Requirements |  |  |  |
| 1. Training on Operations and Maintenance |  |  |  |
| 1. Minimum one (3) year warranty on both parts and labor |  |  |  |
| 1. Service Unit to be Provided when the Purchased Unit is Under Repair |  |  |  |
| 1. Brand new replacement if Purchased Unit is beyond repair |  |  |  |
| 1. Others |  |  |  |
| Validity of Quotation |  |  |  |
| All Provisions of the UNDP General Terms and Conditions |  |  |  |
| Other requirements *[pls. specify]* |  |  |  |

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]*

1. *First 2 items in this list are mandatory for the supply of imported goods*  [↑](#footnote-ref-1)
2. *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.* [↑](#footnote-ref-2)
3. *Where the information is available in the web, a URL for the information may simply be provided.* [↑](#footnote-ref-3)
4. *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.* [↑](#footnote-ref-4)
5. *This serves as a guide to the Supplier in preparing the quotation and price schedule.*  [↑](#footnote-ref-5)
6. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-6)
7. *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.* [↑](#footnote-ref-7)