

## Min Min Thein

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**From:** Min Min Thein  
**Sent:** Monday, November 25, 2019 9:06 PM  
**To:** MMR Procurement Group  
**Subject:** Re: REQUEST FOR QUOTATION (RFQ), 2019-PROC-UNDP-MMR-RFQ-168, Provision of Procurement of Office Furniture for UNDP office in Yangon  
**Attachments:** 2019-RFQ-168-Provision of Procurement of Office Furniture-BOQ and Quote Form.xlsx; For Reference and Acceptance-OAI Investigations Flyer-English.pdf; For Reference and Acceptance-SEA Flyer\_English.pdf; General Terms and Conditions for Contract.pdf; Proposed Layout Plan-UNDP Office Corridor.pdf; Proposed Layout Plan-UNDP Office Ground Floor.pdf; Proposed Layout Plan-UNDP Office Rooms.pdf

### REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 25 November 2019
	REFERENCE: 2019-PROC-UNDP-MMR-RFQ-168

Dear Sir/Madam,

You are kindly requested to submit a quotation for the Provision of Procurement of Office Furniture for UNDP office in Yangon not later than **9 December 2019 5:00 PM (Myanmar Time)**.

Item	Description	Q'ty
1	Provision of Procurement of Office Furniture for UNDP office for UNDP office in Yangon  Please see attached (BOQ, Proposed Layout Plan).	
2	<b>Background</b>  UNDP started to implement the new country programme (2018 -2022) in Myanmar. The country programme has two main outcomes – governance and sustainable peace, and sustainable and inclusive growth. Both outcomes are closely aligned with national priorities and the MSDP, which in turn is inspired by the 2030 Agenda and the 17 Sustainable Development Goals (SDGs).  To fulfill its mandate, UNDP Myanmar should ensure a better working environment provided to all staff where optimum office space is utilized with adequate equipment/furniture for staff best performance. In view of these factors, it is required for the UNDP Myanmar office to complete the office renovation in Country Office with the proper layouts with standard office furniture for reception, walkways corridors and office rooms.  In order to complete the above arrangement in time, the office is looking for a company to provide and install necessary office furniture in time to meet the requirements of the staff working environment in UNDP Yangon office	

**Objective.**

Professional office furniture company to supply and install for UNDP Yangon Office Ground Floor Lobby Area and Corridor, Ground Floor 4 Office Rooms, Toilet and 1<sup>st</sup> & 2<sup>nd</sup> Floor Office Rooms & Corridors. The objective of this assignment is for the provision of supply and install of office furniture including supervision of works.

**Scope of work, activities, tasks, deliverables and timelines.**

In close coordination with UNDP Administrative Unit, CSTS in Yangon and under overall supervision of the Head of CSTS, the supply and install of office furniture will be required to be completed as below;

Ground Floor, Lobby Area & Corridors

Ground Floor - 4 Office Rooms

Ground Floor – Toilet

1st Floor - Office Rooms

1st Floor Corridors

2nd Floor - Office Rooms

2nd Floor Corridors

**Supply and Installation of Office Furniture and supervision.**

1. Submit office furniture supplying and installation execution schedules.
2. Complete the supplying and installation of office furniture as per agreed plan.
3. Provide comprehensive supplying and installation of office furniture site supervision.
4. Organize all necessary meetings with UNDP.
5. Provide quality assurance and control.
6. Issuing all necessary certificates.
7. Bidder shall consider the work station available for the connection of the electrical switches for power, cable and telephone networks
8. **Other UN agencies, funds or programs should have the right to purchase the same or similar services from selected Contractor(s) at their sole discretion under this terms and conditions**

**Proposed duration.**

1. Supply and Installation of Furniture duration within 1 to 3 month
2. Defect liability period 6 months

<b><u>REPORTING OBLIGATIONS</u></b>		
<b>Output for Work Plan:</b>		
	<b>Name of the report</b>	<b>Period/ deadline for submission</b>
1	Weekly reports on the process and progress of supply and installation of the furniture for UNDP Yangon in accordance to the TOR.	Every week, following commencement of Supply and Installation of Furniture for office
2	Supply and Installation of Furniture for Office	Estimated commencement of works: as soon as

		the contract is awarded	
3	Final delivery of the Supply and Installation of Furniture	At maximum, 5 days after completion of Supply of Installation of Furniture	
<p>The contractor will deliver an electronic copy of technical BOQ and accompanying documents to UNDP in both Myanmar and English languages.</p> <p><b>Qualifications, Specialized Experience and additional competencies.</b></p> <ol style="list-style-type: none"> <li>1. Proven track record in successful implementation of similar projects in the past 2 years.</li> <li>2. Professional expertise and excellent background in construction works and supervision.</li> <li>3. The constructor must have the necessary experience and expertise in the supply and installation of office furniture and equipment</li> </ol> <p><b>Annexes:</b>  Annex 1. Bill of Quantities  Annex 2. Proposed Layout Plan  Annex 3. Check-list for submission  Annex 4. Form for Submitting Supplier's Quotation  Annex 5. General Terms and Conditions for Contract</p>			

CONDITIONS	
Payment Terms	<ol style="list-style-type: none"> <li>1. Ground Floor, Lobby Area &amp; Corridors</li> <li>2. Ground Floor - 4 Office Rooms</li> <li>3. Ground Floor – Toilet</li> <li>4. 1st Floor - Office Rooms</li> <li>5. 1st Floor Corridors</li> <li>6. 2nd Floor - Office Rooms</li> <li>7. 2nd Floor Corridors</li> </ol> <ul style="list-style-type: none"> <li>▪ Upon completion of the Task supplying and installation of office furniture</li> <li>▪ Upon completion of the defect liability period, rectifying all defects and issuing of Final completion certificate. 5%</li> </ul>
Preferred Currency of Bid	Local Currency (Myanmar Kyats)
<b>A visit of the premises for interested bidders will be held on:</b>	<p><b>Time: 10:00 to 11:00 or 15:00 to 16:00</b>  <b>Date: 29 November 2019 to 30 November 2019</b>  <b>Venue: UNDP Office, No. 6, Natmauk Road, Tamwe Township, Yangon, Myanmar</b></p> <p><b>The UNDP focal point for the arrangement is:</b>  <b>Mr. Nay Win, Common Service Associate</b></p>

	E-mail: <a href="mailto:nay.win@undp.org">nay.win@undp.org</a>
A pre-Bid conference will be held on:	N/A
Validity of Quotation	120 DAYS
Preliminary Examination - Completeness of quotation.	Partial bids permitted.      Partial bids not permitted
Deadline for submitting requests for clarifications/ questions	5 days before the submission date.
Contact Details for submitting clarifications/questions <sup>[1]</sup>	Focal Person in UNDP: Min Min Thein E-mail address dedicated for this purpose: <a href="mailto:mmr.procurement@undp.org">mmr.procurement@undp.org</a>
Deadline of Bid Submission	Date and Time: <b>December 9, 2019 5:00 PM (Myanmar Time)</b>
Manner of Submitting Bid	<input checked="" type="checkbox"/> Courier/Hand Delivery <input checked="" type="checkbox"/> Electronic submission of Bid
Conditions and Procedures for electronic submission and opening, if allowed	<input checked="" type="checkbox"/> Official Address for e-submission: <a href="mailto:bids.mm@undp.org">bids.mm@undp.org</a> <input checked="" type="checkbox"/> Format : PDF files only, password protected <input checked="" type="checkbox"/> Password <u>must</u> not be provided to UNDP until the date and time of Bid Opening as indicated September 10, 2019 5:00 PM (Yangon Time) <input checked="" type="checkbox"/> Max. File Size per transmission: 8 MB <input checked="" type="checkbox"/> Max. No. of transmission: 5 <input checked="" type="checkbox"/> <b>Mandatory subject of email: 2019-PROC-UNDP-MMR-RFQ-168, Provision of Procurement of Office Furniture for UNDP office in Yangon</b> <input checked="" type="checkbox"/> Virus Scanning Software to be Used prior to transmission. <input checked="" type="checkbox"/> Time Zone to be Recognized: <i>Myanmar</i> <input type="checkbox"/> Other conditions: <i>[pls. specify]</i>
Required Documents that must be Submitted to Establish Qualification of Bidders (In "Certified True Copy" form only)	<input checked="" type="checkbox"/> <b>Company Profile</b> , which should not exceed ten (10) pages, including printed brochures and product catalogues relevant to the goods/services being <input checked="" type="checkbox"/> <b>Tax Registration</b> /Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder <input checked="" type="checkbox"/> <b>Certificate of Registration of the business</b> , including Articles of Incorporation, or equivalent document if Bidder is not a corporation <input checked="" type="checkbox"/> <b>Latest Audited Financial Statement</b> (Income Statement and Balance Sheet) including Auditor's Report for the past <i>[2 years]</i> <input checked="" type="checkbox"/> <b>Statement of Satisfactory Performance from the Top 3 Clients</b> in terms of Contract Value the past <i>[2 years]</i> <input checked="" type="checkbox"/> <b>Bank References</b> (Name of Bank, Account Name, Bank Account No., Bank Location, Contact Person and Contact Details)

	<input checked="" type="checkbox"/> <b>Selected Bidder will be piggyback by other UN Agencies from UNDP Contract</b>
General Terms and Conditions	Copy enclosed
Award of Contract	<b>UNDP reserves the right to accept or reject any proposal received in response to this RFQ and to negotiate with any of the proposers or other firms in any manner deemed to be in the best interest of UNDP.</b>

Quotation should be in a sealed envelope and sent to Team Leader, Programme Support Unit, UNDP Myanmar Office at No. 6 Natmauk Road, Tamwe Township, Yangon mentioning 2019-PROC-UNDP-MMR-RFQ-166 and your company name on the envelope.

NAME, FUNCTIONAL TITLE: Krishna Raj Adhikari, Head of Common Services and Transaction Services

Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTACT ADDRESS:  
**United Nations Development Programme**  
 No. 6, Natmauk Road, Tamwe Township  
 Fax: +95 1 544531 & 545634 or Email: [bids.mm@undp.org](mailto:bids.mm@undp.org)



**Min Min Thein Mr.**

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