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REQUEST FOR QUOTATION (RFQ)

TO: INTERESTED	DATE: 25 November 2014 REFERENCE: RFQ/UNDP-REDD+/052/2014 “Meeting Package for Training on Socialization of Claim Verification Mechanism for South Barito District Apparatus Palangka Raya, 3 – 4 December 2014”
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Dear Sir / Madam:

We kindly request you to submit your quotation for the Meeting Package for Training on Socialization of Claim Verification Mechanism for South Barito District Apparatus Palangka Raya, 3 – 4 December 2014”, Quotations may be submitted on or before Monday, 1 December 2014 at 10.00 hours Jakarta local time and via ✉e-mail and ✉courier mail to the address below:

United Nations Development Programme - UNDP (REDD+ Project)

Mayapada Tower 2 - 14th Floor

Jl. Jend. Sudirman Kav. 27 Jakarta

Telp : +62-21-2500811 and Fax : +62-21-2500822

Email: dina.manullang@undp.org

Attn: Dina Manullang and cc to Septiandi@undp.org

And should be marked / title:

REFERENCE: RFQ/UNDP-REDD+/052/2014 – Meeting Package for Training on Socialization of Claim Verification Mechanism for South Barito District Apparatus Palangka Raya, 3 – 4 December 2014”

The requirements for the Accommodation and Meeting Package for Training on Socialization of Claim Verification Mechanism for South Barito District Apparatus Palangka Raya, 3 – 4 December 2014” are as follows:

1. Hotel Requirement:

- Location: Central or Palangka Raya City
- Minimum Three stars hotel with standard conference rooms.
- Availability of business centre.
- **1 Big meeting room to accommodate 40 persons/room**
- Good security system: the hotel security management must has a good relationship with the closest police station, has 24 hour reception/night porter and security guard on duty.

2. Meeting Package Inclusive :

- Meeting rooms Full-day meeting package for 40 participants/rooms
Dates : 3 December – 4 December 2014 (2 days) Full day
Time : 08.00 - 17.00
U-Shape Lay out with head table and chairs
2x Coffee break and lunch
1 unit LCD minimum 3000 allumens and 1 unit Screen/room
2 units of wireless microphone/room
- 1 unit registration desk to be placed outside of each meeting room
- Availability of 10 sufficient electric extension cables for participants/room
- Standard Sound System
- Stationary (Block note & pens/pencil, ice water and mints)
- 3 units flipchart and markers
- Free Wi-Fi
- **Accommodation :**
 - 15 standard/superior Twin bed room
 - 10 standard/superior Single bed room
- **Cl. 02 December 2014 and CO. 05 December 2014**

Quotations submitted by email must be limited to a maximum of 4MB, virus-free and no more than four (4) 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:

Delivery Terms [INCOTERMS 2010] <i>(Pls. link this to price schedule)</i>	<input checked="" type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> DAP <input type="checkbox"/> Other DDP
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input type="checkbox"/> Maximum 1 week from the date of issuance of Professional Service Contract <input checked="" type="checkbox"/> 3 days for installation, testing and commissioning from the date of issuance of the Purchase Order (PO) <input type="checkbox"/> As per Delivery Schedule attached <i>[if delivery will be staggered]</i> Time : N/A Time Zone of Reference : Jakarta Time
Preferred Currency of Quotation	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> IDR
Value Added Tax on Price Quotation	<input type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Deadline for the Submission of Quotation	Monday, December 1, 2014 at 10.00 hours - Jakarta Local Time
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> 120 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.
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of goods <input type="checkbox"/> Others
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input type="checkbox"/> Earliest Delivery / Shortest Lead Time <input type="checkbox"/> Others
UNDP will award to:	<input checked="" type="checkbox"/> One supplier <input type="checkbox"/> One or more supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Long-Term Agreement (if LTA will be signed, specify the document that will trigger the call-off. e.g.: PO, etc.) <input type="checkbox"/> Other : Professional Service Contract
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by one week <input type="checkbox"/> Others

Conditions for Release of Payment	<input type="checkbox"/> Passing Inspection / Complete Installation <input type="checkbox"/> Passing all Testing <input type="checkbox"/> Completion of Training on Operation and Maintenance <input checked="" type="checkbox"/> Written Acceptance of Service <input type="checkbox"/> Others
Contact Person for Inquiries (Written inquiries only by email)	<i>Dina Manullang</i> RFQ/UNDP-REDD+/052/2014 – Meeting Package for BP REDD+ <i>Email: dina.manullang@undp.org</i> 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 and services 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 service 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.

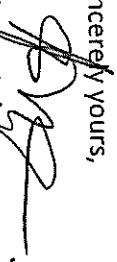
UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

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

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,



Ichsan Sahputra
Operations Manager REDD+
25 November 2014