

REQUEST FOR QUOTATION (RFQ) (Goods)

То:	DATE: July 21, 2016
Interested Bidders	REFERENCE: RFQ/UNDP/BRG/035/2016 - Provision of
	TOYOTA Camry Hybrid to Support the Implementation
	of BRG

Dear Sir / Madam:

We kindly request you to submit your quotation for **TOYOTA Camry Hybrid**, 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 July 26, 2016 at 16.00** Indonesia - Jakarta Local time and via $\square e$ -mail, $\square c$ courier mail to the address below:

United Nations Development Programme

Menara Thamrin Building, 8th Floor Jl. M.H. Thamrin, Kav. 3 Jakarta 10250, Indonesia Tel: 021-2980 2300 ext 417

Attn: Stella Leonardo – Teguh Santoso/Procurement Unit Stella.leonardo@undp.org cc to teguh.santoso@undp.org; yusef.millah@undp.org and john.benjamin@undp.org

Quotations submitted by email must be limited to a maximum of 4MB per email and it should be virus-free. 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:

	☐FCA for local deliver	γ		
Delivery Terms	□СРТ			
[INCOTERMS 2010]	□CIP			
	□DAP			
	☑DDP			
Customs clearance, if	□UNDP			
needed, shall be done by:	☑Supplier/Offeror			
	☐Freight Forwarder			
Exact Address/es of Delivery Location/s (identify all, if multiple)	Annex 1			
	N/A			
UNDP Preferred Freight Forwarder, if any				
	Procurement Unit			
Distribution of shipping documents (if using freight	United Nations Development Program			
forwarder)	8th Floor, Menara Thamrin Building			
	Jl. M.H. Thamrin Kav. 3, Jakarta, Indonesia			
	Tel.: +62 (21) 2980 2300			
	Fax: +62 (21) 314 5251 / 314 0572			
	☑ 4 (four) weeks from the issuance of the Purchase Order (PO) -			
Latest Expected Delivery	Mandatory			
Date and Time(if delivery	te and Time(if delivery			
time exceeds this, quote may be rejected by UNDP) Time Zone of Reference :Jakarta Local Time				
	☑Required			
Delivery Schedule	□Not Required			
	YES			
Packing Requirements		,		
	☐ AIR	□LAND		
Mode of Transport	□SEA	☑OTHER based on quotation from bidders		
		which should meet the delivery time		
	☐United States Dolla	rs		
Preferred	□Euro			
Currency of Quotation	☑Local Currency : IDR			

Value Added Tax on Price	☑Must be inclusive of VAT and other applicable indirect taxes
Quotation	☐ Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	☐Warranty on Parts and Labor
	☐Technical Support
	☐ Provision of Service Unit when pulled out for maintenance/ repair
	☑Others based on ANNEX 1
Deadline for the Submission	Tuesday, July 26, 2016 at 16.00 Jakarta Local Time
of Quotation	
All documentations, including	☑English
catalogs, instructions and	□French
operating manuals, shall be	□Spanish
in this language	□Others
	☑Duly Accomplished Form as provided in Annex 2, and in
Documents to be submitted	accordance with the list of requirements in Annex 1;
	☑ Latest Business Registration Certificate;
**	☑Latest Internal Revenue Certificate / Tax Clearance;
	☑Manufacturer's Authorization of the Company as a Sales Agent OR
	Certificate of Exclusive Distributorship in the country (if Supplier is
	not the manufacturer);
	☑Written Self-Declaration of not being included in the UN Security
ā	Council 1267/1989 list, UN Procurement Division List or other UN
	Ineligibility List;
	Others
	□60 days
Period of Validity of Quotes	☑ 90 days
starting the Submission Date	☐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
10	in writing, without any modification whatsoever on the Quotation.
Partial Quotes/Lots	✓ Not permitted
	□Permitted
	✓ Allowed up to a maximum of 20% of contract ¹
Payment Terms	Others
r dyment remis	Louisi
Liquidated Damages	If the Supplier fails to supply the specified goods/services within the
Liquidated Burnages	time period(s) stipulated by the purchase order, the UNDP shall,
	without prejudice to its other remedies under the contract, deduct
	from the Purchase Order price, as liquidated damages, a sum
	equivalent to 2 (two) percent of the delivered price of the delayed
	goods/services for each week of delay until actual delivery, up to a
	maximum deduction of 10 percent of the delayed goods/services
	Purchase Order price. Once the maximum is reached, the UNDP may
	consider termination of the Purchase Order.

Evaluation Criteria	☑ Technical responsiveness/Full compliance to requirements and lowest price 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] ☐ Earliest Delivery / Shortest Lead Time ☐ Others [pls. specify]
UNDP will award to:	☑One and only one supplier ☐One or more Supplier, depending on the following factors. UNDP will select for contracting any LOT which ensures a value for money.
Type of Contract to be Signed	☑Purchase Order ☐Long-Term Agreement ☐Other Type/s of Contract [pls. specify]
Special conditions of Contract	☑Cancellation of PO/Contract if the delivery/completion is delayed by two days unless it is caused by force majeure or any unavoidable conditions ☐Others [pls. specify]
Conditions for Release of Payment	 ☑ Passing Inspection ☑ Passing all Testing which will be checked against the Technical Specification – Annex 1 ☑ Written Acceptance of Goods based on full compliance with RFQ requirements ☐ Others [pls. specify]
Annexes to this RFQ	 ☑Specifications of the Goods Required (Annex 1) ☑Form for Submission of Quotation (Annex 2) ☑General Terms and Conditions / Special Conditions (Annex 3). ☐Others [pls. specify, if any] Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.

Contact Person for Inquiries (Written inquiries only)

Stella Leonardo

RFQ/UNDP/BRG/035/2016 - Provision of TOYOTA Camry Hybrid to Support the Implementation of BRG

Email address: Stella.leonardo@undp.org; teguh.santoso@undp.org; Yusef.millah@undp.org; john.benjamin@undp.org

Menara Thamrin Building, 8th Floor

Jl. M.H. Thamrin, Kav. 3 Jakarta 10250, Indonesia

Tel: 021-2980 2300 Ext 417

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 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 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/procurement/protest.shtml.

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,

John Benjamin∖

Procurement Specialist

July 21, 2015

Annex 1

TERMS OF REFERENCE

<u>Provision of TOYOTA Camry Hybrid to Support the Implementation of Badan Restorasi Gambut</u>
(BRG)

A. BACKGROUND

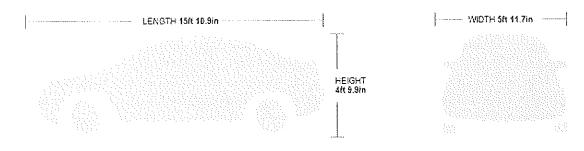
The BRG is mandated to restore 2 million hectares of degraded peatland by 2020, but no decision on where and how has been made yet. The President has appointed one Agency Head, four Deputies and one Secretary to lead the agency and its undertakings. In addition, both a government appointed Steering Committee and an Expert Committee guides the work of the Agency. Provincial work units will coordinate the implementation of activities at the local level. Gradually the state budget will provide necessary funding, but to allow the Agency a head start, the government has invited partners to provide assistance. The Government has pledged to address the underlying problems immediately. As the peatland fires are a recurring seasonal event, it is paramount that preventive measures are put in place quickly, to avoid in the fall of 2016 a repeat of the 2015 fire season. Expert panel group has important role to provide technical inputs to BRG strategic plan, basic policies, and peat mapping as well as peat restoration related activities.

Based on earlier agreement with the head of BRG and UNDP, it was decided to purchase 1 unit of Camry Hybrid to support the implementation of BRG. The unit will be handed over to Head of BRG.

B. REQUIRED QUALIFICATIONS

Color: Black

Specifications



Safety Features

- 4-wheel ABS
- Dual front and dual rear side-mounted airbags
- Emergency braking assist
- Rear door child safety locks
- · Engine immobilizer
- · Dusk sensing headlamps
- 3 rear headrests
- Rear center 3-point belt
- Traction control
- · Post-collision safety system

- · Front and rear head airbags
- · Child seat anchors
- · Ventilated front disc / solid rear disc brakes
- Daytime running lights
- · Auto delay off headlamps
- · 2 front headrests
- Passenger airbag occupant sensing deactivation
- · Stability control
- · Rear integrated headrests
- · Tire pressure monitoring

Exterior Features

Roof and Glass

Variable intermittent wipers

· Rear defogger

Tires and Wheels

- Steel wheels
- P205/65R16 tires
- · Inside mounted spare tire
- · Temporary spare tire

- 16 x 6.5 in. wheels
- · All season tires
- · Full wheel covers

Optional Features

Exterior Options

· Special Color

Interior Options

 Entune Audio Plus w/Connected Navigation App

C. <u>Delivery</u>

The delivery time should be one month to:

BRG Office,

Jalan Tengku Umar No.10.

KPAI Building, 12th Floor

Jakarta Pusat 10350, Indonesia

Attn. Paramitha Mentari Kusuma

D. LOCAL SERVICE

The Supplier should describe the after-sales service that is available locally, technical support and availability of spares in Indonesia.

E. <u>Indemnity Insurance</u>

The company is responsible to provide insurance against stolen or damaged property that is attributable to their operations and any failure to carryout assigned tasks. Insurance should exclude UN from any liability associated with the performance of team/workers.

Annex 2

RFQ/UNDP/BRG/035/2016 – Provision of TOYOTA Camry Hybrid to Suppport the Implementation of BRG

FORM FOR SUBMITTING SUPPLIER'S QUOTATION

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery)

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. RFQ/UNDP/BRG/035/2016 — Provision of TOYOTA Camry Hybrid to Suppport the Implementation of BRG

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

1 111111			
Quantity	Latest Delivery Date	Unit Price (IDR)	Total Price per Item (IDR)
1 unit	August 20, 2016	,	
tenance			
		×	
		1 unit August 20, 2016	Quantity Latest Delivery Date Price (IDR) 1 unit August 20, 2016

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

Other Information pertaining to our	Your Responses (Please mark one YES or NO)			
Quotation are as follows :	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal	
Confirmation in meeting the minimum specification specified in ANNEX 1				
Delivery time 4 (four) weeks from the issuance of the Purchase Order (PO) - Mandatory				
Estimated weight/volume/dimension of the Consignment:				
Country/ies Of Origin ¹ :				
Requirement on Warranty and After-Sales Service as specified in ANNEX 1				
Training on Operation and Maintenance				
Validity of Quotation				
All Provisions of the UNDP General Terms and Conditions				
Availability of Manual book				
Availability of technical support and services locally	Please state the name of the company, address, phon no, cell phone no and Person in Charge:			

¹If 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.

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/Name of the company]
[Date]

Annex 3

General Terms and Conditions

1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind UNDP unless agreed to in writing by a duly authorized official of UNDP.

2. PAYMENT

- 2.1 UNDP shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.
- 2.2 Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.
- 2.3 Unless authorized by UNDP, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
- 2.4 The prices shown in this Purchase Order may not be increased except by express written agreement of UNDP.

3. TAX EXEMPTION

- Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNDP's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP to determine a mutually acceptable procedure.
- 3.2 Accordingly, the Supplier authorizes UNDP to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

RISK OF LOSS

Risk of loss, damage to or destruction of the goods shall be governed in accordance with Incoterms 2010, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.

5. EXPORT LICENCES

Notwithstanding any INCOTERM 2010 used in this Purchase Order, the Supplier shall obtain any export licences required for the goods.

6. FITNESS OF GOODS/PACKAGING

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by UNDP, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

7. INSPECTION

- 7.1 UNDP shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.
- 7.2 Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

8. INTELLECTUAL PROPERTY INFRINGEMENT

The Supplier warrants that the use or supply by UNDP of the goods sold under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold UNDP and the United Nations harmless from any actions or claims brought against UNDP or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

9. RIGHTS OF UNDP

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNDP may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- 9.1 Procure all or part of the goods from other sources, in which event UNDP may hold the Supplier responsible for any excess cost occasioned thereby.
- 9.2 Refuse to accept delivery of all or part of the goods.

9.3 Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of UNDP.

10. LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with UNDP to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by UNDP.

11. ASSIGNMENT AND INSOLVENCY

- 11.1. The Supplier shall not, except after obtaining the written consent of UNDP, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.
- 11.2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNDP may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

12. USE OF UNDP OR UNITED NATIONS NAME OR EMBLEM

The Supplier shall not use the name, emblem or official seal of UNDP or the United Nations for any purpose.

13. PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to UNDP without specific permission of UNDP in each instance.

14. CHILD LABOUR

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

15. MINES

The Supplier represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the

Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

16. SETTLEMENT OF DISPUTES

- Amicable Settlement. The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.
- 16.2 Arbitration. Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. PRIVILEGES AND IMMUNITIES

Nothing in or related to these General Terms and Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18. SEXUAL EXPLOITATION:

18.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

18.2 UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

19.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

20. AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possess the authority to agree on behalf of UNDP to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Agreement signed by the Contractor and jointly by the UNDP Authorized Official.