



## REQUEST FOR QUOTATION (RFQ)

<b>Printing of Advocacy Materials</b>	DATE: September 27, 2019
	REFERENCE: RFQ-125-PHL-2019

Dear Sir / Madam:

We kindly request you to submit your quotation for **Printing of Advocacy Materials**, 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 **October 11, 2019** and via (choose appropriate box)  
☒ **email** address below:

**United Nations Development Programme**  
The Procurement Unit  
***bids.ph@undp.org***

Quotations submitted by email must be limited to a maximum of **5MB**, virus-free and no more than 3 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:

Exact Address/es of Delivery Location/s (identify all, if multiple)	<b>15<sup>th</sup> Floor, North Tower</b> <b>Rockwell Business Center Sheridan,</b> <b>Sheridan Street corner United Street, Brgy. Highway Hills, Mandaluyong</b> <b>City</b>
--	--

Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> <b>30 calendar days from the issuance of the Purchase Order (PO)</b>
Delivery Schedule	<input checked="" type="checkbox"/> <b>Required</b> <input type="checkbox"/> Not Required
Preferred Currency of Quotation	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> <b>Local Currency: Philippine Peso</b>
Value Added Tax on Price Quotation	<input type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> <b>Must be exclusive of VAT and other applicable indirect taxes</b>
Deadline for the Submission of Quotation	COB, <i>Friday, October 11, 2019</i>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> <b>English</b>
Documents to be submitted	<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 Internal Revenue Certificate / Tax Clearance;</b> <input type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <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> <input type="checkbox"/> Others <i>[pls. specify as many as required]</i>
Period of Validity of Quotes starting the Submission Date	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> <b>90 days</b> <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.
Partial Quotes	<input checked="" type="checkbox"/> <b>Not permitted</b> <input type="checkbox"/> Permitted:
Payment Terms	<input checked="" type="checkbox"/> <b>100% upon complete delivery of goods</b> <input type="checkbox"/> Others

<p>Evaluation Criteria <i>[check as many as applicable]</i></p>	<p><input checked="" type="checkbox"/> <b>Technical responsiveness/Full compliance to requirements and lowest price</b>  Comprehensiveness of after-sales services  <input checked="" type="checkbox"/> <b>Full acceptance of the PO/Contract General Terms and Conditions</b> <i>[this is a mandatory criterion and cannot be deleted regardless of the nature of services required]</i>  <input checked="" type="checkbox"/> <b>Earliest Delivery / Shortest Lead Time</b>  <input type="checkbox"/> Others</p>
<p>UNDP will award to:</p>	<p><input checked="" type="checkbox"/> <b>One and only one supplier</b></p>
<p>Type of Contract to be Signed</p>	<p><input checked="" type="checkbox"/> <b>Purchase Order</b>  <input type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilized for Long-Term Agreement and <i>if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.</i>)  <input type="checkbox"/> Other Type/s of Contract</p>
<p>Special conditions of Contract</p>	<p><input checked="" type="checkbox"/> <b>Cancellation of PO/Contract if the delivery/completion is delayed by 10 days after the latest delivery date</b>  <input type="checkbox"/> Others</p>
<p>Conditions for Release of Payment</p>	<p><input type="checkbox"/> Passing Inspection  <input type="checkbox"/> Passing all Testing  <input checked="" type="checkbox"/> <b>Written Acceptance of Goods based on full compliance with RFQ requirements</b></p>
<p>Annexes to this RFQ</p>	<p><input checked="" type="checkbox"/> <b>Specifications of the Goods Required (Annex 1)</b>  <input checked="" type="checkbox"/> <b>Form for Submission of Quotation (Annex 2)</b>  <input checked="" type="checkbox"/> <b>General Terms and Conditions / Special Conditions:</b>  <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>  <input type="checkbox"/> Others</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 Person for Inquiries (Written inquiries only)	[Name] : <b>Joseph Pangilinan</b> [Designation] : <b>Procurement Assistant</b> [Mobile] : (+63) 917 796-1975 [Tel] : (02) 902-9789 [Email] : <a href="mailto:procurement.ph@undp.org">procurement.ph@undp.org</a>  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 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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

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

**Sincerely yours,**



**Alka Aneja**

*Procurement Team Leader*

September 27, 2019

### Technical Specifications

Items to be Supplied	Qty.	UOM	Description / Specifications of Goods	Latest Delivery Date
Notebook	1,500	pc	Size: 9" x 6" Leaves: 100 Cover: Foldcote #15/ full color Inside: Bookpaper #50/1 color Finish: Plastic lamination on cover/double loop wire (See Annex 3)	30 days upon received of PO
Workshop Bag	500	Pc	Materia: canvass Size: 30" x 24" Handle: 9" drop Color: Beige Velcro closure on center UN logo in both bag face (front and back) (See Annex 4)	
Lanyard	1,000	Pc	Material: Nylon Full color (See Annex 5)	
SDG Pin	1,000	Pc	Size: 2.5 cm outside diameter, 1.0 cm hole diameter (See Annex 6)	
Key Chain	500	Pc	Size: 4" x 2" Material: High Quality Acrylic (See Annex 7)	
Pen	1,000	Pc	High Quality pens (smooth when writing) Black ink color	
SDG Brochure	1,000	pc	Size: 5" x 7" Pages: 31 including cover page Full color (See Annex 8)	

**Alka Aneja**  
Procurement Team Leader  
September 30, 2019

**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-125-PHL-2019:

**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
	<b>Total Prices of Goods</b>				
	Add : Cost of Transportation				
	Add : Cost of Insurance				
	Add : Other Charges (pls. specify)				
	<b>Total Final and All-Inclusive Price Quotation</b>				

**TABLE 2: Offer to Comply with Other Conditions and Related Requirements**

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			

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]*