



## REQUEST FOR QUOTATION (RFQ) (Services)

<b>Requirement of a 6-day Workshop Venue for 263 pax in Cebu City On 20-26 October 2019</b>	DATE: <b>October 9, 2019</b>
	REFERENCE: <b>RFQ/132/PHL-2019</b>

Dear Sir / Madam:

We kindly request you to submit your quotation for the **Requirement of a 6-day Workshop Venue for 263 pax in Cebu City on 20-26 October 2019**, 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 **15 October 2019 (Tuesday)** via ☒ **e-mail** which must be sent to this email address only: [bids.ph@undp.org](mailto:bids.ph@undp.org)

Quotations submitted by email must be limited to a maximum of 10 MB per email, 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:

Location/s	<b>Cebu City</b>
Preferred Currency of Quotation	<input checked="" type="checkbox"/> <b>Local Currency: Philippine Peso</b>

Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> <b>Must be inclusive of VAT and other applicable indirect taxes</b>
Deadline for the Submission of Quotation	COB, <b><i>Tuesday, October 15, 2019 and Manila Time</i></b>
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 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>
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> <b>30 days</b>  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>
Payment Terms	<input checked="" type="checkbox"/> <b>send bill arrangement - 100% payment within 30 days upon receipt of the original invoice or statement of account from the hotel</b>
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> <b>Technical responsiveness/Full compliance to requirements and lowest price</b> <input checked="" type="checkbox"/> <b>Full acceptance of the PO/Contract General Terms and Conditions</b>
UNDP will award to:	<input checked="" type="checkbox"/> <b>One and only one supplier</b>
Type of Contract to be Signed	<input checked="" type="checkbox"/> <b>Purchase Order</b>
Contract General Terms and Conditions	<input checked="" type="checkbox"/> <b>General Terms and Conditions for contracts (goods and/or services)</b>  Applicable Terms and Conditions are available at <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>
Conditions for Release of Payment	<input checked="" type="checkbox"/> <b>Written Acceptance of Goods/Services based on full compliance with RFQ requirements</b>

Annexes to this RFQ	<p> <input checked="" type="checkbox"/> <b>Specifications of the Goods/Services 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> </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)	<p><i>Procurement Team</i> <i>procurement.ph@undp.org</i></p> <p>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.</p>

Goods/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 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.**



## Annex 2

### FORM FOR SUBMITTING HOTEL'S QUOTATION

*(This Form must be submitted only using the Hotel'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-132-PHL-2019**:

**TABLE 1 : Compliant Offer with Technical Specifications and Requirements**

Items	Description/Specifications	Compliant to Specs	
I. Venue Requirement		Yes	No
Conference Room / training hall / field	Whole day on 21-25 October 2019 Half day (morning) on 26 October 2019		
Number of participants  (Note: there will be two batches which compose of 220 pax participants per batch)	42 pax on 20 October 2019 263 pax on 21-26 October 2019  43 pax : Facilitator, Documenter, Coordinator and guests Batch 1-A: 220 participants – 21-23 Oct. Batch 1-B: 220 participants – 23-26 Oct.		
Seating arrangement	Cluster Type		
Secretariat Table	2 secretariat table on 21-26 Oct. 2019		
LCD Projector with screen	3LCD Projectors on 21-26 Oct. 2019		
5 units LCD TV screens with USB port	5 units LCD TV Screens on 21-26 Oct.		
Microphone: With stand (Rostrum)	5 units microphones		
Microphone: Cordless	5 units cordless microphones		
Whiteboard:	3 units Whiteboards		
Markers: (red, black and blue)	Required		
Internet connectivity (strong internet access for 263 pax)	Strong Internet Connectivity		
Others: extension cord for each table 2 units flat screen	Required		
II. Meals Requirement (Note: Breakfast must be included in the room accommodation as complimentary)		Yes	No
Buffet Dinner	42 pax on 20 October 2019		
Am Snacks, Buffet Lunch, PM Snacks, Dinner (Training Workshop)	263 pax on 21-25 October 2019 (5 days)		
AM Snacks	263 pax on 26 October 2019		
III. Room Accommodation (Room accommodations must include complimentary breakfast per person)		Yes	No
Single Room	2 single rooms : check-in: 20 Oct, check-out: 26 Oct. 2019		
Quadruple Room (with separate beds)	10 quad rooms : check-in: 20 Oct, check-out: 26 Oct. 2019		
Single Room	1 single rooms : check-in: 21 Oct, check-out: 26 Oct. 2019		
Quadruple Room (with separate beds)	55 quad rooms : check-in: 21 Oct, check-out: 26 Oct. 2019		

**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			
Payment Terms: Send bill arrangement - 100% payment within 30 days upon receipt of the original invoice or statement of account from the hotel			
All Provisions of the UNDP General Terms and Conditions			
Other requirements to be submitted: <input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;			

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]*