



REQUEST FOR QUOTATION (RFQ)

All suppliers	DATE: November 28, 2019
	REFERENCE: RFQ/CO/2019/95

Dear Sir / Madam:

We kindly request you to submit your quotation for **one unit of Hybrid Sedan Car**, 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 December 5, 2019 and via *e-mail*, to the address below:

procurement.lk@undp.org

Attention: Head of Procurement
United Nations Development Programme (UNDP)
Sri Lanka

Quotations submitted by email must be limited to a maximum of 25 MB, virus-free and no more than one (5) 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] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> CIF, Colombo, Sri Lanka
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror
Exact Address/es of Delivery Location/s (identify all, if multiple)	Resident Representative United Nations Development Programme (UNDP), 202-204 Baudhaloka Mawatha, Colombo 07 Sri Lanka.
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> 4 months from the issuance of the Purchase Order (PO)
Delivery Schedule	<input checked="" type="checkbox"/> Required
Mode of Transport	<input checked="" type="checkbox"/> SEA
Preferred Currency of Quotation	Car <input checked="" type="checkbox"/> United States Dollars or <input checked="" type="checkbox"/> Japanese Yen Local Charges <input checked="" type="checkbox"/> Sri Lankan Rupees
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Please quote
Deadline for the Submission of Quotation	<i>Thursday, December 05, 2019 and 2.00 PM Sri Lanka Time</i>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents 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"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <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;

Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 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"/> Not permitted
Payment Terms ¹	1. Maximum installment of 20% of the total contract amount will be paid as pre-payment within two weeks after signing the Purchase Order 2. The remaining of 80% of the total contract amount will be paid after two weeks of receiving the vehicles in Colombo at consignee's location. The payment is only released after post-shipment inspection conducted by UNDP and against original invoice.
Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: Upon agreement of delivery time as stated in the Purchase Order, a Percentage of contract price per day of delay : 0.5% Max. no. of days of delay : 30 days After which UNDP may terminate the contract.
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criterion and cannot be deleted regardless of the nature of services required]</i> <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 60 days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements

Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html 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)	<i>Sripalee De Silva</i> <i>Procurement Assistant</i> <i>sripalee.desilva@undp.org</i> <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.</i>

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

Thank you and we look forward to receiving your quotation.

Sincerely yours,
Sripalee De Silva
Procurement Assistant
November 28, 2019

Technical Specifications

Items to be Supplied*	Quantity	Description / Specifications of Goods	
Vehicle	1	Made/model:	TOYOTA CAMRY BYBRID AXVH71R-AEXNBW (SFX-00) OR EQUIVALENT**
		Type:	Mandatory: HYBRID 4 Cylinder
		Motor:	<i>To be advised by supplier</i>
		Transmission:	Automatic
		Battery:	<i>To be advised by supplier</i>
		Exterior Dimension (inches):	<i>To be advised by supplier</i>
		Suspension:	<i>To be advised by supplier</i>
		Interior Dimension (inches):	<i>To be advised by supplier</i>
		Safety:	Minimum: Air Bags for front passengers Minimum: ABS with Brake Assist Desirable: Vehicle Stability Control (VSC)
		Seating capacity:	Max. 5 seats
		Fuel Tank (Liter):	<i>To be advised by supplier</i>
		Exterior:	Desirable: Halogen Head Lamps Minimum: Front Fog & Driving Lamp Minimum: Rear window defogger Minimum: Body Color bumpers
		Interior:	Minimum: Radio/CD/DVD USB with Bluetooth Minimum: Air conditioner – Auto Minimum: Power windows
		Miscellaneous:	Mandatory: Right Hand Drive Mandatory: Factory fitted Flagpole Color: White Origin: <i>To be advised by supplier</i>
		Warranty:	<i>To be advised by supplier</i>
		Delivery	Within: 4 months from acceptance of Purchase Order

*Pls. attach delivery schedule, if relevant, and cluster by lot, if partial bids will be allowed. Specify delivery locations if goods multiple destinations.

** Any manufacturers' names, trade names, brand names or catalogue numbers used in the specifications are for the purpose of describing and establishing general performance and quality levels. Such references are not intended to be restrictive. Bids are invited on these and comparable brands or products provided the quality of the proposed products meet or exceed the quality of the specifications listed for any item

[Enter name of authorized staff]

[Designation]

[Click here to enter a date]

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION²

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery³)

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/CO/2019/95

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
01	Vehicle Net Cost (including factory fitted flagpole)	01			
	Total Prices of Goods				
	Add : Cost of Transportation (CIF, Colombo, Sri Lanka – Incoterms 2010)				
	Add : Cost of Insurance (CIF, Colombo, Sri Lanka – Incoterms 2010)				
	Add : Local Charges including customs clearance, local handling, pre-delivery inspection, Registration and department of Motor Traffic, Warranty, After Sales Service etc				
	Add : Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation				

*Pls note that UNDP will provide duty free clearance certificate within 14 days upon receipt of the shipping documents.

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			
Specifications as Annex I			

² This serves as a guide to the Supplier in preparing the quotation and price schedule.

³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Country of Origin ⁴ :	<i>Please indicate country of Origin</i>		
Warranty and After-Sales Requirements	<i>Please indicate</i>		
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>			

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]

⁴ *If 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.*