United Nations Development Programme

REQUEST FOR QUOTATION (RFQ)

To: All Interested Bidders	DATE: December 13, 2019
	REFERENCE: **RFQ/UNDP/OPS/PACK 2/072/2019 – Renovation UNDP Office 9th floor at Menara Thamrin Building**

Dear Sir / Madam:

We kindly request you to submit your quotation for **RFQ/UNDP/OPS/PACK 2/072/2019 – Renovation UNDP Office 9th floor at Menara Thamrin Building**, 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 22, 2019** at 23.50 hour (GMT+7) and via ☒*e-mail,* to the address below:

United Nations Development Programme
Menara Thamrin Building, 7th Floor
Jl. M.H. Thamrin, Kav. 3
Jakarta 10250, Indonesia
Tel: 021-2980 2300
Procurement unit
Bids.id@undp.org

Quotations submitted by email must be limited to a maximum of 10 MB per transmission, virus-free and no more than 10 (ten) 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: *[check the condition that applies to this RFQ, delete the entire row if condition is not applicable to the goods being procured]*

Delivery Terms [INCOTERMS 2010] *(Pls. link this to price schedule)*	☐FCA ☐CPT ☐CIP ☒DAP ☐Other *[pls. specify]*	
Customs clearance[1], if needed, shall be done by:	☐UNDP ☒Supplier/Offeror ☐Freight Forwarder	
Exact Address/es of Delivery Location/s (identify all, if multiple)	Menara Thamrin Building 9th floor, Jl MH Thamrin Kav 3, Jakarta.	
UNDP Preferred Freight Forwarder, if any[2]	N/A	
Distribution of shipping documents *(if using freight forwarder)*	N/A	
Latest Expected Delivery Date and Time *(if delivery time exceeds this, quote may be rejected by UNDP)*	☒ 120 (one hundred twenty) days from the issuance of the Contract for Civil Work (or based on the agreed schedule)	
Delivery Schedule	☒Required ☐Not Required	
Packing Requirements	N/A	
Mode of Transport	☐ AIR	☐LAND
	☐SEA	☒OTHER as proposed by bidder
Preferred Currency of Quotation[3]	☐United States Dollars ☐Euro ☒Local Currency : IDR for Local Bidders	
Value Added Tax on Price Quotation[4]	☐ Must be inclusive of VAT and other applicable indirect taxes ☒ Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	☐Warranty on Parts and Labor for minimum period of Click to type ☐Technical Support ☐Provision of Service Unit when pulled out for maintenance/ repair ☒ Others 5% out of total contract amount will be retained for 6 (Six) months	
Deadline for the Submission of Quotation	*Sunday, December 22, 2019 at 23.50 hour (GMT+7)*	

[1] *Must be linked to INCO Terms chosen.*
[2] *Depends on INCO Terms. The suggestion to use a UNDP preferred courier is only for purposes of familiarity with procedures and documentary requirements applicable to the UNDP when clearing with customs.*
[3] *Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.*
[4] *This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.*

All documentations, including catalogs, instructions and operating manuals, shall be in this language	☒ English ☐ French ☐ Spanish ☐ Others *[pls. specify, including dialects, if needed]*
Documents to be submitted[5]	☒ Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; ☐ A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users; ☐ Confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected; ☒ Quality Certificates (ISO, etc.) if any; ☒ Latest Business Registration Certificate ; ☐ Latest Internal Revenue Certificate / Tax Clearance; ☐ Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); ☐ Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); ☐ Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied ; ☐ Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods". ☐ Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); ☒ Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; ☐ Others *[pls. specify as many as required]*
Period of Validity of Quotes starting the Submission Date	☐ 60 days ☒ 90 days ☐ 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	☒ Not permitted ☐ Permitted [*pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]*
Payment Terms[6]	☐ 100% upon complete delivery of goods

[5] *First 2 items in this list are mandatory for the supply of imported goods*

[6] *UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced*

	☒ Others Please refer to Payment stated in Annex I
Liquidated Damages	☐ Will not be imposed ☒ Will be imposed under the following conditions : Percentage of contract price per day of delay : 0.5% Max. no. of days of delay : 2 (two) weeks After which UNDP may terminate the contract.
Evaluation Criteria *[check as many as applicable]*	☒ Technical responsiveness/Full compliance to requirements and lowest price[7] 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[8] ☐ Others *[pls. specify]*
UNDP will award to:	☒ One and only one supplier ☐ One or more Supplier, depending on the following factors: *[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Suppliers]*
Type of Contract to be Signed	☐ Purchase Order ☒ Contract Face Sheet (contract for Civil Works) UNDP (this template is also utilised for Long-Term Agreement[9] and *if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)* ☐ Other Type/s of Contract *[pls. specify]*
Contract General Terms and Conditions	☒ General Terms and Conditions for contracts (contract for Civil Works) ☐ General Terms and Conditions for de minimis contracts (services only, less than $50,000) Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

payment of $30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

[7] *UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.*

[8] *This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).*

[9] *Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation*

Special conditions of Contract	☒ Cancellation of PO/Contract if the delivery/completion is delayed by 2 (two) weeks ☐ Others *[pls. specify]*
Conditions for Release of Payment	☒ Passing Inspection ☒ Written Acceptance of works by a consultant assigned by UNDP
Annexes to this RFQ[10]	☒ Scope of Work Required (Annex 1) ☒ Form for Submission of Quotation (Annex 2) ☒ General Terms and Conditions / Special Conditions: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html ☐ 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)[11]	*Sri Hastutiningsih and Yusef Saiful Millah* *sri.hastutiningsih@undp.org and yusef.millah@undp.org* 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.
Bidder conference will be held on	Day/Date: Tuesday, 17 December 2019 Time : 1400 hour (GMT+7) Venue : Aceh Meeting 7th floor, Menara Thamrin Building 9th floor. Jl MH Thamrin Kav 3, Jakarta

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

[10] *Where the information is available in the web, a URL for the information may simply be provided.*

[11] *This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.*

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,

Martin Stephanus Kurnia
Procurement Analyst
December 13, 2019

Annex 1

Scope of Work
Renovation of UNDP Office at Menara Thamrin Building 9th floor

I. Background Information

UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in 177 countries and territories, UNDP offers global perspective and local insight to help empower lives and build resilient nations." UNDP Indonesia's mission is to be an agent for change in the human and social development of Indonesia. Working in four key areas of development: Governance Reforms, Pro-Poor Policy Reforms, Conflict Prevention and Recovery, and Environment Management, UNDP overarching aim is reducing poverty in Indonesia. Besides the four priority areas, UNDP Indonesia is also engaged in a variety of crosscutting initiatives focused on HIV/AIDS, gender equality, and information and technology for development."

In performing its core programme, UNDP staffs works from various offices. One of the biggest locations is UNDP Country Office at Menara Thamrin Building. Due to growing number of staffs occupy Menara Thamrin Office, the need for additional workstations is become urgency, while it is not possible to expand the space. Efficiency of the working space is the solution to fulfil the additional needs.

Admin unit is preparing the office renovation. Thru this scope of work, the office is looking for professional contractor to support the office renovation

II. Description of required service

The service required is building meeting room. The supplier is expected to provide the goods and related services to ensure the meeting room is installed properly and inline with the overall schedule of renovation.

III. Location of work

Menara Thamrin Building 9th floors. Jl. Jendral Sudirman Kav 3, Jakarta

IV. Period of Performance

120 calendar days based on the agreed schedule

V. Scope of Work

1. Construction/installation work (please refer to work description on Bill Of Quantity/BoQ and detail drawing).
2. Mobilization of adequate workers.
3. Mobilization of adequate construction work supporting equipment.
4. Mobilization of expertise resources to manage construction work on site.
5. Provision of building materials and transportation to project sites.
6. Final clearing work upon completion of construction work.
7. One (1) month of defect and liability period.
8. Reporting and documentation.

VIII. Qualification

- Contractor with legal company certificate.
- Contractor with classification for building construction work who has minimum 5 years of experience.
- Contractor with financial ability and classification level based on project budget.
- Personnel availability.
- Availability of construction equipment.

IX. Personnel

The contractor should provide the following personnel:

1. Project Manager
2. Project Administration
3. Civil engineer
4. Site Supervisor
5. Skilled labor / worker
6. Quality Controller & Logistic
7. Support personnel.

X. Supervision, Monitoring and Reporting

- The contractor should maintain daily supervision.
- The daily activity should be compiled in one specific format in weekly basis (Weekly report).
- Prepare monthly report as progress report in monthly basis and the supporting document for payment installment.
- Final report upon completion of construction work and first hand over note.
- Second hand over note upon completion with full satisfactory of defect and liability period.

XI. PAYMENT

Payment will be made after satisfactory acceptance by UNDP the services provided on the following schedule:

Payment Term	Payment Percentage	Progress Performance
Down Payment I	20%	Prior to Start The Construction Works
2nd Term Payment	30%	After 50% of site progress performance
3rd Term Payment	45%	After 100% of site progress performance, and upon handover of completed facility, not include minor defect repair
Retention for 6 months	5%	After 1 month from the date of handover
	100%	

DETAIL BoQ/Scope of Works

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION[12]

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery[13])

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/OPS/PACK 2/072/2019 – Renovation UNDP Office 9th floor at Menara Thamrin Building**:

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

No	Description	Specification & Finish	Qty on BQ	UoM	Unit Price	Price	Remarks
	INTERIOR INSTALLATION (± 905 m2)						
A	**PREPARATION & ACCOMODATION**						
1	Preparation and protection area		**1,00**	ls			
2	Demolition and removing rubbish		**1,00**	ls			
	SUBTOTAL A						
B	**PARTITION WORKS**						
1	Supply & install **Two Sided Gypsum** Wall Partition **(with Sound Insulation)** From floor to ceiling 2800 mmH	Galvanized hollow steel frame 40x40 mm x 0,4 mmthk, Gypsum 12 mm thk ex. Jayaboard, Rockwool density 60 kg/m3	**120,45**	m2			
2	Supply & install Glass Partition w/ Frame Dim. 2800 mmH *at Meeting Room*	10mm thick, Tempered with aluminium frame	**85,14**	m2			
3	Supply & install Glass Partition Frameless Dim. 2800 mmH *at Huddle Room*	12mm thick, Tempered with U channel	**59,07**	m3			

[12] *This serves as a guide to the Supplier in preparing the quotation and price schedule.*

[13] *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*

4	Supply & Install Glass Partition Frameless Dim. 2800mmH *at Breakout*		**12,35**	m2			
6	Supply & Install Sandblast Sticker for glass partition (one sided)	print & cutting do not include visual graphic design	**85,14**	m2			
7	Supply & Install of Colored Sticker Stripe on Glass	ex. Ritrama, printing in transparent	**71,49**	m'			
8	Supply & install Wall Paint	ex. Dulux	**912,00**	m2			
9	Supply & Install Skirting	50 mmH, MDF fin. Duco	**772,00**	m'			
10	Folding Partition *at Meeting Rooms*	Movable wall include sound barrier finish with padded wall and fabrics ex : Ateja	**3,00**	set			
11	Ceiling works & painting	Gypsum 9 mm thk ex. Jayaboard, hollow steel frame 4x4 cm 0.4 mm thk	165,00	m2			
	SUBTOTAL B						
C	**WALL FINISHES & WALL TREATMENT**						
1	Supply & install Corporate Logo *at Reception Area*	Acrylic Letter, unlighted	1,00	Unit(s)			
2	Supply & install Logo Wall *at Staff*	Acrylic Letter, unlighted	1,00	Unit(s)			
5	Supply & Fabric Panelling *at Meeting Room*	Plywood for backing, include foam and fabric ex : Ateja	65,34	m2			
6	Supply & Install Glassboard, dim 1800mmH x 900mmL *at Meeting Room*	Superwhite Glasstone 5mm thickness	10,69	m2			
7	Supply & Install Melaminto for Backing Graphic Poster	Melaminto 3mm	72,60	m2			

8	Supply & Install of Graphic Printing	ex. Ritrama, laminating in doff Not include Visual Graphic Design fee	72,60	m2			
	SUBTOTAL C						
D	**DOORS & WINDOWS**						
1	Supply & install Glass Door *at Meeting Room*	dim. 900 mmL x 2400 mmH Single swing door 12 mm thickness, tempered glass including floor hinges, pull handle, lockset & door stopper.	10,00	Unit(s)			
2	Supply & install Glass Door at Huddle Room	dim. 900 mmL x 2400 mmH Single sliding door 12 mm thickness, tempered glass including small handle	6,00	Unit(s)			
	SUBTOTAL D						
	GRANDTOTAL: A+B+C+D						

TABLE 2 : Estimated Operating Costs (if applicable)

List of Consumable Item/s *(Include fast moving parts, if any)*	**Estimated Average Consumption**	**Unit of Measure**	**Unit Price**	**Total Price per Item**

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

Other Information pertaining to our Quotation are as follows:	**Your Responses (Please mark one YES or NO)**		
	Yes, we will comply	***No, we cannot comply***	***If you cannot comply, pls. indicate counter proposal***
Comply to meet the requirement stated in Annex 1 Terms of Reference			
Validity of Quotation 90 days			
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]