



## **REQUEST FOR QUOTATION**

**(Goods)**

NAME & ADDRESS OF FIRM:	DATE: 12 February 2020
	REFERENCE: UNDP/BERA/UNDP Shop/RFQ.2020.039 – “SDG-themed Panda Mugs”

Dear Bidder:

We kindly request you to submit your quotation for the provision of “11 Oz Ceramic [SDG](#) – themed Panda Mugs” (see attached artwork with technical specifications) for the [UNDP Shop](#) for year 2020 (current date through 31 December 2020) based on stock replenishment needs (on a “as needed” basis), 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 **28 February 2020** and via e-mail, to the address below:

**United Nations Development Programme**

[bera.procurement@undp.org](mailto:bera.procurement@undp.org)

REFERENCE: UNDP/BERA/UNDP Shop/RFQ.2020.039 – “SDG-themed Panda Mugs”

Quotations submitted by email must be limited to a maximum of 2MB, virus-free and no more than 1 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"/> DDP
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)	<b>United Nations Development Programme One United Nations Plaza, DC1-1944 New York, New York 10017 Attn: Rodrigo Domingues</b>

UNDP Preferred Freight Forwarder, if any	N/A	
Latest Expected Delivery Date and Time	<input type="checkbox"/> 3-14 days from the issuance of the Purchase Order (PO) and/or agreed to delivery schedule per each order	
Delivery Schedule	<input checked="" type="checkbox"/> As agreed to with vendor per each order	
Packing Requirements	<b>United Nations Development Programme</b> <b>One United Nations Plaza, DC1-1944</b> <b>New York, New York 10017</b> <b>Attn: Rodrigo Domingues</b>	
Mode of Transport	<input checked="" type="checkbox"/> AIR	
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars	
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes	
After-sales services required	Not Applicable	
Deadline for the Submission of Quotation	COB, <i>Friday, 28 February 2020</i>	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English	
Documents to be submitted <sup>1</sup>	<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"/> 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; (See ANNEX 2 – Table 2) <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance;  <input checked="" type="checkbox"/> Latest Business Registration Certificate OR Equivalent; <input checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied OR Equivalent; <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	31 December 2020 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	<input checked="" type="checkbox"/> 100% upon complete delivery of goods	

<sup>1</sup> First 2 items in this list are mandatory for the supply of imported goods

Liquidated Damages	<input checked="" type="checkbox"/> Will not be imposed
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price  <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</i>  <input checked="" type="checkbox"/> Only companies whose offers are evaluated as “technically-qualified” will be required to provide a physical sample of the SDG-Themed Panda Mug based on artwork that will be provided. This will be requested following the preliminary evaluation of the offers received.
UNDP will award to:	<input type="checkbox"/> One or more Supplier, depending on the following factors: Lowest-priced and/or Earliest Delivery/Shortest Lead Time
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order(s)
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 <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>
Special conditions of Contract	<input type="checkbox"/> We reserve the right to cancel PO/Contract if the delivery/completion is delayed by 15 days or more
Conditions for Release of Payment	<input checked="" type="checkbox"/> UNDP certification of satisfactory receipt of goods based on full compliance with RFQ requirements including quality assurance i.e., not damaged
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: <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>  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)	<b>Bera.procurement@undp.org</b>

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,**

*Raul Espinosa Reyna*  
Raul Espinosa  
Procurement Specialist, MSU

## ANNEX 1

### Technical Specifications

Items to be Supplied	Quantity	Description / Specifications of Goods	Latest Delivery Date
<b>Mugs</b>	<b>Up to a maximum of 4,320 units; ordered in a minimum of 144 units per design (SDG - Themed panda )</b>	11 oz Ceramic Mug with SDG-Theme Panda design (see below)	Individual orders will be placed on an “as needed” basis based on the agreed to cost per unit and quantity requested by UNDP and agreed to delivery schedule
		This quantity represents a <b>MAXIMUM</b> amount of mugs that will be purchased depending on stock replenishment needs;	
		UNDP is not obliged to purchase the full quantity (4,320 of mugs over the course of this period nor in one installment;	
		The specific design (total of 18) i.e., SDG #6 “Clean water and sanitation” (panda with a glass of water) will be specified at time of actual purchase order(s) including design, artwork, color of handle and matching interior)	

**Specifications:**

Item: 11oz Ceramic SDG-themed Panda Mugs

Quantity: up to a maximum of 4,320 units

Size: 11 oz

Material: Ceramic

Color: Cup – white exterior; handle and matching interior – minimum color options required: red, blue, green, cyan, yellow

Artwork: full color as per artwork requested (a maximum of 18 SDG-themed Panda designs); sample artwork of SDG # 6 (h2O) is attached for reference

## ANNEX 2

### FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>2</sup>

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>3</sup>)*

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. UNDP/BERA/UNDPShop/RFQ/2020-039 – SDG-Themed Panda Mugs<sup>4</sup>

**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
1.	Note: Please include production costs i.e., set up, imprint etc... per lots of 144 units		Delivery Date will be based on individual orders placed on an "as needed" basis and agreed to delivery schedule		
	<b>Total Prices of Goods<sup>4</sup></b>				
	Add : Cost of Shipping (*)				
	Add : Cost of Insurance				
	Add : Other Charges (pls. specify): customs clearance/duties (*)				
	<b>Total Final and All-Inclusive Price Quotation</b>				

(\*) these costs may vary depending on placement of actual purchase order and quantity

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

Other Information pertaining to our Quotation are as follows:	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time: 3-15 days and/or agreed to delivery schedule per each order			
Country/ies Of Origin <sup>5</sup> :			

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

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

<sup>4</sup> Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

<sup>5</sup> 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.

Warranty and After-Sales Requirements			
a) Brand new replacement if Purchased Unit is damaged			
Validity of Quotation – 31 December 2020			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[see below]</i>			

☒ 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:

☒ Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; Please provide statement: \_\_\_\_\_

☒ Validity of offer is current date until 31 December 2020. Please answer: YES or NO: \_\_\_\_\_

☒ Latest Business Registration Certificate OR Equivalent; Please ATTACH

☒ Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied OR Equivalent; Please ATTACH

☒ Latest Internal Revenue Certificate / Tax Clearance; Please ATTACH

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]*