



REQUEST FOR QUOTATION (RFQ)
Supply and Delivery of Handheld Two-Way Radio

	DATE: February 26, 2020
	REFERENCE: RFQ-015-PHL-2020

Dear Sir / Madam:

We kindly request you to submit your quotation for the supply and delivery of Handheld Two-way Radio for JPST Station in Bangsamoro Autonomous Region of Muslim Mindanao, 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 **13 March 2020** and via ☒ **e-mail** address below:

bids.ph@undp.org

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

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> DAP
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror

¹ Must be linked to INCO Terms chosen.

Exact Address/es of Delivery Location/s (identify all, if multiple)	OPPAP Office, DPWH Compound, Datu Odin Sinsuat, Maguindanao	
UNDP Preferred Freight Forwarder, if any	none	
Distribution of shipping documents (if using freight forwarder)	UNDP will facilitate the documentation if any. The selected bidder needs to provide copy of invoice and other documentation (i.e airway bill)	
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> 30 days from the issuance of the Purchase Order (PO)	
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required	
Packing Requirements		
Mode of Transport	<input checked="" type="checkbox"/> AIR <input type="checkbox"/> SEA	<input checked="" type="checkbox"/> LAND <input type="checkbox"/> OTHER [pls. specify]
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars/Philippine Peso	
Value Added Tax on Price Quotation ²	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of (Manufacturer's Standard Warranty)	
Deadline for the Submission of Quotation	COB, Friday, March 13, 2020	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English	
Documents to be submitted ³	<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; <input checked="" type="checkbox"/> Latest Business Registration Certificate ; <input checked="" type="checkbox"/> Latest Internal Revenue 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"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods".	

² 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.

³ First 2 items in this list are mandatory for the supply of imported goods

	<input checked="" type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); <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"/> 90 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	<input checked="" type="checkbox"/> 20% down payment then 80% upon complete delivery of goods. OR <input checked="" type="checkbox"/> 100% upon complete delivery of 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 Comprehensiveness of after-sales services <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>
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 de minimi 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
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 20 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 ⁴	<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 <input type="checkbox"/> Others <i>[pls. specify, if any]</i> 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) ⁵	<i>Robert Quilala</i> <i>Procurement Associate</i> <i>Procurement.ph@undp.org</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.

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

⁴ Where the information is available in the web, a URL for the information may simply be provided.

⁵ 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.

(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,



Alka Arjeja

Procurement Team Leader

February 26, 2020

Annex 1

Technical Specifications

ITEM DESCRIPTION/SPECIFICATION OF GOODS		Quantity	Latest Delivery Date
HANDHELD 2 WAY RADIO :		90	30 days upon
Frequency	134-174 MHz VHF		Issuance of
Memory Channel:	98-100CH		PO
Channel Spacing :	12.5/25KHz switchable		
Shock and vibration:	Diecast with impact resistance polycarbonate housing, Meet MILSTD810C/D/E/F		
Dust and Humidity:	Weather resistant housing meets MILSTD810C/D/E/F		
Seating	Passes rain testing per IP54		
Transmitter :			
RF Output :	High Power: 5W, Low Power:1W		
FM Hum and Noise:	>40dB		
Modulation Limiting:	$\leq 5\text{kHz}$ (25kHz), $\leq 2.5\text{kHz}$ (12.5kHz)		
Audio Distortion@ 1KHz tone, 60% rated max. dev.:	< 5%		
Receiver :			
Sensitivity :	<-119 dBm (0.25uV)		
Adjacent Channel Selectivity:	> 70dB (25kHz), >65dB (12.5kHz)		
Hum & Noise	>40dB		
Audio Output@<5% Distortion	500mW (at 24 ohm)		
Accessories :	With Antenna, Li-ion Battery Pack, Belt Clip, Desktop Charger with Adaptor and User Manual		

Note: Please separate all quote for Delivery/Shipping and Licensing (if Any).

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁶

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁷)

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. _____:

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

ITEM DESCRIPTION/SPECIFICATION OF GOODS		Qty	Unit Price	Total Price
HANDHELD 2 WAY RADIO :		90		
Frequency	134-174 MHz VHF			
Memory Channel:	98-100CH			
Channel Spacing :	12.5/25KHz switchable			
Shock and vibration:	Diecast with impact resistance polycarbonate housing, Meet MILSTD810C/D/E/F			
Dust and Humidity:	Weather resistant housing meets MILSTD810C/D/E/F			
Seating	Passes rain testing per IP54			
Transmitter :				
RF Output :	High Power: 5W, Low Power:1W			
FM Hum and Noise:	>40dB			
Modulation Limiting:	≤ 5kHz (25kHz), ≤ 2.5kHz (12.5kHz)			
Audio Distortion@ 1KHz tone, 60% rated max. dev.:	< 5%			
Receiver :				
Sensitivity :	<-119 dBm (0.25uV)			
Adjacent Channel Selectivity:	> 70dB (25kHz), >65dB (12.5kHz)			
Hum & Noise	>40dB			
Audio Output@<5% Distortion	500mW (at 24 ohm)			

⁶ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁷ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Accessories :	With Antenna, Li-ion Battery Pack, Belt Clip, Desktop Charger with Adaptor and User Manual		
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	Total Prices of Goods⁸	
	Add : Cost of Transportation	
	Add : Cost of Insurance	
	Add : License (NTC)	
	Add : Other Charges (pls. specify)	

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			
Estimated weight/volume/dimension of the Consignment:			
Country/ies Of Origin ⁹ :			
Warranty and After-Sales Requirements			
a) Manufacturer's Standard Warranty			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements [pls. specify]			

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]

⁸ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

⁹ 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.