



**REQUEST FOR QUOTATION (RFQ)
(Service)**

To: All Interested Bidders	26 February 2020
	REFERENCE: RFQ/UNDP/PBDE/92636/ 004/2020 - Collecting and Disposing Waste Containing PBDE

Dear Sir / Madam:

We kindly request you to submit your quotation for **RFQ/UNDP/PBDE/92636/ 004/2020 - Collecting and Disposing Waste Containing PBDE**, 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 **March 11, 2020**, at **17.00 hrs (GMT +7)** and via ☒ *e-mail*, to the address below:

United Nations Development Programme

Email Address: *bids.id@undp.org*

Attn: Procurement Unit (Rida Dian Trisna/Abrilianny Lintang Kirana)

Quotations submitted by email must be limited to a maximum of 10MB per transmission, virus-free and no more than 5 (five) 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	
Exact Address/es of Delivery Location/s (identify all, if multiple)	<p>There are Three optional Locations where bidder may bid one or more locations:</p> <ol style="list-style-type: none"> 1. PT. Solusi Bangun Indonesia (d/h PT. Holcim) Cileungsi 2. PT. Indocement Tunggal Prakarsa Citereup 3. PT. Indocement Tunggal Prakarsa Palimanan <p>It is possible that the bidders choose other locations outside of three locations aforementioned and must specify the location in Annex 2 accordingly.</p>	
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)	<input checked="" type="checkbox"/> As indicated in Annex 1 – Terms of Reference	
Delivery Schedule	<input checked="" type="checkbox"/> Required	
Packing Requirements	N/A	
Mode of Transport	<input checked="" type="checkbox"/> AIR	<input checked="" type="checkbox"/> LAND
	<input type="checkbox"/> SEA	<input type="checkbox"/> OTHER [pls. specify]
Preferred Currency of Quotation ³	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Local Currency : IDR For Local Bidders	
Value Added Tax on Price Quotation ⁴	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	<input checked="" type="checkbox"/> Others As required in Annex 1 – Terms of Reference	
Deadline for the Submission of Quotation	Wednesday, March 11, 2020 at 17.00 hrs (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	<input checked="" type="checkbox"/> English
Documents to be submitted ⁵	<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"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; <input checked="" type="checkbox"/> Others All requirement as specified in Annex 1
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 ⁶	<input checked="" type="checkbox"/> Others : upon delivery of required quantity as specified in Annex 1
Liquidated Damages	N/A
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁷ Comprehensiveness of after-sales services <input checked="" type="checkbox"/> 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]
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Other Type/s of Contract Professional service contract
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 7 (seven) days for each months
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection upon confirmation acceptance of delivered waste <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements <input checked="" type="checkbox"/> Others As required in Annex 1 – Terms of Reference

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 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.

Annexes to this RFQ ⁸	<input checked="" type="checkbox"/> Terms of Reference 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.
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> 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
Contact Person for Inquiries (Written inquiries only) ⁹	<i>Rida Dian Trisna & Abriliany Lintang Kirana</i> <i>Procurement Unit</i> <i>Rida.trisna@undp.org & abriliany.kirana@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,

⁸ Where the information is available in the web, a URL for the information may simply be provided.

⁹ 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.

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 herein attached as Annex 3.

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. 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
26 February 2020

Annex 1

Terms of Reference Collecting and Disposing Waste Containing PBDE

BACKGROUND INFORMATION

Indonesia is committed to address the threats posed by Persistent Organic Pollutants (POPs) and ratified the Stockholm Convention on Persistent Organic Pollutants (POPs) on 28 September 2009 (Law No. 19/2009). The government has a project to reduce releases of PBDEs and UOPs into the global environment by switching to non-PBDEs alternatives in waste base manufacturing and recyclers.

The main objective of the project is to assist the country in implementing its relevant obligations under the Stockholm Convention, in particular to reduce releases of *Polybrominated Diphenyl Ethers* (PBDEs), toxic flame retardant, and Dioxin and Furans (PCDD/Fs), Unintentional POPs (UOPs), as well as strengthening the sound management of chemicals in order to protect human health and the environment.

One of the main targets of the project is to dispose at least 1,000 tons of waste containing PBDE. From the assessment conducted by the project, it is found that the potential wastes containing PBDE are scattered in industrial areas in the provinces of Banten, West Java and East Java. Some of these wastes can be found in the recycling centers and some others in manufacturers.

The target of disposing 1,000 tons has been carried out by two selected companies. So far the project has secured at least 660 tons of waste up to mid February 2020. However, the project still needs 340 tons to meet the target of 1,000 tons and is working on it by the tender process. The project hopes that this 340 tons of waste can be fulfilled by one company which has qualification and experience in managing hazardous waste.

OBJECTIVES OF THE PROGRAM

PBDE & UOPs project is expecting 1 (one) company to work on collecting, crushing, and transporting 340 tons of waste containing PBDE to cement factories for disposal. These company will dispose the wastes containing PBDE to one of the following cement factories: PT. Solusi Bangun Indonesia (d/h PT. Holcim) Cileungsi, PT. Indocement Tunggul Prakarsa Citereup, PT. Indocement Tunggul Prakarsa Palimanan. Should the companies have other options for disposal, outside of the three cement factories, it will be possibly accepted.

EXPECTED OUTPUTS

By March 2020, the project expects to dispose 340 tons of waste containing PBDE. To obtain this quantity the project expects the participation of 1(one) company to contributes 340 tons of waste within two months.

SCOPE OF WORK

The work of collecting and disposing waste containing PBDE will be focused in Banten and West Java. The companies working in this project will:

1. Collect waste containing PBDE.
2. Temporary store the waste, if necessary.
3. Transport the waste to cement factory to be transformed into alternative fuel (AF).

There are 3 cement factories available for the disposal: PT. Solusi Bangun Indonesia (d/h PT. Holcim) Cileungsi, PT. Indocement Tunggul Prakarsa Citereup, PT. Indocement Tunggul Prakarsa Palimanan.

Company which interested in this project should propose the total quantity of waste they can dispose within 2 months, along with the total price for the service. The price should include items such as fee for collecting waste, fee for storing waste, fee for transporting waste to cement factory, and fee for cement factory.

QUALIFICATIONS

Company requirements:

- The contracting company shall have at least 5 years of experience in hazardous waste management service;
- The company should have facilities of hazardous waste processing center, e-waste recovery system, and transporter;
- The company should have license for collecting and managing material wastes toxic and dangerous toxic and hazardous material wastes, certificate for transporting toxic and hazardous material wastes, environmental insurance, and certificate of ISO 14001: 2015
- The company should have standard requirements for its personnel to work on hazardous waste management service.
- The company should have list of qualified personnel to work on hazardous waste.

COMPETENCIES:

- Professionalism, integrity and commitment to project demands;
- Ability to motivate and build a team working environment to support organizational goals;
- Self-motivated with an ability to accept responsibility and accountability for decisions and actions
- Creative and innovative in deconstructing issues and coming up with solutions;
- Excellent time management skills, with an ability to deliver high-quality outputs on time.
- Sensibility to partnership building and maintenance.

AWARDS

Contract professional service will be awarded to 1 (one) selected company based on the competitiveness price per ton being offered. PBDE & UOPs Project will rank the offered based on the most qualified one

PAYMENT

- The project will pay the company based on the quantity of disposal according to predetermined time . For the payment, the companies should present the official manifest and/or document of handover to the project. The manifest/document should be signed and stamped by the cement factory.
- The company should send the last invoice for payment dated before April 30, 2020.
- The illustration of payment schedule is as follows:

Deliverables:	Quantity	Timing
1st payment.	170 tons	Within March – April 2020
2nd payment (final) paymet	170 tons	

Note: If the company can make shipments more than 170 tons exceeding that target quantity required on the 1st deliverable , the project will pay the company based on the quantity of disposal (output).

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹⁰

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹¹)

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

No.	Description/Specification of Goods	Quantity	Delivery Location	Unit Price per Item (IDR)	Total Price (IDR)
1	Disposal of PBDE Waste as required in Annex 1 Note: the cost should be all inclusive.	340 tons			
	Total Final and All-Inclusive Price Quotation				

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 (IDR)	Total Price (IDR)

TABLE 3 : 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

¹⁰ This serves as a guide to the Supplier in preparing the quotation and price schedule.

¹¹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Delivery Lead Time			
Estimated weight/volume/dimension of the Consignment:			
Validity of Quotation -60 days			
All Provisions of the UNDP General Terms and Conditions (Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html)			
Obtained licenses of this nature in the past and expectation of obtaining all the necessary licenses should the quotation be selected			
Latest Business Registration Certificate			
Written Self Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List			
Other requirement (Annex 1)			

The locations of three cement kiln:

1. PT. Solusi Bangun Indonesia (d/h PT. Holcim) Cileungsi, Kembang Kuning, Klapanunggal, Bogor, West Java 16710;
2. PT. Indocement Tunggal Prakarsa Citeureup, Kompleks Pabrik Citeureup, Jl. Mayor Oking Jayaatmaja, Kec. Citeureup, Bogor, 16810
3. PT. Indocement Tunggal Prakarsa Palimanan, Jl. Raya Palimanan Km No.20, Pegagan, Jamblang, Cirebon, Jawa Barat 45156

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]