



REQUEST FOR QUOTATION (RFQ) (Service)

To: All Interested Bidders	DATE: March 10, 2020
	REFERENCE: RFQ/UNDP/UNAGENCIES/021/2020 – Long Term Agreement (LTA) for Vehicle Insurance

Dear Sir / Madam:

We kindly request you to submit your quotation for RFQ/UNDP/UNAGENCIES/021/2020 – Long Term Agreement (LTA) for Vehicle Insurance, 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 24, 2020 at 1700 hour (GMT +7) and via ☒ *e-mail*, to the address below:

United Nations Development Programme
Menara Thamrin Building, 7th Floor, Kav. 3, Jl. M.H. Thamrin, Jakarta 10250
Ph: 6221-29802300
Attn: Procurement Unit (Rida Dian Trisna)
Email: bids.id@undp.org

Quotations submitted by email must be limited to a maximum of 10MB, virus-free and no more than five (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 service/s:

Exact Address/es of Delivery Location/s (identify all, if multiple)	UNDP Indonesia Menara Thamrin Building, 8 th floor Jl. MH Thamrin Kav. 3 Jakarta 10250
Delivery Schedule of the insurance policies	2 weeks upon contract issuance
Preferred Currency of Quotation ¹	<input checked="" type="checkbox"/> Local Currency : Indonesian Rupiah (IDR)
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 insurance period <input checked="" type="checkbox"/> Technical Support : road assistance, customer hot line <input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair
Deadline for the Submission of Quotation	24 March 2020 at 17.00 hours (GMT +7)
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"/> Certificate of Registration as a legal entity <input checked="" type="checkbox"/> Quality Certificates (ISO, etc.); if any <input checked="" type="checkbox"/> Latest Internal Revenue Certificate /Tax Clearance; <input checked="" type="checkbox"/> Audited financial statement for the last 2 years, <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 deadline of 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.

¹ 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.

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

Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms ⁴	<input checked="" type="checkbox"/> 100% upon complete delivery of service
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁵ <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Long-Term Agreement ⁶
Contract General Terms and Conditions	<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
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by more than two (2) week
Conditions for Release of Payment	Complete of vehicle police insurance delivery and coverage
Annexes to this RFQ ⁷	<input checked="" type="checkbox"/> Terms of Reference (Annex 1) <input checked="" type="checkbox"/> Form for Submitting Supplier's 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.

⁴ 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.

⁵ 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.

⁶ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

⁷ Where the information is available in the web, a URL for the information may simply be provided.

Contact Person for Inquiries (Written inquiries only) ⁸	Rida Dian Trisna <i>Procurement Unit</i> Rida.trisna@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.
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Services 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.

⁸ 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.

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
10 March 2020

Annex 1

Terms of Reference

Long Term Agreement (LTA) for Vehicle Insurance

General Conditions and provisions

1. Objectives

The purpose of present tender is to conclude a Long Term Agreement with a vendor specialized in providing vehicle insurance coverage for 3 (three) years subject to performance evaluation of the services in the initial year. The selected contractor shall sign a Long Term Agreement with terms and conditions including that **prices shall be valid for 3 (three) years**.

The condition of the Long Term Agreement includes provision that UNDP is not compelled to acquire any minimum amount of services under the long term agreement. UNDP will reserve its right to use other insurance companies at its discretion.

2. Assignment of focal point/representative

The company should appoint the authorized representative(s), who will coordinate the orders for vehicle insurance from UNDP, UN Agencies and its projects and will be responsible for completion of services.

3. Duration of Contract

Specific insurance will be obtained pursuant to a 12 months contract between UNDP and the company and the contract will be renewable subject to a suitable performance evaluation of the first year.

4. Vehicle Insurance Coverage

The insurance company needs to provide the package of vehicle insurance coverage as below:

- 1.1. The liability of third party
- 1.2. The liability of driver+passenger (maximum 8 people for MPV and maximum 5 people for Sedan)
- 1.3. All risk (Comprehensive for vehicles – not total loss only and can be claimed for any cost charged by the garage/service centre)
- 1.4. Strike, Riot and Civil Commotion (SRCC)
- 1.5. Sabotage and Terrorism
- 1.6. Natural Disaster (earthquake and VET cover)
- 1.7. Typhoon, storm, flood, water damage and landslide cover
- 1.8. Personal Accident – can be claimed if the person must be amputated or dies
- 1.9. Personal Accident – Maximum 8 passengers
- 1.10. Medical expense to driver and passenger – can be claimed if the person hospitalized
- 1.11. Adding vehicle in the middle of insurance period

NOTE: the vehicle insurance should cover all areas in Indonesia (including but not limited to areas of Jakarta, NAD, Bali, Sulawesi, NTT, Maluku and Papua).

5. Commercial Terms

Price: Bidder should submit its quotes in Indonesian Rupiah Currency (IDR). Proposed unit prices of vehicle insurance should be **fixed** for the duration of Agreement (subject to the change of market value for each vehicle only, not rates).

Payment terms: payments under this contract will be made through bank transfer in IDR as per with the term stipulated in the contract.

6. Claim of Insurance Coverage

The Insurance company should serve the insurance claim within 14 days after notification by UNDP or UN Agencies.

7. VAT Exemption

UNDP is exempted from any taxes, levies and duties. The price quotation should exclude from such costs.

8. Qualification of Company

- A bidder should provide "Company Profile" including: complete juridical name, address, Client List.
- The bidder should provide list of garage or workshop stations which assured the usage of new and genuine parts only per vehicle brand for both service and repair purpose should there is claim incurred in the future.
- The bidder should have at least 5 (five) years experience and reliable credibility in handling the vehicle insurance, and also have extensive garage/workshop network in all areas of Indonesia

9. Optional Condition

Quantity of insured vehicles could be added in the middle of insurance period

LIST OF VEHICLE TO BE INSURANCE

No.	Police Plate No	Manufacturing Year	Vehicle Name	Vehicle Type	Agency	Period of Insurance required
1	CD 58-01	2017	Toyota Fortuner 2.4 G A/T Diesel	Passanger Car	UNDP	1 April 2020 - 31 March 2021
2	CD 58-02	2019	Toyota Camry 2.5 G A/T	Passanger Car	UNDP	6 Sept 2020 - 31 March 2021
3	CD 96-06	2011	TOYOTA RUSH	Passanger Car	UNDSS	1 April 2020 - 31 March 2021
4	CD 58-07	2013	TOYOTA KIJANG INNOVA V 2.0 A/T	Passanger Car	UNOCHA	1 April 2020 - 31 March 2021
5	CD 140 04	2014	NEW AVANZA 1.5 G	Passanger Car	UNDP	1 April 2020 - 31 March 2021
6	CD 145 01	2016	Toyota Fortuner 2.4 G A/T Diesel	Passanger Car	IFAD	1 April 2020 - 31 March 2021
7	CD 58 14	2017	Toyota Fortuner 2.4 G A/T Diesel	Passanger Car	UNDSS	1 April 2020 - 31 March 2021
8	CD 58 12	2017	Toyota Fortuner 2.4 G A/T Diesel	Passanger Car	UNDSS	1 April 2020 - 31 March 2021
9	CD 58 16	2017	Toyota Fortuner 2.4 G A/T Diesel	Passanger Car	UNDSS	1 April 2020 - 31 March 2021
10	CD 58 17	2017	Toyota Fortuner 2.4 G A/T Diesel	Passanger Car	UNDSS	1 April 2020 - 31 March 2021
11	CD 58 18	2017	Toyota Fortuner 2.4 G A/T Diesel	Passanger Car	UNDSS	1 April 2020 - 31 March 2021
12	CD 58 13	2017	Toyota Fortuner 2.4 G A/T Diesel	Passanger Car	UNDSS	1 April 2020 - 31 March 2021
13	CD 58 15	2017	Toyota Fortuner 2.4 G A/T Diesel	Passanger Car	UNDSS	1 April 2020 - 31 March 2021
14	CD 58 19	2017	Toyota Fortuner 2.4 G A/T Diesel	Passanger Car	UNDSS	1 April 2020 - 31 March 2021

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁹

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹⁰)

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 Services Compliant with Specifications and Requirements

No.	Police Plate No	Manufacturing Year	Vehicle Name	Vehicle Type	Agency	Period of Insurance Required	Fixed Premium Rate for fleet of vehicle (IDR)
1	CD 58-01	2017	Toyota Fortuner 2.4 G A/T Diesel	Passanger Car	UNDP	1 April 2020 - 31 March 2021	
2	CD 58-02	2019	Toyota Camry 2.5 G A/T	Passanger Car	UNDP	6 Sept 2020 - 31 March 2021	
3	CD 96-06	2011	TOYOTA RUSH	Passanger Car	UNDSS	1 April 2020 - 31 March 2021	
4	CD 58-07	2013	TOYOTA KIJANG INNOVA V 2.0 A/T	Passanger Car	UNOCHA	1 April 2020 - 31 March 2021	
5	CD 140 04	2014	NEW AVANZA 1.5 G	Passanger Car	UNDP	1 April 2020 - 31 March 2021	
6	CD 145 01	2016	Toyota Fortuner 2.4 G A/T Diesel	Passanger Car	IFAD	1 April 2020 - 31 March 2021	
7	CD 58 14	2017	Toyota Fortuner 2.4 G A/T Diesel	Passanger Car	UNDSS	1 April 2020 - 31 March 2021	
8	CD 58 12	2017	Toyota Fortuner 2.4 G A/T Diesel	Passanger Car	UNDSS	1 April 2020 - 31 March 2021	
9	CD 58 16	2017	Toyota Fortuner 2.4 G A/T Diesel	Passanger Car	UNDSS	1 April 2020 - 31 March 2021	
10	CD 58 17	2017	Toyota Fortuner 2.4 G A/T Diesel	Passanger Car	UNDSS	1 April 2020 - 31 March 2021	
11	CD 58 18	2017	Toyota Fortuner 2.4 G A/T Diesel	Passanger Car	UNDSS	1 April 2020 - 31 March 2021	
12	CD 58 13	2017	Toyota Fortuner 2.4 G A/T Diesel	Passanger Car	UNDSS	1 April 2020 - 31 March 2021	
13	CD 58 15	2017	Toyota Fortuner 2.4 G A/T Diesel	Passanger Car	UNDSS	1 April 2020 - 31 March 2021	
14	CD 58 19	2017	Toyota Fortuner 2.4 G A/T Diesel	Passanger Car	UNDSS	1 April 2020 - 31 March 2021	
TOTAL PREMI:							
ADMINISTRATIVE COST:							
GRAND TOTAL:							

⁹ This serves as a guide to the Supplier in preparing the quotation and price schedule.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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>
Comply to meet the requirement stated in DATA SHEET and TOR of Annex 1			
Validity of Quotation: 90 days			
After-Sales Service Required: <input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of insurance period <input checked="" type="checkbox"/> Technical Support : road assistance, customer hot line <input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair			
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]