



REQUEST FOR QUOTATION (RFQ)

Long Term Agreement (LTA) for Vehicle Rental in the Mindanao region	DATE: March 30, 2020
	REFERENCE: RFQ-019-PHL-2020

Dear Sir / Madam:

UNDP would like to enter into a Long-Term Agreement (LTA) with the entity that can efficiently provide vehicle rental with driver to the UNDP-designated project sites, formalized through the issuance of a Purchase Order (PO) when needed. As a company known to have this capability, we are therefore writing to invite and encourage your participation in this opportunity.

We kindly request you to submit your quotation 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 **10 April 2020; 12:00 NN** via ☒ **e-mail**, to the address below:

bids.ph@undp.org

Please take note that in sending your proposal/offer, please include in the e-mail subject the solicitation document number and the title for submissions and clarifications.

Subject: RFQ-019-PHL-2020 - Long Term Agreement (LTA) for Vehicle Rental in the Mindanao region

Quotations submitted by email must be limited to a maximum of 5MB, 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:

Exact Address/es of Delivery Location/s (identify all, if multiple)	<p><u>Lot A – Cotabato Station</u> Cotabato – Zamboanga (vice versa) Cotabato – Lanao sur (vice versa) Cotabato- Davao (vice versa) Cotabato – Iligan (vice versa) Cotabato – Marbel (vice versa) Cotabato – Gensan (vice versa) Cotabato – Maguindanao Area (vice versa) Cotabato – Cagayan De Oro (CDO) (vice versa) Cotabato – Kidapawan (vice versa)</p> <p><u>Lot B – Zamboanga Station</u> Zamboanga – Davao (vice versa) Zamboanga – CDO (vice versa)</p> <p><u>Lot C – Cagayan De Oro (CDO) Station</u> CDO - Iligan (vice versa) CDO – Marawi City (vice versa) CDO – Davao (vice versa) CDO – Cotabato City (vice versa)</p> <p><u>Lot D – Laguindingan Station</u> Laguindingan – CDO (vice versa) Laguindingan – Iligan (vice versa)</p> <p><u>Lot E – Iligan Station</u> Iligan – Marawi City (vice versa) Iligan – CDO (vice versa)</p>
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> 3-5 days from the issuance of the Purchase Order (PO)
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Local Currency: Philippine Peso
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes <i>Please note the UN and its specialized agencies (including UNDP) are exempt from paying taxes on procurement of services and goods.</i>
After-sales services required	<input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair
Deadline for the Submission of Quotation	Friday, April 10, 2020; 12:00 NN
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted	<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"/> 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; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <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"/> 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	<input checked="" type="checkbox"/> Permitted <i>Bidders can quote for one or more lots;</i> <i>Selection of the service provider will be based on</i> <i>a. Lowest ranked supplier (L1) for each lot</i> <i>b. If unsatisfactory performance by the lowest ranked supplier OR L1 is not able to provide a vehicle upon request, UNDP may contact second lowest (L2) under that lot.</i>
Payment Terms	<input checked="" type="checkbox"/> Monthly rent based on maximum 10-hours daily use
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"/> Minimum of three (3) year experience in vehicle rental services <input checked="" type="checkbox"/> Must have an adequate number of experienced, well-disciplined, professional and qualified drivers; <u>Bidders to share the list of staff including drivers and their previous experience in the region.</u> <input checked="" type="checkbox"/> Must have at least minimum of two units of the type of the required vehicles, equipped with safety equipment; <u>Bidders to provide a list of vehicles readily available with them at the time of bid submission</u> <input checked="" type="checkbox"/> The driver/s must have a good knowledge of the roads/terrain and areas throughout Mindanao <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
UNDP will award to:	<input checked="" type="checkbox"/> One or more Supplier; Maximum of three suppliers per Lot, depending on the following factors: <ul style="list-style-type: none"> - Supplier that can comply with the requirements mentioned in Annex 1 will be awarded the LTA - One supplier, if found compliant can be awarded LTA for multiple Lots

	<ul style="list-style-type: none"> - Supplier will be ranked based on the lowest quoted rates; for example <ul style="list-style-type: none"> ○ Rank 1 - First lowest quotation ○ Rank 2 – second lowest quotation
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Long Term Agreement
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 http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Conditions for Release of Payment	<input checked="" type="checkbox"/> Others Signed Trip Ticket, kilometer reading, passenger/driver's log sheet
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: 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.
Contact Person for Inquiries (Written inquiries only)	<p><i>Joseph Pangilinan</i> <i>Procurement Associate</i> <i>procurement.ph@undp.org</i></p> <p>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.</p>

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

Thank you and we look forward to receiving your quotation.

Sincerely yours,
ALKA ANEJA
Procurement Team Leader

Technical Specifications

THIS SECTION IS INTENDED TO PROVIDE DESCRIPTION OF THE REQUIREMENT. THE SUPPLIER SHOULD NOT FILL UP THESE BOXES AND SHOULD USE THE FORM IN THE NEXT PAGE.

The Table below shows the type of vehicle requirement and the required rental rates of the routes for each lot.

Description		Specifications of Goods	Daily Rental	OT Rate for daily use in excess of 10 hours	Monthly Rental
1	<u>4 x 4 Pick-up Vehicle</u>	<ul style="list-style-type: none"> - Inclusive of salary of Driver - Including Fuel (applicable to other offers) - Vehicle Maintenance (changing tires, change oil and other maintenance) must be borne by the service provider - The vehicle must be compliant with the applicable insurance and registered for operation during the period of contract and valid documentation of the vehicle. 	<i>inclusive of driver, fuel, accommodation and meals of the driver during field travel:</i>	<i>inclusive of driver, fuel, accommodation and meals of the driver during field travel</i>	<i>inclusive of driver, fuel, accommodation and meals of the driver during field travel:</i>
			<i>inclusive of driver, <u>WITHOUT fuel</u>, accommodation and meals of the driver during field travel:</i>	<i>inclusive of driver, <u>WITHOUT fuel</u>, accommodation and meals of the driver during field travel:</i>	<i>inclusive of driver, <u>WITHOUT fuel</u>, accommodation and meals of the driver during field travel:</i>
			<i>Without driver, <u>WITHOUT fuel</u>, accommodation and meals of the driver during field travel:</i>	<i>Without driver, <u>WITHOUT fuel</u>, accommodation and meals of the driver during field travel:</i>	<i>Without driver, <u>WITHOUT fuel</u>, accommodation and meals of the driver during field travel:</i>
2	<u>4 x 4 SUV</u>	<ul style="list-style-type: none"> - Alternate vehicle of similar quality to be provided when the unit assigned is under repair - The Vehicles must be clean with no odor and proper seat covers 	<i>inclusive of driver, fuel, accommodation and meals of the driver during field travel:</i>	<i>inclusive of driver, fuel, accommodation and meals of the driver during field travel:</i>	<i>inclusive of driver, fuel, accommodation and meals of the driver during field travel:</i>
			<i>inclusive of driver, <u>WITHOUT fuel</u>, accommodation and meals of the driver during field travel:</i>	<i>inclusive of driver, <u>WITHOUT fuel</u>, accommodation and meals of the driver during field travel:</i>	<i>inclusive of driver, <u>WITHOUT fuel</u>, accommodation and meals of the driver during field travel:</i>

Description		Specifications of Goods	Daily Rental	OT Rate for daily use in excess of 10 hours	Monthly Rental
		<ul style="list-style-type: none"> - The driver must have personal life and medical insurance cover and valid professional driving license - The driver should wear uniform and carry a Cell phone all the time. The cell number should be communicated to UNDP before arrival of the car 	<i>Without driver, WITHOUT fuel, accommodation and meals of the driver during field travel:</i>	<i>Without driver, WITHOUT fuel, accommodation and meals of the driver during field travel:</i>	<i>Without driver, WITHOUT fuel, accommodation and meals of the driver during field travel:</i>
3	<u>VAN</u>	<ul style="list-style-type: none"> - Must be able to speak and understand English and Tagalog - Each vehicle should have a fire-extinguisher in the car - The vehicle should clearly display name and contact number of the driver and the contact person from the firm (a tag) 	<i>inclusive of driver, fuel, accommodation and meals of the driver during field travel:</i>	<i>inclusive of driver, fuel, accommodation and meals of the driver during field travel:</i>	<i>inclusive of driver, fuel, accommodation and meals of the driver during field travel:</i>
			<i>inclusive of driver, <u>WITHOUT fuel, accommodation and meals of the driver during field travel:</u></i>	<i>inclusive of driver, <u>WITHOUT fuel, accommodation and meals of the driver during field travel:</u></i>	<i>inclusive of driver, <u>WITHOUT fuel, accommodation and meals of the driver during field travel:</u></i>
			<i>Without driver, WITHOUT fuel, accommodation and meals of the driver during field travel:</i>	<i>Without driver, WITHOUT fuel, accommodation and meals of the driver during field travel:</i>	<i>Without driver, WITHOUT fuel, accommodation and meals of the driver during field travel:</i>
			<i>Without driver, WITHOUT fuel, accommodation and meals of the driver during field travel:</i>	<i>Without driver, WITHOUT fuel, accommodation and meals of the driver during field travel:</i>	<i>Without driver, WITHOUT fuel, accommodation and meals of the driver during field travel:</i>
4	<u>4 x 2 SUV</u>		<i>inclusive of driver, fuel, accommodation and meals of the driver during field travel:</i>	<i>inclusive of driver, fuel, accommodation and meals of the driver during field travel:</i>	<i>inclusive of driver, fuel, accommodation and meals of the driver during field travel:</i>
			<i>inclusive of driver, <u>WITHOUT fuel, accommodation and meals of the driver during field travel:</u></i>	<i>inclusive of driver, <u>WITHOUT fuel, accommodation and meals of the driver during field travel:</u></i>	<i>inclusive of driver, <u>WITHOUT fuel, accommodation and meals of the driver during field travel:</u></i>
			<i>Without driver, WITHOUT fuel, accommodation and meals of the driver during field travel:</i>	<i>Without driver, WITHOUT fuel, accommodation and meals of the driver during field travel:</i>	<i>Without driver, WITHOUT fuel, accommodation and meals of the driver during field travel:</i>

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery²)

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-019-PHL-2020**:

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

Instructions: Kindly make a separate sheet for each route for each lot.

Description		Specifications of Goods	Daily Rental	OT Rate for daily use in excess of 10 hours	Monthly Rental
1	4 x 4 Pick-up Vehicle	<ul style="list-style-type: none"> - Inclusive of salary of Driver - Including Fuel (applicable to other offers) - Vehicle Maintenance (changing tires, change oil and other maintenance) must be borne by the service provider - The vehicle must be compliant with the applicable insurance and registered for operation during the period of contract and valid documentation of the vehicle. - Alternate vehicle of similar quality to be provided when the unit assigned is under repair - The Vehicles must be clean with no odor and proper seat covers 	<i>inclusive of driver, fuel, accommodation and meals of the driver during field travel:</i> Php_____	<i>inclusive of driver, fuel, accommodation and meals of the driver during field travel:</i> Php_____	<i>inclusive of driver, fuel, accommodation and meals of the driver during field travel:</i> Php_____
			<i>inclusive of driver, <u>WITHOUT fuel, accommodation and meals of the driver during field travel:</u></i> Php_____	<i>inclusive of driver, <u>WITHOUT fuel, accommodation and meals of the driver during field travel:</u></i> Php_____	<i>inclusive of driver, <u>WITHOUT fuel, accommodation and meals of the driver during field travel:</u></i> Php_____
			<i>Without driver, <u>WITHOUT fuel, accommodation and meals of the driver during field travel:</u></i> Php_____	<i>Without driver, <u>WITHOUT fuel, accommodation and meals of the driver during field travel:</u></i> Php_____	<i>Without driver, <u>WITHOUT fuel, accommodation and meals of the driver during field travel:</u></i> Php_____

¹ This serves as a guide to the Supplier in preparing the quotation and price schedule.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Description		Specifications of Goods	Daily Rental	OT Rate for daily use in excess of 10 hours	Monthly Rental
2	<u>4 x 4 SUV</u>	<ul style="list-style-type: none"> - The driver must have personal life and medical insurance cover and valid professional driving license - The driver should wear uniform and carry a Cell phone all the time. The cell number should be communicated to UNDP before arrival of the car - Must be able to speak and understand English and Tagalog - Each vehicle should have a fire-extinguisher in the car - The vehicle should clearly display name and contact number of the driver and the contact person from the firm (a tag) 	<i>inclusive of driver, fuel, accommodation and meals of the driver during field travel:</i> <i>Php_____</i>	<i>inclusive of driver, fuel, accommodation and meals of the driver during field travel:</i> <i>Php_____</i>	<i>inclusive of driver, fuel, accommodation and meals of the driver during field travel:</i> <i>Php_____</i>
			<i>inclusive of driver, <u>WITHOUT fuel, accommodation and meals of the driver during field travel:</u></i> <i>Php_____</i>	<i>inclusive of driver, <u>WITHOUT fuel, accommodation and meals of the driver during field travel:</u></i> <i>Php_____</i>	<i>inclusive of driver, <u>WITHOUT fuel, accommodation and meals of the driver during field travel:</u></i> <i>Php_____</i>
			<i>Without driver, <u>WITHOUT fuel, accommodation and meals of the driver during field travel:</u></i> <i>Php_____</i>	<i>Without driver, <u>WITHOUT fuel, accommodation and meals of the driver during field travel:</u></i> <i>Php_____</i>	<i>Without driver, <u>WITHOUT fuel, accommodation and meals of the driver during field travel:</u></i> <i>Php_____</i>
			<i>Without driver, <u>WITHOUT fuel, accommodation and</u></i>	<i>Without driver, <u>WITHOUT fuel, accommodation and</u></i>	<i>Without driver, <u>WITHOUT fuel, accommodation and</u></i>
3	<u>VAN</u>		<i>inclusive of driver, fuel, accommodation and meals of the driver during field travel:</i> <i>Php_____</i>	<i>inclusive of driver, fuel, accommodation and meals of the driver during field travel:</i> <i>Php_____</i>	<i>inclusive of driver, fuel, accommodation and meals of the driver during field travel:</i> <i>Php_____</i>
			<i>inclusive of driver, <u>WITHOUT fuel, accommodation and meals of the driver during field travel:</u></i> <i>Php_____</i>	<i>inclusive of driver, <u>WITHOUT fuel, accommodation and meals of the driver during field travel:</u></i> <i>Php_____</i>	<i>inclusive of driver, <u>WITHOUT fuel, accommodation and meals of the driver during field travel:</u></i> <i>Php_____</i>
			<i>Without driver, <u>WITHOUT fuel, accommodation and</u></i>	<i>Without driver, <u>WITHOUT fuel, accommodation and</u></i>	<i>Without driver, <u>WITHOUT fuel, accommodation and</u></i>

Description		Specifications of Goods	Daily Rental	OT Rate for daily use in excess of 10 hours	Monthly Rental
			meals of the driver during field travel: Php_____	meals of the driver during field travel: Php_____	meals of the driver during field travel: Php_____
4	<u>4 x 2 SUV</u>		inclusive of driver, fuel, accommodation and meals of the driver during field travel: Php_____	inclusive of driver, fuel, accommodation and meals of the driver during field travel: Php_____	inclusive of driver, fuel, accommodation and meals of the driver during field travel: Php_____
			inclusive of driver, <u>WITHOUT fuel, accommodation and meals of the driver during field travel:</u> Php_____	inclusive of driver, <u>WITHOUT fuel, accommodation and meals of the driver during field travel:</u> Php_____	inclusive of driver, <u>WITHOUT fuel, accommodation and meals of the driver during field travel:</u> Php_____
			Without driver, <u>WITHOUT fuel, accommodation and meals of the driver during field travel:</u> Php_____	Without driver, <u>WITHOUT fuel, accommodation and meals of the driver during field travel:</u> Php_____	Without driver, <u>WITHOUT fuel, accommodation and meals of the driver during field travel:</u> Php_____

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>
<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price			
<input checked="" type="checkbox"/> Minimum of three (3) year experience in vehicle rental services			
<input checked="" type="checkbox"/> Must have an adequate number of experienced, well-disciplined, professional and qualified drivers; <u>Bidders to share the list of staff including drivers and their previous experience in the region.</u>			
<input checked="" type="checkbox"/> Must have at least minimum of two units of the type of the required vehicles, equipped with safety equipment; <u>Bidders to provide a list of vehicles readily available with them at the time of bid submission</u>			
<input checked="" type="checkbox"/> The driver/s must have a good knowledge of the roads/terrain and areas throughout Mindanao			
<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			
Validity of Quotation			

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]