



## REQUEST FOR QUOTATION (RFQ) (Goods)

Supply and Delivery of 1 unit 4 x 4 SUV in Cotabato City	DATE: May 5, 2020
	REFERENCE: RFQ-023-PHL-2020

Dear Sir / Madam:

UNDP on behalf of UNODC kindly request you to submit your quotation for **the supply and delivery of Brand-New Unit of 4 x 4 SUV in Cotabato City** 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 **20 May 2020; 12:00 NN** and via ☒ **e-mail**, to the address below:

[bids.ph@undp.org](mailto: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-023-PHL-2020 – Supply and Delivery of 1 unit 4 x 4 SUV in Cotabato City**

Quotations submitted by email must be limited to a maximum of 10 MB per email, virus-free. 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 type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input checked="" type="checkbox"/> <b>DAP</b>	
Exact Address/es of Delivery Location/s (identify all, if multiple)	<b>36 Pastor Kimpo Ar., St. Kimpo Subdivision, Cotabato City, 9600</b>	
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> <b>30 days from the issuance of the Purchase Order (PO)</b>	
Delivery Schedule	<input checked="" type="checkbox"/> <b>Required</b>	
	<input type="checkbox"/> AIR	<input type="checkbox"/> LAND
Mode of Transport	<input type="checkbox"/> SEA	<input checked="" type="checkbox"/> <b>OTHERS</b>
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency : Philippine Peso	
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> <b>Must be exclusive of VAT.</b>	
After-sales services required	<input checked="" type="checkbox"/> <b>Warranty on Parts and Labor for minimum period of 3 years</b> <input checked="" type="checkbox"/> <b>Others: Please provide list (name, contact number and address) of authorized service center within the BARMM Region.</b>	
Deadline for the Submission of Quotation	<b>Wednesday, May 20, 2020, 12:00 NN Manila Time</b>	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> <b>English</b>	
Documents to be submitted	<input checked="" type="checkbox"/> <b>Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;</b> <input checked="" type="checkbox"/> <b>Latest Business Registration Certificate;</b> <input checked="" type="checkbox"/> <b>Latest Internal Revenue Certificate / Tax Clearance;</b> <input checked="" type="checkbox"/> <b>Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);</b> <input checked="" type="checkbox"/> <b>Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;</b>	
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> <b>120 days</b>  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"/> <b>Not permitted</b>
Payment Terms	<input checked="" type="checkbox"/> <b>100% upon complete delivery of goods or</b> <input checked="" type="checkbox"/> <b>Others 20% down payment and 80% full payment upon completion and acceptance of delivery of the units.</b>
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> <b>Technical responsiveness/Full compliance to requirements and lowest price</b> <b>Comprehensiveness of after-sales services</b> <input checked="" type="checkbox"/> <b>Full acceptance of the PO/Contract General Terms and Conditions</b>
UNDP will award to:	<input checked="" type="checkbox"/> <b>One and only one supplier</b> <input type="checkbox"/> One or more Supplier, depending on the following factors:
Type of Contract to be Signed	<input checked="" type="checkbox"/> <b>Purchase Order</b>
Contract General Terms and Conditions	<input checked="" type="checkbox"/> <b>General Terms and Conditions for contracts (goods and/or services)</b>  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 checked="" type="checkbox"/> <b>Cancellation of PO/Contract if the delivery/completion is delayed by 60 days</b> <input checked="" type="checkbox"/> <b>Cancellation of PO/Contract if the delivery/completion is delayed by 60 days</b>
Conditions for Release of Payment	<input checked="" type="checkbox"/> <b>Passing Inspection on post delivery</b>  <input checked="" type="checkbox"/> <b>Written Acceptance of Goods based on full compliance with RFQ requirements</b>

Annexes to this RFQ	<p> <input checked="" type="checkbox"/> <b>Specifications of the Goods Required (Annex 1)</b>  <input checked="" type="checkbox"/> <b>Form for Submission of Quotation (Annex 2)</b>  <input checked="" type="checkbox"/> <b>General Terms and Conditions / Special Conditions:</b>  <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>  <input type="checkbox"/> Others <i>[pls. specify, if any]</i> </p> <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>
Contact Person for Inquiries (Written inquiries only)	<p> <i>Joseph Pangilinan</i>  <i>Procurement Assistant</i>  <i>Joseph.pangilinan@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. </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](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*  
May 5, 2020

### Technical Specifications

Items to be Supplied*	Qty.	Description/Specifications of Goods		Latest Delivery Date
4 x 4 SUV	1	<b>Engine</b>		Within 30 days upon issuance of PO
		Engine Type	4-Cylinder In-Line DOHC 16 Valve Variable Nozzle Turbo (VNT) with Front Mounted Intercooler	
		Engine Displacement (cc)	2,755 (minimum)	
		<b>Maximum Output (ps/rpm)</b>	174 hp / 3,400 rpm (minimum)	
		Maximum Torque (Nm/rpm)	450 / 1,600 - 2,400 (minimum)	
		<b>Fuel Capacity (L)</b>	65 (minimum)	
		<b>Transmission</b>		
		<b>Power Transmission</b>	6 Speed Automatic with Sequential Control	
		<b>Drive</b>	Left Hand drive	
		<b>Front Brake/Rear Brake</b>	Ventilated Disc / Ventilated Disc	
		<b>Tires</b>	265 / 60 (minimum)	
		<b>Wheels (size)</b>	R18 (minimum)	
		<b>Dimension and Weight</b>		
		<b>Color</b>	<b>Black or Gray Metallic</b>	
		<b>Overall Dimensions (mm)</b>	<b>4,795 x 1,855 x 1,835 (minimum)</b>	
		<b>Wheelbase (mm)</b>	<b>2,745 (minimum)</b>	
		<b>Seating Capacity</b>	<b>7</b>	
		Other Requirements:		
		- Complete set of basic Tools		
		- Equipped with spare tire		
		- Free floor matting, rustproofing and tint		
		- Free maintenance services from 1st 1,500km. to 5,000km.		
		- Warranty on all parts supplied by the Manufacturer, 3 years or 100,000 kilometers whichever comes first		
- Free Third-Party Liability Insurance				

Items to be Supplied*	Qty.	Description/Specifications of Goods	Latest Delivery Date
		<ul style="list-style-type: none"> <li>- With Land Transportation Office registration, <b><u>vehicle is to be registered under United Nations Office on Drugs and Crimes (UNODC), 14<sup>th</sup> Floor, Rockwell Business Center Sheridan, Sheridan Street corner United Street, Brgy. Highway Hills, Mandaluyong City</u></b></li> <li>- List authorized service stations in Mindanao Region</li> </ul> <p>Note - * - minimum features</p>	

*\*Pls. attach delivery schedule, if relevant, and cluster by lot, if partial bids will be allowed. Specify delivery locations if goods multiple destinations.*

Alka Aneja  
Procurement Team Leader  
May 5, 2020

## Annex 2

### FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>1</sup>

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>2</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. **RFQ-023-PHL-2020**:

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

Items to be Supplied*	Qty.	Description/Specifications of Goods		Latest Delivery Date	Compliant to Specs	
LOT A	SUV's				Yes	No
4x4x SUV	1	Engine		30-45 days upon issuance of PO		
		Engine Type	4-Cylinder In-Line DOHC 16 Valve Variable Nozzle Turbo (VNT) with Front Mounted Intercooler			
		Engine Displacement (cc)	2,755 (minimum)			
		Maximum Output (ps/rpm)	174 hp / 3,400 rpm (minimum)			
		Maximum Torque (Nm/rpm)	450 / 1,600 - 2,400 (minimum)			
		Fuel Capacity (L)	65 (minimum)			
		Transmission				
		Power Transmission	6 Speed Automatic with Sequential Control			
		Drive	Left Hand drive			
		Front Brake/Rear Brake	Ventilated Disc / Ventilated Disc			
		Tires	265 / 60 (minimum)			
		Wheels (size)	R18 (minimum)			
		Dimension and Weight				
		Color	Black or Gray Metallic			

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

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



Items to be Supplied*	Qty.	Description/Specifications of Goods		Latest Delivery Date	Compliant to Specs	
		Overall Dimensions (mm)	4,795 x 1,855 x 1,835 (minimum)			
		Wheelbase (mm)	2,745 (minimum)			
		Seating Capacity	7			
		Other Requirements: - Complete set of basic Tools - Equipped with spare tire - Free floor matting, rustproofing and tint - Free maintenance services from 1st 1,500km. to 5,000km. - Warranty on all parts supplied by the Manufacturer, 3 years or 100,000 kilometers whichever comes first - Free Third-Party Liability Insurance - With Land Transportation Office registration, <b><u>vehicle is to be registered under United Nations Office on Drugs and Crimes (UNODC), 14<sup>th</sup> Floor, Rockwell Business Center Sheridan, Sheridan Street corner United Street, Brgy. Highway Hills, Mandaluyong City</u></b> - List authorized service stations in Mindanao Region Note - * - minimum features				

Item #	Description	UOM	Quantity	Unit Price	Total Price (without
1	4 x 4 SUVs (as per specification provided in section 5a and 5b) <b>(without VAT)</b>	unit	1		
	Transportation/Delivery Cost				
	other applicable taxes				
	<b>Bid Total DAP, (Incoterms 2010)</b>				
	Third Party Insurance (Comprehensive)				
	Warranty				
	Registration				
	Any other costs				
<b>GRAND TOTAL</b>					

**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	Total Price per Item

**TABLE 3 : Offer to Comply with Other Conditions and Related Requirements****x 4 SUVs**

Goods and services to be Supplied and Technical Specifications	Your response				
	Compliance with technical specifications		Delivery Date <i>(confirm that you comply or indicate your delivery date)</i>	Quality Certificate/Export Licenses, etc. <i>(indicate all that apply and attach)</i>	Comments
	Yes, we comply	No, we cannot comply <i>(indicate discrepancies)</i>			
4 x 4 SUVs					
Engine					
Engine Type	4-Cylinder In-Line DOHC 16 Valve Variable Nozzle Turbo (VNT) with Front Mounted Intercooler				
Engine Displacement (cc)	2,755 (minimum)				
Maximum Output (ps/rpm)	174 hp / 3,400 rpm (minimum)				
Maximum Torque (Nm/rpm)	450 / 1,600 - 2,400 (minimum)				
Fuel Capacity (L)	65 (minimum)				
Transmission					

Goods and services to be Supplied and Technical Specifications		Your response				
		Compliance with technical specifications		Delivery Date <i>(confirm that you comply or indicate your delivery date)</i>	Quality Certificate/Export Licenses, etc. <i>(indicate all that apply and attach)</i>	Comments
		Yes, we comply	No, we cannot comply <i>(indicate discrepancies)</i>			
Power Transmission	6 Speed Automatic with Sequential Control					
Drive	Left Hand drive					
Front Brake/Rear Brake	Ventilated Disc / Ventilated Disc					
Tires	265 / 60 (minimum)					
Wheels (size)	R18 (minimum)					
Dimension and Weight						
Color	Black or Gray Metallic					
Overall Dimensions (mm)	4,795 x 1,855 x 1,835 (minimum)					
Wheelbase (mm)	2,745 (minimum)					
Seating Capacity	7					
Other Requirements: <ul style="list-style-type: none"><li>- Complete set of basic Tools</li><li>- Equipped with spare tire</li><li>- Free floor matting, rustproofing and tint</li><li>- Free maintenance services from 1st 1,500km. to 5,000km.</li><li>- Warranty on all parts supplied by the Manufacturer, 3 years or 100,000 kilometers whichever comes first</li><li>- Free Third-Party Liability Insurance</li><li>- With Land Transportation Office registration, <b><u>vehicle is to be registered under United Nations Office on Drugs and Crimes (UNODC), 14<sup>th</sup> Floor, Rockwell Business Center Sheridan, Sheridan Street corner United Street, Brgy. Highway Hills, Mandaluyong City</u></b></li><li>- List authorized service stations in Mindanao Region</li></ul> Note - * - minimum features						

Goods and services to be Supplied and Technical Specifications	Your response				
	Compliance with technical specifications		Delivery Date <i>(confirm that you comply or indicate your delivery date)</i>	Quality Certificate/Export Licenses, etc. <i>(indicate all that apply and attach)</i>	Comments
	Yes, we comply	No, we cannot comply <i>(indicate discrepancies)</i>			

Other Related services and requirements <i>(based on the information provided in Section 5b)</i>	Compliance with requirements		Details or comments on the related requirements
	Yes, we comply	No, we cannot comply <i>(indicate discrepancies)</i>	
<b>Delivery Term (DAP)</b>			
<b>Latest delivery within 30 days after acceptance of PO</b>			
Warranty			
Local Service Support			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>			

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]*