



## REQUEST FOR QUOTATION (RFQ) For Goods

|                        |                             |
|------------------------|-----------------------------|
| NAME & ADDRESS OF FIRM | DATE: May 21, 2020          |
|                        | REFERENCE: UNDP/RFQ/12/2020 |

Dear Sir / Madam:

We kindly request you to submit your quotation for **Mosquito Nets (Jhul)**, 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 **5:00PM, May 27, 2020** by *e-mail*, to [procurement.np@undp.org](mailto:procurement.np@undp.org) with subject line:

“Quotation for Mosquito Net (ref: UNDP/RFQ/12/2020)- {Bidder’s Name}”

Quotations submitted by email must be limited to a maximum of **35 MB** (each transmission), virus-free and no more than **6** 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.

Please take note of the following requirements and conditions pertaining to the above-mentioned services:

|   |  |
|---|--|
| Delivery Terms<br>[INCOTERMS 2010]<br><i>(Pls. link this to price schedule)</i> | <input checked="" type="checkbox"/> <b>Other: Not Applicable</b> |
| Customs clearance, if needed, shall be done by:                                 | <input checked="" type="checkbox"/> <b>Not Applicable</b>        |
| Exact Address/es of Delivery Location/s (identify all, if multiple)             | <b>UNDP Office<br/>UN House, Pulchowk, Lalitpur</b>              |

|  |  |
|--|--|
| UNDP Preferred Freight Forwarder, if any   | <b>Not applicable</b>  |
| Distribution of shipping documents <i>(if using freight forwarder)</i>                                       | <b>Not applicable</b>  |
| Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i> | <input checked="" type="checkbox"/> <b>Immediately, within one week after issuing the Purchase Order</b>   |
| Delivery/Work Schedule   | <input checked="" type="checkbox"/> <b>Required</b>  |
| Packing Requirements   |  |
| Mode of Transport  |  |
| Preferred Currency of Quotation <sup>1</sup>   | <input checked="" type="checkbox"/> <b>Local Currency: Nepalese Rupees (NPR.) inclusive of VAT</b>   |
| Value Added Tax on Price Quotation   | <input checked="" type="checkbox"/> <b>Must be inclusive of VAT and all other applicable indirect taxes</b>  |
| After-sales services required  |  |
| Deadline for the Submission of Quotation   | <b>5:00PM Nepal time, <u>May 27, 2020</u></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, 3, 4, and 5, and in accordance with the list of requirements in Annex 1;</b><br><input checked="" type="checkbox"/> <b>Business Registration Certificate;</b><br><input checked="" type="checkbox"/> <b>Latest VAT/PAN Registration Certificate;</b><br><input checked="" type="checkbox"/> <b>Latest Tax Clearance Certificate;</b> |

<sup>1</sup> 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.

|   |   |
|---|---|
|   | <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>90 days</b><br><br>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 type="checkbox"/> Not permitted<br><input checked="" type="checkbox"/> <b>Permitted for individual lots however, partial quote within same lot is not permissible</b>  |
| Payment Terms   | <input checked="" type="checkbox"/> <b>100% upon supply and delivery of items</b>   |
| Liquidated Damages  | <input checked="" type="checkbox"/> <b>Will be imposed under the following conditions:</b><br><br><b>Percentage of contract price per day of delay:</b> 0.5% of the contract value<br><b>Max. no. of days of delay:</b> 10 days<br><b>After which UNDP may terminate the contract.</b> UNDP without further notice.               |
| Evaluation Criteria                                       | <input checked="" type="checkbox"/> <b>Technical responsiveness/Full compliance to requirements and lowest price<sup>2</sup></b><br><br><input checked="" type="checkbox"/> <b>Full acceptance of the PO/Contract General Terms and Conditions</b>  |
| UNDP will award to:                                       | <input type="checkbox"/> <b>One and only one supplier</b><br><input checked="" type="checkbox"/> <b>Single or Multiple suppliers. Contract will be awarded to technically qualified lowest bidder for each lot.</b>   |
| Type of Contract to be Signed                             | <input checked="" type="checkbox"/> <b>Purchase Order</b>   |

<sup>2</sup> 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.

|   |  |
|---|--|
|   |  |
| Special conditions of Contract                                      |  |
| Conditions for Release of Payment                                   | <input checked="" type="checkbox"/> <b>Written Acceptance of completion of the services, based on full compliance with RFQ requirements</b>  |
| Annexes to this RFQ   | <input checked="" type="checkbox"/> <b>Terms of Reference (Annex 1)</b><br><input checked="" type="checkbox"/> <b>Form for Submission of Quotation (Annex 2)</b><br><input checked="" type="checkbox"/> <b>General Terms and Conditions / Special Conditions (Annex 3).</b><br><br>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.  |
| Contact address for Inquiries (Written inquiries only) <sup>4</sup> | <i>Procurement Unit</i><br><i>UNDP Nepal</i><br><i>Email: <a href="mailto:query.procurement.np@undp.org">query.procurement.np@undp.org</a></i><br><br>Written inquiries must be submitted mentioning RFQ Ref: UNDP/RFQ/12/2020 (SA), on or before 5:00PM, <b>May 24, 2020</b> . UNDP shall post the compiled inquiries with the responses in UNDP Website: <a href="http://www.np.undp.org/content/nepal/en/home/operations/procurement.html">http://www.np.undp.org/content/nepal/en/home/operations/procurement.html</a> . Inquiries received after the above date and time shall not be entertained.<br><br>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.

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

<sup>4</sup> 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.

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 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. **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,**



*Niraj Shrestha*

*Assistant Resident Representative (Operations), UNDP Nepal*

May 21, 2020

**Annex 1**

| SN   | Description of Items | Required Specification  | Qty  |
|--|----------------------|---|------|
| <b>LOT#1 Medicated Mosquito Net</b>            |                      |   |      |
| 1  | Mosquito Net         | Rectangular mosquito net, polyethylene 130-150 DENIER, treated with WHOPES recommended insecticide<br>Preferred dimensions: 180 x 100 x 150 cm (length x width x height) +/- 5% | 8000 |
| <b>LOT#2 Non-medicated normal Mosquito Net</b> |                      |   |      |
| 1  | Mosquito Net         | Rectangular mosquito net, polyethylene<br>Single size with preferred dimensions: 180 x 100 x 150 cm (length x width x height) +/- 5%  | 8000 |

**Note: UNDP may opt the staggered order based on its requirement.**



**Annex 2****FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>5</sup>***(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>6</sup>)*

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer bid in conformity with the requirements of UNDP as per RFQ Reference No. UNDP/RFQ/12/2020

**TABLE 1 : Offer to Mosquito Net****LOT#1:**

| SN | Item Description                         | Quantity | Unit Price (NPR) | Total Price (NPR) |
|----|--|----------|------------------|-------------------|
| 1  | Medicated Mosquito Net<br>Made in: _____ | 8000     |                  |                   |
|    | Add: Applicable VAT/tax                  |          |                  |                   |
|    | <b>All-inclusive total cost</b>          |          |                  |                   |

**LOT#2:**

| SN | Item Description                             | Quantity | Unit Price (NPR) | Total Price (NPR) |
|----|--|----------|------------------|-------------------|
| 1  | Non-medicated Mosquito Net<br>Made in: _____ | 8000     |                  |                   |
|    | Add: Applicable VAT/tax                      |          |                  |                   |
|    | <b>All-inclusive total cost</b>              |          |                  |                   |

**TABLE 2 : Estimated Operating Costs (if applicable)**

| List of Item/s | Year | Unit Price | Total Price (NPR) |
|----------------|------|------------|-------------------|
| N/A            | N/A  |            |                   |
|                |      |            |                   |

<sup>5</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>6</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**TABLE 3 : 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:  | NA                         | NA                          |   |
| Country/ies Of Origin <sup>7</sup> :   |                            |                             |   |
| Warranty and After-Sales Requirements  | NA                         | NA                          |   |
| a) Training on Operations and Maintenance  | NA                         | NA                          |   |
| b) Defects Liability Period  | NA                         | NA                          |   |
| c) Service Unit to be Provided when the Purchased Unit is Under Repair                         | NA                         | NA                          |   |
| d) Brand new replacement if Purchased item is not working at the time of delivery/installation | NA                         | NA                          |   |
| e) Others  | NA                         | NA                          |   |
| Validity of Quotation  |                            |                             |   |
| All Provisions of the UNDP General Terms and Conditions  |                            |                             |   |
| Other requirements <i>[pls. specify]</i>   | NA                         | NA                          |   |

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]*

<sup>7</sup> 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.



## **Annex 3**

### **General Terms and Conditions for Services**

<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>