



REQUEST FOR QUOTATION (RFQ)
RICE- Supply, Packing, and Delivery to Mindanao

	DATE: May 26, 2020
	REFERENCE: RFQ-041-PHL-2020

Dear Sir / Madam:

We kindly request you to submit your **VAT-EXCLUSIVE quotation** for **RICE- Supply, Packing, and Delivery to Mindanao**, 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 **by 12 noon (Manila Time), Friday, May 29, 2020**
via e-mail to bids.ph@undp.org

United Nations Development Programme
15F North Tower, Rockwell Business Center Sheridan
Brgy Highway Hills, Mandaluyong City
Kristel Aberilla
bids.ph@undp.org

Quotations submitted by email must be limited to a maximum of 10 MB, virus-free and no more than 10 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 2020] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> Delivery to indicated addresses, including unloading of goods	
Customs clearance, if needed, shall be done by:	<input type="checkbox"/> UNDP <input checked="" type="checkbox"/> Supplier/Offeror <input type="checkbox"/> Freight Forwarder	
Exact Address/es of Delivery Location/s (identify all, if multiple)	<p>Lot 1 Deliver to OPAPP Area Management Office, 01 Mt. Bluebird St. Isabel Village, Pala-o, Iligan City, Lanao Del Norte</p> <p>Lot 2 Deliver to Zamboanga City Port, Zamboanga City (OPAPP Personnel will receive goods)</p> <p>Lot 3 Deliver to 36 Pastor Kimpo Sr. St., Kimpo Subdivision, RH 13, Cotabato City</p>	
UNDP Preferred Freight Forwarder, if any	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"/> 21 days from the issuance of the Purchase Order	
Delivery Schedule	<input checked="" type="checkbox"/> Required	
Packing Requirements	See Annex 1 for packing instructions	
Mode of Transport	<input checked="" type="checkbox"/> AIR <input checked="" type="checkbox"/> SEA	<input checked="" type="checkbox"/> LAND <input type="checkbox"/> OTHER [pls. specify]
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	
Deadline for the Submission of Quotation	Friday, May 29, 2020 12:00 noon, Manila Time	
All documentations, including catalogs, instructions and	<input checked="" type="checkbox"/> English	

operating manuals, shall be in this language	
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"/> Latest Business Registration Certificate ; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance;
Period of Validity of Quotes starting the 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.
Partial Quotes	<input checked="" type="checkbox"/> Permitted: Bidders may submit a bid for only 1 lot, only 2 lots, or all 3 lots.
Payment Terms	<input checked="" type="checkbox"/> 100% after complete delivery and acceptance of goods and invoice (payment via Electronic Funds Transfer to supplier's bank account within 30 days)
Liquidated Damages	<input checked="" type="checkbox"/> Will not be imposed
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"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier PER LOT
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
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
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days

Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
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 (see above link) 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)	<i>Kristel Aberilla</i> <i>Procurement Associate</i> procurement.ph@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.

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
May 26, 2020

MINIMUM Technical Specifications**Lot 1: Delivery to Iligan City
(1,988 sacks)**

Item No.	DESCRIPTION	Quantity needed to purchase	Unit of measurement
1	Local regular-milled rice 20 kg/sack	1,988	Sacks of 20 kilos each (repacking may be needed)
	Delivery and unloading of goods at OPAPP Area Management Office, 01 Mt. Bluebird St. Isabel Village, Pala-o, Iligan City, Lanao Del Norte		

**Lot 2: Delivery to Zamboanga City
(2,285 sacks)**

Item No.	DESCRIPTION	Quantity needed to purchase	Unit of measurement
1	Local regular-milled rice 20 kg/sack	2,285	Sacks of 20 kilos each (repacking may be needed)
	Delivery and unloading of goods at Zamboanga City Port, Zamboanga City (OPAPP Personnel will receive goods)		

**Lot 3: Delivery to Cotabato City
(122 sacks)**

Item No.	DESCRIPTION	Quantity needed to purchase	Unit of measurement
1	Special Milled Rice (Dinorado or equivalent) Aromatic; Japonica 50kg/sack	122	Sacks of 50 kilos each
	Delivery and unloading of goods at #36 Pastor Kimpo Sr. St., Kimpo Subdivision, RH 13, Cotabato City		

[Enter name of authorized staff]
 [Designation]
 [Click here to enter a date]

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. _____:

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

**Lot 1: Delivery to Iligan City
(1,988 sacks)**

Item No.	DESCRIPTION	Quantity needed to purchase	Unit of measurement	Unit Price (VAT-Exclusive)	Total Price (VAT-Exclusive)
1	Local regular-milled rice 20 kg/sack	1,988	Sacks of 20 kilos each (repacking may be needed)		
	Delivery and unloading of goods at OPAPP Area Management Office, 01 Mt. Bluebird St. Isabel Village, Pala-o, Iligan City, Lanao Del Norte				
	Other costs				
	Total Price for Lot 1				

**Lot 2: Delivery to Zamboanga City
(2,285 sacks)**

Item No.	DESCRIPTION	Quantity needed to purchase	Unit of measurement	Unit Price (VAT-Exclusive)	Total Price (VAT-Exclusive)
1	Local regular-milled rice 20 kg/sack	2,285	Sacks of 20 kilos each (repacking may be needed)		
	Delivery and unloading of goods at Zamboanga City Port, Zamboanga City (OPAPP Personnel will receive goods)				
	Other costs				
	Total Price for Lot 2				

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

**Lot 3: Delivery to Cotabato City
(122 sacks)**

Item No.	DESCRIPTION	Quantity needed to purchase	Unit of measurement	Unit Price (VAT-Exclusive)	Total Price (VAT-Exclusive)
1	Special Milled Rice (Dinorado or equivalent) Aromatic; Japonica 50kg/sack	122	Sacks of 50 kilos each		
	Delivery and unloading of goods at #36 Pastor Kimpo Sr. St., Kimpo Subdivision, RH 13, Cotabato City				

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>
Delivery Lead Time <u>(indicate number of days after issuance of PO)</u>			
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]*