



REQUEST FOR QUOTATION (RFQ)
PROVISION OF AIR FREIGHT LOGISTICS SERVICES FOR COVID-19 PRODUCTS
Long Term Agreement (LTA)

To : All Potential Bidder(s)	DATE: June 2, 2020
	REFERENCE: RFQ-UNDP-PSU-01-2020

Dear Sir / Madam:

The United Nations Development Programme (UNDP) hereby invites you to submit a Bid to this Request for Quotation (RFQ) for the above-referenced subject in response to COVID19 outbreak.

There are 5 lots on offer in the RFQ based on UNDP regions as follows:

Lot 1: Asia and Pacific Islands (RBAP)

Lot 2: Africa (RBA)

Lot 3: Latin America and Caribbean (RBLEC)

Lot 4: Europe and Central Asia (RBEC)

Lot 5: Arab States (RBAS)

UNDP intends to enter into a Long-Term Agreements (LTAs) with the selected contractors for each Lot and for a period of one (1) year with possible extension for another 6 months if there will be need for the services. Specific purpose of the LTAs is to deliver using Air Freight COVID19 related goods out of China to UNDP offices globally. Bidders can quote for one or more Lots.

The deadline for submission is Tuesday, 16th June 2020, Before 12 00 noon, Malaysia Time (GMT +8) via email to psbids@undp.org. The offer should be limited to a maximum 15 Mb per each email including all attachments. The offer may be split in several emails.

Your quotation is subject to the instructions provided in this RFQ which includes:

- This Request for Quotation
- Section 1: Documents and Information Comprising the Offer
- Section 2: Technical Requirements and Evaluation Criteria
- Section 3 (Returnable Offer form) : Your acceptance, if the contract is awarded to you, of UNDP General Conditions of Contracts available [here](#).
- Annex 1 (Returnable Offer Form): Technical Proposal in Word Document
- Annex 1A (Returnable Offer Form) : Local Partnership/JV/Consortium/Association Form in Word Document

-Annex 2 (Returnable Offer Form): Financial Proposal in Excel Sheet

Any queries or requests for clarifications should be sent to following email: psa.bids@undp.org; *Attention : PSU Procurement Analyst*

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.

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 in the link below:
<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,
Bakhtiyor Khamraev
PSU Team Lead**

Section 1 DOCUMENTS AND INFORMATION COMPRISING THE QUOTATION

Preliminary Examination Criteria

Please make sure to include the following information and documents in your offer:

1.1 Eligibility

Subject	Criteria	Document Submission requirement
Legal Status	<ul style="list-style-type: none"> Vendor is a legally registered entity. 	<ul style="list-style-type: none"> Certificate of business registration <i>For JV/Consortium/Association, all Parties should provide individual business registration certificate).</i>
Certificates and Licenses	<ul style="list-style-type: none"> Authorized Economic Operator (AEO) ¹rating of either Advanced Certified Enterprise(AA) or General certification company (A) issued by Customs of China. Quality Certificates, if applicable <i>For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i> 	<ul style="list-style-type: none"> Valid Authorized Economic Operator (AEO) Certificate and rating issued by China Customs ISO or equivalent Certificates, if applicable

1.2 Qualification

Subject	Criteria and Submission requirement																												
Previous Experience	<ul style="list-style-type: none">Minimum 3 years of relevant experience providing Global Inbound/Outbound Air Logistics Services from China.UNDP encouraged International Bidder to check a credit system and AEO status for: import and export company, freight forwarder, and customs agent in China if bidder does not have local presence. This website and the credit record are maintained by the Customs office of China: http://credit.customs.gov.cn/ccppwebserver/pages/ccpp/html/ccppindex.html <p>The bidder is solely responsible to select qualified partner(s) for the purpose of this RFQ.</p> <ul style="list-style-type: none">Please provide contract history and a minimum of 3 (three) reference or contacts UNDP may obtain reference from. If any past contracts are with the UN Agencies, please list them all. Past experience shall be provided in the following format: <table><tr><th></th><th>Title/Project description</th><th>Value of Contract or Long-Term agreement</th><th>Start date of Contract</th><th>End date of Contract</th><th>Client name</th><th>Email, tel. number and Address of client for reference purposes</th></tr><tr><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>3</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		Title/Project description	Value of Contract or Long-Term agreement	Start date of Contract	End date of Contract	Client name	Email, tel. number and Address of client for reference purposes	1							2							3						
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1																													
2																													
3																													

¹ An Authorized Economic Operator (AEO) is defined by the [World Customs Organization \(WCO\) SAFE Framework of Standards](#) as a party involved in the international movement of goods, in whatever function, that has been approved by, or on behalf of, a national Customs administration as complying with WCO or equivalent supply chain security standards.

	<i>For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>
Financial Standing	<ul style="list-style-type: none"> ▪ Brief company profile and services ▪ Audited financial statements for the past 3 (three) years or report from reputable credit rating agencies (i.e. D&B) or equivalent. <p><i>For JV/Consortium/Association, all Parties cumulatively should meet requirement</i></p>

Section 2 TECHNICAL REQUIREMENTS, OTHER CONDITIONS, EVALUATION CRITERIA AND METHOD FOR CONTRACT AWARD.

Technical requirements:

BACKGROUND

UNDP is supporting countries to strengthen their health systems in the face of COVID-19, including **procuring and delivering urgently needed medical supplies**, strengthening health infrastructure, managing health waste and ensuring salary payments to health workers. UNDP has currently a presence in 177 countries partnering with local governments and delivering development programmes. It is expected that the prospective LTA vendors maintains a strong professional network with appropriate air cargo logistics arrangements in place.

The objective of the Request for Quotation is to provide procurement support services to UNDP COVID19 response programmes globally by **sourcing quality and responsive air freight logistics services at affordable prices in order to deliver the urgently needed medical supplies originated from China to UNDP Country offices globally** and support them in their response to COVID19 outbreak. The medical supplies to be delivered by air globally are inclusive but not limited to the **Covid-19 products listed in Annex 2 Financial Proposal**.

SPECIFICATIONS/ TERMS OF REFERENCE FOR LTA

1. Background

The contractor shall provide quality and responsive air freight logistics services including the required customs export formalities at affordable prices in order to support UNDP delivering COVID-19 related goods from China (Beijing Capital International Airport) to UNDP offices globally at short notice and in a timely manner.

The contractor shall provide the necessary equipment (trucks, cranes, forklift including drivers/operators), facilities, qualified personnel, expertise and other means necessary to perform the air logistics services and inland transportation, customs clearance and related services in accordance with the best commercial practice.

2. Scope of Services

This section will provide a detailed description of the major activities expected to be undertaken by the contractor for the provision of airfreight logistics services and customs clearance of shipments.

The contractor shall organize shipments for UNDP China to export the goods from China and deliver these to UNDP Country offices globally. Since all shipments are destined for export, the contractor shall have solid expertise in preparing and processing customs documentation and performing activities pertaining to international shipments.

Information typically reviewed by the contractor includes the commercial invoice, shipper's export declaration, master air waybill and other documents required by the carrier or country of export, import, and/or transshipment.

The successful Contractor shall:

- a. Provide services for the customs export of goods manufactured in China and being shipped by air from China, specifically from Beijing Capital International Airport, to UNDP offices globally. The Air shipments should travel by direct route (from point A to point B) with no stop/transshipment) wherever possible.

If transshipment is necessary, it must be planned through airports known for providing swift and reliable cargo handling service with appropriate storage for the type of goods being transported. UNDP will only accept Master Airway Bills (MAWB). House Airway Bills will only be accepted on an exceptional basis and only upon prior approval in writing. Standard cargo insurance shall not apply as UNDP Global Insurance Broker will be providing the insurance coverage for the cargo.

- b. UNDP China will coordinate with the covid-19 products supplier to have cargo ready for loading at least 6 hours (or as applicable) before the estimated time of departure, delivered to the Contractor or its authorized agent at Beijing Capital International Airport. If the contractor anticipates that it will not be able to provide any portion of the airfreight services on the agreed upon schedule, the contractor shall immediately notify UNDP the delay in the delivery and the proposed revised delivery schedule, which shall not be deemed as waiver by UNDP of any available rights and/or remedies with respect to delay in delivery. If the contractor fails to secure alternative means to complete the service, UNDP may seek an alternative contractor and to perform the remaining portion of the services and claim from the contractor any and all additional costs so incurred.
- c. Process and handle all customs formalities for export of goods, i.e. application of rebate letters, application for permits and completion of customs bills of export and related customs clearance documentation;
- d. Ensure that the number of pieces, dimensions of each piece, the description of items, the packing and the gross weight and markings are in accordance with the information contained in the documents submitted by the UNDP China and supplier;
- e. Liaise with relevant authority at the UNDP China and the Government of China;
- f. Give such timely notice of any loss, damage or delay in respect of the goods as may be required under the applicable contract of carriage or other contract, or under the applicable transport document;
- g. Notify and consult with the UNDP China on any problems encountered with respect to the consignments;
- h. Prepay or arrange for prepayment of all applicable charges from the point of delivery by the supplier as indicated in the purchase order to point of ultimate destination named in the purchase order, provided that the Contractor shall ensure that such charges do not include taxes, excises or other duties imposed by governmental authorities.
- i. Promptly inform UNDP China for purpose of approval of any situation under the Contract, which might impose additional financial obligations.
- j. Arrange with UNDP China for timely transportation of consignments to avoid storage or demurrage charges.
- k. Provide Attendance at Customs Physical Examinations, at a required time and relevant point of export;
- l. Collect and deliver cargo, if required;
- m. Provide Handling and processing of export documentation, if required;
- n. Manage the entire transport chain and logistical functions from the point of origin to the point of destination, including all elements of the various modes of transport. This will include all necessary equipment, facilities, qualified personnel, expertise and other means necessary to perform the transport, freight forwarding and related services in accordance with best commercial practice;
- o. Provide services to UNDP China on a priority basis throughout the contractual period.

3. Secondary Competition for LTA Holders

The LTA holders shall initially receive notifications with details of shipment to be exported from UNDP. The LTA holders will response in a timely manner and provide an all-inclusive total sum quotation to UNDP on the cost of air shipment to the final destination based on the Incoterms specified in the shipment notifications (specifically Origin: FCA Beijing Capital International Airport in China to either DAP nearest airport or door to door to UNDP Country Office Address).

The all-inclusive total sum quotation should also consist the breakdown of costs that includes but not limited

to:

- a. Airfreight charges based on chargeable weight rates by the airlines
- b. Ground Terminal handling charges
- c. Master Airway Bill (MAWB) document charge
- d. DGM report charge (export security test service for medical device) is needed for the export of each medical product , if applicable. The freight forwarder shall manage the issuance of such report and invoice UNDP based on the actual price for such export security testing.
- e. Other related costs that make up the total sum.

UNDP will select the LTA holder offering the lowest price and comply with the delivery timeline for the planned shipment and will issue a Purchase Order (PO). UNDP reserves the right to split and award multiple POs to various LTA holders based on the shipment ability and delivery timeline.

The LTA holder who was selected will contact the selected airline company and obtain delivery orders and other information from UNDP Covid-19 product suppliers and prepare the MAWB.

The LTA Holder will thereafter process in coordination with UNDP China all the customs formalities in the various customs departments for the export process. The Contractor will issue all load notes and/or all the necessary documentation required and prepare correspondence for the Customs Department and/or concerned Ministries. The Contractor will ensure delivery of these documents to the UNDP China to be correctly stamped and signed by UNDP Operations Officer prior to submitting them to the concerned Customs Departments and/or concerned Ministries.

The Contractor shall invoice the UNDP for all completed shipments. Invoices shall include a detailed breakdown of costs detailing all corresponding charges per consignment to avoid any misunderstanding. All invoices submitted to the UNDP China must show detailed breakdown of services and charges and a copy of Master Airway Bill or other pertinent transport document must be attached to the invoices together with proof of expenditures. The Contractor shall monitor the departure of the airplanes and advise UNDP China of any delay regarding the ETA.

OTHER CONDITIONS

Further to the requirements mentioned in the RFQ , Bidders are requested to take note of the following additional requirements, conditions, and related services pertaining to the fulfillment of the requirements:

Language of the Bid	English
Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids)	Proposal(s) are to be submitted per lot basis and bidders are allowed to bid for one or more lots. Partial lot is not acceptable.
Payment Terms/Release of Payment	<input checked="" type="checkbox"/> 100% upon issuance and delivery of stamped MAWB to UNDP
Liquidated Damages	<input checked="" type="checkbox"/> Might be imposed for extreme emergency situations
Maximum expected duration of contract	One (1) year with possible extension for another 6 months if there will be need for the services.
Financial Evaluation -Indicative Quantity in demand scenario	The product dimension and quantity in the demand scenario is indicative for financial evaluation purpose. UNDP does not guarantee bidder any minimum or maximum nos. of call off or order to be provided under the contract/LTA (if awarded).

EVALUATION CRITERIA AND METHOD FOR CONTRACT AWARD

Evaluation Criteria

Technical	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Vendor is a legally registered entity.<input checked="" type="checkbox"/> Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization<input checked="" type="checkbox"/> Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.<input checked="" type="checkbox"/> Authorized Economic Operator (AEO) rating of either Advanced Certified Enterprise (AA) or A (General certification company) issued by Customs of China.<input checked="" type="checkbox"/> Minimum 3 years of experience in China for similar services<input checked="" type="checkbox"/> Minimum of 3 reference for referral contacts
Financial	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions

Method for Contract Award

Evaluation Method for the Award of Contract	Lowest priced technically responsive bid up to 4 lowest bidders for each lot, subject to eligibility and qualification stated. The lowest price per each lot will be based on the total costs for each lot based on the scenarios provided in Annex 2 of the RFQ.
UNDP will award the contract to:	<p>One or more Bidders, depending on the following factors</p> <ul style="list-style-type: none">▪ Each lot will be awarded up to 4 lowest priced and technically compliant (responsive bids) for each lot.▪ Maximum number of LTA vendors = up to 20 (up to 4 LTA vendors x 5 sub-lots). <p>There will be reduction in nos. of LTA Holders if the same bidder awarded multiple sublots.</p> <p>There will also be secondary bidding among the LTA Holders for each lot. The award of the PO will be based on :</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Lowest priced technically responsive offer<input checked="" type="checkbox"/> Ability to ship and delivery time*

* This shall be used for time-critical and/or exigent requirements such as Covid-19 pandemic

Section 3 -OFFER SUBMISSION FORM

Must be duly completed and stamped by the Offeror and returned with the Offer.

To: United Nations Development Programme

Dear Sir/Madam,

We, the undersigned, hereby offer to supply the goods and related services in accordance with your Request for Quotation Ref: dated . We are hereby submitting our offer for Lot(s):, which includes the Price Schedule (Annex 2).

We hereby declare that:

- a) All the information and statements made in this Offer are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby fully accept the Schedule of Requirements and Technical Specifications describing the duties and responsibilities required of us in this RFQ, and the General Terms and Conditions of UNDP's Standard Contract for this RFQ.

We agree to abide by this Offer for **30 days**.

We undertake, if our Offer is accepted, to initiate the supply of goods and provision of related services not later than the date indicated in the PO.

We fully understand and recognize that UNDP is not bound to accept this Offer, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

Name of the Offeror:

Address of the Offeror:

Authorized signature:

Name of authorized signatory:

Functional Title:

Date:

Annex 1 -Technical Proposal

A1.1 Returnable Bidding Forms / Certificates Checklist

This section serves as a checklist for preparation of your Bid Technical Proposal. Please ensure that all the certificates and forms have been submitted and return as part of your Bid submission. No alteration to format of the in this RFQ shall be permitted and no substitution shall be accepted.

Before submitting your Bid, please ensure compliance with the Bid Submission instructions of the RFQ to submit to psbids@undp.org

Technical Bid:

Have you duly completed all the Returnable Bidding Forms and Certificates? . Have you provided the required documents to establish compliance with the evaluation criteria in Section 2?	
▪ Certificate of Business Registration	<input type="checkbox"/>
▪ Valid Authorized Economic Operator (AEO) Certificate issued by China Customs	<input type="checkbox"/>
▪ Brief Company Profile and association partner in China (if applicable)	<input type="checkbox"/>
▪ Previous Experience in China : List of Contract/Purchase Order for the last 3 years	<input type="checkbox"/>
▪ List and details contact of 3 client's referrals	<input type="checkbox"/>
▪ Quality Certificates (if applicable)	<input type="checkbox"/>
▪ Section 3- Offer Submission Form	<input type="checkbox"/>
▪ This Annex 1-Technical Proposal	<input type="checkbox"/>
▪ Annex 1A- JV/Consortium/Association Form (if applicable)	<input type="checkbox"/>
▪ Last 3 Years Audited Financial Statement or D&B Report	<input type="checkbox"/>

Financial Bid

▪ Annex 2 Financial Proposal	<input type="checkbox"/>
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A1.2 Scope of Supply and Coverage

This section should demonstrate the Bidder's responsiveness to the scope of supply, coverage and related services by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient details.

Category	lot #	Region	Yes, our company is submitting bids for the following lot(s)
Air Logistics Freight Services	A1	Asia and the Pacific (RBAP)	<input type="checkbox"/>
	A2	Africa (RBA)	<input type="checkbox"/>
	A3	Europe and CIS (RBEC)	<input type="checkbox"/>
	A4	Latin America and Caribbean (RBLEC)	<input type="checkbox"/>
	A5	Arab States (RBAS)	<input type="checkbox"/>

Note: Bidder to state the country coverage for the lot in which the bid is being submitted. Bidder also to provide the name of the handling agent in those countries as well as their contact details on a separate sheet.

Annex 1A -JV/Consortium/Association Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFQ reference:	[Insert RFQ Reference Number]		

To be completed and returned with your Bid if the Bidder does not have local presence in China and is submitted together with the local partner.

UNDP encouraged International Bidder to check a credit system for: import and export company, freight forwarder, and customs agent in China if bidder does not have local presence. This website and the credit record are maintained by the Customs office of China:

<http://credit.customs.gov.cn/ccppwebserver/pages/ccpp/html/ccppindex.html>

The bidder is solely responsible to select qualified partner(s) for the purposes of this RFQ.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFQ process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a partnership **OR** ☐ Local Agent partnership agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association/Partnership shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner:

Name of partner:

Signature: _____

Signature: _____

Date: _____

Date: _____

Name of partner:

Name of partner:

Signature: _____

Signature: _____

Date: _____

Date: _____