



REQUEST FOR QUOTATION (RFQ) (Goods)

NAME & ADDRESS OF FIRM	DATE: June 23, 2020
	REFERENCE: RFQ012TLS2020- Supply of Fertilizer for UNDP SAR-ZEESM in Oé-Cusse, Timor-Leste

Dear Sir / Madam:

We kindly request you to submit your quotation for Supply of **Fertilizer for UNDP SAR-ZEESM in Oé-Cusse, Timor-Leste**, as detailed in Annex 1 (Schedule of Requirements and Technical Specification) of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2 and 1.

Quotations may be submitted on or before **17:00 (Timor-Leste local time) July 7, 2020** via e-mail or courier mail to the address below:

United Nations Development Programme
UN House, Caicoli Street, P.O Box 558 Dili, Timor-Leste
Attn: Ms. Munkhtuya Altangerel, Resident Representative
Submission by e-mail: bids.tp@undp.org

Quotations submitted by courier mail should indicate Reference Number and Description of **RFQ012TLS2020 – Supply of Fertilizer for UNDP SAR-ZEESM in Oé-Cusse, Timor-Leste**

Quotations submitted by email must be limited to a maximum of 2MB, virus-free and no more than 1 email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected. **Email Subject should indicate Reference Number: RFQ012TLS2020 – Fertilizer for UNDP SAR-ZEESM in Oé-Cusse, Timor-Leste**

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: *[check the condition that applies to this RFQ, delete the entire row if condition is not applicable to the goods being procured]*

Delivery Terms [INCOTERMS 2020] <i>(Pls. link this to price schedule)</i>	<input checked="" type="checkbox"/> DPU - Delivered at Place Unloaded	
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> UNDP	
Exact Address/es of Delivery Location/s (identify all, if multiple)	Agricultural Warehouse of Aenmat, Oé-Cusse, Timor-Leste.	
UNDP Preferred Freight Forwarder, if any ²	By Boat / Sea	
Distribution of shipping documents <i>(if using freight forwarder)</i>	UNDP will forward bill of lading, shipping instructions to chosen Freight Forwarder Agent by bidders	
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> 30 days maximum from the issuance of the Purchase Order (PO) and signing it by both parties <input checked="" type="checkbox"/> As per Delivery Schedule attached Time: Max. 60 calendar days from the acceptance of Purchase Order from UNDP Timor-Leste Time Zone of Reference: COB 17:00 (UTC+09:00) ,	
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required	
Packing Requirements	N/A	
Mode of Transport	<input type="checkbox"/> AIR	<input type="checkbox"/> LAND
	<input checked="" type="checkbox"/> SEA	<input type="checkbox"/> OTHER
Preferred	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input type="checkbox"/> Local Currency: <i>[pls. specify]</i>	

¹ Must be linked to INCO Terms chosen.

² Depends on INCO Terms. The suggestion to use a UNDP preferred courier is only for purposes of familiarity with procedures and documentary requirements applicable to the UNDP when clearing with customs.

Currency of Quotation ³	
Value Added Tax on Price Quotation ⁴	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes
After-sales services required	N/A
Deadline for the Submission of Quotation	COB, <i>Tuesday, July 07, 2020 and 1700hrs TLS Time</i>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted ⁵	<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"/> Company Profile, which should not exceed fifteen (15) pages, demonstrating company experience in the field of services, list of similar works undertaken, as well as including printed brochures and product catalogues (if any) relevant to the goods/services being procured. <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"/> Quality Certificates (ISO, etc.); <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied; <input checked="" type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods". <input checked="" type="checkbox"/> Delivery Schedule (Maximum 30 working days after issuing and signing PO by both parties) as stipulated in Annex 1 <input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder.

³ 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.

⁴ This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

⁵ First 2 items in this list are mandatory for the supply of imported goods

	<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 type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input 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"/> Not permitted
Payment Terms ⁶	<input checked="" type="checkbox"/> 100% upon complete delivery of goods
Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions UNLESS UNDP been notified in advance of delay with justifiable reason and accepted by UNDP: <ul style="list-style-type: none"> • Percentage of contract price per week of delay: 0.5% of the total contract amount. • Max. No. of days of delay from the date of Contract Completion: 20 Days. • Next course of action: Termination of the contract or cancelation of PO
Evaluation Criteria	<input checked="" type="checkbox"/> Full compliance to requirements and lowest price ⁷ <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions [<i>this is a mandatory criterion and cannot be deleted regardless of the nature of services required</i>] <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time ⁸
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order

⁶ UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

⁷ 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.

⁸ This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).

Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimal contracts (services only, less than \$50,000) 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 20 Days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance by UNDP of Goods based on full compliance with RFQ requirements
Annexes to this RFQ ⁹	<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 <input type="checkbox"/> Others <i>[pls. specify, if any]</i> 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) ¹⁰	<p>Any Inquires should be in writing by addressed it to: procurement.staff.tp@undp.org with Subject Line: Queries RFQ012TLS2020 latest by 30 June 2020 at COB 1730 TLS Time</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

⁹ Where the information is available in the web, a URL for the information may simply be provided.

¹⁰ 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.

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,

Sonia Mehzabeen
Operations Manager
June 23, 2020

**Schedule of Requirements and Technical Specifications
Supply and Delivery of Fertilizer for UNDP SAR-ZEESM in Oé-Cusse, Timor-Leste
(Included Transport cost to the place)**

Items to be Supplied*	Quantity	Description / Specifications of Goods	Latest Delivery Date
Fertilizer	494 Bags (50 kg)	<p>Specification NPK Pelangi Fertilizer Specifications The NPK compound fertilizer products from Pupuk Kaltim are very varied because they can be made according to the needs and needs of the plants.</p> <p>All raw materials from elements</p> <ol style="list-style-type: none"> 1. N (Nitrogen), 15% 2. P (Phosphate), 15% and K (Potassium) 15% are selected high quality and processed by a mechanical blending process to produce NPK fertilizer products. NPK fertilizers are marketed and sold under the NPK Pelangi trademark, which is left behind in SNI 02-2803-2000 (HS: 3105.20.00.00). 	30 days after PO acceptance
	139 Bags (50 kg)	<p>Specification Urea Fertilizer content is Nitrogen as much as 46%, Moisture 0.5%, Biuret Level 1%, size 1-3.35MM 90% Min and in the form of Prill. This fertilizer has the chemical formula NH₂CONH₂ with the form of granules or small crystal granules that are easily soluble in water, the nature of this urea fertilizer is hygroscopic or easily absorbs water so that for storage of urea fertilizer it is recommended in a dry and closed place. The color of urea fertilizer is pink to subsidized and white to non-subsidized urea fertilizer.</p> <ol style="list-style-type: none"> 1. Has subsidized pink and white for non-subsidized. 2. Granule or small crystal granules. 3. It has hygroscopic properties (easy to suck water). 4. Contains 46% Nitrogen. 5. Easy to dissolve in water. 6. Have the chemical formula NH₂ CONH₂. 	

	<p>200 bottles with 500ml in each bottles</p>	<p>Specification ATONIC growth regulator (ZPT) 6.5 L Is one of the ZPT trademarks that are on the market in the form of a solution in water and has a dark brown color. ATONIC ZPT 6.5 L even has a distinctive odor when compared to other ZPT.</p> <p>ZPT ATONIK 6.5 L is produced by PT. Mastalin Mandiri, having its address at Jalan Bandungan Asahan 11/12 - Jakarta Pusat Postal Code 10210. with Registration Number: RI. 0104011982561 ATONIC ZPT ACTIVE MATERIAL 6.5 L The use of this ZPT is suitable for those of you who want to increase the growth and production of cultivated plants because ATONIC ZPT 6.5 L has an active ingredient that is very beneficial for growth and crop yields, while the active ingredients contained in it are as follows,</p> <ol style="list-style-type: none"> 1. Sodium para-nitrophenol (para nitrophenol) 3.0 g / l 2. Sodium ortho-nitrophenol (ortho nitrophenol) 2.0 g / l 3. Sodium 5 - nitroguaiacol (nitroguaiacol) 1.0 g / l 4. Sodium 2 - 4 dinitrophenol (dinitrophenol) 0.5 g / l <p>BENEFITS OF ATONIC ZPT 6.5 L</p> <ol style="list-style-type: none"> 1. The hormone content contained in ATTIC ZPT 6.5 L helps increase the amount and weight of the fruit 2. ATONIC ZPT 6.5 L is able to provide nutrients to rice plants, so it can reduce broken rice grains. 3. Nutrition given ATONIC ZPT 6.5 L helps faster recovery in plants 4. The active ingredients contained in ATONIC ZPT 6.5 L can suppress the development of pests and diseases in plants <p>DOSAGE USE ATONIC ZPT 6.5 L In the use of ATONIC ZPT 6.5 L there are several things that must be considered so that there is no excess or lack of a given dose, as for the dose given as follows.</p> <ol style="list-style-type: none"> 1. For Rice Plants Giving ATONIC ZPT 6.5 L with a dose of 1 liter per hectare to overcome broken rice grains so that it can be lowered, spraying ZPT is done when ripe milk or during primordia, while to inhibit and suppress the spread of leaf blight is given at a dose of 1.5 ml / liter water 	
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Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹¹

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹²)

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

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
	Total Prices of Goods¹³				
	Add: Cost of Transportation				
	Add: Cost of Insurance				
	Add: Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation				

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

¹¹ This serves as a guide to the Supplier in preparing the quotation and price schedule.

¹² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

¹³ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

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			
Delivery Terms [INCOTERMS 2020]			
Exact Address/es of Delivery Location/s (identify all, if multiple)			
UNDP Preferred Freight Forwarder			
Latest Expected Delivery Date and Time			
Mode of Transport			
Documents to be submitted			
Payment Terms			
Liquidated Damages			
Evaluation Criteria			
All Provisions of the UNDP General Terms and Conditions; Special Conditions of Payment			
Specifications of the Goods Required			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

Sonia Mehzabeen
Operations Manager
23 June 2020