



## REQUEST FOR QUOTATION

### For the Supply and Delivery of Electric Vehicles (SUV) for UNDP

NAME & ADDRESS OF FIRM	DATE: July 1, 2020
	REFERENCE: UNDP/RFQ/20/2020

Dear Sir / Madam:

We kindly request you to submit your quotation for **the Supply and Delivery of Electric Vehicles (SUV) for UNDP Nepal**, 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, July 16, 2020** by *e-mail*,  
to [procurement.np@undp.org](mailto:procurement.np@undp.org) with subject line "Quotation for Supply and Delivery of Electric Vehicles (SUV) for UNDP Nepal (ref: UNDP/RFQ/20/2020)- {Bidder's Name}"

Quotations submitted by email must be limited to a maximum of **35 MB** (each transmission), virus-free and no more than **5** email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

5 email Tran 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 checked="" type="checkbox"/> DAP, Kathmandu Nepal <input checked="" type="checkbox"/> Other: Service fee in Nepalese Rupees inclusive of VAT	
Customs clearance <sup>1</sup> , if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror	
Exact Address/es of Delivery Location/s (identify all, if multiple)	United Nations Development Programme (UNDP) Nepal UN House, Pulchowk Lalitpur, Nepal	
UNDP Preferred Freight Forwarder, if any <sup>2</sup>	Not applicable	
Distribution of shipping documents (if using freight forwarder)	Not applicable	
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> Within 3 – 4 months upon issuance of the Order/Contract  <div style="text-align: center;">[pls. indicate]</div> <div style="text-align: right;">[pls. indicate]</div>	
Delivery Schedule	<input checked="" type="checkbox"/> Required	
Packing Requirements		
Mode of Transport	<input checked="" type="checkbox"/> Road <input checked="" type="checkbox"/> SEA <span style="float: right;">[pls. specify]</span>	
Preferred Currency of Quotation <sup>3</sup>	<input checked="" type="checkbox"/> United States Dollars  <input checked="" type="checkbox"/> Local Currency : Nepalese Rupees (NPR.) for other related cost, if applicable.	
Value Added Tax on Price Quotation <sup>4</sup>	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	<input checked="" type="checkbox"/> 2 years manufacturing defect on motors and minimum 5 years manufacturer warranty on battery  <div style="text-align: center;">[pls. specify]</div>	

<sup>1</sup> Must be linked to INCO Terms chosen.

<sup>2</sup> 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.

<sup>3</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.

<sup>4</sup> 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.

Deadline for the Submission of Quotation	<b>5:00PM, Thursday, July 16, 2020 Nepal Standard Time</b>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> <b>English</b>  <i>[pls. specify, including dialects, if needed]</i>
Documents to be submitted <sup>5</sup>	<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>Quality Certificates (ISO, etc.), if applicable;</b> <input checked="" type="checkbox"/> <b>Specifications, Catalogues/Brochures of the offered electric vehicle</b> <input checked="" type="checkbox"/> <b>Latest Business Registration Certificate;</b> <input checked="" type="checkbox"/> <b>Latest VAT/PAN Registration Certificate;</b> <input checked="" type="checkbox"/> <b>Latest Tax Clearance Certificate;</b>  <input checked="" type="checkbox"/> <b>Certificate of Exclusive Distributorship in the country (if applicable, and 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>

<sup>5</sup> First 2 items in this list are mandatory for the supply of imported goods

	[pls. specify as many as required]
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> <b>90 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 <sup>6</sup>	<input checked="" type="checkbox"/> <b>Payment will be made after successful completion of the delivery.</b>
Liquidated Damages	<input checked="" type="checkbox"/> <b>Will be imposed</b> Liquidated damages for delay of supply would be: 0.5% of the contract for every day of delay, up to a maximum duration of 1 calendar month. Thereafter, the contract may be terminated by UNDP without notice.
Evaluation Criteria [check as many as applicable]	<input checked="" type="checkbox"/> <b>Technical responsiveness/Full compliance to requirements and lowest price<sup>7</sup></b>  <input checked="" type="checkbox"/> <b>Full acceptance of the PO/Contract General Terms and Conditions</b>  [pls. specify]
UNDP will award to:	<input checked="" type="checkbox"/> <b>One and only one supplier</b>
Type of Contract to be Signed	<input checked="" type="checkbox"/> <b>UNDP's Contract for Goods and/or Services or PO</b>

<sup>6</sup> 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.

<sup>7</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.

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

<sup>9</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

Special conditions of Contract	<i>[pls. specify]</i>
Conditions for Release of Payment	<p><i>[specify method, if possible]</i></p> <p><i>[specify standard, if possible]</i></p> <p><i>[specify no. of trainees, and location of training, if possible]</i></p> <p><input checked="" type="checkbox"/> <b>Written Acceptance of completion of the supply, based on full compliance with RFQ requirements</b></p> <p><i>[pls. specify]</i></p>
Annexes to this RFQ <sup>10</sup>	<p><input checked="" type="checkbox"/> <b>Schedule of Requirement/Specification for Electric Vehicles (SUV) for UNDP (Annex 1)</b></p> <p><input checked="" type="checkbox"/> <b>Form for Submission of Quotation (Annex 2)</b></p> <p><input checked="" type="checkbox"/> <b>General Terms and Conditions / Special Conditions (Annex 3).</b></p> <p><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 address for Inquiries (Written inquiries only) <sup>11</sup>	<p><i>Procurement Unit</i>  <i>UNDP Nepal</i>  <i>Email: <a href="mailto:query.procurement.np@undp.org">query.procurement.np@undp.org</a></i></p> <p>Written inquiries must be submitted mentioning RFQ Ref: UNDP/RFQ/20/2020 (UG), on or before 5:00PM, 08 July 2020. UNDP shall respond to the inquiries through a bulletin posted 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.</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.

<sup>10</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>11</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.

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 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,**




*Shiva Prakash Adhikari*  
Procurement Associate

UNDP Nepal  
July 1, 2020

**Annex 1****Schedule of Requirements/Technical Specifications for Electric Vehicles (SUV)**

Items to be provided*	Total Qty	Description of Goods		Expected Delivery Time
		<b>Electric Vehicles (SUV) for UNDP Nepal</b>		3-4 months
		<b>Description</b>	<b>Specification</b>	
1	2 units	<b>Electric Motor</b>	Minimum Output 145 HP	
		<b>Battery</b>	Lithium-Ion Battery with capacity at least 40 KWh	
		<b>Electric Range</b>	Minimum 350 KM	
		<b>Torque</b>	Minimum 260 lb-ft	
		<b>Transmission</b>	Automatic	
		<b>Steering Type</b>	<ul style="list-style-type: none"> <li>▪ Power</li> <li>▪ Right Hand Drive (RHD)</li> </ul>	
		<b>Tyre Type</b>	<ul style="list-style-type: none"> <li>▪ Tubeless Radial</li> </ul>	
		<b>Seating Capacity</b>	Minimum 5	
		<b>No. of Doors</b>	4 – 5 doors	
		<b>Color</b>	White	
		<b>Break System</b>	Ventilated Disc Brakes	
		<b>Ground clearance</b>	Minimum 150 mm	
		<b>Wheel size</b>	16" minimum	
		<b>Additional Accessories</b>	<ul style="list-style-type: none"> <li>• Electric Parking Braking with Auto Hold (EPB)</li> <li>• Antilock Braking System (ABS)</li> <li>• Electronic Stability Control (ESC)</li> <li>• Hill Assist Control (HAC)</li> <li>• Lane Keeping Assist System</li> <li>• Wireless Charger</li> <li>• Airbags (D+P)</li> <li>• AC</li> <li>• Extra Tyre</li> <li>• Fog light</li> <li>• Power Window</li> <li>• Central Locking</li> <li>• Smart Key and Push Button Start</li> </ul>	
		<b>Warranties</b>	<ul style="list-style-type: none"> <li>• 2 years manufacturing defect on motors and min 5 years manufacturer warranty on battery</li> </ul>	

  
 Shiva Prakash Adhikari  
 Procurement Associate  
 UNDP Nepal  
 July 1, 2020

## Annex 2

**FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>12</sup>*****(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>13</sup>)***

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply and deliver of Electric Vehicles (SUV) for UNDP in conformity with the requirements of UNDP as per RFQ Reference No. UNDP/RFQ/20/2020:

**TABLE 1 : Offer to Supply and Deliver of Electric Vehicles in Compliant with the Requirements**

Item No.	Description/Specification of Goods	Unit	Qty	Unit Price in US\$	Total Price DAP Kathmandu in US\$
1	Supply and Delivery of Electric Vehicles (SUV) in accordance with the specifications given in Annex 1	Nos.	2		
2	Other related costs (if applicable)				
	<b>Total Price in US\$ inclusive (DAP Kathmandu)</b>				

<b>Delivery days (3/4 months)</b>	<b><u>Yes / No</u></b>
<b>Availability of Spare Parts in Nepal</b>	<b><u>Yes / No</u></b>
<b>Availability of Service Centers &amp; Charging Stations in Nepal</b>	<b><u>Yes / No</u></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
<b>NOT APPLICABLE</b>				

<sup>12</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>13</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		
Country/ies Of Origin <sup>14</sup> :			
Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance	NA		
b) 2 years manufacturing defect on motors and min. 5 years manufacturer warranty on battery			
c) Service Unit to be Provided when the Purchased Unit is Under Repair	NA		
d) Brand new replacement if Purchased item is not working	NA		
e) Others			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>	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>14</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**