



REQUEST FOR QUOTATION (RFQ) (Goods)

	DATE: July 2, 2020
	REFERENCE: RFQ-049-PHL-2020

Dear Sir / Madam:

We kindly request you to submit your quotation for **the supply and delivery of Freezers, Rice Cookers and Smart TV** 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 **16 July 2020; 5:00 PM** and via ☒ **e-mail**, to the address below:

bids.ph@undp.org

Please take note that in sending your proposal/offer, please include in the e-mail subject the solicitation document number and the title for submissions and clarifications.

Subject: RFQ-049-PHL-2020 – Supply and Delivery of Supply and Delivery Freezers, Rice Cookers and Smart TV

Quotations submitted by email must be limited to a maximum of 10 MB per email, virus-free. 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	Door to door delivery with unloading
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Exact Address/es of Delivery Location/s (identify all, if multiple)	DPWH Mintex OPAPP Office, Cotabato City.
Latest Expected Delivery Date and Time (<i>if delivery time exceeds this, quote may be rejected by UNDP</i>)	<input checked="" type="checkbox"/> within 30 days from the issuance of the Purchase Order (PO)
Delivery Schedule	<input checked="" type="checkbox"/> Required
Preferred Currency of Quotation	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency: Philippine Peso
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT. <i>Please note the UN and its specialized agencies (including UNDP) are exempt from paying taxes on procurement of services and goods.</i>
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 1 year <input checked="" type="checkbox"/> Others: Please provide list (name, contact number and address) of authorized service center within the BARMM Region.
Deadline for the Submission of Quotation	Thursday, July 16, 2020, 5:00 PM Manila Time
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
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; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <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 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"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of goods <input type="checkbox"/>

Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price per lot <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input type="checkbox"/> One and only one supplier <input checked="" type="checkbox"/> One or more Supplier, depending on the following factors: Award will be made on a per lot basis, supplier may be awarded all the lots if it will be evaluated the responsive and compliant offer.
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 additional 30 days after 30 days of PO placement
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection after delivery <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: 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)	<i>Joseph Pangilinan</i> <i>Procurement Assistant</i> <i>Joseph.pangilinan@undp.org</i> 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,

Karyll Angeles
Procurement Associate
July 2, 2020

Technical Specifications

Items to be Supplied*	Qty.	Description/Specifications of Goods	Latest Delivery Date
Lot A Smart TV	15	Size: 40" full HD Smart TV Resolution: 1920 x 1080 resolution HDMI connections: 2 connections (minimum) USB ports: 3 USB ports (minimum) Power: 220V Warranty: 1 yr (minimum)	Within 30- days upon issuance and acceptance of PO
Lot B Chest Freezer	30	Capacity: 6 cu.ft. Power consumption: 220V/122W, EER: 145 Dual function freezer or chiller Features: 8-level frontal temperature control, frontal drain, aluminum inner lining, grip handle with key lock Single wire basket with roller feet Warranty: 1 year (minimum)	
Lot C Rice Cooker	60	Capacity: 10L Rice cooker, warm keeping features Outside dimensions: 320 x 450mm (minimum) Inside dimensions: 158 x 325 mm (minimum) Power: 220V Warranty: 1 year (minimum)	

**Pls. attach delivery schedule, if relevant, and cluster by lot, if partial bids will be allowed. Specify delivery locations if goods multiple destinations.*

*Karyll Angeles
Procurement Associate
July 2, 2020*

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. **RFQ-049-PHL-2020**:

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

Items to be Supplied	QTY	Description/Specification of Goods	Latest Delivery Date	Compliance to Specification		Unit Cost
				Yes	NO	
Lot A Smart TV	<u>15</u>	Size: 40" full HD Smart TV				
		Resolution: 1920 x 1080 resolution				
		HDMI connections: 2 connections (minimum)				
		USB ports: 3 USB ports (minimum)				
		Power: 220V				
		Warranty: 1 yr (minimum)				
Lot B Chest Freezer	<u>30</u>	Capacity: 6 cu.ft.				
		Power consumption: 220V/122W, EER: 145				
		Dual function freezer or chiller				
		Features: 8-level frontal temperature control, frontal drain, aluminum inner lining, grip handle with key lock				
		Warranty: 1 year (minimum)				
		Single wire basket with roller feet				

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

Items to be Supplied	QTY	Description/Specification of Goods	Latest Delivery Date	Compliance to Specification		Unit Cost
				Yes	NO	
Lot C Rice Cooker	60	Capacity: 10L Rice cooker, warm keeping features				
		Outside dimensions: 320 x 450mm (minimum)				
		Inside dimensions: 158 x 325 mm (minimum)				
		Power: 220V Warranty: 1 year (minimum)				

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

Other Related services and requirements (based on the information provided in Section 5b)	Compliance with requirements		Details or comments on the related requirements
	Yes, we comply	No, we cannot comply (indicate discrepancies)	
Delivery Terms (door to door with unloading)			
Latest delivery within 30 days after acceptance of PO			
Warranty			
Local Service Support			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements [pls. specify]			

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]