



REQUEST FOR QUOTATION (RFQ) (Service)

To: All Interested Bidders	DATE: 9 July 2020
	REFERENCE: RFQ/UNDP/EU-106218 /039/2020 – Liveaboard trip services to southeast Aru MPA (Maluku) for biophysical monitoring program

Dear Sir / Madam:

We kindly request you to submit your quotation for **RFQ/UNDP/EU-106218 /039/2020 – Liveaboard trip services to southeast Aru MPA (Maluku)**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached here to as Annex 2.

Quotations may be submitted on or before 23 July 2020 at 1700 hour (GMT+7) and via ☒ *e-mail* to the address below:

United Nations Development Programme

Menara Thamrin Building, 7th Floor
Jl. M.H. Thamrin, Kav. 3, Jakarta 10250
Attn: Procurement Unit
Email: bids.id@undp.org

Quotations submitted by email must be limited to a maximum of 10 MB per transmission, virus-free and no more than 5 (five) 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 service/s:

Exact Address/es of Delivery Location/s (identify all, if multiple)	Aru Island District, Maluku Province	
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	Please refer to Annex 1	
Delivery Schedule	Please refer to Annex 1	
Mode of Transport	<input type="checkbox"/> AIR	<input type="checkbox"/> LAND
	<input checked="" type="checkbox"/> SEA	<input type="checkbox"/> OTHER as proposed by bidders
Preferred Currency of Quotation ¹	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Local Currency : IDR For Local Bidders	
Value Added Tax on Price Quotation ²	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	
Deadline for the Submission of Quotation	23 July 2020 at 1700 hour (GMT+7)	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English	
Documents to be submitted ³	<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"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; <input checked="" type="checkbox"/> Others All requirement as specified in Annex 1	
	<input checked="" type="checkbox"/> 60 days	

¹ 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.

² 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.

³ First 2 items in this list are mandatory for the supply of imported goods

Period of Validity of Quotes starting the Submission Date	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 ⁴	<input checked="" type="checkbox"/> 100% upon complete delivery of service
Liquidated Damages	N/A
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁵ Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Other Type/s of Contract Professional service contract
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of service based on full compliance with RFQ requirements (Annex 1)
Annexes to this RFQ ⁶	<input checked="" type="checkbox"/> Terms of Reference (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.

⁴ 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.

⁵ 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.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

Contact Person for Inquiries (Written inquiries only) ⁷	Rida.trisna@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.
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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 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.

⁷ 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.

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,



Martin Stephanus Kurnia
Procurement Analyst

09-Jul-2020

Annex 1

Terms of Reference

Liveaboard trip services to southeast Aru MPA (Maluku) for biophysical monitoring program

A. General Information

Title	: Liveaboard trip services to southeast Aru MPA (Maluku) for biophysical monitoring program
Project No	00100050 – ATSEA Phase 2
Report to	: National Project Coordinator ATSEA-2
Location	: JL Pasir Putih II RT.11/RW.10, RT.3/RW.10, Ancol, Pademangan, North Jakarta City, Jakarta, 14430
Duration of contract	: The expected duration of the contract is 2 months calculated based on the contract starting date
Location	: Southeast Aru MPA (Maluku)

B. Background

Worldwide, the uses of marine protected area have expanded exponentially since they were first introduced in the late nineteenth century as a popular form of ocean management to promote the sustainable use of marine resources. Marine protected areas (MPAs) through zoning have been set up to protect vulnerable species and ecosystems, to conserve biodiversity and minimize extinction risk, to re-establish ecosystem integrity, to segregate uses to avoid user conflicts, and to enhance the productivity of fish and marine invertebrate populations, and eventually for ensuring the onward flow of beneficial ecosystem services that support human well-being.

Considering the fact that Indonesia located in the heart of the coral triangle which being epicentre of marine biodiversity on earth, Government of Indonesia has committed to establish 30 million hectares of marine protected area by 2030 as the effort to preserve marine biodiversity. In the second quarter of 2019, initiatives from the central and provincial governments had succeeded in establishing 22.69 million hectares of marine protected areas. However, this commitment must also align with the efforts to optimize the effectiveness of MPA management. Thus, the establishment of MPAs has an impact on the preservation of marine resources and provide maximum benefits to local communities.

Southeast Aru Islands is one of the conservation areas established by the central government based on Decree of Ministry of Forestry Republic of Indonesia No. 27/Kpts-II/1991 holding the status of Marine Nature Reserve of Southeast Aru Islands, which was later handed over to the Ministry of Marine and Fisheries in 2009 through Decree of Ministry of Marine and Fisheries No 63/Men/2009 with the status changed into Aquatic Nature Sanctuary (MPA) of Southeast Aru Island. Currently, southeast Aru Islands is managed by Central Government through Technical Implementation Unit of the Directorate General of Marine Spatial Management, namely the Kupang Water Conservation Area Agency (BKKPN Kupang).

The Aquatic Nature Sanctuary of Southeast Aru Islands are designed with management targets for:

- Maintain the integrity of the ecosystem that is inside and outside the region.
- Conserve the diversity of species of biological natural resources, especially endemic species such as sea turtles.
- Preservation of utilization, especially tourism objects that can be managed to support the development of the tourism industry, both on land and at sea. It is also expected to guarantee the preservation of marine products for the surrounding communities and those in the Aquatic Nature Sanctuary of southeast Aru Islands.

As effort to measure the management effectiveness of the southeast Aru MPA, an assessment of the biophysical status of marine resources such as mangroves, seagrasses, coral reefs and vulnerable species is needed to evaluate the impact of management interventions to biophysical conditions of marine resources.

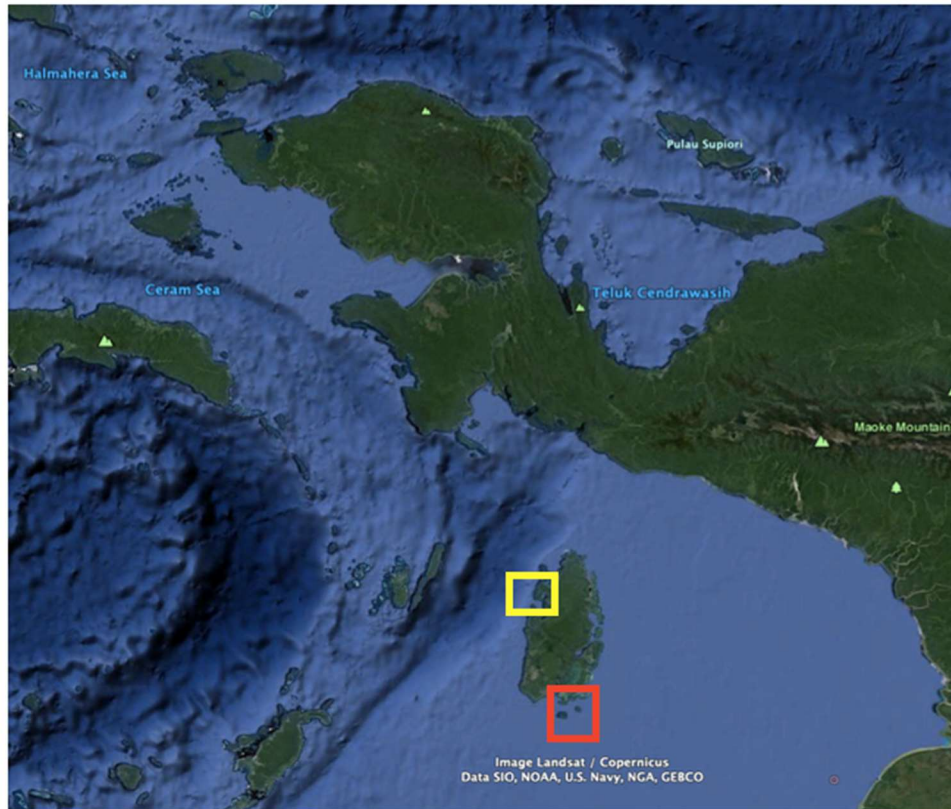
The objective of this activity aims to:

- Testing the suitability of the standard operating procedures book for biophysical monitoring of the southeast Aru MPA that have been developed in 2019 in the implementation stage.
- Extracting the lesson learnt from the implementation of standard operating procedures book for biophysical monitoring of southeast Aru MPA for further improvement.
- Updating the status of mangrove, seagrass, and coral reef for the evaluation of management effectiveness in the southeast Aru MPA.
- Monitoring the status of vulnerable species, i.e. sea turtle and marine mammals in the southeast Aru MPA.

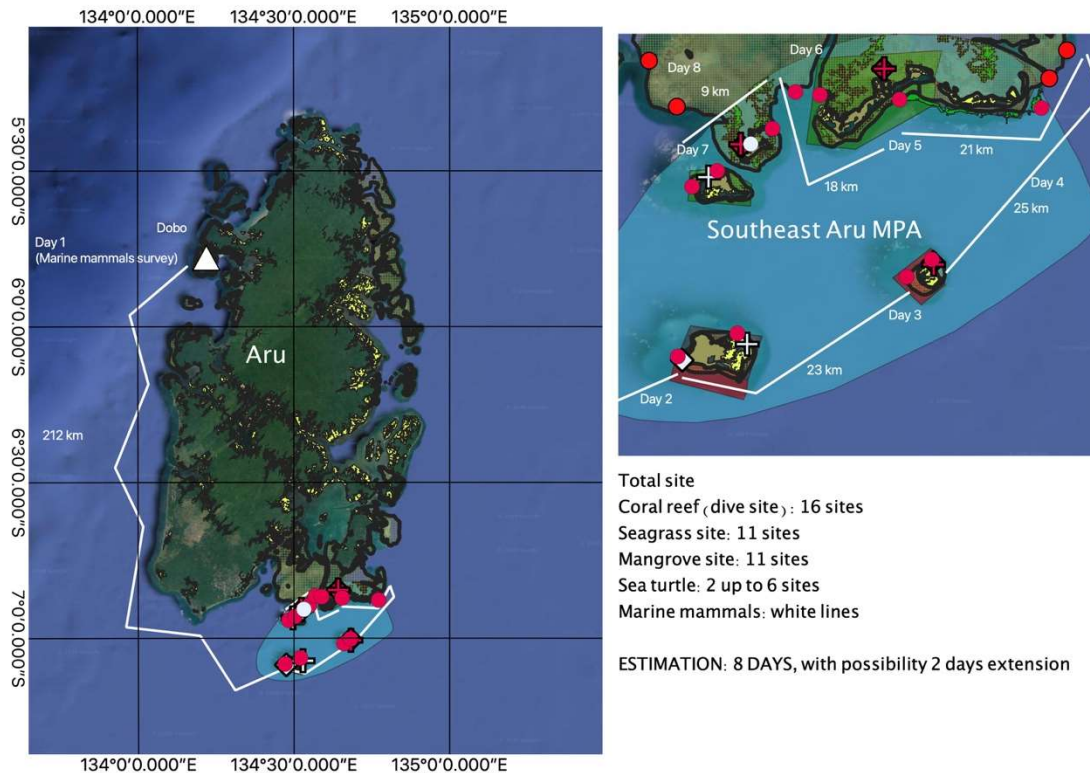
This activities is part of the implementation of **The Arafura and Timor Seas Ecosystem Action (ATSEA) Phase 2**, which support the effectiveness management of southeast Aru MPA.

Scope of work

The UNDP is seeking company to provide the liveaboard charter services on **August/September 2020 for 8 days research** activity in the southeast Aru MPA (Maluku). The services companies are expected to pick up our research team in Dobo, Aru (will be return in the same place). The services companies also expected to provide standard services for liveaboard trip such as bed, toiletries and meals and facilitate research team to collecting data in several sites that showed in the map below with dive gears



1. Map of southeast Aru MPA. Yellow box indicates Dobo (pick-up and return location) and Red box indicates the southeast Aru MPA (research area)



2. Map of research site purposes, including cruise line for marine mammal survey (white line) and several symbol for sea turtle, coral reef, seagrass, and mangrove monitoring sites.

Services required from the company to provide standard services for Liveaboard trip, such as:

- Pick up research team in Dobo, Aru (will be return in the same place).
- Provide cruise services for 8 days which following the cruise track suggested on the map above.; *"please provide us quotations 8 days cruise services"*
- Provide underwater photo and video (raw) at least 100 high quality photos and 5 minutes duration of videos
- Provide full meals and snacks while on board the vessel (3 times per day) and 2 time coffee breaks
- While on board the vessel provide free flow mineral water and soft drinks, as tea and coffee should be served during coffee breaks.
- 1 person for Professional dive guide with minimum 1000 dive log as a guide
- Regular air fills, tanks, weights and weight belt for 4 persons and available diving compressor
- Provide trips travel insurance for 14 participant and additional 4 dive insurance

- i. Provide safety assessment document for the boatSpecific needs

No	Items	Qty
1	Cabin for 14 persons and functional toilets with running clean water	6 or 7 cabins for persons
2	Full set dive gear	4 sets
3	Speed boat/ Tender Boat	2 units
4	Availability of Navigation and communication equipment: GPS, radio and satellite phone	1 package
5	First Aid Kit & Oxygen on board including sea sickness medicine	1 package
6	Life Jackets	14 (minimum persons)
7	Binocular	2 units
8	Minimum number of crew to serve 14 persons	
9	Trips insurance	14 persons
10	Toiletries (towel, soap, shampoo)	14 persons

Qualification of Selected Provider

UNDP is seeking a company, which can demonstrate:

- Experience in at least providing liveaboard services for Maluku and Papua region minimum 2 trips of sailing.
- Has a good track record in providing liveaboard services by providing portfolio (max. 5 pages) and two (positive) reference checks from the previous clients
- liveaboard company have experience at least 2 trips to facilitate scientific work (i.e. citizen science, scientific expedition, and etc)
- valid license/certificate to provide the required service

GENERAL OUTCOMES

Selected provider are expected to submit the followings:

1. **One (1)** itenary for the liveaboard trip (8 days) and **One (1)** Final report of liveaboard trip (representative photo for each activities).
2. 100 High quality photos and videos in both raw and edited versions for photos and uncompressed and compressed videos. All photos and videos taken will become the property of the ATSEA-2 program (UNDP-Indonesia).

Payment Schedule

The contract will be on lumpsum basis with payment schedule as follow:

Deliverables	Payment Termin
1 st Payment will be made upon the submission and approval of following outputs : <ul style="list-style-type: none">• Develop one itinerary (<i>8 days trip; following the proposed activities</i>) for liveaboard trip to southeast Aru MPA (Maluku) include safety procedure	30%
2 nd Payment will be made upon the submission and approval of following outputs : <ul style="list-style-type: none">• Final report of liveaboard trip (representative photo for each activities, including all footage (photo and video related underwater activity)	70%

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁸

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁹)

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

No.	Description/Specification of Goods	Quantity	Unit Price (IDR)	Total Price (IDR)
1.	Professional dive guide for 8 days, has minimum 1,000 divelog as a guide	1 person		
2.	Liveaboard charter service Duration: 8 days No. of person: 14 persons with requirement as specified in Annex I; TOR; <u>Services required from the company .</u> <i>please provide cost breakdown below:</i>	1 Lot		
2.a	100 High quality underwater photos and video of 5 minute duration in both raw and edited versions for photos and uncompressed and compressed videos.	1 Lot		
2.b	Full meals and snacks while on board the vessel (3 times per day) and 2 time coffee breaks incl. coffee and tea & free flow mineral water and soft drinks during the trip	8 days		
2.c	Regular air fills, tanks, weights and weight belt for 4 persons and available diving compressor during the trip	7 days		

⁸ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

	In total 16 dive spot (2-3 dive per day)			
2.d	Trips travel insurance for 14 persons and additional 4 dive insurance	8 days		
3.	Speed boat/ Tender Boat for 8 days	2 units		
	Total Prices			
	Add : Other Charges (pls. specify)			
	Total Final and All-Inclusive Price Quotation			

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 Auguts/September 2020			
Validity of Quotation for 60 days			
All Provisions of the UNDP General Terms and Conditions (Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html)			
Latest Business Registration Certificate			
Latest Internal Revenue Certificate / Tax Clearance;			
<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;			
Experience in at least providing liveaboard services for Maluku and Papua region minimum 2 trips of sailing			
Has a good track record in providing liveaboard services by providing portfolio (max. 5 pages) and two (positive) reference checks from the previous clients			
have experience at least 2 trips to facilitate scientific work (i.e. citizen science, scientific expedition, and etc)			

valid license/certificate to provide the required service			
CV and log dive of professional dive guide			
Comply to the requirement stated in Annex 1			

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]