



REQUEST FOR QUOTATION (RFQ)

Long Term Agreement (LTA) for Fuel Service in Cotabato City	DATE: June 29, 2020
	REFERENCE: RFQ-042-PHL-2020

Dear Sir / Madam:

UNDP would like to enter into a Long-Term Agreement (LTA) with the entity that can efficiently provide fuel services for UNDP Operations in Mindanao Region. As a company known to have this capability, we are therefore writing to invite and encourage your participation in this opportunity.

We kindly request you to submit your quotation 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 **13 July 2020; 5:00 PM** 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-042-PHL-2020 - Long Term Agreement (LTA) for Fuel Service in Cotabato City

Quotations submitted by email must be limited to a maximum of 5MB, virus-free and no more than 3 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 good/s:

Exact Address/es of Delivery Location/s (identify all, if multiple)	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"/> as the need arises, fuel must be always available
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Local Currency: Philippine Peso
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes <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"/> Free Service on tire pressure check-up and air re-fill <input checked="" type="checkbox"/> Free service on windshield cleaning during refuel
Deadline for the Submission of Quotation	Monday, July 13, 2020; 5:00 P.M.
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"/> 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"/> 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 type="checkbox"/> Permitted <input checked="" type="checkbox"/> Not Permitted
Payment Terms	<input checked="" type="checkbox"/> 100% payment within 30 days upon complete delivery of goods
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Accepts send bill arrangement <input checked="" type="checkbox"/> Additional discount on price per liter based on the retail price per liter issued by the government.

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 <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilized for Long-Term Agreement and if LTA will be signed, Purchase Order will be the document that will trigger the call-off)
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 no fuel is provided within 24 hrs.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Upon receipt of Purchase request form for fuel signed by both parties <input checked="" type="checkbox"/> Upon submission of proof of billing and charge invoice <input checked="" type="checkbox"/> Upon submission of Written acceptance of goods or certificate of acceptance from the end-user based on full compliance with RFQ requirements that the proof of billing and charge invoice is in accordance with the purchase request form for fuel
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 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 Associate</i> <i>procurement.ph@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,
ALKA ANEJA
Procurement Team Leader

Technical Specifications

THIS SECTION IS INTENDED TO PROVIDE DESCRIPTION OF THE REQUIREMENT. THE SUPPLIER SHOULD NOT FILL UP THESE BOXES AND SHOULD USE THE FORM IN THE NEXT PAGE.

Item to be supplied	Estimated Quantity	Description/Specification of Goods	Latest Delivery date/Availability
Item 1 - Diesel	1,300/month	<ul style="list-style-type: none"> - Emission standards: Minimum of Euro IV - In compliance with PNS DOE QS 008:2018 	As need arises, fuel must be always available
Item 2 - Gasoline (unleaded), minimum octane rating= 93	1,250/month	<ul style="list-style-type: none"> - Service provider should provide rate per liter (unit price) - Number of liters/month: 1,300/month for diesel and 1,250/month for gasoline - Must be exclusive of VAT and other applicable indirect taxes - Conditions for the released of payment: Purchase request form for fuel signed by both parties - Submission of proof of billing and charge invoice - Written acceptance of goods or certificate of acceptance from the end-user based on full compliance with RFQ requirements that the proof of billing and charge invoice is in accordance with the purchase request form for fuel 	As need arises, fuel must be always available

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-042-PHL-2020**:

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

Item	Description	Qty.	Unit of Measure	Unit Price	Discount (%)	Total Price
Item 1 – Diesel (fuel save or equivalent)	- Emission standards: Minimum of Euro IV - In compliance with PNS DOE QS 008:2018	1,300	liters			
Item 2 - Gasoline (unleaded), minimum octane rating= 93	- Service provider should provide rate per liter (unit price) - Number of liters/month: 1,300/month for diesel and 1,250/month for gasoline - Must be exclusive of VAT and other applicable indirect taxes - Conditions for the released of payment: Purchase request form for fuel signed by both parties - Submission of proof of billing and charge invoice - Written acceptance of goods or certificate of acceptance from the end-user based on full	1,250	liters			

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

Item	Description	Qty.	Unit of Measure	Unit Price	Discount (%)	Total Price
	compliance with RFQ requirements that the proof of billing and charge invoice is in accordance with the purchase request form for fuel					

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>
<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price			
<input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions			
<input checked="" type="checkbox"/> Validity of Quotation			
<input checked="" type="checkbox"/> Emission standards: Minimum of Euro IV			
- <input checked="" type="checkbox"/> In compliance with PNS DOE QS 008:2018 EURO 4/IV Philippine specification (or Diesel)			
<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price			
<input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions			
<input checked="" type="checkbox"/> Accepts send bill arrangement			

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]