



## REQUEST FOR QUOTATION (RFQ) For Parking Space for UN Staff Vehicles

NAME & ADDRESS OF FIRM	DATE: July 27, 2020
	REFERENCE: UNDP/RFQ/24/2020

Dear Sir / Madam:

We kindly request you to submit your quotation for **Parking Space for UN Staff Vehicles**, 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, August 9, 2020** by *e-mail*, to [procurement.np@undp.org](mailto:procurement.np@undp.org) with subject line "Quotation for Parking Space (ref: UNDP/RFQ/24/2020)- {Bidder's Name}"

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.

Please take note of the following requirements and conditions pertaining to the above-mentioned services:

Delivery Terms [INCOTERMS 2010] <i>(Pls. link this to price schedule)</i>	<input checked="" type="checkbox"/> <b>Other: Not Applicable</b>
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> <b>Not Applicable</b>
Exact Address/es of Delivery Location/s (identify all, if multiple)	<b>Around UN House (in walking distance of 5-10 minutes), Pulchowk, Lalitpur Nepal</b>
UNDP Preferred Freight Forwarder, if any	<b>Not applicable</b>

Distribution of shipping documents <i>(if using freight forwarder)</i>	<b>Not applicable</b>
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> <b>3 days upon signing of the contract</b>
Delivery/Work Schedule	<input checked="" type="checkbox"/> <b>Not Required</b>
Packing Requirements	
Mode of Transport	
Preferred Currency of Quotation <sup>1</sup>	<input checked="" type="checkbox"/> <b>Local Currency: Nepalese Rupees (NPR.)</b>
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> <b>Must be inclusive of VAT and all other applicable indirect taxes, if applicable</b>
After-sales services required	<input checked="" type="checkbox"/> <b>Not Applicable</b>
Deadline for the Submission of Quotation	<b>5:00PM, <u>August 6, 2020</u></b>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> <b>English</b>
Documents to be submitted	<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>Latest Business Registration Certificate;</b> <input checked="" type="checkbox"/> <b>Latest VAT/PAN Registration Certificate, if applicable;</b> <input checked="" type="checkbox"/> <b>Latest Tax Clearance Certificate, if applicable;</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>
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> <b>30 days</b>

<sup>1</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.

	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>2</sup>	<input checked="" type="checkbox"/> <b>Payment will be made on quarterly basis</b>
Liquidated Damages	<input checked="" type="checkbox"/> <b>Not Applicable</b>
Evaluation Criteria [check as many as applicable]	<input checked="" type="checkbox"/> <b>Technical responsiveness/Full compliance to requirements and lowest price<sup>3</sup></b> <input checked="" type="checkbox"/> <b>Site inspection</b> <input checked="" type="checkbox"/> <b>Full acceptance of the PO/Contract General Terms and Conditions</b>
UNDP will award to:	<input checked="" type="checkbox"/> <b>One and only one service provider</b>
Type of Contract to be Signed	<input checked="" type="checkbox"/> <b>Long-Term Agreement<sup>5</sup> (if LTA will be signed, specify the Type/s of Contract: UNDP's institutional contract</b>
Special conditions of Contract	
Conditions for Release of Payment	<input checked="" type="checkbox"/> <b>Written Acceptance of completion of the services, based on full compliance with RFQ requirements</b>

<sup>2</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>3</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>4</sup> This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).

<sup>5</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

Annexes to this RFQ <sup>6</sup>	<input checked="" type="checkbox"/> <b>Technical Specifications (Annex 1)</b> <input checked="" type="checkbox"/> <b>Form for Submission of Quotation/Bill of Quantities (Annex 2)</b> <input checked="" type="checkbox"/> <b>General Terms and Conditions / Special Conditions (Annex 3).</b>  Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact address for Inquiries (Written inquiries only) <sup>7</sup>	<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>  Written inquiries must be submitted mentioning RFQ Ref: UNDP/RFQ/24/2020 (SA), on or before 10:00AM, <b>July 31, 2020</b> . UNDP shall respond to the inquiries by posting in UNDP Website: <a href="http://np.undp.org/content/nepal/en/home/procurement.html">http://np.undp.org/content/nepal/en/home/procurement.html</a> . Inquiries received after the above date and time shall not be entertained.  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

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

<sup>7</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.

(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,**



*Niraj Shrestha*

*Assistant Resident Representative (Operations), UNDP Nepal*

July 27, 2020

**Annex 1****Details of Requirement of the Services:**

UNDP is seeking long term agreement for parking space for UN Staffs vehicle.

Where the terms and condition are as below;

- + Parking time requirement is from 8:30 AM to 6:00 PM (Monday to Friday)
- + The tentative number of parking slots required by UN will be between 50-60 vehicles in a day. The exact number of parking slots will be defined in the contract at a later stage.
- + Only authorized vehicles of UN staff will be allowed to be parked in the space. Initial contract will be for 1 year which can be extended upon mutual consensus.
- + UN representative will conduct physical inspection of the area before signing contract
- + Parking space should be in walking distance of 5-10 minute
- + Parking space should be concrete floor, open and free space
- + Availability of already installed CCTV system would be preferred.
- + The UN will paint some mark on the parking area to differentiate the area
- + Payment will be done on quarterly basis
- + UNDP will not deposit any advance or security bond for parking space
- + Any disputes or any clarity on terms and condition, will be settled through dialogues
- + If by any chance, like lock down (where there is restriction of vehicle movement), the landlord cannot provide the space for few weeks or months, the parking fee shall not be charged to UN for the duration the services/space could not be provided by the landlord

**Annex 2****FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>8</sup>***(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>9</sup>)*

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer bid for **Parking Space for UN Staff Vehicles** in conformity with the requirements of UNDP as per RFQ Reference No. UNDP/RFQ/24/2020

**TABLE 1 :**

S.N	Description of Works	Quantity	Unit	Rate	Total (NPR)
1	Rental of parking space for 50-60 vehicles	12	Months		
2	13% VAT, if applicable				
	<b>GRAND TOTAL</b>				

*Note: At this stage, the parking slot requirement is estimated from 50 to 60 and the exact number of parking slots will be defined at later stage with the selected vendor during the contractual process.*

**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>8</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>9</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**

<b>Other Information pertaining to our Quotation are as follows:</b>	<b>Your Responses</b>		
	<b><i>Yes, we will comply</i></b>	<b><i>No, we cannot comply</i></b>	<b><i>If you cannot comply, pls. indicate counter proposal</i></b>
Delivery Lead Time			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			

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]*



## **Annex 3**

### **General Terms and Conditions for Services**

<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>