



REQUEST FOR QUOTATION (RFQ)

UNDP-RFQ-2020-283

Supply of Promotional & Visibility Items

NAME & ADDRESS OF FIRM	DATE: 8-September-2020
	REFERENCE: UNDP-RFQ-2020-283

Dear Sir / Madam:

We kindly request you to submit your quotation for Supply of Promotional & Visibility Items as per the specification given at Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Your offer, comprising of a Technical Bid and Price Schedule, should be submitted in accordance with Annex 2, through e-Tendering online system <https://etendering.partneragencies.org> on or before **Tuesday, 22nd September 2020 by 12:30 pm PST or 3:30 AM EDT.**

You are kindly requested to indicate whether your company intends to submit a quotation by clicking on "Accept Invitation" button no later than **Friday, 18th September 2020 [12:30 PM Pakistan Standard Time]**. If that is not the case, UNDP would appreciate your indicating the reason, for our records

Any requests for clarification about the contents of RFQ shall be sent to the email address at pakistan.procurement.info@undp.org. Answers to questions/inquiries will be forwarded to all the prospective bidders.

Important notes on submission

1. Submissions must be in the form of PDF files and should be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Please take note of the following requirements and conditions pertaining to the provision of the abovementioned goods:

Ali Saad

A blue ink signature of Ali Saad is shown next to his name.

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> DAP – Islamabad, Peshawar, Gilgit
Exact Address/es of Delivery Location/s (identify all, if multiple)	GLOF-II Office, Islamabad, ISE Tower, Blue Area, Islamabad GLOF-II Project, KP PIU, House No. 8/c, Sifwat Ghayur Road, University Town, Peshawar. GLOF-II Project, Gilgit PIU, Chinar Road Near CM House (River side).
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> 30 th November 2020
Delivery Schedule	<input checked="" type="checkbox"/> Required
Mode of Transport	<input checked="" type="checkbox"/> LAND
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Local Currency (Pak Rupee)
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes The United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with UNDP to determine a mutually acceptable procedure.
After-sales services required	<input checked="" type="checkbox"/> Not Applicable

Ali Saad



Deadline for the Submission of Quotation	<p>Tuesday, 22nd September 2020 (12:30 pm Pakistan Standard Time) or 3:30 AM EDT</p> <p>To be submitted in e-Tendering system: https://etendering.partneragencies.org</p> <p>Note: Detailed instructions on how to register, submit, modify or cancel a bid in the eTendering system are provided in the e-Tendering System Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</p> <p>File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</p> <p>All files must be free of viruses and not corrupted.</p>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<p><input checked="" type="checkbox"/> English</p>
Documents <u>must</u> be submitted with the quotation	<p><input checked="" type="checkbox"/> Properly filled-in Annex-II and III with company stamp and signature;</p> <p><input checked="" type="checkbox"/> Statement on letterhead that bidder is not listed in the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council</p> <p><input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured;</p> <p><input checked="" type="checkbox"/> Tax Registration (NTN and STN) /Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder;</p> <p><input checked="" type="checkbox"/> Satisfactory Performance Certificates from the Top 3 – Clients the past three (3) years.</p> <p><input checked="" type="checkbox"/> Provide Copies of 3 PO/Contracts for supply of Similar Equipment in past two years.</p> <p><input checked="" type="checkbox"/> Provide one sample of each quoted item to UNDP by the bid submission deadline. Any bid without sample will not be considered for evaluation. The sample must be packed and marked with bidder name in one strong box.</p>

Ali Saied



	<p>Address for delivery of sample;</p> <p>UNDP Warehouse c/o Express Movers PLOT 93-D Street 7 Sector I-10/3 Islamabad</p> <p>Focal Persons from UNDP to receive sample bids are;</p> <p>Mr. Zamir Hussain 0345 595 6801 Mr. Ziaraf Khan 0345 529 4365</p>
Period of Validity of Quotes starting the Submission Date	<p><input checked="" type="checkbox"/> 90 days</p> <p>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.</p>
Bid Security	<input checked="" type="checkbox"/> Not Required
Acceptable forms of Bid Security	<input checked="" type="checkbox"/> N/A
Partial Quotes	<input checked="" type="checkbox"/> Not Allowed
Payment Terms	100% within 15 days upon delivery and UNDP's acceptance of full quantity of each lot mentioned in the Purchase Order.
Liquidated Damages	<p><input checked="" type="checkbox"/> Will be imposed under the following conditions:</p> <p>0.33% of contract for every day of delay, up to a maximum duration of 1 calendar month. Thereafter, the contract may be terminated".</p>
Evaluation method to be used in selecting the most responsive Bid	<p><input checked="" type="checkbox"/> Non-Discretionary "Pass/Fail" Criteria on the Technical Requirements; and</p> <p><input checked="" type="checkbox"/> Lowest price offer of technically qualified and responsive Bid.</p>

Ali Saad



Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to the Specifications/requirements [Must meet the requirements (Y/N)]. Note: The compliance to specification will be determined based on acceptance/approval of samples by UNDP. <input checked="" type="checkbox"/> Written confirmation to deliver all the quoted items within the delivery period of 45 days from the date of issuance of Purchase Order. [Must meet the requirements (Y/N)]. <input checked="" type="checkbox"/> Full acceptance of the PO General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One Bidder
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Performance Security	<input checked="" type="checkbox"/> Not Required
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO if delivery is delayed by one month.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods
Annexes to this RFQ	<input checked="" type="checkbox"/> Schedule of Requirement & Technical Specifications (Annex 1) <input checked="" type="checkbox"/> Price Schedule (Annex 2) <input checked="" type="checkbox"/> Bid Submission form (Annex 3) <input checked="" type="checkbox"/> UNDP General Terms & Conditions (Annex 4) Non-acceptance of the terms of the General Conditions of Contract (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only)	Mr. Ali Saeed Procurement Officer pakistan.procurement.info@undp.org Any delay in UNDP's response shall not be 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.

Ali Saeed

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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 4.

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,



07-Sep-2020

Aliona Niculita

Resident Representative a.i.
United Nations Development Programme

Ali Saad

Annex 1**Schedule of Requirements****Merchandise Items**

Sr. No	Item Name	Specification	Quantity		
			Islamabad	KP	GB
1	Tote Bags	14" width x 15" height x 4" depth (inches). 26-inch length handles. Jute material with complete logo including description.	400	300	300
2	T-shirts XL	100% Cotton single jersey. Knitted 20/s Yarn with GLOF-II logos printed	700	150	150
3	T-shirts L	100% Cotton single jersey. Knitted 20/s Yarn with GLOF-II logos printed	1,000	250	250
4	T-shirts M	100% Cotton single jersey. Knitted 20/s Yarn with GLOF-II logos printed	1,000	250	250
5	T-shirts S	100% Cotton single jersey. Knitted 20/s Yarn with GLOF-II logos printed	-	250	250
6	Pens	Retractable pen with logos. Black ink. 1.0 mm tip.	1,000	500	500
7	Brochure (4 Pages)	8.5 x 11 inches Tri-fold. Double Sided.	1,000	500	500
8	Infographics/Flyer	8.3 x 5.8 inches (A5 page size)	500	250	250
9	Lapel Pins	With GLOF-II logos. Stainless steel base, with one butterfly clasp on reverse side. 1 inch circles.	1,000	500	500
10	Flash drives with holders	32gb with GLOF-II logos in good quality boxes.	1,000	150	150
11	Reporter Jackets	Reporter Jackets. Polyester + Cotton Synthetic material. Multi-function multi-pocket vest, zipper closure, sleeveless design. Waterproof. With logos. Sleeveless. Sizes: S M L XL.	530	200	200
12	Jackets	Slim fit 11 g/ft ² ThermoBall™ Eco insulation for warmth even when wet Exposed, VISLON® center front zip Internal, secure-zip chest pocket Covered, secure-zip hand pockets Stows in hand pocket Internal elastic-bound cuffs Hem cinch-cord Sizes: M (5 No.) L (12 No.) XL(3 No.)	50		

13	Hiker caps	Paclite membrane for added weather resistance. Full brim for maximum shade. Brim held up at sides with snap buttons. Adjustable and removable drawcord. GLOF-II logos.	370	60	60
14	Desk Organizer	Leather Office Supplies Desk Organizers And Accessories, Desktop Caddy Storage For Stationery/Card/Pen/Pencil/Mobile Phone in Brown color with GLOF Logo	49	20	20
15	Water bottles	Good quality insulated bottles (White color if possible). Leak proof with flip open sprout. 500 ml. With Logo.	600	150	150
16	Premium Leather Document Signature Folder.	For A4 paper. Foldable. Premium leather. GLOF-II Logo at the back of folder.	20		
17	Premium Leather Folders	A4 sized Premium Leather Folders. All round zip closure. Front embossed with logo. A combination of diary, pockets with zips, card holders and pen holder inside. Diary should have monthly index planner.	300	100	100
18	Notebook	A6 sized hardcover notebook. Premium thick lined paper.	1,000	250	250
19	Wall Stickers GLOF II logo	Size: 14"x14" (inches) transparent.	300	100	100
20	Caps	High quality (GLOF-II logo on side).	650	100	100
21	Mugs	Matt mug with Double side logo branding.	600	200	200

Address for delivery of sample;

UNDP Warehouse c/o Express Movers
PLOT 93-D
Street 7
Sector I-10/3
Islamabad

Focal Persons from UNDP to receive sample bids are;

Mr. Zamir Hussain 0345 595 6801
Mr. Ziaraf Khan 0345 529 4365

Ali Saad

Annex - 2**Price Schedule Form**

This Form must be submitted only using the Supplier's Official Letterhead/Stationery

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. **UNDP-RFQ-2020-283**:

The Bidder is required to prepare the Price Schedule as indicated in the Instruction to Bidders.

Sr. No	Description/Items	Specifications	Islamabad (A)			Khyber Pakhtunkhwa (B)			Gilgit Baltistan (A)		
			QTY- ISB	Unit Price (PKR)	Total Price (PKR)	QTY- KP	Unit Price (PKR)	Total Price (PKR)	QTY- GP	Unit Price (PKR)	Total Price (PKR)
1	Tote Bags	As per Annex 1	400			300			300		
2	T-shirts XL		700			150			150		
3	T-shirts L		1,000			250			250		
4	T-shirts M		1,000			250			250		
5	T-shirts S		-			250			250		
6	Pens		1,000			500			500		
7	Brochure (4 Pages)		1,000			500			500		
8	Infographics/ Flyer		500			250			250		
9	Lapel Pins		1,000			500			500		
10	Flash drives with holders		1,000			150			150		
11	Reporter Jackets		530			200			200		
12	Jackets		50								
13	Hiker caps		370			60			60		
14	Desk Organizer		49			20			20		
15	Water bottles		600			150			150		
16	Premium Leather Document Signature Folder.		20								
17	Premium Leather Folders		300			100			100		
18	Notebook		1,000			250			250		

Ali Saad

19	Wall Stickers GLOF II logo		300			100			100		
20	Caps		650			100			100		
21	Mugs		600			200			200		
Sub-Totals			(ISB) PKR. -----			(PSH) PKR. -----			(GB) PKR. -----		
Grand Total (PKR)											

- Bidder must offer one price against each item and avoid offering alternate options.
- Bidder Must quote the unit price inclusive of freight cost of each item.
- The unit price of each item should be inclusive of GST or any other tax. UNDP will not provide any exemption to the bidder.

Table 2:

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 (45 Days)			
Validity of Quotation (90 Days)			
Acceptance of All Provisions of the UNDP General Terms and Conditions			
Technical responsiveness/Full compliance to the Specifications/requirements [Must meet the requirements (Y/N)]. Note: The compliance to specification will be determined based on acceptance/approval of samples by UNDP.			

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Contact Details: _____

Ali Saad

Annex 3**Bid Submission Form**

(This should be written in the Letterhead of the Bidder. Except for indicated fields, no changes may be made in this template.)

Insert: Location

Insert: Date

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to supply the goods and related services required for [insert: title of goods and services required as per RFQ] in accordance with your Request for Quotation dated Insert: bid date. We are hereby submitting our Bid for _____ which includes the Technical Bid and Price Schedule.

We hereby declare that:

- a) All the information and statements made in this Bid are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby fully accept the Schedule of Requirements and Technical Specifications describing the duties and responsibilities required of us in this RFQ, and the General Terms and Conditions of UNDP's Standard Contract for this RFQ.

We agree to abide by this Bid for [insert: period of validity as indicated in Data Sheet].

We undertake, if our Bid is accepted, to initiate the supply of goods and provision of related services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this Bid, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Contact Details: _____

[please mark this letter with your corporate seal, if available]

Ali Saad