



REQUEST FOR QUOTATION (RFQ) (Goods)

To: All Interested Bidders	DATE: September 11, 2020
	RFQ/UNDP/SPOI/108748/46/2020 - Provision of smallholder training materials staff equipment and office supplies

Dear Sir / Madam:

We kindly request you to submit your quotation for **Provision of smallholder training materials, staffs equipment and office supplies**, 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 September 18, 2020 at 15.00 (Jakarta Local Time) and via ☒e-mail to the address below:

United Nations Development Programme

7th floor Menara Thamrin Building, Jl. MH. Thamrin Kav 3, Jakarta 10250 - INDONESIA

Attn: Head of Procurement Unit

Email address: *bids.id@undp.org*

Quotations submitted by email must be limited to a maximum of 8 MB and 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.

Delivery Terms [INCOTERMS 2010] <i>(Pls. link this to price schedule)</i>	Delivered At Place	
Customs clearance ¹ , if needed, shall be done by:	<input type="checkbox"/> UNDP <input checked="" type="checkbox"/> Supplier/Offeror <input type="checkbox"/> Freight Forwarder	
Exact Address/es of Delivery Location/s (identify all, if multiple)	Rusunawa, jalan Pamong Praja Pangkalan Kerinci, Kabupaten Pelalawan, Riau. Kodepos 28315 (Dibelakang Kantor Dinas Perkebunan dan Peternakan).	
UNDP Preferred Freight Forwarder, if any ²	N/A	
Distribution of shipping documents <i>(if using freight forwarder)</i>	N/A	
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> 15 (fifteen) calendar days for items that need to be produced and the rest should be 10 (ten) calendar days from the issuance of the Purchase Order (PO) <input type="checkbox"/> As per Delivery Schedule attached <i>[if delivery will be staggered]</i> Time : <i>[pls. indicate]</i> Time Zone of Reference : <i>[pls. indicate]</i>	
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required	
Packing Requirements	YES to ensure the goods are delivered safely	
Mode of Transport	<input type="checkbox"/> AIR <input type="checkbox"/> SEA	<input type="checkbox"/> LAND <input checked="" type="checkbox"/> OTHER based on quotation from bidder
Preferred Currency of Quotation ³	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency : For Local Bidder must use Local Currency	
Value Added Tax on Price Quotation ⁴	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	N/A	

¹ Must be linked to INCO Terms chosen.

² Depends on INCO Terms. The suggestion to use a UNDP preferred courier is only for purposes of familiarity with procedures and documentary requirements applicable to the UNDP when clearing with customs.

³ 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.

⁴ 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.

Deadline for the Submission of Quotation	<i>Friday, September 18, 2020 and 15.00 (Jakarta Local Time)</i>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others Bahasa for any legal certificates issued
Documents to be submitted ⁵	<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"/> 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"/> 60 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 <input type="checkbox"/> Permitted Bidders may quote one or more LOTs
Payment Terms ⁶	<input checked="" type="checkbox"/> 100% upon complete delivery of goods for each items
Liquidated Damages	<input type="checkbox"/> Will not be imposed <input checked="" type="checkbox"/> Will be imposed under the following conditions : Percentage of contract price per day of delay : 0.5% Max. no. of days of delay : 10 (ten) days After which UNDP may terminate the contract.
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁷ Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</i>

⁵ First 2 items in this list are mandatory for the supply of imported goods

⁶ 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.

⁷ 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.

UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier <input type="checkbox"/> One or more Supplier, depending on the following factors: <i>depending on the number of selected bidder(s)</i>
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Contract General Terms and Conditions	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) 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 10 (ten) days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection <i>[specify method, if possible]</i> <input type="checkbox"/> Complete Installation <input type="checkbox"/> Passing all Testing <i>[specify standard, if possible]</i> <input type="checkbox"/> Completion of Training on Operation and Maintenance (Five people will be trained) <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements <input type="checkbox"/> Others <i>[pls. specify]</i>
Annexes to this RFQ ⁸	<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.

⁸ Where the information is available in the web, a URL for the information may simply be provided.

Contact Person for Inquiries (Written inquiries only) ⁹	<p>Sestyo Ndaru Wicaksono / Fathia Alya Shabrina Sestyo.wicaksono@undp.org/fathia.shabrina@undp.org</p> <p>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.</p>
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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.

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

⁹ 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.

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
Head of Procurement Unit
11th September, 2020

Annex 1

Specification and Criteria of the Required Service

Provision of smallholder training materials, staffs equipment and office supplies

Item No	Item	Description/Specification of Goods	Quantity	Unit of Measurement
1	Tarp	<ul style="list-style-type: none"> • Size: 4 m x 6 m • Color: Blue/ Orange • Type: Plastic A12 • Unit: pieces (24 m2) • Sewn on the edge 	24	Pieces
2	Rope/ plastic strap	<ul style="list-style-type: none"> • Color: N/A • Type: Plastic • Thickness: 5 mm • Unit: roll (@length 50 m) 	12	Rolls
3	Plano	<ul style="list-style-type: none"> • Color: Grey • Size: 61 x 86 cm • Unit: roll (@35 pcs) 	60	Rolls
4	Permanent Marker	<ul style="list-style-type: none"> • Merk: N/A • Color: Black • Unit: dozen • Roll: 12 pcs 	30	boxes
5	Block Note (Offering Price is include 1(one) Dummy) design will be provided	<ul style="list-style-type: none"> • Size: 11 x 16 (A5) • Unit: pieces • Sheet: 74 sheets • Sheet Design <ul style="list-style-type: none"> - Custom Cover, A5, Full Color, Photo Paper Quality - Minimized (A5) Flipchart 24 Sheets, photo paper quality and full colors - Blank white papers A5, 70 grams, 50 sheets. 	2250	pieces
6	Pen	<ul style="list-style-type: none"> • Size: 14.4 x 1.5 cm • Diameter: 1 cm • Tip: 0.5 mm (Bullet Tip) • Ink Color: Black • Merk: Joyko or equal • Unit: pack • Packing: 10 pcs 	225	pieces
7	Goodie Bag (Offering Price is include 1(one) Dummy) design will be provided	<ul style="list-style-type: none"> • Size: 35 x 40 x 10 cm • Rope width : 3 cm • Material: calico cotton • Unit: pieces • Design <ul style="list-style-type: none"> - Left side 	2250	pieces

		- Right side		
8	T-shirt (Offering Price is include 1(one) Dummy) design will be provided	<ul style="list-style-type: none"> • Material: cotton combat 20s • Size: all size • Unit: piece • Model: raglan 2 colors • Design <ul style="list-style-type: none"> - Back side: size A5 - Front side: Size A4 	2250	pieces
9	Helmet	<ul style="list-style-type: none"> • Color: orange • Size: Medium • Standard: SNI • Model: V gard cap • Suspensions: fastrac/ Putar • Design <ul style="list-style-type: none"> - Position: front-side - logo: SPOI-UNDP - Landscape 8cm x 10cm - Finishing: Cutting sticker - Material: Vinyl or equal - Color: 3 colors 	2250	pieces
10	Hanging Training Banner Hanging Banner (design is available – will be provided)	<ul style="list-style-type: none"> • Material: Flexi STD 280 • Size: 80cm x 240cm • Finishing: Printing • Design will be provided • Ring should be available to hang the banner (<i>ring mata ayam</i>) 	6	pieces
11	Masker 3 ply - EARLOOP	<ul style="list-style-type: none"> • Type: Non medical Triple Protection 3 ply • Size: all size • Unit: piece • Material: Front material: polyester coated (water proof), Middle material: Non woven, Rear material: Cotton with high absorbency 	2650	pieces
12	Face Shield	<ul style="list-style-type: none"> • Material: PVC • Size: 21.5 x 30 cm • Thick: 0.25 mm • Type: Fully Transparent Vision, PET Anti-Fog material and high-resistance elastic rubber strap 	2650	pieces

13	Disinfectant for Tarp	<ul style="list-style-type: none"> • Brand: daily or equivalent • Main Ingredient: Benzalkonium Chloride, water and aloe vera • Unit: Packs • Packing: HDPE with inner seal • Volume: 5000 ml • Dimension: 17 x 12 x 33 ap 	50	packs
14	Hand Sanitizer	<ul style="list-style-type: none"> • Brand: DoMedics or equivalent • Material: Ingredients <ul style="list-style-type: none"> o Ethyl Alcohol 75 - 80% v/v o Glycerol 1.4% v/v o Hydrogen Peroxide 0.125 % v/v o Carbomer 0.3% o Moisturizer Oil 0.05% o Fragrance 0.02% o H2O • Unit: Packs • Packing: HDPE with inner seal • Volume: 5000 ml • Dimension: 17 x 12 x 33 	10	packs
15	Thermo Gun	ThermoGun <ul style="list-style-type: none"> • Brand: Coolpad or equivalent • Accuracy: 0.2 deg.C • Type: Infra red and Built in laser pointer • Monitor: LCD/LED Monitor and Backlight LCD Display • Range of Measurement: 1 - 15cm • Range of : 32 - 42 Deg. C • Response time: 0.5 - 2 second • Unit: Pieces 	5	pieces
16	Bottle Spray 500ml	plastic	8	pieces
17	Bottle pump 1000ml	Plastic	8	pieces
18	Bottle spray 60 ml	Plastic	16	pieces

Annex 2
FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹⁰
(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹¹)

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

Provision of smallholder training materials, staffs equipment and office supplies

Item No	Item	Description/Specification of Goods	Quantity	Unit of Measurement	Unit Price in (USD/IDR)	Total Price in (USD/IDR)
1	Tarp	<ul style="list-style-type: none"> Size: 4 m x 6 m Color: Blue/ Orange Type: Plastic A12 Unit: Piece 24 m2 	24	Pieces		
2	Rope/ plastic strap	<ul style="list-style-type: none"> Color: N/A Type: Plastic Thickness: 5 mm Unit: Roll Length per Roll: 50 m 	12	Rolls		
3	Plano	<ul style="list-style-type: none"> Color: Grey Size: 61 x 86 cm Unit: roll (35 pcs) 	60	Rolls		
4	Permanent Marker	<ul style="list-style-type: none"> Merk: N/A Color: Black Unit: Box (12 pcs) 	30	boxes		
5	Block Note (Offering Price is include 1(one) Dummy) design will be provided	<ul style="list-style-type: none"> Size: 11 x 16 (A5) Unit: pieces Sheet: 74 sheets Sheet Design <ul style="list-style-type: none"> - Custom Cover, A5, Full Color, Photo Paper Quality - Minimized (A5) Flipchart 24 Sheet, photo paper quality and full colors - Blank white papers A5, 70 grams, 50 sheets 	2250	pieces		

¹⁰ This serves as a guide to the Supplier in preparing the quotation and price schedule.

¹¹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

6	Pen	<ul style="list-style-type: none"> • Size: 14.4 x 1.5 cm • Diameter: 1 cm • Tip: 0.5 mm (Bullet Tip) • Ink Color: Black • Merk: Joyko or equal • Unit: pack • Packing: 10 pcs 	225	Packs		
7	Goodie Bag (Offering Price is include 1(one) Dummy) design will be provided	<ul style="list-style-type: none"> • Size: 35 x 40 x 10 cm • Rope width : 3 cm • Material: calico cotton • Unit: pieces • Design <ul style="list-style-type: none"> - Left side - Right side 	2250	pieces		
8	T-shirt (Offering Price is include 1(one) Dummy) design will be provided	<ul style="list-style-type: none"> • Material: cotton combat 20s • Size: all size • Unit: piece • Model: raglan 2 colors • Design <ul style="list-style-type: none"> - Back side: size A5 - Front side: Size A4 	2250	pieces		
9	Helmet (Offering Price is include 1(one) Dummy) design will be provided	<ul style="list-style-type: none"> • Color: orange • Size: Medium • Standard: SNI • Model: V gard cap • Suspensions: fastrac/ Putar • Design <ul style="list-style-type: none"> - Position: front-side - logo: SPOI-UNDP - Landscape 8cm x 10cm - Finishing: Cutting sticker - Material: Polyflex or equal - Color: 3 colors 	2250	pieces		
10	Hanging Banner (design is available – will be provided)	<ul style="list-style-type: none"> • Material: Flexi STD 280 • Size: 80cm x 240cm • Finishing: Printing • Ring should be available to hang the banner (<i>ring mata ayam</i>) 	6	pieces		
11	Masker 3 ply - EARLOOP	<ul style="list-style-type: none"> • Type: Non medical Triple Protection 3 ply • Size: all size • Unit: piece • Material: Front material: polyester coated (water proof), Middle material: Non- 	2650	pieces		

		woven, Rear material: Cotton with high absorbency				
12	Face Shield	<ul style="list-style-type: none"> • Material: PVC • Size: 21.5 x 30 cm • Thick: 0.25 mm • Type: Fully Transparent Vision, PET Anti-Fog material and high-resistance elastic rubber strap 	2650	pieces		
13	Disinfectant for Tarp	<ul style="list-style-type: none"> • Brand: "daily" or equivalent • Main Ingredient: <ul style="list-style-type: none"> o Benzalkonium Chloride o water o Aloe vera • Unit: Packs • Packing: HDPE with inner seal • Volume: 5000 ml • Dimension: 17 x 12 x 33 ap 	10	packs		
14	Hand Sanitizer	<ul style="list-style-type: none"> • Brand: DoMedics or equivalent • Material: Ingredients <ul style="list-style-type: none"> o Ethyl Alcohol 75 - 80% v/v o Glycerol 1.4% v/v o Hydrogen Peroxide 0.125 % v/v o Carbomer 0.3% o Moisturizer Oil 0.05% o Fragrance 0.02% o H2O • Unit: Packs • Packing: HDPE with inner seal • Volume: 5000 ml • Dimension: 17 x 12 x 33 	50	packs		
15	Thermo Gun	<ul style="list-style-type: none"> • Brand: Coolpad or equivalent • Accuracy: 0.2 deg.C • Type: Infra red and Built in laser pointer • Monitor: LCD/LED Monitor and Backlight LCD Display • Range of Measurement: 1 - 15cm • Range of : 32 - 42 Deg. C • Response time: 0.5 - 2 second • Unit: Pieces 	5	pieces		

16	Bottle Spray 500ml	plastic	8	pieces		
17	Bottle pump 1000ml	Plastic	8	pieces		
18	Bottle spray 60 ml	Plastic	16	pieces		

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: 15 (fifteen) calendar days for items that need to be produced and the rest should be 10 (ten) calendar days from the issuance of the Purchase Order (PO)			
Validity of Quotation: 60 days			
Comply to meet all Provisions of the UNDP General Terms and Conditions			
Compliance to the Specification Mentioned 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]