



**REQUEST FOR QUOTATION (RFQ)**  
**(Pest Control and Disinfection Service in UN NPT office)**

NAME & ADDRESS OF FIRM	DATE: September 21, 2020
	REFERENCE: 2020/PROC/UNDP-MMR/PN/095

Dear Sir / Madam:

We kindly request you to submit your quotation for **the provision of Pest Control and Disinfection Service on Long Term Agreement basis for UN Premises Compound in UN Naypyitaw office** as detailed in Annex 1 of this RFQ.

When preparing your quotation, please be guided by the form attached hereto as Annex 2 and Annex 3.

Quotations may be submitted on or before 17:00 PM (Yangon Time) **September 28, 2020** and via courier services, hand deliver or email to the address below:

**United Nations Development Programme**  
No.6, Natmauk Road, Tamwe Township  
Yangon, Myanmar  
Reference: 2020/PROC/UNDP-MMR/PN/095  
[bids.mm@undp.org](mailto:bids.mm@undp.org)

- For hard copy quotations, please send your quotations in sealed envelopes to **The United Nations Development Programme, No. 6 Natmauk Road, Tamwe Township, Yangon, PO Box. 650, 11211 Yangon** (Ref: 2020/PROC/UNDP-MMR/PN/095) as early as possible before the deadline of **September 28, 2020**.
- For electronic submission, please send only the duly completed Quotation Documents with above-mentioned RFQ No. to [bids.mm@undp.org](mailto:bids.mm@undp.org)
- UNDP takes no responsibility for effective delivery of the electronic document.
- Please note, if your file was successfully sent to [bids.mm@undp.org](mailto:bids.mm@undp.org) you should receive the message subjected 'Success! Your proposal was sent to the secured e-mail'. If upon submission you do not receive the confirmation message, please contact [aye.wa@undp.org](mailto:aye.wa@undp.org) immediately for clarifications.

Quotations submitted by email must be limited to a maximum of 2MB, virus-free and no more than two 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.

Please take note of the following additional requirements and conditions pertaining to the supply of the abovementioned good/s:

Delivery Terms	NA
Exact Address/es of Delivery Location	As per attached TOR
Delivery Schedule	<input checked="" type="checkbox"/> Required
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Local currency (Kyat)
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Deadline for the Submission of Quotation	<b>17:00 PM (Yangon Time), September 28, 2020</b>
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 Forms as provided in Annex 2 and Annex 3, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Company registration certificate <input checked="" type="checkbox"/> Company profile <input checked="" type="checkbox"/> Past track record for similar services to minimum 3 clients; Bidders to submit copies of purchase order or contracts from previous three clients <input checked="" type="checkbox"/> Quality certificate (ISO etc.,) <input checked="" type="checkbox"/> Fumigation/Pest control certificates and brands proposed <input checked="" type="checkbox"/> Audited financial statements for the past one (1) year <input checked="" type="checkbox"/> Company possesses appropriate license issued by relevant authorities to prove adequacy of services <input checked="" type="checkbox"/> Proposed team for the services and CVs

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 checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> Within 30 days from completion of service and acceptance of invoice.
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements (TOR) and lowest price <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> Only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Long-Term Agreement initially for 1 year and may be extended 2 additional years (a Purchase order will be issued by UNDP to trigger the call-off) <input checked="" type="checkbox"/> Selected bidder's price shall not change within agreement period after awarded.
Annexes to this RFQ	<input checked="" type="checkbox"/> TOR (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2, 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>  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)	Mr Min Min Thein, Procurement Analyst ( <a href="mailto:min.min.thein@undp.org">min.min.thein@undp.org</a> ), Aye Wa, Procurement Assistant ( <a href="mailto:aye.wa@undp.org">aye.wa@undp.org</a> )  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 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,**

*Alka Aneja  
Procurement Specialist  
21 September 2020*

## TERMS OF REFERENCE

Pest Control and Disinfection Services at UN Premises Compound in Nay Pyi Taw  
Myanmar

**1. Objective:**

The UN Premises in Nay Pyi Taw covers a total lot internal area of 22683.93 ft<sup>2</sup> with Main Building and Annex Canteen building structures, covered and open drainage systems, septic tanks and an abundance of foliage. Starting from August 2021, additional 47599 ft<sup>2</sup> of internal area will be increased with new building in the same compound. Given this vast area, the provision of Pest Control Services is highly required to eradicate pests like mosquitoes, ants, cockroaches, bugs, wasps, bees, fleas, lice, spiders and beetles to safeguard all UN staff members including visitors making use of the UN Premises Compound from diseases being transmitted by these pests. Disinfection for Covid-19 is also required to disinfect the office internal areas and public areas.

**2. Scope of Pest Control and Disinfection Services:**

In order to achieve the objective, the contractor shall provide management, tools, supplies, equipment, transportation and labor to carry out fumigation program at the UN Premises Compound bi-monthly for general pest control and weekly for Disinfection. The Pest Control and Disinfection Services shall be performed in a manner that will ensure the health and general wellbeing of UN staff members as well as the public. No fumigation program shall be carried out in case of heavy downpour of rain and will only resume upon notification of CPM.

Coverage of Fumigation (please see attached UN Premises Compound Layout Plan Annex A):

- Exterior/ Interior of all existing structures inside UN Premises Compound;
- At least 2 meters in distance from UN Premises Compound perimeter fence;
- All manholes, covered and open drainage systems;
- 2 guard posts;
- All areas where septic tanks are located
- Areas where there are detections of beehives, wasps and ant colonies, etc.

**3. Expected Output:**

The weekly Disinfection and bi-monthly general pest control program will ensure to control and eradicate above mentioned pests to establish a safe and sound working environment to all UN staff personnel.

**4. Institutional Arrangement and Reporting**

The contractor shall report to Common Premises/Services Coordinator and Common Services Associate in Nay Pyi Taw for activities concerning pest control and disinfection management in a monthly basis. Furthermore, the contractor shall report to them in case there are detections of other infestation such as rodents, snakes and termites that pose hazard to UN staff personnel and destruction of infrastructures that needs to be controlled. The contractor shall provide remedied and prevented action accordingly.

**Qualifications of the Contractor:**

The Contractor shall possess the following requirements:

- Not less than 2 years working experience in Pest Control Services;
- Proven track record in rendering satisfactory provision of Pest Control Services to minimum 3 clients;

- Prior experience in rendering the services in other international organizations is an asset;
- Financially sound and stable, as may be evidenced by audited financial statements for the one (1) year of operation.
- Company possesses appropriate license issued by relevant authorities to prove adequacy of services;
- Provide CVs of personnel with relevant background assigned to the project.
- The Contractor shall fully recognize that noncompliance or violation of any of the above requirements and standards during the contractor's engagement with the UN may result to request for replacement of personnel or termination of the contract.

## **5. Duration of the Work**

Fumigation program will be conducted every Saturday at 15.00h until finish. This will cover a 12-month cycle starting October 1, 2020 up to September 30, 2021, the initial contract is 1 years subject to be extended for 2 more year.

## **6. Payment Schedule**

The contract will be a fixed output-based price payable in monthly installments subject to satisfactory service and approval of the report.

## **Annex A:**

UN Premises Compound Layout Plan

**Annex 2****Check-list for submission**

<b>Sr No.</b>	<b>Description</b>	<b>Submission of document Yes/No ( NA if not applicable )</b>
1	(a) In accordance with the list of requirements in Annex 1;	
	(b) Duly Accomplished Form as provided in Annex 2 and 3	
	(c) Acceptance of the General Terms & Condition	
2	Company registration certificate	
	Company profile	
3	Past track record for similar services to minimum 3 clients; Bidders to submit copies of purchase order or contracts from previous three clients	
	Quality certificate (ISO etc.,)	
8	Fumigation/Pest control certificates and brands proposed	
9	Audited financial statements for the past 1 years	
10	Company possesses appropriate license issued by relevant authorities to prove adequacy of services	
11	Proposed team for the services and CVs	
12	I am aware and agree that selected bidder may be piggyback by other agencies from UNDP contract	

**Supplier's Authorized Person**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

**FORM FOR SUBMITTING SUPPLIER'S QUOTATION**  
*(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. 2020/PROC/UNDP-MMR/PN/012:

**TABLE : Offer to Provision Service Compliant with TOR**

Office Location	Total Area	Fumigation program	Unit Price/Square Feet (Kyat)	Total Price all included (Kyat)
UN Naypyitaw Office	22683.93 ft2	As per ToR		

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]*

Name \_\_\_\_\_

Designation: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_