



REQUEST FOR QUOTATION (RFQ)
(Generators)

NAME & ADDRESS OF FIRM	DATE: September 29, 2020
	REFERENCE: 2020/PROC/UNDP-MMR/PN/103

Dear Sir / Madam:

We kindly request you to submit your quotation for **the supply and delivery of Generators - 3 KVA, Quantity- 350 and 5 KVA, Quantity 50 at different locations in Myanmar** 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 the deadline indicated by UNDP in the e-tendering system. Quotation must be submitted in the online **e-tendering system** in the following link: <https://etendering.partneragencies.org> using your username and password. If you have not registered in the system before, you can register now by logging in using:

Username: event.guest

Password: why2change

and follow the registration steps as specified in the system user guide.

BU code: MMR10

Event ID number: 2020103

You are kindly requested to indicate whether your company intends to submit a Quotation by clicking on **“Accept Invitation”**.

In the course of preparing and submitting your Quotation, it shall remain your responsibility to ensure that it submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. Kindly ensure that supporting documents required are signed and in the .pdf format, and free from any virus or corrupted files.

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

Delivery Terms	<input checked="" type="checkbox"/> DAP (Delivered at Place) (Including loading/unloading charges)
Customs clearance, if needed, shall be done by:	Supplier

Exact Address/es of Delivery Location	Lot # 1 – 3 KVA Generator 175 nos for Yangon Lot # 2 - 3 KVA Generator 175 nos for Mandalay Lot # 3 – 5 KVA Generator 25 nos for Yangon Lot # 4 - 5 KVA Generator 25 nos for Mandalay
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> Within 10 days from the receipt of the Purchase Order/Contract
Delivery Schedule	<input checked="" type="checkbox"/> Required
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Local currency (Kyat for local vendors) <input checked="" type="checkbox"/> US Dollar for overseas vendors
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and service for minimum period of one years <input checked="" type="checkbox"/> Technical Support <input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair
Deadline for the Submission of Quotation	October 7, 2020
Bid Submission Address	Through E-tendering Link https://etendering.partneragencies.org <u>Insert BU Code and Event ID number</u> BU code : MMR10 Event ID number : 2020103
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"/> Latest Business Registration Certificate <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Quality Certificates (ISO, etc.) and/or other similar certificates; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> If the supplier is the manufacturer provide registration of manufacturer. <input checked="" type="checkbox"/> Equipment specifications, pictures, data sheets, catalogues and manuals showing that the proposed items meet the technical requirements

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"/> Permitted for each Lot; but supplier has to submit full required quantity for each Lot. Evaluation of quotations will be conducted lot-wise.
Payment Terms	<input checked="" type="checkbox"/> Within 30 days from receipt and inspection of goods and acceptance of invoice.
Liquidated Damages	0.3% of the contract (PO) price per day for delay, up to a maximum of 10% of the final price of the Contract (PO) price. Next course of action, thereafter, the contract may be terminated.
Evaluation Criteria	<input checked="" type="checkbox"/> Evaluation of quotations will be conducted lot-wise. <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
UNDP will award to:	<input checked="" type="checkbox"/> One or more supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP
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 delivery/completion is delayed by 30 days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements/technical specifications

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, 3) <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)	Moung Kee Aung, Procurement Analyst (moung.kee.aung@undp.org), Aye Wa, Procurement Assistant (aye.wa@undp.org) 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

Thank you and we look forward to receiving your quotation.

Sincerely yours,

Alka Aneja
Procurement Specialist
29 September 2020

Lot # 1 - 3 KVA Generator ; Quantity - 175 ; Delivery for Yangon
Technical Specifications

Sr No	Description/Specification of Goods			Qty	Expected Delivery time
1	3 KVA			175 no.	Within 10 days of order confirm
	Delivery Location: Yangon				
	Generator & Engine	Engine Power	7HP		
		Displacement	208cc		
		Starting System	Electric start		
		Oil type/oil capacity	10w30/0.6L		
		FUEL TYPE	Gasoline / Diesel		
		Fuel Tank Capacity(L)	13		
		Fuel Consumption	Minimum 1.03/9 Rate load (kg/Hour)/Operating Hours(h)		
		Maximum Noise level at 7 meters	70 db		
		AC Output Voltage (V)	220v		
		AC Frequency(Hz)	50hz		
		Rated Current	11-A		
		Output (KW/KVA)	3 KVA		
		DC voltage(V)	12V/8.3A		
		Tool kit	spark plug, manual, extension bar, protective tube		
	Standard Features	AC protector/DC protector	Yes		
		Voltmeter	Yes		
		Automatic Voltage Regulator	Yes		
		Oil Alert	Yes		
		Wheel	Yes		

Lot # 2 - 3 KVA Generator; Quantity - 175 ; Delivery for Mandalay

Technical Specifications

Sr No	Description/Specification of Goods			Qty	Expected Delivery time
1	3 KVA			175 no.	Within 10 days of order confirm
	Delivery Location: Mandalay				
	Generator & Engine	Engine Power	7HP		
		Displacement	208cc		
		Starting System	Electric start		
		Oil type/oil capacity	10w30/0.6L		
		FUEL TYPE	Gasoline / Diesel		
		Fuel Tank Capacity(L)	13		
		Fuel Consumption	Minimum 1.03/9 Rate load (kg/Hour)/Operating Hours(h)		
		Maximum Noise level at 7 meters	70 db		
		AC Output Voltage (V)	220v		
		AC Frequency(Hz)	50hz		
		Rated Current	11-A		
		Output (KW/KVA)	3 KVA		
		DC voltage(V)	12V/8.3A		
		Tool kit	spark plug, manual, extension bar, protective tube		
	Standard Features	AC protector/DC protector	Yes		
		Voltmeter	Yes		
		Automatic Voltage Regulator	Yes		
		Oil Alert	Yes		
		Wheel	Yes		

Lot # 3 - 5 KVA Generator; Quantity - 25 ; Delivery for Yangon
Technical Specifications

Sr No	Description/Specification of Goods			Qty	Expected Delivery time
1	5 KVA			25 no.	Within 10 days of order confirm
	GENERATOR (Silent Type)	Frequency (HZ)	50		
		Output (KW/KVA)	5		
		Rated AC voltage (V)	220 V		
		Power factor	1		
		DC output (V)	12V/8.3A		
		Phase	Single phase		
		Alternator type	Self-excited, 2-pole alternator		
		Starting system	Manual/Electric Key Start		
		Noise level (Dba/7m)	Maximum 70-75		
		Fuel tank capacity (L)	Minimum 12		
		Continuous running time (hr)	Minimum 8		
	ENGINE	Engine type	Single-cylinder, air-cooled diesel engine		
		Fuel consumption rate (g/kw.h)	≤280		
		Fuel	Diesel oil		
		Lubrication oil volume (L)	1.65		
		Combustion system	Direct Injection		
	STANDARD FEATURES	Voltmeter	YES		
		AC output socket	2		
		AC circuit breaker	YES		
		Oil warning light	YES		
		Oil alert	YES		

Lot # 4 - 5 KVA Generator; Quantity - 25 ; Delivery for Mandalay
Technical Specifications

Sr No	Description/Specification of Goods			Qty	Expected Delivery time
1	5 KVA			25 no.	Within 10 days of order confirm
	GENERATOR (Silent Type)	Frequency (HZ)	50		
		Output (KW/KVA)	5		
		Rated AC voltage (V)	220 V		
		Power factor	1		
		DC output (V)	12V/8.3A		
		Phase	Single phase		
		Alternator type	Self-excited, 2-pole alternator		
		Starting system	Manual/Electric Key Start		
		Noise level (Dba/7m)	Maximum 70-75		
		Fuel tank capacity (L)	Minimum 12		
		Continuous running time (hr)	Minimum 8		
	ENGINE	Engine type	Single-cylinder, air-cooled diesel engine		
		Fuel consumption rate (g/kw.h)	≤280		
		Fuel	Diesel oil		
		Lubrication oil volume (L)	1.65		
		Combustion system	Direct Injection		
	STANDARD FEATURES	Voltmeter	YES		
		AC output socket	2		
		AC circuit breaker	YES		
		Oil warning light	YES		
		Oil alert	YES		

Annex 2**Check-list for submission**

Sr No.	Description	Submission of document Yes/No (NA if not applicable)
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	Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer).	
	If the supplier is the manufacturer provide registration of manufacturer.	
3	Latest Business Registration Certificate	
4	Latest Internal Revenue Certificate / Tax Clearance;	
5	Quality Certificates (ISO, etc.) and/or other similar certificates	
6	Equipment specifications, pictures, data sheets, catalogues and manual showing that the proposed items meet the technical requirements	

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/103:

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

Lot # 1 – 3 KVA Generator 175 nos for Yangon

Item No.	Description/Specification of Goods	Quantity	Country of Origin	Latest Delivery Date	Unit Price (MMK/USD)	Total Price per Item (MMK/USD)
1		175 nos				
Total Prices of Goods						
Add : Cost of Transportation (to Yangon)						
Add : Cost of Insurance (if require)						
Add : Other Charges (if require)						
Total Final and All-Inclusive Price Quotation						

[Name and Signature of the Supplier's Authorized Person]

Name _____

Designation: _____

Company Name: _____

Date: _____

Lot # 2 - 3 KVA Generator 175 nos for Mandalay

Item No.	Description/Specification of Goods	Quantity	Country of Origin	Latest Delivery Date	Unit Price (MMK/USD)	Total Price per Item (MMK/USD)
1		175 nos				
Total Prices of Goods						
Add : Cost of Transportation (to Mandalay)						
Add : Cost of Insurance (if require)						
Add : Other Charges (if require)						
Total Final and All-Inclusive Price Quotation						

[Name and Signature of the Supplier's Authorized Person]

Name _____

Designation: _____

Company Name: _____

Date: _____

Lot # 3 – 5 KVA Generator 25 nos for Yangon

Item No.	Description/Specification of Goods	Quantity	Country of Origin	Latest Delivery Date	Unit Price (MMK/USD)	Total Price per Item (MMK/USD)
1		25 nos				
Total Prices of Goods						
Add : Cost of Transportation (to Yangon)						
Add : Cost of Insurance (if require)						
Add : Other Charges (if require)						
Total Final and All-Inclusive Price Quotation						

[Name and Signature of the Supplier's Authorized Person]

Name _____

Designation: _____

Company Name: _____

Date: _____

Lot # 4 – 5 KVA Generator 25 nos for Mandalay

Item No.	Description/Specification of Goods	Quantity	Country of Origin	Latest Delivery Date	Unit Price (MMK/USD)	Total Price per Item (MMK/USD)
1		25 nos				
Total Prices of Goods						
Add : Cost of Transportation (to Mandalay)						
Add : Cost of Insurance (if require)						
Add : Other Charges (if require)						
Total Final and All-Inclusive Price Quotation						

[Name and Signature of the Supplier's Authorized Person]

Name _____

Designation: _____

Company Name: _____

Date: _____

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 (Within 10 days after issuance of Purchase Order)			
Estimated weight/volume/dimension of the Consignment:			
Country/ies of Origin:			
Warranty and After-Sales Requirements			
a) Immediately replace with supplier own cost for the new one if newly procured item is mal-functioning on test run			
b) Minimum Two (1) years warranty on both parts and service			
c) Service Unit to be Provided when the Purchased Unit is Under Repair			
Validity of Quotation (120 days)			
All Provisions of the UNDP General Terms and Conditions			
UNDP delivery term (DAP to Yangon and Mandalay)			
UNDP Payment Term			

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: _____